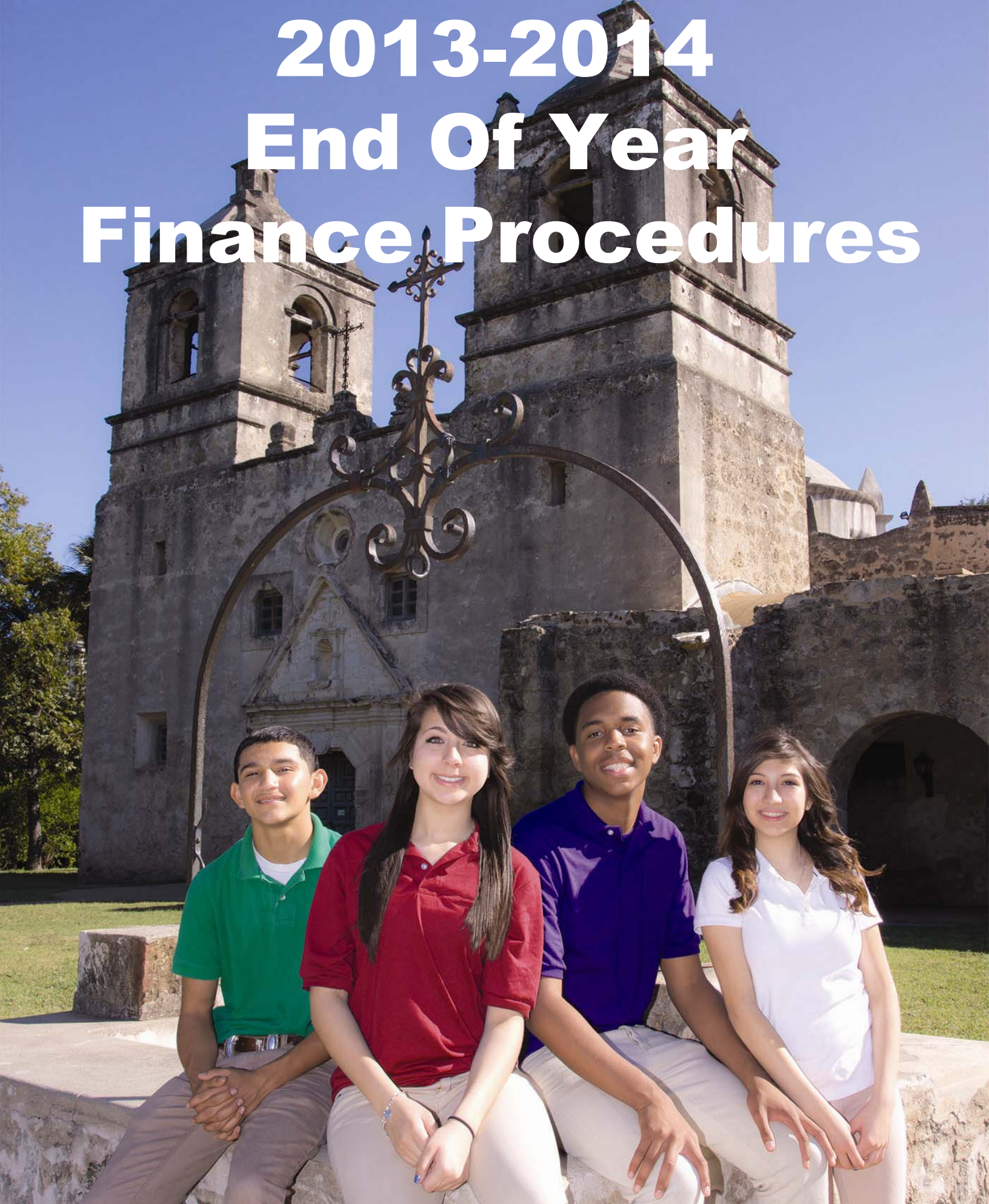


2013-2014 End Of Year Finance Procedures



San Antonio Independent School District
141 Lavaca Street, San Antonio, TX 78210

2013-2014 End of Year Finance Procedures

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2013-2014 END-OF-YEAR FINANCE PROCEDURES

Campus Issues

1. Textbooks

- A. A TB-2 Form, “Textbooks Returned to Warehouse”, must be completed and submitted to the District Textbook Office to initiate pickup of the expired and out-of-adoption titles. Check in expired and out-of-adoption textbooks to the Campus Textbook Coordinators (any time after they are no longer needed to conduct class) for return to the Central Warehouse. Please call the District Textbook Office at 210-222-9696 to confirm out of adoption titles. **Do not return surplus books unless they are requested by the District Textbook Office.**
- B. Materials Management Warehousemen will continue to pick up expired and out-of-adoption textbooks from June – August 2014. Campuses were previously notified that all TB-2 forms should be received in the District Textbook Office by April 7, 2014. Electronic TB-2 forms are available on the Materials Management Department’s intranet site and can be sent to the District Textbook Office as an attachment to an e-mail to mmartinez18@saisd.net. Please inform the **Campus Custodian** regarding the location of the textbooks to be picked up.
- C. Submit orders for supplemental materials to the District Textbook Office for receipt no later than Tuesday, May 27, 2014. Please remember to include orders for Special Education Students.
- D. Summer Audits (See Appendix D): **All schools will be audited from June 6- June 23, 2014.**
- E. The Texas Education Agency requires Districts to conduct a physical inventory of all state-adopted instructional materials every year. At the end of the audit, a TB-4 Form, “Payment for Lost Textbooks” is prepared and completed by the Textbook Office to itemize lost textbooks unaccounted for during the audit. An AB-17 Form, “Reimbursement and Advance Request” is to be completed by the **Campus Secretary** and sent to the Textbook Office for payment of lost textbooks.

Budget/Finance Items

2. Student Activity Funds

- A. Principals should finalize collection of NSF checks and fees incurred during the school year by May 30, 2014.
- B. Principals are reminded to ensure compliance with Student Activity Reporting Procedures on completion of Club Reports. **Refer to Student Activity Manual page 36, item 9**, “At least three times per year (August, December and April)” the Principal shall require each sponsor to

sign the report with a statement acknowledging their agreement with the account balances. The Principal should sign for those accounts without sponsors.

