

Division of Business and Finance

FY2027

YEAR END CALENDAR & PROCEDURES

[Business & Finance - Fort Worth Independent School District](#)

[Budget - Fort Worth Independent School District](#)

[Grants and Development - Fort Worth Independent School District](#)

[Procurement Services - Fort Worth Independent School District](#)

September 02, 2026

Fort Worth
INDEPENDENT SCHOOL DISTRICT

End of Year Closing Deadlines for Fiscal Year 2027

Last Day to Enter Requisitions for Library Books and Campus Technology Purchases for All Funds	Friday, February 26, 2027
Last Board Meeting to Receive Approval for Major FY 2027 Purchases, to be Paid and Received prior to June 30, 2027 Any large items with a long lead time, such as furniture or campus-initiated technology, should be ordered by March 15, 2026, to be delivered, invoiced, and received in Frontline by June 30, 2027.	March 9, 2027 Monday, March 15, 2027
Last Day to Enter Requisitions using FY 2027 for all Funds (Except Warehouse purchases) Few exceptions will be made for critical, essential needs or events as described in Appendix A.	Friday, April 9, 2027

End of Year Closing Deadlines for Fiscal Year 2027

The following note will be printed on purchase orders issued to vendors after April 9, 2027. NOTE: "ORDERS MUST BE DELIVERED AND INVOICED BY FRIDAY, JUNE 18, 2027 OR THE PO MAY BE CANCELLED." Applies to POs, BPOs, Amazon	Friday, April 9, 2027
Last Day to enter FY 2027 Budget Change Requests for all funds	Friday, April 16, 2027
Last Day to Enter Student Field Trips for the 2026-2027 School Year	Friday, April 23, 2027

End of Year Closing Deadlines for Fiscal Year 2027

Last Day to Enter Requisitions for Warehouse Orders & Pick Tickets	Friday, May 28, 2027
District Travel Deadline for Submitting FY 2027 Expense Reports	Friday, May 28, 2027 <i>For Travel occurring after May 28th, Expense Reports must be submitted two (2) days from return date.</i>
All Credit Card reconciliation submissions	Friday, June 11, 2027
First Day for Entering FY 2028 Requisitions (Beginning July 1, 2027, Requisition entry access for FY2028 will open and Requisitions for the year 2027-2028 may be entered. This allows you to have POs for the new fiscal year in place ahead of the back-to school rush).	July 1, 2027 <i>The new codes in the 2027-2028 budget MUST be used on the Purchase Order Requisition.</i>

APPENDIX A:

FY2027 CRITICAL NEEDS AREAS AND EVENTS

DEPARTMENTS:

- Grant funds with expiration dates beyond June 30, 2026
- Maintenance & Operations
- Campus Improvement Plan (CIP)

EVENTS:

- 2026-2027 Graduation Ceremonies/Prom
- 2026-2027 Cabinet Directives
- 2027 Summer School
- Student & Employee Travel

ROLLING PURCHASE ORDERS

Purchase orders cannot be carried forward into a new fiscal year.

An order anticipated to be delivered in June 2027 may change and will not arrive until July or August 2028, or thereafter. If this occurs, the order does not need to be canceled unless it is no longer needed.

Important Budget Reminder

Due to budget constraints, funds cannot be transferred from FY 2026-2027 to FY 2027-2028. Any items received after June 30, 2027 will be charged to the FY 2027-2028 budget. Departments should plan accordingly, as this expense may require adjustments to spending priorities in the new fiscal year.

PREPAYING ITEMS WITH THE FY 2027-2028 BUDGET

There are items that must be paid before the FY 2027-2028 budget actually begins. For the expenditure to qualify, the event or activity must take place **AFTER** June 30, 2027. Examples of expenditures that can be paid before the new budget year:

- **Travel advances**
- **Conference registrations**
- **Travel registrations, including airline and hotel charges**
- **Deposits for reservations**
- **Competition entry fees**

For example, an administrator plans to go to a conference being held in August 2027, and the registration check must be postmarked by July 7, 2026, in order to receive an early registration discount. Accounting can mail the check in the 2026-2027 budget year to allow the administrator to register for the conference at a discounted rate. However, your 2027-2028 budget will be charged. *This exception is not available for federal funds (206-379).*

PURCHASE ORDER MAINTENANCE

The Steps below provides instructions on how to maintain, receive, pay and close a purchase order throughout the school year. These actions should be performed at lease weekly, at most monthly so that vendors can be paid timely and unused funds liquidated.

A. REVIEW ALL YOUR ORGANIZATION'S OPEN PURCHASE ORDERS (REGULARLY)

[Procurement Services - How To Create an Open Purchase Order Report.pdf - All Documents](#)

B. RECEIVE ITEMS IN FRONTLINE (This process does not apply to blanket requisitions)

1. After items have been physically delivered and received, complete the receiving module in Frontline.
Do not receive goods or services in frontline that have not been delivered or completed
2. Reference the step-by-step guide to complete receiving here [How to Receive a Requisition](#)
3. Reference the step-by-step guide for receiving issues here [How to Resolve Receiving Issues](#)
4. Reference the step-by-step guide for receiving project requisitions here [How to Receive a Project Requisition](#)

PURCHASE ORDER MAINTENANCE

C. SEND ALL INVOICES TO ACCOUNTS PAYABLE

1. Send all invoices to accountspayables@fwisd.org with the purchase order number; Do not attach invoices to the requisition or purchase order
2. For blanket requisitions, sign the invoices and email them to accountspayables@fwisd.org with the purchase order number

D. SEND ALL CREDIT MEMOS OR VENDOR CANCELATIONS TO ACCOUNTS PAYABLE

1. If you will not receive goods or services included on the purchase order, notify accountspayables@fwisd.org.
2. For eProcurement purchase orders, reach out to the vendor for a Credit Memo and send it to accountspayables@fwisd.org.

E. CONTACT THE VENDOR FOR AN INVOICE

Forward the copy of the invoice to accountspayables@fwisd.org.

F. CONTACT ACCOUNTS PAYABLES FOR CLOSING OF PURCHASE ORDERS

1. Once the receiving is complete, the invoice is sent to accountspayables@fwisd.org, and the purchase order is liquidated, contact Accounts Payable to close the purchase order
2. Do not request a purchase order to be closed if payment is needed. Indicate to pay then close.

PURCHASE ORDER MAINTENANCE

The Division of Business of Finance Division we are here to support you, please contact us if you have any questions.

Business & Finance	(817) 814-2101
Budget Department	(817) 814-2170
Grants & Development	(817) 814-2281
Procurement Services	(817) 814-2200
<i>Accounts Payable</i>	(817) 814-2140
<i>Payroll & Benefits</i>	(817) 814-2180

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