

Date: February 22, 2011

To: Site Administrators/Department Heads
Administrative Secretaries/Office Managers/Office Clerks/Bi-Tech Users

From: Ron Mullins
Supervisor of Purchasing and Stores

Subject: **2010/2011 Purchase Requisition/Purchase Order Cut-Off Dates**

The following deadlines have been established for purchasing equipment, contracted services and supplies to enable the business office to facilitate the fiscal closing process of 2010/11. All items to be charged to the 2010/11 budget *must be received by the warehouse by June 30, 2011* and therefore, early ordering must take place to ensure delivery by this date.

March 1, 2011	First date to enter Bi-Tech buy-out requisitions for Special Education Summer School and any other Summer Programs.
April 1, 2011	Deadline for initiating new 2010/11 open purchase orders and increasing existing 2010/11 open purchase orders.
April 8, 2011	Out of state vendors - Deadline for inputting and approving Bi-Tech buy-out requisitions for purchases.
April 8, 2011	In state (California) vendors - Deadline for inputting and approving Bi-Tech buy-out requisitions for purchases.
April 8, 2011	Final date for submitting buy-out requisitions for Special Education Summer School and any other Summer Programs.
April 8, 2011	Deadline for utilizing 2010/11 open purchase orders, revolving cash fund and petty cash. Special exemptions can be made for purchases related to year-end activities by contacting the Purchasing Department in advance.
June 1, 2011	Final date to input Stores orders that will be delivered to school sites by June 10, 2011.
June 1, 2011	Business Services to default all Bi-Tech users to the 2011/2012 budget files for purchase and stores requisition entry.
June 1, 2011	First date for school sites to submit 2011/12 fall replenishment Stores orders to Purchasing.
June 1, 2011	All principals need to advise Ron Mullins of the room(s) that will be designated for summer school and summer deliveries. In addition, please provide the names of those authorized to receive and sign for summer deliveries.
June 9, 2011 by 7:00 AM	Final date to input Stores orders that will be delivered to Special Education Summer School, any other Summer Programs, District Offices, Nutrition Center, EMC, M&O, Transportation, Childcare Services and Print Shop by June 10, 2011.
June 20, 2011	Final date for school sites to submit 2011/12 fall replenishment Stores orders to Purchasing.
June 20, 2011	Final date for submitting Conference Attendance Request Forms for 2010/11. NOTE: For special circumstances, contact Purchasing.
June 23, 2011	Final date to enter 2010/11 requisitions for employee reimbursements.
June 20-June 24, 2011	Warehouse closed for annual inventory. No returns, will calls or stores deliveries during this period. NO orders will be processed June 20 through June 30, 2011.
August 15, 2011	Normal Warehouse delivery schedules for school sites will resume.

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Fully approved **buy-out requisitions** must be in the Purchasing Department by **April 8, 2011** for purchases from **out-of-state** and **California** vendors in order to be charged to the 2010/11 budget. Requisitions received after this date may be charged to the 2011/2012 budget. These dates apply to both categorical and non-categorical expenditures.

All 2010/11 open purchase orders will automatically close as of Friday, April 8, 2011. Do not purchase against an open purchase order after this date. Exceptions are: the Maintenance & Operations Department, Technology & Media Services, Child Development Services, Transportation Department and Print Shop whose open purchase orders will close on Friday, June 17, 2011. If an emergency arises, the Purchasing Department can issue a purchase order for a one-time purchase.

Purchase Orders for Contracted Services (primarily relates to M&O Department) will be charged to the 2010/11 budget as a percentage of the total contract completed.

NO ADJUSTMENTS will be made to 2010/11 budgets or expenditures after the close of the 2010/11 fiscal year.

INFORMATION FOR 2011/2012 STORES AND BUY-OUT REQUISITIONS

2011/2012 Stores Requisitions

When entering **2011/12** Stores requisitions, there are a couple of things you will need to remember:

1. When entering your fall replenishment requisitions, be sure to enter **ADDE** at the entry prompt. This will enable the system to charge the order to the 2011/2012 budget.
2. The date to the right of the "Requested By" area on the first screen should read 07/01/11 or later. **Do not** change this date. If 07/01/11 does not appear, you have probably entered ADDE in error. If you have, do not continue with the Stores order. You will need to create a new order using ADDF. You cannot cancel or correct a Stores order number.

2011/2012 Buy-Out Requisitions

When entering **2011/12** buy-out requisitions, there are a couple of things you will need to remember:

1. At the PR# prompt on the header screen, you must enter **NEWE**. This will enable the system to charge the order to the 2011/12 budget.
2. The "Requested By" date will automatically default to 07/01/11. **Do not** change this date. If 07/01/11 does not appear, you have probably entered NEWE in error and you will need to correct your PR# at that time.

If you have any questions concerning the entry of 2011/12 requisitions, please do not hesitate to contact Purchasing (Bette at X-423 and Ron at X-846) or the Warehouse (Dave at X-424).

Thank you for your cooperation.

RM:bc

cc: Mitch Hovey, Ed.D.
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