Fundraiser Documents

- Submit all Fundraiser Documents when fundraisers are completed
 - Fundraisers completed at the end of the year should be finalized with an income and expense summary before sponsors are released for the summer
- C. Coins, currency and checks must be deposited within 2 business days throughout the summer.
- D. An over spent budget code is non-compliant according to TEA guidelines. In such an instance, prepare an interfund transfer to correct the deficiency. A signed SAF- 4 form is due to accounting by June 6, 2014.
- E. Effective July 1, 2014 account balances roll forward to fund 865 FY 5.

3. *Purchase Orders*

- A. Principals must ensure that Purchase Order Receiving Reports for all outstanding purchase orders are maintained at the school during the summer months. All purchase orders must be kept at a location accessible to the principal or principal's designee for authorization to pay upon receipt of all merchandise ordered. If the principal is not available and must appoint a designee, a memo should be provided to the Accounts Payable department with the designee's name and timeframe that they are to be given signature authority. The principal's designee must be a professional employee. Please sign, date, provide "**actual date**" of receipt of goods or services, and submit the Receiving Report copy to the Accounts Payable Department upon receipt of merchandise ordered. If a partial shipment of merchandise is received, **submit a signed and dated copy** of the Purchase Order receiving report to the Accounts Payable Department. Please be sure to write in the actual date the goods or services were received on your partials, as well as complete full payments. The receiving report must indicate the quantity received, amount to pay and the balance due. Attach packing slips, if received, to the signed Receiving Report.

Principals shall direct building Custodians to accept merchandise delivered to the school. Custodians shall notify the principal or principal's designee immediately so merchandise may be inspected and authorized for payment.

As a reminder, delivery may include items purchased with Federal Funds or Grant Funds that have defined ending dates. Failure to process in a timely manner may result in loss of funding and require items delivered to be returned to vendor.

Submit all receiving reports to the Accounts Payable Office or Federal Programs, if indicated, by funding source at 141 Lavaca Street as soon as possible.

B. ***Purchase Requisitions, using local funds and fund 461 (excluding fund 164)***

Region 20 Automated *Purchase Requisitions*, using local funds and fund 461 (excluding fund 164) must be entered into the requisition system by campuses and departments and have final program approval using the following schedule

	Technology Requisitions	Non-Technology Requisitions
Enter automated purchase requisition	April 24, 2014	May 2, 2014
Final program approver	May 2, 2014	May 9, 2014
Requisition processed into Purchase Order	May 13, 2014	May 20, 2014

It is the originator’s responsibility to monitor the status of pending requisitions and to follow-up with Approvers to ensure deadlines are met. Purchase requisitions will be processed into purchase orders by the Purchasing Department no later than the dates noted above, provided all approval action has met established timelines. Requisitions entered later than May 2, 2014 for non-technology purchases (April 24, 2014 for Technology purchases) must have the following statement typed on each purchase order: **“ITEMS MUST BE RECEIVED AND INVOICED ON OR BEFORE JUNE 27, 2014, OR THIS ORDER IS CANCELLED.”**

C. ***Purchase Requisitions, using fund 164 and funds 211, 212, 215, 255, 263***

Campuses/departments using **fund 164 and fund 211, 212, 215, 255, 263** must enter requisitions into the system as per the Federal Programs Department Timelines (Appendix B). Requisitions must be complete and in approvable form (correct budget codes, allowable items, proper documentation/ “shopping carts”, etc.). Requisitions must have the following statement typed: **“ITEMS MUST BE RECEIVED AND INVOICED ON OR BEFORE (insert date in column 11 of timelines “last day to receive all shipments and services...” for the purchase category the item being ordered falls under) OR THIS ORDER IS CANCELLED.”** Requisitions that are incomplete or incorrect will be rejected. **It is the originator’s responsibility to monitor the status of pending requisitions and to follow-up with Approvers to ensure deadlines are met.**

D. ***Purchase Requisitions, using special revenue funds (2XX, 3XX, 4XX) excluding fund 461, 211, 212, 215, 255 and 263***

Campuses/departments using **special revenue funds (2XX, 3XX, 4XX), with the exception of fund 461 and selected 2XX funds, must enter requisitions into the system based upon the timelines established by Finance (Appendix C).** This will allow enough time for items to be received at the campuses before the grant ends. Requisitions entered by the requisition deadline established for the particular grant per the timelines (column 6 and /or 8) must have the following statement typed on each purchase order: **“ITEMS MUST BE RECEIVED AND INVOICED BY (insert date in column 11 of timelines – last date to physically receive all shipments and services) OR THIS ORDER IS CANCELLED”.**

To ensure timely and correct payment of purchase orders, ensure that:

- A signed photocopy of the purchase order receiving report form is submitted to authorize a partial payment for a partial delivery.
- When authorizing a partial payment, ensure that backorders are received on or before the required delivery and payment dates.
- Items purchased with a purchase order are authorized for payment by submitting the original receiving report and packing slip, if applicable.

E. Outstanding purchase orders or projects for local funds 1XX and fund 461 will NOT be carried forward to fiscal year 2014-2015.

- Fund 461 PO's will be cancelled by Accounting on July 1, 2014.
- Local Funds-1XX PO's will be cancelled by Accounting after last check run for FY 2014.

4. *Warehouse Requisitions*

AB-14s Warehouse Requisitions and automated Warehouse Orders will be accepted by the Purchasing Department according to the 2013-14 Route Schedule located at the following intranet address: http://intranet/purchasing/Warehouse/WAREHOUSE_CALENDAR2013-2014.pdf The Warehouse ordering system will be closed from June 9, 2014 to July 6, 2014. The system will be opened for ordering on Monday, July 7, 2014 (after the Fourth of July Holiday week closure). If there are any emergency requirements during this period, contact Robin Vargas at 224-2781, ext. 109. Adhere to this schedule to insure adequate time for order processing and delivery by the last scheduled delivery date.

