

Hemet Unified School District

2010-11 Year-End Timelines Summary

Deadline	Description	Submit To	Dept
04-01-11	Out of State Purchase Requisitions	Accountants	Fiscal
04-01-11	Special Projects & Categorical Fund (fund 06 except Transportation, Maintenance, & Special ED) Purchase Requisitions	Accountants	Fiscal
04-01-11	In-State Purchase Requisitions	Accountants	Fiscal
04-22-11	Month 8 Attendance Report - 3:00 pm	Attendance Accounting	Fiscal
05-05-11	Begin Acceptance of 2011-12 Purchase Requisitions.	Accountants	Fiscal
05-13-11	Warehouse Requisitions Maintenance Work Orders	Accountants Anthony Pipkins	Fiscal M&O
05-13-11	2011-12 Bell Schedules	Attendance Accounting	Fiscal
05-20-11	Month 9 Attendance Report - 3:00 pm	Attendance Accounting	Fiscal
06-03-11	Summer School Purchase Requisitions Summer School Warehouse Requisitions	Accountants Accountants	Fiscal Fiscal
06-03-11	Utilize all Open Purchase Orders except for Office Depot and Southwest.	Accounting Technician	Fiscal
06-10-11	Utilize all Office Depot and Southwest School Supplies on-line open purchase orders. Will be closed out on June 11, 2011.	Accounting Technician	Fiscal
06-10-11	Cash Collections/Abatements Petty Cash Commercial Warrants, Mileage, Conference Requests	Accounting Technician Accounting Technician Accounting Technician	Fiscal Fiscal Fiscal
06-10-11	Substitute Time Cards	Payroll	Fiscal
06-15-11	Employee Attendance 6-16-11 to 6-30-11	Payroll	Fiscal
06/17/11	Month 10 Attendance Report - 3:00 pm	Attendance Accounting	Fiscal

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6-20-11 thru 6-24-11 Warehouse closed for inventory

07-01-11 Begin entering 11/12 warehouse reqs. Warehouse

07-08-11 ASB Bank Statements / Reconciliation Reports Accountants Fiscal

Note: We realize that “emergency” or “unforeseen situations” occur and each one will be evaluated. Necessary action will be taken when deemed appropriate

Descriptions

Each year, cutoff deadlines for various transactions are established in order for the Financial Services Department to accurately estimate the District's financial status at the end of the fiscal year. These deadlines represent the dates by which transactions must be received in the Financial Services office. This allows Financial Services staff to close out the fiscal year in a timely manner and to summarize the financial information that must be reported to the State. It is extremely important that you adhere to the cutoff dates below.

April 01 Deadline for Out-of State Purchase Requisitions
Purchase Requisitions for out-of-state orders will be processed through April 01, 2011, provided the merchandise can be received or services can be performed by June 30, 2011. **When submitting your requisitions, make sure that documentation is included for all required quotes (at least two written quotes - \$500 to \$4,999 and three written quotes - \$5,000 – Bid Limit)**

April 01 Deadline for Special Projects, Categorical Fund Purchase Requisitions
Purchase Requisitions (in-state or out-of-state) being charged to Special Projects (Categorical Funds) in Funds 06, 11, or 12 (except Transportation, Maintenance and Special Ed) must be received by April 01, 2011. **When submitting your requisitions, make sure that documentation is included for all required quotes (at least two written quotes - \$500 to \$4,999 and three written quotes - \$5,000 – Bid Limit)**

April 01 Deadline for In-State Purchase Requisitions
Purchase Requisitions for in-state orders will be processed through April 01, 2011. **When submitting your requisitions, make sure that documentation is included for all required quotes (at least**

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Two written quotes - \$500 to \$4,999 and three written quotes - \$5,000 – Bid Limit). Requisitioners will not have access to the Modify Requisition screen after March 11th to create requisitions for the 10/11 fiscal year. All requisitions required after March 11th must be approved by cabinet and will be entered by Fiscal Services. Users will be notified when access to the modify requisition screen is available to create 2011/12 requisitions.

April 22

Deadline for Month 8 ADA Reports - 3:00 pm

All Month 8 Attendance reports must be submitted to Attendance Accounting in Financial Services.

May 05

Begin Acceptance of 2011-12 Purchase Requisitions

You may submit Purchase Requisitions during the month of June for merchandise that will be received or services that will be performed after July 1, 2011. To accomplish this, **select Fiscal Year 2012** from the drop down list on the **Modify Purchase Requisition** screen in Galaxy (see instructions on last page) **and clearly indicate "For 2011-12 Budget"** adjacent to the accounting code on the requisition (This should be typed into the external notes on the requisition).

May 13

Deadline for Warehouse Requisitions

These requisitions must be received/or processed by May 13, 2011. Warehouse requisitions will be filled and delivered the week of May 16, 2011.

May 20

Deadline for Maintenance Work Orders

All maintenance work orders for items to be completed prior to the opening of school must be submitted (must include budget code).

