



FISCAL YEAR 2017 CLOSE-OUT DEADLINES

May 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/ 30	24/ 31	25	26	27	28	29

DEADLINES:

• P-cards	5/18/17	Last day to charge items to P-cards. This includes ordering from Office Depot. After 5/18, P-card use will be suspended and all non-essential cards will not be reactivated until 7/1/17.
• Requisitions Entering Deadline Receiving Deadline	5/19/17; 6/23/17	By 5/19, submit all requisitions using current year funds that will become purchase orders, including Special Projects (i.e., grants). Make sure all requisitions are in an "Approved" status. All goods/services must be "received" in STARS by 6/23 to ensure payment using FY 17 funds.
• Supplemental Supply funds	5/31/17; 6/1/17	5/31 is the last day to issue supplemental supply checks to teachers. By 6/1, issue check to return all unused supplemental supply money to Finance. Elementary Schools: On 5/31, issue check for all summer school tuition revenues.
• iExpense (for expenses incurred prior to 5/31)	6/7/17	While all iExpense reimbursement requests should be submitted timely throughout the year, this is the last day to submit all iExpense reimbursement requests for expenses incurred prior to 5/31/17. This includes local mileage expenses for May.
• Direct Pays	6/12/17	Process all remaining invoices in your "queue" and send all back-up documentation to Accounts Payable by 6/12. Any documentation <u>received</u> by Finance after this date will be charged to your FY 2018 accounts.
• Miscellaneous Revenues	6/12/17	Issue checks for revenue received by this date for the following sources, and send to Finance: Montessori; building rental revenue; high school gate receipts; music instrument rentals; other miscellaneous revenue.
• Cafeteria Receipts	6/27/17	On the last day lunches are served in your school (6/20 – 6/23), issue one check for cafeteria receipts; issue a separate check for the petty cash/change fund. All checks are due in Finance by 6/27 .
• Payroll Memos	7/6/17	Requests for hourly/stipend payments should be submitted throughout the year as the time is worked. All requests for non-regular salaries (e.g. payroll memos) for work performed in June must be received in the Payroll Office by 7/6/17 . Any memos received after this date will be charged to FY 2018.
• Pool Receipts	7/6/17	Managers must bring all revenues received through 6/30/17 to the High School Treasurer for deposit.
• iExpense (for expenses incurred between 6/1–30)	7/7/17	Last day to submit iExpense reimbursement requests for all expenses incurred from 6/1 to 6/30. This includes local mileage expenses for June.
• Summer School	7/14/17	Issue check for elementary and secondary summer school tuition revenues.

Notes:

- "Advance Buy" requisitions using FY 2018 funds for projects or instructional materials (including textbooks) that require long lead times cannot be processed until after the School Board adopts the FY 2018 Budget on 5/4/17. Mike Freda must approve all Facilities & Operations "Advance Buy" requisitions and David Blorstad must approve all others. All purchase orders for "Advance Buys" must be dated 7/1/17 and cannot be shipped to APS, received by APS or invoiced to APS prior to that date.