Campuses/departments using fund 164 and and 211, 212, 215, 255, 263 for Warehouse and Office Depot must follow the Federal Programs Department Timelines (Appendix B).

5. *Competitive Bids/Proposals*

Competitively procured bids/proposals are not subject to the above cut-off dates.

6. *AB-17s, Travel/Mileage Reimbursements*

AB-17's for Athletic Officials, Employee Reimbursement for Travel and Student Travel Advance Requests

The District-wide use of AB-17's is not permissible. The District does on a limited basis allow the use of an AB-17 on a prior approved basis for only specific types of payment authorizations.

All AB-17s for student travel advances or employee reimbursements that were scheduled and completed prior to June 5, 2014 must be submitted for processing to the Accounts Payable Department for processing by June 13, 2014. Trips scheduled June 6, 2014 or thereafter, must be submitted for reimbursement within five (5) working days of the return date, as per District Guidelines.

All reimbursement requests utilizing Special Revenue Funds (2XX, 3XX, 4XX), with the exception of fund 211,212,215,255,263 and 461, must be submitted within five (5) working days of the return date, or by the grant ending date in accordance with funding guidelines to ensure that funding requirements are met.

REMINDER: Refer to program guidelines and timelines (Appendix B) for specific dates for federal funds, grants, etc. Campuses/departments using fund 164 and 211, 212, 215, 255, 263 must follow the Federal Programs Department Timelines (Appendix B).

7. *Budget Change Request*

Online Budget Change Request and BUS-2's, for local funds 1XX and 461 (excluding Fund 164), must be received by the Planning and Budget Office by **May 23, 2014**. An over spent budget code is non-compliant according to TEA guidelines. This includes all balances through June 30th. Submit a Budget Change Request (BCR) to correct deficiency. **Campuses/departments using fund 164 and 211, 212, 215, 255, 263 must follow the Federal Programs Department Timelines (Appendix B).**

8. *Fiscal Year Start*

The new fiscal year 2014-2015 will start July 1, 2014. The budget for the new fiscal year 2014-2015 will be available for use on or about July 1, 2014.

9. *Copier Meter Readings*

Copier meter readings must be provided to the Printing Services Department by June 3, 2013. Please contact Vanessa Vance with any questions at 210-554-8450.

10. *Campus Activity Fund 461*

- A. Student Activity Operating Form Bus-6 must be received by the Planning and Budget office no later than June 20, 2014 or earlier.
- B. Fiscal Year 4 Outstanding Purchase Orders will be cancelled on July 1, 2014
- C. Effective July 1, 2014 account balances roll forward to fund 461 FY 5.

Student Records

11. *Medicaid/SHARS*

See Special Education End-of-Year Checklist for SHARS notations on End of Year Procedures distributed by Teaching and Learning.

12. *Transportation*

- A. To arrange appropriate transportation, identify on the profile sheet all students needing special accommodations and transportation. Please refer to Special Education Management System (SEMS) on End of Year Procedures distributed by Teaching and Learning.
- B. Turn in a new transportation form to the Transportation Department for each special education student whose ARD stated that transportation services are needed for the next school year. See Special Education End-of-Year Checklist for transportation notations on End of Year Procedures distributed by Teaching and Learning.

Payroll Checks

13. *Issuance of Checks*

- A. **Regular checks** - The June 2014 pay date for monthly employees is **June 25, 2014**. The live checks and void check stubs will be mailed to the address on file in the Payroll Office.
- C. **Retiring teachers** - Teachers and other professional and paraprofessional employees who are retiring effective **May 31, 2014** for TRS purposes, who work up through June 13, 2014, will receive their regularly scheduled paycheck on **May 28, 2014**. In addition, the final paycheck for any balance owed will be dated **June 13, 2014**, and will be **mailed to the address on file** in the Payroll Office. **The final paycheck dated June 13, 2014 will not be deposited in a financial institution under the Direct to Bank Program.**
- D. **Retiring bus drivers and food service workers** – Food service workers, food service managers, and bus drivers retiring effective May 31, 2014 for TRS purposes, will receive their regularly scheduled paycheck dated **May 23, 2014**. In addition, the final paycheck for any balance owed will be dated **June 5, 2014** and **will be mailed** on **June 5, 2014**, to the address on file in the Payroll Office. **The final paycheck dated June 5, 2014 will not be deposited in a financial institution under the Direct to Bank Program.**
- E. It is important that all **supplemental pay earned and due to retirees** be paid by their last scheduled pay date in MAY 2014 (**May 28, 2013 for Monthly and May 24, 2014 for Bi-Weekly**) While the final pay dates for retirees will be June 5, 2014 for Biweekly employees and June 13, 2014 for Monthly employees, only supplemental pay received after the May pay dates should be reported. **Failure to report amounts on these scheduled pay dates will delay the retiree from receiving their annuity timely and/or the correct retirement annuity amount paid to them by TRS.**
- F. **Substitutes** – Reminder: the last pay date for campus based substitutes for the **2013-2014** school year will be **June 20, 2014**. Ensure all days worked are reported and turned in by the required due date of **June 9, 2014**.

Appendix

A.

