

# MEMO

---



March 8, 2023

**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  
Fax (775) 333-6187

RE: Cutoff Dates for Fiscal Year 2022-23 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. Cut-offs 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 19, 2023:** Last day to submit Budget Transfers for the current fiscal year (2022-23).

**Friday, May 26, 2023:** 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.

**Friday, June 16, 2023:** Last day to order supplies and furniture from the Warehouse.

**Friday, June 23, 2023:** Last day 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.

**Friday, June 30, 2023:** We will begin disencumbering all blanket P.O.'s. Orders initiated and invoiced on or after July 1, will be charged to your 2023-24 budget.

**Thursday, July 13, 2023:** Last day to submit Mileage Reimbursements, Per Diem travel claims, 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 PO's contact Elvira Capacia (775-348-0274), for your non-grant budgets contact Liz Lepe (333-3792), or Gabi Verdin (775-333-3793).

There will be classes for **Business Plus Year End Ordering** offered as follows:

- Section 27419 Tuesday, April 11, 2023, 4-6 p.m., (in person) West Conference Room, Admin Bldg.
- Section 27420 Tuesday, April 25, 2023, 4-6 p.m., (In person) West Conference Room, Admin Bldg.
- Section 27421 Tuesday, May 2, 2023, 1-3 p.m., (Via Teams)



## BusinessPLUS Year-End Ordering Reminders and Tips

- Develop a year-end purchasing plan
- Adhere to the published deadlines
- Mind your budget
- Watch your P Card transactions
- Manage year-end travel and travel claims
- School sites: Be careful when sending in deposit checks for SAF funded purchases
  - *Current year checks should be sent in well before the PR entry deadline*
  - *Next year checks should be held and submitted after July 1st*
- Receive on PO's in a timely manner and keep the receiving date accurate (refer to Year-End Receiving document)
  - Run the DW2001 (Purchase Order Summary Report, on your Dept. Office dashboard) to view all PO's for your site in any one fiscal year.
    - Dates default to the current fiscal year. Only change if you need a different fiscal year.
    - Enter your site RC in the "Ship-to ID" field. (You can also enter your site RC,098 to ensure you capture all computer related orders as well...all computers ship to the Warehouse 098, not your site.)
    - Click submit.
  - Run the DW2002 (Purchase Request Summary Report, on the Finance dashboard) to view all PR's (not fully approved) for your site in any one fiscal year.
    - Dates default to the current fiscal year. Only change if you need a different fiscal year.
    - Enter your site RC in the "Ship-to ID" field. (You can also enter your site RC,098 to ensure you capture all computer related orders as well...all computers ship to the Warehouse 098, not your site.)
    - Click submit.
- Be prepared for the new fiscal year budget to be released and follow all rules