

## **THE DEADLINE FOR ENCUMBERING FUNDS FOR FY 2020-21**

**THURSDAY, APRIL 1, 2021**

This means all funds to be spent from the current year budgets (including grants, fees, etc.) must be ENCUMBERED in BusinessPLUS and submitted to Workflow on or before 11:59pm on April 1, 2021. Please note the following:

1. All requisitions to cover expenses that will occur during the months of April and May must be entered as a "B" type (Blanket) requisition. You are to estimate what will be spent for those months and enter a requisition for each vendor from which you anticipate making a purchase.

You must do this not only for supplies, but also for any services, equipment, or furniture purchases. Remember, the goods or services that you purchase must match the purpose of the budget line. *You must buy supplies with a supplies object code (56100). You cannot buy equipment (57300) or furniture (57330) with a supply (56100) object code.*

2. All funds encumbered under PO's that are not PAID on or before June 15, 2021 will be disencumbered, and funds will return to the District to use for districtwide projects.
  - a. "Paid" means that a check has been printed and mailed by Accounts Payable, receiving a PO in BusinessPLUS (POUPRC) DOES NOT pay an invoice. Please review the status of all open POs in your budget regularly to ensure invoices are received so payment can be made no later than the last board meeting in May.

### **THE LAST DAY TO SUBMIT INVOICES TO AP FOR PAYMENT WILL BE JUNE 15, 2021 (NOON)!**

If invoices are not received, it is the responsibility of the school/department to contact the vendor to get the invoice to AP before the June 15 deadline.

- b. In past years, several schools/departments waited to order items from POs until close to the PO cancelation date. As a result, items were shipped late, items were backordered, or invoices were not received timely to meet the payment deadline. It is the responsibility of the school/department to ensure items are ordered timely to meet the deadline. Invoices coming after June 15, will need to be paid from the school/department 2021-22 budget.
3. Any expenditures to be made between April 1 and the end of the school year MUST be encumbered before April 1<sup>st</sup>. This includes travel, transportation, services, mileage, etc.
  4. Storeroom and Print Shop orders must be placed by April 1, if you wish to use current year funds.
  5. Estimates of salary costs (other than staff regular pay) to be paid between the deadline and the end of the school year MUST be estimated on or before the deadline. While salary costs cannot be encumbered via PO, you MUST email Brad Isnard with details of the name of the person, the date the work will be performed, the estimated cost and the account number the costs are to be charged to. Email must be received in Brad's office on or before the deadline.
    - a. Once the work is performed, timesheets must be submitted within one pay period of the work was performed, but no later than on or before June 15, 2021.
    - b. Please recall that for the timesheets to be paid, the work MUST be submitted to HR for approval through Board. This information will need to be sent to HR on or before the deadline also.
    - c. Any salary costs not meeting these requirements will be charged to the school/department 2021-22 budget.
  6. Professional Development subs, please email Melissa Shields the information to encumber funds for subs.
    - a. The name of the teacher requiring a sub
    - b. The date the sub is used

- c. What budget is to be used
7. Visa Usage
- a. VISA purchases in June will come from next years' funds. Enter a requisition by April 1 for as much as your budget allows for spending on VISA in your supply funds for April-May spend needs. Please code to the appropriate budgets as best you know today.
  - b. All reconciliations (Envelopes) must be turned in by June 15
  - c. June spending will be coming out of your FY 2021-22 budget
8. Closing Purchase Orders
- a. All December issued PO's will close April 5
  - b. All January issued PO's will close May 3
  - c. All February issued PO's will close June 2
  - d. All PO's issued after March 1 will stay open for invoices paid on the June 22<sup>nd</sup> Board
9. Planning deliveries
- a. All delivery of product must happen in time for you to also have invoices created on the schedule above. Plan accordingly.
  - b. Staples will create backorders for items not in stock. This could delay the invoicing of your shipment. As you follow your orders, if you find an item is not delivering, contact Staples for an update. If delayed, we suggest you cancel that item/s so the rest of the shipment can bill. You can always place another order after July 1.
  - c. Staples bills for weekly deliveries over the weekend. To hit our timeline, you should place your last orders with Staples by May 28<sup>th</sup> (at the latest), to deliver and bill in time.