EOY Procedure

Checklist

2013-2014 END-OF-YEAR FINANCE PROCEDURES CHECKLIST

Campus Issues					
	Title/Activity	Person Responsible	Requirement	Due Date	Initial
1.	Textbooks				
	A.		Complete Form TB-2 out of adoption textbooks picked up	April 7, 2014	
	B.		Textbooks returned to Textbook Coordinator	May 27, 2014	
	C.		Supplemental Orders	May 27, 2014	
	D.		Summer Campus Textbook Audit (Appendix D)	June 6-June 23, 2014	
	E.		Lost Textbooks Payment Deadline	Dec 12, 2014	
Budget/Finance					
	Title/Activity	Person Responsible	Requirement	Due Date	Initial
2.	Student Activity Fund 865				
	A.		Finalize collection of NSF checks and fees incurred during the school year.	May 30, 2014	
	B.		Student Activity Funds Club Report must be reconciled and signed.	May 16, 2014	
	C.		Monies must be deposited in a timely manner throughout the summer.	Refer to Narrative	
	D.		An Interfund Transfer Form, SAF-4, signed and due in accounting.	June 6, 2014	
	E.		Account balances roll forward.	July 1, 2014	
3.	Purchase Orders				
	A.		All outstanding purchase orders with items received for local funds-1xx and Fund 461 signed and turned in to Accounts Payable Dept.	May 30, 2014	
	B.		(TECHNOLOGY Purchases) Purchase Requisition – Local Funds-1XX (excluding fund 164) and Fund 461 For Inputting and Final Program Approver Deadline	April 24, 2014 May 2, 2014	
			(NON-TECHNOLOGY Purchases) Purchase Requisition – Local Funds-1XX (excluding fund 164) and Fund 461 For Inputting and Final Program Approver Deadline	May 2, 2014 May 9, 2014	

**2013-2014 END-OF-YEAR FINANCE PROCEDURES
CHECKLIST**

	C.		Fund 164 and Funds 211, 212, 215, 255, 263 Purchases Refer to Federal Programs Dept Fund 164 & 2XX (211, 212, 215, 255, 263) 2013-2014 Timelines	According to Federal Programs Dept 164 & 2XX 2013-2014 Timelines	
	D.		Special Revenue Funds (2XX, 3XX, 4XX) excluding fund 211,212,215,255,263 and 461 Purchase Requisitions	According to Special Revenue Timelines	
	E.		Local Funds- 1XX and Fund 461 outstanding Purchase Orders will not be carried forward to 2014-15.	Refer to Narrative	
4.	Warehouse Requisitions				
			AB-14s submitted	Refer to Narrative	
5.	Competitive Bids				
			Competitive Bids	Refer to Narrative	
6.	AB-17s- For Officials, Travel/Mileage				
			AB-17 – Officials, Employee Reimbursement and Student Travel Advance Requests	Refer to Narrative	
7.	Budget Change Requests				
			Online BCR's and BUS-2's for Local Funds- 1XX and 461 (Excluding Fund 164)	May 23, 2014	
			BCR's for Fund 164 and Funds 211, 212, 215, 255 and 263	According to Federal Programs Dept 164 & 2XX 2013-2014 Timelines	
8.	Fiscal Year Start				
			Start of Fiscal Year for 2014-2015	July 1, 2014	
9.	Copier Meter Readings				
			Copier Meter Readings must be provided to print shop.	June 2, 2014	
10.	Campus Activity Fund 461				
	A.		Bus-6 form, signed and due to budget.	June 20, 2014	
	B.		FY 4 Outstanding Purchase Orders will be cancelled.	July 1, 2014	
	C.		Account balances roll forward to FY 5.	July 1, 2014	

**2013-2014 END-OF-YEAR FINANCE PROCEDURES
CHECKLIST**

Student Records					
11.	Medicaid/SHARS				
			See Student Records, Special Education End-of-Year Checklist, for SHARS notations	Refer to Narrative	
12.	Transportation				
	A.		To arrange appropriate transportation See Special Education Management System (SEMS)	Refer to Narrative	
	B.		See Special Education End-of-Year Checklist for New transportation form	Refer to Narrative	
Payroll Checks					
	Title/Activity	Person Responsible	Requirement	Due Date	Initial
13.	Pay Checks				
	A.		Regular monthly checks issued.	June 25,2014	
	B.		Retiring teachers checks issued.	May 28 and June 13 2014	
	C.		Retiring bus drivers and food service employees checks issued.	May 23 and June 5, 2014	
	D.		All Supplemental Pay Earned and due to those employees who are Retiring effective May 31, 2014 should be submitted for payment on the Retirees last scheduled pay date.	Bi-Weekly May 24, 2014 Monthly May 28, 2014	
	E.		Campus based Substitutes - Final Check for 2013/2014 School Year	June 20,2014	

B.

Federal
Programs

(subject to change)

Timelines can be viewed on the Federal Programs website. Users will be able to magnify for easier reading.

		1	2	3	4	5	6	7	8	9
	Purchase Category	LAST BOARD MEETING PRIOR TO ALL PURCHASE REQUISITION DEADLINES	LAST DAY TO SUBMIT CONTRACTS TO PURCHASING DEPT THAT REQUIRE BOARD APPROVAL	LAST DAY FOR CAMPUS/DEPT TO SUBMIT BCR TO FEDERAL PROGRAMS DEPT	LAST DAY FOR FEDERAL PROGRAMS DEPT TO SUBMIT BCR TO BUDGET OFFICE	LAST DAY FOR CAMPUS/DEPT TO SUBMIT A COMPLETE DOCUMENTATION PACKET AND APPROVE ONLINE REQUISITION TO FEDERAL PROGRAMS DEPT FOR DELL & OTHER TECHNOLOGY PURCHASES	LAST DAY FOR PURCHASE REQUISITION APPROVAL BY FINAL PROGRAM APPROVER IN APPROVAL PATH IN R20 SYSTEM FOR DELL & OTHER TECHNOLOGY PURCHASES	LAST DAY FOR FINAL PO APPROVAL FOR DELL & OTHER TECHNOLOGY PURCHASES	LAST DAY FOR CAMPUS/DEPT TO SUBMIT A COMPLETE DOCUMENTATION PACKET AND APPROVE ONLINE REQUISITION TO FEDERAL PROGRAMS DEPT FOR NON DELL & OTHER NON TECHNOLOGY PURCHASES	LAST DAY FOR PURCHASE REQUISITION APPROVAL BY FINAL PROGRAM APPROVER IN APPROVAL PATH IN R20 SYSTEM FOR NON-DELL & OTHER NON-TECHNOLOGY PURCHASES
R O W		Note 1	Note 1	Note 2	Note 3	Note 4	Note 5	Note 6	Note 7	Note 8
A	2XX[4]/164[4] Campus (regular & summer school) 164[4] Department (regular and summer PD, non travel, non rentals, non consultants) 2xx Department (regular)	01/21/14	12/02/13	01/29/14	02/10/14	02/12/14	02/24/14	04/02/14	03/06/14	03/24/14
B	164[4] Department/ Campus summer PD (Travel, Rentals, Consultants)	01/21/14	12/02/13	03/31/14	04/10/14	N/A	N/A	N/A	04/24/14	05/06/14
C	164[4] Department (summer school- must use ORG 699)	02/18/14	01/13/14	02/21/14	03/05/14	03/07/14	03/26/14	04/30/14	04/09/14	04/21/14
D	2xx[4] Department summer PD, non travel, non rentals, non consultants. 2xx[4] Department (summer school- must use ORG 699)	02/18/14	01/13/14	02/21/14	03/05/14	03/07/14	03/26/14	04/30/14	04/09/14	04/21/14
E	2xx[4] Department summer PD (Travel, Rentals, Consultants)	03/24/14	02/10/14	05/05/14	05/15/14	N/A	N/A	N/A	05/30/14	06/10/14