May 20

Deadline for Month 9 Attendance Reports - 3:00 pm

All Month 9 Attendance reports must be submitted to Attendance Accounting in Financial Services.

June 3

Deadline for Summer School Purchase Requisitions

Summer School purchase requisitions should approved and submitted to Purchasing so that delivery can occur before summer school starts.

June 3

Deadline for Summer School Warehouse Requisition

Summer School purchase requisitions should be approved and submitted to Purchasing so that delivery can occur before summer school starts.

June 3

Deadline to Utilize All Open Purchase Orders

Deadline to utilize open Purchase Orders for 2010-11 instructional and

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non-instructional purchases, Except for Office Depot and Southwest School Supply, for which the deadline is June 11, 2011. This does not apply to Transportation, Maintenance, Operations or Facilities.

- June 20-
June 24** **Warehouse Closed for Inventory**
The warehouse will be closed these dates for 2011 inventory. No orders will be processed until inventory is complete and reconciled with Financial Services.
- June 10** **Deadline for Cash Collections/Abatements**
Deadline to submit cash collections and abatements to Financial Services.
- June 10** **Deadline for Petty Cash**
All petty cash funds must be turned in for close out no later than June 10, 2011.
- June 10** **Deadline for Commercial Warrants, Mileage and Conference Requests**
Financial Services must receive all requests for commercial warrants, mileage and conference reimbursements, no later than June 10, 2011, to be processed.
- June 10** **Substitute Time cards for the 12 A payroll**
- June 15** **Employee Time Sheets – 3:00 PM**
All time sheets and time cards for regular employees for 6-16-11 through 6-30-11 must be submitted to Payroll.
- June 17** **Deadline for Month 10 ADA Reports - 3:00 pm**
All Month 10 Attendance reports must be submitted to Attendance Accounting in Financial Services.
- July 08** April, May & June ASB bank statements and bank reconciliation reports must be submitted to Financial Services.
- NOTE:** **All requisitions received after due dates of April 01, as described above, will be reviewed for approval by cabinet.**

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Contact Information

Fiscal Services

<u>Name</u>	<u>Ext</u>	<u>Assignment</u>
Pam Buckhout	5700	Director
Alisha Smith	5710	Asst. Director
Renee Topete	5750	Payroll Manager

Budgets and Categorical and Student Attendance Reporting

Keri Newland	5715	Accountant – Transportation/Student Attendance
Erica Jennings	5717	Accountant – ASB/Categoricals/Tier III
Jo Magbanua	5716	Accountant – ASB/Categoricals/ARRA

Accounts Payable /Receivable & Employee Leave

Sylvia Garcia	5731	Account Tech – AP/AR Vendors A-F; Employee Leave
Rachel Robbins	5730	Account Tech – AP/AR Vendors G-N; Employee Leave
Sunny Philips	5732	Account Tech – AP/AR Vendors O-R; Employee Leave
Victoria Gilman	5754	Accountant – AP/AR Vendors S-Z ; Conference, Mileage, C Warrants

See District Website for AP/AR Account Tech for more info on vendor and site assignments

Payroll

Stephanie Termer	5757	Payroll Specialist (A-D)
Diana Rebelo	5758	Payroll Specialist (E-K)
Alice Lopez	5759	Payroll Specialist (L-Rh)
Tricia Palmer	5718	Payroll Specialist (Ri-Z)

Contact Information

Purchasing/Warehouse/Printshop

<u>Name</u>	<u>Ext</u>	<u>Assignment</u>
Donald Rosales	5600	Purchasing Director
Tammy Cunningham	5606	Senior Buyer
Shirley Aggasid	5605	Buyer
Linda Sublett	5607	Purchasing Specialist
	5603	Purchasing Clerk
John Montgomery	5615	Storekeeper
	5615	Assistant Storekeeper/Delivery Driver
Robert Ramos	5615	Assistant Storekeeper/Delivery Driver
Larryssa Arnett	5635	Reprographics Technician
Karl Melzer	5630	Reprographics Manager
Debbie Nystrom	5638	Printing Assistant

Instructions for Creating 2011-12 Purchase Requisitions

Modify Purchase Requisition - Galaxy Production

Menu **Modify Purchase Requisition**

Search | Details | Items | Notes | Approvals

County: 33 - RIVERSIDE COUNTY District: 39 - HEMET UNIFIED SCHOOL DISTRICT

Fiscal Year: 2007

Purchase Requisition Number: 2005

Purchase Requisition Prefix: 2007 - HASE REQUISITION

Purchase Requisition Status: 2009

Primary Vendor: 2010

Vendor Name: 2011

Ship To Location:

Worksite Location:

P.R. Originator User ID:

Copy From
Purchase Requisition Number:

+ Add Find

IMPORTANT! Choose the appropriate fiscal Year
After July 1st the system will default to the current Fiscal Year.
If entering orders for the next fiscal year, **BEFORE** July 1st, you **MUST** choose the correct year.

Budget year cannot be changed after the requisition has been created.
The requisition must be deleted and re-created in the correct year.

Click **+ Add** to start a new requisition.