

**SAN DIEGO CITY SCHOOLS**

**Date:** March 22, 2006

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

**Subject:** 2005-2006 ACCOUNTS PAYABLE CHARGES  
(YEAR-END ACCRUAL ITEMS)

**Department and/or Persons Concerned:** Persons responsible for budgets

**Due Date:** June 30, 2006

**Reference:** Administrative Circular 86, dated March 7, 2006 and Site Operations Circular 1018, dated October 5, 2005

**Action Requested:** Submit all merchant invoices and requests for 2005-2006 accounts payable charges to the Accounts Payable Unit by the due date. **It is mandatory to return Accounts Payable charge forms whether or not there are any charges.**

**Brief Explanation:**

All goods and services received by June 30, 2006, must be charged to the 2005-2006 fiscal year.

Forward all invoices for these goods or services to the Accounts Payable Unit for payment no later than June 30, 2006.

If any 2005-2006 financial obligations exist (goods or services will be received by June 30) **OTHER THAN PURCHASE ORDERS** that have not been invoiced by June 9, 2006, the Accounts Payable Unit must be informed by completing the Request for 2005-2006 Accounts Payable Charges form (attached, copy as needed). There may be only one payee and one obligation per form.

Please follow these guidelines:

1. **For expenses incurred after June 2** (traditional schools) **or June 9** (year-round schools), verify that goods or services will be received on or before June 30, 2006. This includes expenses for consultant services, athletic claims, equipment rental, etc. For deadline regarding expenses incurred prior to June 2, reference Administrative Circular 86, 2005-2006 Processing Deadlines, dated March 7, 2006.
2. **Thoroughly complete** each item on individual Request for 2005-2006 Accounts Payable Charges forms to prevent improper accounting treatment of expenses. **Please Note:** There may be only one payee and one item on each form, and the invoice total should be at least \$500.00.
3. **Submit the form NO later than June 30, 2006**, to the Accounts Payable Unit, Eugene Brucker Education Center, Room 3209. **NOTE: It is mandatory to return the form even if there are**

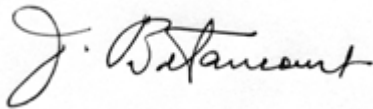
**no charges to report.** If there are no charges to report, write “**NONE**” at the top of the form and be sure to complete the middle section of the form with your name, your location’s name, your signature, and your four-digit department ID number. This is very important for tracking purposes.

4. **When the actual invoice is received, clearly mark it PRIOR YEAR ACCRUAL 2005-2006,** before sending it to the Accounts Payable Unit for payment processing.
5. **DO NOT INCLUDE** Associated Student Body (ASB) obligations.
6. **DO NOT INCLUDE** purchase order obligations. Last day for entering e-Pro requisitions for this fiscal year is April 1 for resources that will not carry over into 2006-2007 and May 1 for all other resources. For a list of resources that will not carry over, refer to Administrative Circular 86, 2005-2006 Processing Deadlines, dated March 7, 2006.
7. **June 9, 2006, is the last day** for 2005-2006 walk-through orders from the selected vendors referenced in \*Site Operations Circular 1018, dated October 5, 2005. After June 9, 2006, these orders will be charged to the 2006-2007 budget. **\*Only the vendor addresses listed on this circular are valid for walk-through purchases.**

For information or questions contact Sandy Deck, Accounts Payable Unit, Accounting Operations Department at (619) 725-7755.

Scott H. Patterson  
Chief Financial Officer  
Financial Operations Division

APPROVED:



Jose L. Betancourt  
Chief Administrative Officer

SHP:vb

Attachment

Distribution: Lists A, C, D, E, and F

<b>REQUEST FOR 2005-2006 ACCOUNTS PAYABLE CHARGES</b> (For goods and services not invoiced by June 9, 2006, but to be delivered by June 30, 2006)
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**DO NOT INCLUDE      ASSOCIATED STUDENT BODY OR  
PURCHASE ORDER OBLIGATIONS**

**Payee/Vendor Name:**

(Please Note: There may be only ONE payee and one transaction)

**Description of Item or Service Received**

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**Date Item or Service Received** \_\_\_\_\_

**Budget Number to be charged** \_\_\_\_\_

**Estimated Amount \$** \_\_\_\_\_

Person with budget responsibility:

Name \_\_\_\_\_ Location Name \_\_\_\_\_

Signature \_\_\_\_\_ Dept. ID Number \_\_\_\_\_

**When the actual invoice is received, *clearly mark it* PRIOR YEAR ACCRUAL 2005-2006, before sending it to the Accounts Payable Unit for payment processing.**



**For Accounts Payable use ONLY:**

Date Paid	Amount	Warrant Number

**Return to Accounts Payable Unit, Eugene Brucker Education Center,  
Room 3209, no later than June 30, 2006.**