Please note:

- 1) all summer school and summer PD purchases must use an org code of 699
- 2) requisitions entered closer to the deadline will be reviewed for stock piling and quantities will be adjusted as necessary

		10	11	12	13	14	15	16	17
		<p>LAST DAY FOR FINAL PO APPROVAL FOR NON-DELL & OTHER NON-TECHNOLOGY PURCHASES</p> <p>OFFICE DEPOT PURCHASE ORDERS EXPIRE</p> <p>LAST DAY TO ENTER WAREHOUSE REQUISITIONS INTO R20 SYSTEM</p>	<p>LAST DAY FOR CAMPUS/DEPT TO RECEIVE ALL SHIPMENTS AND SERVICES TO INCLUDE DELL & OTHER TECHNOLOGY EQUIPMENT MUST BE RECEIVED AND IN USE</p>	<p>LAST DAY FOR CAMPUS TO TAKE FIELD TRIPS</p>	<p>LAST DAY FOR CAMPUS/DEPT TO SUBMIT LOCAL MILEAGE REIMBURSEMENTS TO FEDERAL PROGRAMS DEPT</p>	<p>LAST DAY FOR CAMPUS/DEPTS TO SUBMIT CLOSING PAYMENTS TO FEDERAL PROGRAMS DEPT</p>	<p>LAST DAY FOR CAMPUS/DEPT TO SUBMIT TIME SHEETS & SUPPLEMENTAL FORMS TO FEDERAL PROGRAMS DEPT.</p>	<p>FEDERAL PROGRAMS DEPT SUBMIT TIME SHEETS & SUPPLEMENTAL FORMS TO PAYROLL DEPT.</p>	<p>LAST DAY FOR FEDERAL PROGRAMS DEPT TO PROVIDE ACCOUNTS PAYABLE WITH DOCUMENTS REQUIRED FOR PAYMENT</p> <p>(TRAVEL REIMBURSEMENT DOCUMENTS, TRANSPORTATION, POSTAGE, PRINTING, FOOD SERVICE, ETC.) EXPENSES TO ACCOUNTING FOR INPUT PRIOR TO GRANT END DATE</p>
Purchase Category		Note 9	Note 10	Note 11	Note 12	Note 13	Note 14	Note 15	Note 16
A	2XX[4]/164[4] Campus (regular & summer school) 164[4] Department (regular and summer PD, non travel, non rentals, non consultants) 2xx Department (regular)	04/23/14	05/14/14	05/16/14	06/05/14	05/21/14	06/23/14	06/24/14	06/16/14
B	164[4] Department/ Campus summer PD (Travel, Rentals, Consultants)	06/06/14	06/30/14	N/A	N/A	07/09/14	N/A	N/A	07/15/14
C	164[4] Department (summer school- must use ORG 699)	05/21/14	06/11/14	N/A	N/A	06/18/14	06/23/14	06/24/14	07/11/14
D	2xx[4] Department summer PD, non travel, non rentals, non consultants. 2xx[4] Department (summer school- must use ORG 699)	05/21/14	06/11/14	N/A	06/30/14	06/18/14	07/28/14	07/29/14	07/11/14
E	2xx[4] Department summer PD (Travel, Rentals, Consultants)	07/10/14	07/31/14	N/A	N/A	08/08/14	N/A	N/A	08/22/14

Federal Programs Department (164, 211, 212, 215, 255, 263)
End of Year Timelines 2013-2014
Notes (dated 10/03/13)

