

SAN DIEGO CITY SCHOOLS

Date: March 7, 2006

To: School Principals, Child Development Center Administrators,
Division and Department Heads

Subject: 2005-06 PROCESSING DEADLINES FOR:

- ATHLETIC REIMBURSEMENT CLAIMS
- DESKTOP DELIVERY SYSTEM FROM OFFICEMAX and WAXIE
- ONLINE EMPLOYEE EXPENSE REPORTS
- e-PRO REQUISITIONS
- FIELD TRIP REQUESTS
- INVOICES
- MAINTENANCE SERVICE REQUESTS
- PROCUREMENT CARD PURCHASES
- WALK THROUGH/PICKUP PURCHASES

**Department and/or
Persons Concerned:** Persons processing above transactions

Due Date: Deadlines listed below

Reference: Site Operations Circular 1018, Walk-Through/Pickup Purchase Procedures
for Teaching Aids/Toys, Games, and Books, dated October 5, 2005

Action Requested: Observe critical deadlines established below.

Brief Explanation:

To support the schedule for closing the 2005-06 fiscal year financial records, the following deadlines have been established:

1. March 15 – Last day to submit e-Pro Requisitions against the 2005-2006 budget that will require a competitive bid prior to purchasing and/or will require a board-approved contract prior to purchasing. A competitive bid and board approval is required when the total purchases for goods or services exceed \$65,100 or exceed \$15,000 for Public Works projects. This is a hard deadline; **there will be no exceptions**. E-Pro requisitions that will require a competitive bid prior to purchasing and/or will require a board-approved contract prior to purchasing, but are not submitted by the March 10 deadline, must be submitted against the 2006-2007 budget beginning May 2.
2. April 1 - Last day to submit e-Pro requisitions against 2005-06 resources that will **NOT** carryover into 2006-07. Enclosed are two lists of 2005-06 resources balances: Attachment 1 lists resources that will not carryover into 2006-07 and Attachment 2 lists resources that will carryover into 2006-07.
3. May 1 – Last day to submit all other e-Pro Requisitions against the 2005-06 budget. This is a hard deadline; **there will be no exceptions**. Requisitions submitted after this date will not be processed until after July 1, 2006.
4. May 2– First day to submit e-Pro requisitions against the 2006-07 budget. E-Pro requisitions dated on or after May 2, 2006, will be charged against the 2006-07 budget. On May 2, 2006, all e-Pro requisitions will be automatically dated July 1, 2006. You must successfully budget check your requisition before you submit for approval. Preliminary budgets for 2006-07 will be loaded in PeopleSoft. Before you leave for the summer, check the status of all your requisitions to make sure all are approved. The Procurement and Contracts Office will process approved 2006-07 requisitions beginning July 1, 2006. Goods will be delivered after July 1, 2006.
5. May 19 – Last day to make procurement card purchases against the 2005-06 budget. Any phone orders will need to be placed by such a date that the vendor will ensure posting to the May statement.

6. June 2 – Last day to deliver Maintenance Service Requests against the 2005-06 budget to the Budget Operations Department, Eugene Brucker Education Center, Room 3209. Expense will be charged against the year the work is done.
7. June 9 – Last day to present 2005-06 Non-stock Requisitions to the selected vendors for walk thru purchases. (Reference Site Operations Circular 1018, dated October 5, 2005. **Note: Only vendors at addresses listed in this circular are valid for walk-through purchases.**)
8. June 9 – Last day to deliver Field Trip Requests against the 2005-06 budget to the Accounts Payable Unit. If the field trip was reimbursed, the check must be attached to the Field Trip Request and delivered to the Budget Operations Department, Eugene Brucker Education Center, Room 3209, rather than the Accounts Payable Unit.
9. June 14 – Last day to send, via school mail, the May procurement card, cardholder statements and monthly activity reports to the Accounts Payable Unit.
10. June 23 - Last day to submit orders on Desktop Delivery System from OfficeMax and Waxie against the 2005-06 budget.
11. June 23 – Last day to deliver invoices (i.e., rental and maintenance of equipment, consultant forms, athletic reimbursement etc.) against the 2005-06 budget to the Account Payable Unit. Invoices of \$500.00 or more received after the deadline must be entered on a “Request for 2005-2006 Accounts Payable Charges” form. An administrative circular titled “2005-06 Accounts Payable Charges” will be forthcoming in March 2006.
12. June 26 – First day to submit orders on Desktop Delivery System from OfficeMax and Waxie against the 2006-07 budget.
13. June 30 – Last day for **all** schools to submit online employee expense reports for travel or mileage through June against the 2005-2006 budget.

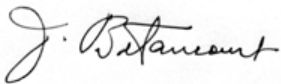
Note: You may not submit a claim, such as mileage, for future dates. Submission of online expense reports by June 30, 2006, may only include mileage or expenses that have actually been incurred.

Items listed above that are received after the deadlines will be processed after July 1, 2006, and charged to the 2006-07 budget. All items listed should be delivered to the Accounts Payable Unit, Eugene Brucker Education Center, Room 3209, unless otherwise specified.

For additional information or questions regarding e-Procurement, please contact Robin Hoffpauir at (858) 496-8046. For all other questions, contact Connie Malmquist at (619) 725-7612.

Scott H. Patterson
Chief Financial Officer
Financial Operations Division

APPROVED:



Jose L. Betancourt
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Distribution: Lists A, C, D, E, and F

SAN DIEGO CITY SCHOOLS
Financial Operations Division
Budget Operations Department
February 22, 2006

**2005/06 Resources Balances That Will Not Carryover To 2006/07
For School Sites Only**

Resource Code	Description
00800	VID Tutors
30120	SAIT Team contract
30130	SAIT Corrective Actions
62860	ELAP Budget Reference 06
72551	II/USP Cohort 1
72552	II/USP Cohort 2
72553	II/USP Cohort 3
72581	HPSGP
73902	Tenth Gade Counseling
73940	TIIG NCLB Extended Code 7744 Only
73943	TIIG--Restoration Positions
73944	TIIG--GATE Positions
73945	TIIG--Other Special Projects
90231	Hewlett NCLB Extended Code 7744 Only

SAN DIEGO CITY SCHOOLS
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 Budget Operations Department
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**2005/06 Resource Balances That Will Carryover To 2006-07
 For School Sites Only**

Resource Code	Description
00000	Site Discretionary
00200	School Site Block Grant
00501	Hourly (Extended Field 0000 only)
00615	Elementary Supplemental Instructional Support (Formerly 41100- Will Carryover into Resource 00000)
02000	Governor's Performance Awards
04100	Medical Administration Activities
08000	Site Contributions
30100	Title I Basic Program (Limited to 15% of 2005/2006 Allocation)
30103	Title I Parent Involvement (Limited to 15% of 2005/2006 Allocation)
30105	Title I CIIA Central Programs (Extended Field 0000 only)
41242	21st Century
41245	21st Century CLC/Urban
56280	Small Learning Communities Grant
56400	Medi-Cal Allocation
62860	ELAP Budget Reference 07 & 08
65000	Special Education Supply Allocation
70910	Economic Impact Aid (EIA-LEP)
70911	Economic Impact Aid (EIA-CELDT)
71401	GATE
71600	Master Plan for Instructional Materials
72500	School Based Coordinated Program
72710	CA Peer Assistance
72941	AB 466 Literacy
73940	Targeted Instruction Improvement Grant (TIIG)
73942	TIIG Central Office CIIA (Extended Field 0000 only)
73950	School and Library Improvement Block Grant
90202	GATES Small Schools
91603	Coke Money