

MEMO



April 13, 2020

Business & Finance Office

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

Fax (775) 348-0335

RE: Use of P-Cards and Reimbursement Procedures for Home Office Supplies

In recognition of the fact that District employees are working from home through at least April 30, we have determined that modifications to the use of P-cards and procedures for reimbursement of office supplies are appropriate at this time. We recognize that employees may need items such as toner, paper and other office supplies while they work from home.

Therefore, as long as schools and other District offices remain closed, P-cards may be used to order appropriate office supplies for delivery to employees' homes subject to approval of the employee's supervisor. For items such as these, employee should continue to coordinate such orders through their office's executive assistant, secretary or other position that maintains the P-card.

Also, we understand in some cases there will be logistical challenges and expediency issues when using P-cards. Therefore, we are temporarily allowing staff to purchase their own supplies necessary to work from home and then submitting a claim for reimbursement subject to approval of the employee's supervisor. District employees should receive the District's pricing for supplies at Office Depot by showing their District ID card. In these instances, employees should also obtain written approval from their supervisor via email for the specific necessary supplies and then submit Travel / Expense Claim form AP-F002, with the supervisor's approval email and receipt(s) attached. The AP-F002 form does not need to be signed by the supervisor, as the supervisor's email will serve as the approval signature. Form AP-F002 can be downloaded [here](#).

Please contain your orders to only essential supplies necessary to perform your job while working at home. Supplies that are ordered for home delivery and purchased for reimbursement should be consistent with the price, type and quality of supplies at your school or office location.

Also attached is the memo listing fiscal year end cut-off dates for purchases. New online classes will be offered in April to cover the year-end ordering process. If we can be of assistance to you in the year-end closing of your non-grant budgets, please call James Furman (348-0240) or Karah MacKenzie (348-0274). Thank you.

MEMO



February 24, 2020

Business & Finance Office

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Reno, NV 89520-3425

TO: All Schools and Departments

FR: Mark Mathers
Chief Financial Officer

Phone (775) 348-0309

Fax (775) 348-0335

RE: Cut-Off Dates for Fiscal Year 2019-20 General Fund, Non-Grant Purchase Orders, Warehouse Orders, and Budget Transfers

The Business and Finance Office establishes fiscal year end cut-off 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. Cut-offs also ensure we have time to follow required purchasing laws and regulations.

You are encouraged to review your budgets now for needs and make purchases for known items as soon as possible. For example, if you know you need to order ten computers, please do that before the end of spring break rather than waiting until the cut-off date approaches.

Please be aware of the following important cut-off dates for the closing of this fiscal year:

Friday, May 29, 2020: Last day to submit purchase requisitions (PR's) 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. This cut-off date is two weeks later than in prior years. Because we are extending the cut-off to allow schools and departments more time, fewer exceptions will be granted this year after this date, so please plan accordingly.

Friday, May 29, 2020: Last day to submit Budget Transfers for the current fiscal year (2019-20).

Friday, June 19, 2020: Last day to order supplies and furniture from the Warehouse.

Friday, June 26, 2020: Last date to use Purchasing Cards. Due to the fact 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.

Monday, June 29, 2020: We will begin disencumbering all blanket PO's. Orders initiated and invoiced on or after July 1, will be charged to your 2020-21 budget.

Thursday, July 9, 2020: Last day to submit Mileage Reimbursements, Per Diem travel claims, RSVP, and invoices for blanket PO's 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 James Furman (348-0240) or Karah MacKenzie (348-0274). In addition, there will be classes offered on March 23, April 9 and April 21, 2020 at the Matley Truckee Lab to cover the year-end ordering process. You may register for your preferred section at MyPGS Course #10087.

UPDATE: 4/9/2020—BusinessPLUS Year End Ordering Course #10087:

- Tuesday, April 21, 2020. 7:30-9:30 am, **REMOTE VIA TEAMS MEETING**, Section #22942. Register in MyPGS.