Subject to change

- Note 1: Last Board Meeting available to obtain Board Approval and still have enough time after the B Board Meeting to encumber the money, submit documentation packet to Federal Programs Department and approve requisition online before all Federal Programs Department submission deadlines (Col. 5).
- Note 2: This deadline allows 8 work days for the Federal Programs Department to review and approve BCR's before (Col. 4) deadline.
- Note 3: This deadline allows 2 weeks to process BCRs before all Purchase Requisition cut-off deadlines (Col. 6).
- Note 4: This deadline allows 8 work days for the Federal Programs Department to review and approve requisitions for Dell and other technology to meet the Purchase Requisition cut-off deadline (Col. 6).
- Note 5: This deadline allows one month lead time for additional Approvers to approve the purchase requisition prior to the Final PO Approval for Dell & Technology purchases (Col. 7). Additional approvers may be needed due to type of item requested and/or dollar amount of request. Additional approvers may be Asst. Supt., Fixed Asset Mgt, Technology, etc.
- Note 6: This deadline allows 28-29 work days prior to the receiving (Col. 11) deadline in order to give the Program time to order and receive the goods/services and the FPD to submit all documents to A/P for payment in time to ensure payment is made and dated prior to the end date of the grant. Please remember THE FINAL PO APPROVER IS THE PURCHASING DEPARTMENT. It is the Program's responsibility to monitor the status of the purchase requisition and to follow-up with Approvers to ensure this deadline is met. Meeting the purchase requisition deadline does not guarantee the approval of a purchase order. This deadline helps to ensure that campuses/departments receive technology items with enough time to be used within the current school year and summer school.
- Note 7: This deadline allows 7 work days for the Federal Programs Department to review and approve requisitions for non Dell and non technology to meet the Purchase Requisition cut-off deadline (Col. 9).
- Note 8: This deadline allows one month lead time for additional Approvers to approve the purchase requisition prior to the Final PO Approval for non-Dell & non-Technology purchases (Col. 10). Additional approvers may be needed due to type of item requested and/or dollar amount of request. Additional approvers may be Asst. Supt., C&I, etc.
- Note 9: This deadline allows 14-16 work days prior to the receiving deadline (Col. 11), in order to receive the goods/services and provide the FPD all documents for A/P payment, in time to ensure payment is made and dated prior to the end date of the grant. Please remember THE FINAL PO APPROVER IS THE PURCHASING DEPARTMENT. It is the Program's responsibility to monitor the status of the purchase requisition and to follow-up with Approvers to ensure this deadline is met. Meeting the purchase requisition deadline does not guarantee the approval of a purchase order. (Please note that the Warehouse Requisition System is normally closed from mid June to mid July for inventory and textbook audits). This deadline helps to ensure that campuses/departments receive non technology items with enough time be used within the current school year and summer school.
- Note 10: This deadline allows 5 work days for campus/department to receive shipments and services prior to submitting closing payments to the Federal Programs Department and for goods & services to be received in time for use during the same school year (Col. 14). Fund 164 travel, rentals, consultants have 3 work days due to year end close.
- Note 11: This deadline allows 13 work days of classroom instruction to do follow-up activities/lessons after the field trip prior to the last day of school.
- Note 12: This deadline allows campus staff time to submit local mileage.
- Note 13: This deadline allows the Federal Programs Department time to review and process closing payments before submitting to Accounts Payable Department to ensure payment is made and dated prior to the end date of the grant (Col. 17).
- Note 14: This deadline allows Federal Programs Department 1 work day to review and approve Report of Supplemental Pay sheet(s) to meet the Payroll Department's deadline (Col. 16).
- Note 15: This deadline is per the payroll manual monthly payroll schedule. THESE ARE EST. DATES AS THE PR MANUAL IS BEING REVISED AT THIS TIME.
- Note 16: This deadline allows 2 weeks lead time (in most cases) prior to the end date of the grant to give Accounting time to input transactions and for Accounts Payable to process payment in time for the last check run that is to be dated/charged to the grant before the grant ends.

DEFINITIONS - PURCHASE CATEGORIES

Federal Programs Department (164, 211, 212, 215, 255, 263)
End of Year Timelines 2013-2014

Please note:

- 1) all summer school and summer PD purchases must use an org code of 699
- 2) requisitions entered close to the deadline will be reviewed for stock piling and quantities will be adjusted as necessary

ROW	PURCHASE CATEGORY	DEFINITION (purchase category)		
		CAMPUS	DEPT. Regular School Year & Summer	DEPT. Summer PD
A	2XX[4]/164[4] Campus (regular & summer school) 164[4] Department (regular and summer PD, non travel, non rentals, non consultants) 2xx Department (regular)	2XX(4) & 164(4) Campus- purchases that are for the regular school year & purchases that are for summer school excluding purchases for summer PD that are for summer travel, summer rental and summer consultants related to summer school	2XX(4) & 164(4) Department (regular) - any purchases that are for the regular school year to include any purchases that are for PD in the regular school year	164(4) Department (summer PD) - purchases that are for summer PD that are not travel purchases, not rental purchases and not consultants
B	164[4] Department/ Campus summer PD (Travel, Rentals, Consultants)	164(4) Campus (summer PD) - purchases that are for summer PD that are summer travel purchases, are summer rental purchases and are summer consultants related to summer school	N/A	164(4) Department (summer PD) - purchases that are for summer PD that are summer travel purchases, are summer rental purchases and are summer consultants
C	164[4] Department (summer school- must use ORG 699)	N/A	164(4) Department (summer school) - purchases that are for summer school that are not PD purchases	N/A
D	2xx[4] Department summer PD, non travel, non rentals, non consultants. 2xx[4] Department (summer school- must use ORG 699)	N/A	2XX(4) Department (summer school) purchases that are for summer school	2XX(4) Department (summer PD) - purchases that are for summer PD that are not summer travel, not summer rental and not summer consultants
E	2xx[4] Department summer PD (Travel, Rentals, Consultants)	N/A	N/A	2XX(4) Department (summer PD) - purchases that are for summer PD that are travel purchases, are rental purchases and are consultants

C.

Special Revenue

Special Revenue Grants (2XX, 3XX, 4XX)
Timelines 2013 - 2014 (dated 01/21/14)
 (Note 15)

