

MEMO



March 1, 2022

**Business & Finance Office
Washoe County School District**

425 East Ninth Street
P.O. Box 30425
Reno, NV 89520-3425

TO: All Schools and Departments

FR: Mark Mathers
Chief Financial Officer

Phone (775) 348-0309
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RE: Cutoff Dates for Fiscal Year 2021-22 General Fund, Non-Grant Purchase Orders, Warehouse Orders, and Budget Transfers

The Business and Finance Office establishes fiscal year end cutoff dates for purchases to ensure supplies and services needed by schools and departments arrive before the end of the fiscal year. This allows expenses to be charged to the intended fiscal year and not cross into the next fiscal year. Cutoffs also ensure we have time to follow required purchasing laws and regulations.

Please be aware of the following important cutoff dates for the closing of this fiscal year:

Friday, May 20, 2022: Last day to submit Budget Transfers for the current fiscal year (2021-22).

Friday, May 27, 2022: Last day to submit purchase requisitions (PRs) for all General Fund and non-grant funds in the current fiscal year. After that date, purchase requisitions for this year will not be approved, unless special circumstances apply. Be aware Purchasing Cards cannot be used to circumvent the PR cut-off date for purchases that require a purchase requisition.

Friday, June 17, 2022: Last day to order supplies and furniture from the Warehouse.

Friday, June 24, 2022: Last date to use Purchasing Cards. Since credit card processing companies can take one or two business days to record transactions, this will help ensure your expenses are charged to the intended fiscal year.

Wednesday, June 29, 2022: We will begin disencumbering all blanket POs. Orders initiated and invoiced on or after July 1, will be charged to your 2022-23 budget.

Thursday, July 14, 2022: Last day to submit Mileage Reimbursements, Per Diem travel claims, and invoices for blanket POs dated and received prior to June 30.

Inactive PO's: All purchase orders without any activity for 90 days or more are automatically disencumbered for audit purposes during the closing period.

If we can be of assistance to you in the year-end closing of your non-grant budgets, please call Karah MacKenzie (348-0274), Liz Lepe (333-3792), Gabi Verdin (333-3793) or Kyle Rodriguez (789-3440).

There will be classes offered, via Teams, on Wednesdays in April: 4/6/22 1:00-3:00 pm (section #25920), 4/13/22 4:00-6:00 pm (section #25921), 4/20/22 4:00-6:00 pm (section #25922), 4/27/22 9:00-11:00 am (section #25923). You may register for your preferred section in MyPGS using course number 10087, or section number 25920, 25921, 25922, or 25923. If you have questions about the classes or need help registering, please contact Kelly Case, Business Process Trainer, at 775-789-3438.