SUBJECT: **2022**

2022-23 YEAR-END CLOSING DATES

Requisition Type	Purchase Order, Blanket Order, Technology, Textbook, Service Agreements, Non Public School, Nutrition	Chargeback (CH-req)	Conference/Travel (V-req)	Confirming/ Mileage (C-req)	Petty Cash/ Cal Card (Y-req)	Duplicating (DR-req)	Warehouse (W-req)
2022-23 Last day to submit including backup	4/14/23	4/14/23 (Chargeback) (6/9/23) Online Orders* placed by 5 pm	5/26/23 (Conf/Travel)	7/11/23	7/11/23	5/19/23	6/2/23
2022-23 Cutoff to increase	5/26/23						
2022-23 Cancel all requisitions not in approved status	5/12/23	5/12/23 (Chargeback)	7/14/23	7/14/23			
2023-24 Requisitions available (Orders will not be processed until 7/1/23)	5/15/23	5/15/23 (Chargeback) 7/10/23 (Online orders)	5/15/23 (For pre-paid travel occurring after 6/30/23)	7/3/23	7/3/23	5/30/23	6/12/23

*Online Orders include Home Depot and Office Depot.

- By **4/28/23**, follow "Requisition Listing Year-End Process" document to create year-end requisition listing and forward lists of requisitions to be closed or carried forward to Accounts Payable.
- Warehouse closed for inventory from **6/26/23-6/30/23.**
- All purchase order deliveries received by **6/30/23 must be received online by that date or will be charged against your 2023-24 budget.**
- By **7/5/23**, departments must send all maintenance charges, postage, and transportation charges to Budget Services.
- All outstanding invoices and bills pertaining to business must be sent to Accounts Payable for processing as soon as possible. First check run for 2023-24 is **7/5/23.**
- June Petty Cash reconciliations are due to General Accounting by **7/28/23**.
- Last check run to include payments for 2022-23 is **7/26/23.**

REQUISITION LISTING for YEAR-END PROCESS

In Escape Online go to

Enter search criteria to create the 1st list:
1. In "**Order Location**" field, enter your 4 digits Site Location Code
2. In "**Status**" field, enter or select "**Printed**"

Click the "**Go**" button to populate the list

- Review and make sure received items are **ROL** (received on-line). Make sure to enter actual date item was received, as the system will default to the current date.
- Make sure invoices have been email to invoices@scusd.edu

2. Click the "**Go**" button to populate the list
3. Follow directions below depending on the status of your requisition.
- If your req is in "Ready for Payment" status, make sure to send invoices to Accounts Payable.
- Make sure invoices have been emailed to invoices@scusd.edu and cc A/P Fiscal Technician as needed.
- If the req is in "Approved" status, contact Purchasing to print PO.
- If the req is in "Submitted" status, please contact Budget for approval.
4. Export, review and indicate if Reqs needs to be paid/closed or carryover to new fiscal year. When done reviewing, email your list to La-