(SUBJECT TO CHANGE)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
	LAST BOARD MEETING PRIOR TO ALL PURCHASE REQUISITION DEADLINES	LAST DAY TO SUBMIT CONTRACTS TO PURCHASING DEPT THAT REQUIRE BOARD APPROVAL	LAST DAY TO SUBMIT AN AMENDMENT TO GRANT AGENCY	LAST DAY TO NOTIFY HUMAN RESOURCES THAT BUDGET CODE EXPIRES	LAST DAY TO SUBMIT BCR TO BUDGET OFFICE	LAST DAY FOR PURCHASE REQUISITION APPROVAL BY FINAL PROGRAM APPROVER IN APPROVAL PATH IN R20 SYSTEM FOR DELL & OTHER TECHNOLOGY PURCHASES	LAST DAY FOR FINAL PO APPROVAL FOR DELL & OTHER TECHNOLOGY PURCHASES	LAST DAY FOR PURCHASE REQUISITION APPROVAL BY FINAL PROGRAM APPROVER IN APPROVAL PATH IN R20 SYSTEM FOR NON-DELL & OTHER NON-TECHNOLOGY PURCHASES	LAST DAY TO ENTER WAREHOUSE REQUISITIONS INTO R20 SYSTEM	OFFICE DEPOT PURCHASE ORDERS EXPIRE	LAST DAY TO SUBMIT TIME SHEETS & SUPPLEMENTAL FORMS TO PAYROLL DEPT. (EST. DATES - PR MANUAL BEING REVISED AT THIS TIME)	LAST DATE TO PHYSICALLY RECEIVE ALL SHIPMENTS AND SERVICES	LAST DAY TO PROVIDE ACCOUNTS PAYABLE WITH DOCUMENTS REQUIRED FOR PAYMENT	LAST DAY TO SUBMIT ALL TRANSPORTATION, POSTAGE, PRINTING, FOOD SERVICE, ETC. EXPENSES TO ACCOUNTING FOR INPUT PRIOR TO GRANT END DATE	LAST CHECK RUN DATE*	LAST DAY FOR PROGRAM DIRECTOR TO COMPLETE CERTIFICATION AND/OR TIME & EFFORT FOR GRANT FUNDED POSITIONS	LAST DAY TO SUBMIT MATCHING AND IN-KIND TO FUNDS MGMT
GRANT END DATE	(Note 1)	(Note 1)	(Note 2)	(Note 3)	(Note 4)	(Note 5)	(Note 6)	(Note 7)	(Note 8)	(Note 9)	(Note 10)	(Note 11)	(Note 12)	(Note 13)	(Note 14)		
09/30/13	06/17/13	05/20/13	05/10/13	07/31/13	06/10/13	06/24/13	07/31/13	07/22/13	08/21/13	08/30/13	09/11/13	09/16/13	09/25/13	10/07/13	10/07/13		
12/31/13	08/19/13	07/19/13	07/30/13	10/31/13	08/30/13	09/16/13	10/16/13	10/07/13	11/06/13	11/22/13	12/04/13	12/06/13	12/17/13	01/10/14	01/10/14		
05/31/14	01/21/14	12/06/13	01/09/14	03/31/14	02/10/14	02/24/14	04/02/14	03/24/14	04/23/14	05/01/14	05/14/14	05/16/14	05/28/14	06/06/14	06/06/14		
06/30/14	02/18/14	01/17/14	02/05/14	04/30/14	03/05/14	03/26/14	04/30/14	04/14/14	05/21/14	05/30/14	06/11/14	06/16/14	06/25/14	07/11/14	07/11/14		
07/31/14	04/21/14	03/20/14	03/20/14	05/30/14	04/21/14	05/05/14	06/04/14	05/23/14	06/25/14	06/27/14	07/09/14	07/17/14	07/23/14	08/07/14	08/07/14		
08/31/14	05/19/14	04/16/14	04/07/14	06/30/14	05/09/14	05/23/14	06/25/14	06/16/14	07/23/14	08/01/14	08/13/14	08/15/14	08/27/14	09/05/14	09/05/14		
09/30/14	06/16/14	05/15/14	05/08/14	07/31/14	06/09/14	06/23/14	07/30/14	07/21/14	08/20/14	08/29/14	09/10/14	09/16/14	09/24/14	10/07/14	10/07/14		

Special Revenue Grants (2XX, 3XX, 4XX)
End of Year Timelines 2013 - 2014

Notes (dated 01/21/14)

(subject to change)

- Note 1: Four months is the amount of lead time needed in order to meet Materials Mgmt's / Purchasing timelines and still have enough time after the Board Meeting B to encumber the money before all Purchase Requisition cutoff deadlines. If purchase is "Sole Source" or "Non Bid" and/or requiring Board approval, a minimum of 3 months is needed for this process. If the purchase involves initiating a "Competitive Bid Process", a minimum of 4 months is needed.
- Note 2: This deadline allows one month for funding agency to approve amendment and Program to prepare BCR before BCR deadline.
- Note 3: 2 months prior to the end date of the grant
- Note 4: This deadline allows 2 weeks to process BCRs before all Purchase Requisition cut-off deadlines
- Note 5: This deadline allows one month lead time for additional Approvers to approve the purchase requisition prior to the Final PO Approval for Dell & Technology purchases. Additional approvers may be needed due to type of item requested and/or dollar amount of request. Additional approvers may be Federal Programs, LED, Fixed Asset Mgt, Technology, etc.
- Note 6: This deadline allows 6 weeks lead time prior to the A/P deadline in order to give the Program time to order and receive the goods/services and the program to submit all documents to A/P for payment. Please remember **THE FINAL PO APPROVER IS THE PURCHASING DEPARTMENT. It is the Program's responsibility to monitor the status of the purchase requisition and to follow-up with Approvers to ensure this deadline is met. Meeting the purchase requisition deadline does not guarantee the approval of a purchase order.**
- Note 7: This deadline allows one month lead time for additional Approvers to approve the purchase requisition prior to the Final PO Approval for non-Dell & non-Technology purchases. Additional approvers may be needed due to type of item requested and/or dollar amount of request. Additional approvers may be Federal Programs, LED, Fixed Asset Mgt, Technology, etc.
- Note 8: This deadline allows 3 weeks lead time prior to the A/P deadline in order to give the Program time to order and receive the goods/services and the program to submit all documents to A/P for payment. Please remember **THE FINAL PO APPROVER IS THE PURCHASING DEPARTMENT. It is the Program's responsibility to monitor the status of the purchase requisition and to follow-up with Approvers to ensure this deadline is met. Meeting the purchase requisition deadline does not guarantee the approval of a purchase order.** (Please note that the Warehouse Requisition System is normally closed from mid June to mid July for inventory and textbook audits.)
- Note 9: This deadline is per the payroll manual monthly payroll schedule. If you have a challenge with this deadline, consult with Funds Management in advance for special arrangements. THESE ARE EST. DATES AS THE PR MANUAL IS BEING REVISED AT THIS TIME.
- Note 10: This deadline allows 2 weeks to process accounts payable documents in time for the last check run before the grant ends
- Note 11: This deadline allows 2 weeks lead time prior to the end date of the grant to give Accounting time to input transactions that are to be charged to the grant before the grant ends.
- Note 12: A/P check runs are on Wednesdays and checks are dated using the following Friday's date. This lists the last check run date that will have a check date prior to the end date of the grant. Payment to the evaluator is the only exception allowed beyond this date.
- Note 13: Program Director maintains record of: 1) Time & Effort documentation for partially funded grant positions and 2) Semiannual Certification statements for 100% grant funded positions. (Time & Effort logs should be maintained monthly at a minimum and 100% certification forms must be completed semi-annually)
- Note 14: Five business days after grant ends.
- Note 15: Discretionary (competitive) grants are not the same as Formula grants. Generally, formula grants are through the Federal Programs office. However, if all grants follow the timelines on this schedule, no deadlines will be missed. District Holidays have been considered in determining all deadlines. If there are bona fide challenges with these deadlines, consult with Funds Management in advance for special arrangements.

Special Revenue Grants (2XX, 3XX, 4XX)
End of Year Timelines 2013 - 2014

Notes (dated 01/21/14)

(subject to change)

- Note 1: Four months is the amount of lead time needed in order to meet Materials Mgmt's / Purchasing timelines and still have enough time after the Board Meeting B to encumber the money before all Purchase Requisition cutoff deadlines. If purchase is "Sole Source" or "Non Bid" and/or requiring Board approval, a minimum of 3 months is needed for this process. If the purchase involves initiating a "Competitive Bid Process", a minimum of 4 months is needed.
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D.
Purchasing
/ Textbooks

2013-2014
Campus Textbook Audit

Tuesday-June 3, 2014	Wednesday- June 4, 2014	Thursday-June 5, 2014	
Team 1	Team 1	Team 1	
184 St. Rosa Hospital	201 Children Shelter	010 Estrada	
186 Seidel	195 Juvenile Dentention	014 Navarro	
018 Phoenix	890 Project Mas	063 Pickett	
182 Healy Murphy			
Friday- June 6, 2014			
135 Highland Park ES			
110 JT Brack ES			
210 Mission AC			
Monday- June 9, 2014			
Team 1	Team 2	Team 3	Team 4
158 Pershing ES	167 Steele ES	129 Graebner ES	105 Baskin ES
172 Washington ES	141 Japhet ES	116 Collins Garden ES	150 Maverick ES
147 Bowden ES	160 Riverside Park ES	143 Kelly ES	050 Longfellow MS
046 Wheatley MS		051 Lowell MS	176 Woodlawn Hills ES
Tuesday- June 10, 2014			
Team 1	Team 2	Team 3	Team 4
114 Cameron ES	101 Arnold ES	169 Storm ES	136 Hillcrest ES
173 WW White ES	155 Neal ES	144 King ES	047 Harris MS
043 Davis MS	174 Wilson ES	111 Brewer ES	112 Briscoe ES
137 Hirsch ES	161 Rogers ES	055 Rhodes MS	131 Green ES
Wednesday- June 11, 2014			
Team 1	Team 2	Team 3	Team 4
140 Rodriguez ES	139 Huppertz ES	059 Whittier MS	057 Rogers MS
162 Barkley/Ruiz ES	148 Madison ES	126 Franklin ES	164 Schenck ES
121 De Zavala ES	123 Fenwick ES	175 Woodlawn ES	125 Foster ES
157 Ogden ES	156 Nelson ES	023 YWLA	
Thursday- June 12, 2014			
Team 1	Team 2	Team 3	Team 4
142 MLK AC	049 Irving MS	058 Twain MS	146 Lamar ES
127 Gates ES	118 Crockett ES	117 Cotton ES	179 Hawthorne AC
153 Miller ES	149 Margil ES	106 Beacon Hill ES	102 Austin AC
168 Stewart ES	061 Tafolla MS	022 Travis Early College	
Friday- June 13, 2014			
Team 1	Team 2	Team 3	Team 4
103 Ball ES	053 Page MS	165 Smith ES	004 Fox Tech HS
041 Connell MS	107 Bonham AC	054 Poe MS	003 Edison HS
124 Forbes ES		132 Herff ES	
134 Highland Hills ES		119 Douglass ES	
Monday-June 16, 2014			
Team 1	Team 2	Team 3	Team 4
002 Burbank HS	006 Sam Houston HS	007 Jefferson HS	001 Brackenridge HS
008 Lanier HS	*005 Highlands HS		
Special Note:			
*005 Highlands HS- under construction-Textbooks will be audited upon return to Bookroom			



San Antonio Independent School District

1215 Austin Street • San Antonio, Texas 78208-1097

Telephone (210) 222-9696 EFax (210) 228-3196

Materials Management/Purchasing/Textbooks/Warehousing Department

DATE: April 18, 2014

TO: Principals and Textbook Coordinators

FROM: Pamela Morrison, CTPM, CPPB
Director, Materials Management
Purchasing/Textbooks/Warehousing

SUBJ: 2013-2014 TEA Mandated Summer Textbook Audit

BOARD OF EDUCATION
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Assistant Secretary

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STEVE LECHOLOP

Member

PATTI RADLE

Member

DR. SYLVESTER PEREZ
Superintendent

The SAISD Annual Textbook Audit as mandated by TEA for all State-Adopted Textbooks is scheduled from June 6- June 23, 2014. The audit teams will be scheduled to arrive at the campus locations no later than 8:30 am on the prescribed dates.

Textbook Coordinators will be required to collect student textbooks beginning May 27, 2014 to prepare for the audit. For scheduling purposes, the attached document provides audit dates for each campus location. All State-Adopted textbooks must be in a central location to facilitate easy access and timely completion of the audits. Actual counts will be conducted by the Materials Management Audit Team(s).

Principals and/or Textbook Coordinators must be available to verify the physical counts to be documented by the audit teams(s) on their official Campus Textbook Inventory Report.

If you have any questions please contact Margaret A. Martinez, SAISD Textbook Coordinator, at 222-9696 or via email at mmartinez18@saisd.net for further assistance.

Sincerely,

Pamela M. Morrison, CPTM, CPPB
Director Materials Management/Purchasing/Textbooks/Warehousing Department