



BULLETIN

SUBJECT: 2024-25 YEAR-END CLOSING DATES

2024-25 NO. BS-22

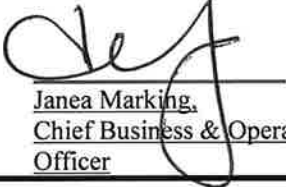
TO: All School Sites and Departments

DATE: February 13, 2025

PREPARED BY: Paola Lopez,
AP Manager II, Accounting Services
Thuy Patrick, Office Assistant, Fiscal
Services

DEPARTMENT: Accounting Services

REVIEWED BY: Cindy Tao,
Assistant Superintendent, Business
Services

APPROVED: 
Janea Marking,
Chief Business & Operations
Officer

The attached calendar of **BUSINESS SERVICES 2024-25 YEAR-END CLOSING DATES** reflects the end-of-year planning for all school sites and departments. Please submit requisitions as early as possible to allow adequate time for Purchasing Review Committee (PRC) to review and approve. Do not wait until the deadline. There will not be access to emergency requisitions, so please review the attached closing dates carefully and plan ahead – **THERE WILL BE NO EXCEPTIONS.**

See attachments for detailed deadlines for year-end closing and instructions on how to run your year-end requisition listing. Please note the highlighted items below:

- **Friday, April 4, 2025** is the cut-off date for submitting 2024-25 Purchase Orders, Technology, Textbooks, Service Agreements and Blanket Orders. It is highly recommended to place Technology orders as soon as possible due to delays in the supply chain. **ITEMS NOT RECEIVED BY JUNE 30, 2025 WILL BE CHARGED TO YOUR 2025-26 BUDGET.**
- **By Friday, April 25, 2025**, please run a listing of requisitions and verify year-end status. (See attached “Requisition Listing Year-End Process” for instructions). Identify any requisitions that need to be increased, closed, or carried forward into the 2025-26 fiscal year. Please note, carry forwards will be limited to special circumstances only. Contact Purchasing no later than May 23, 2025, if you require an increase. Please email Accounts Payable at invoices@scusd.edu the list of any requisitions that can be closed following payment or need to be carried forward.
- **2025-26 Requisitions** will be available May 12, 2025 but will **NOT** be processed until **July 1, 2025.**
- **In order to charge your 2024-25 budget, all items must be physically received AND received online in ESCAPE by June 30th using the actual date of receipt. If items are received AFTER June 30th, the expense will be charged against your 2025-26 budget.**
- **Friday, July 11, 2025** is the cut-off date for submitting 2024-25 Mileage, Petty Cash, and Confirming requisitions. Proper supporting documentation must be attached to the requisition in order to be approved, or it will be cancelled.

Budget Services	- Contact Assigned Fund Specialist/Analyst (see attached)	
Purchasing Services	- Email Purchasing@scusd.edu	643-9460
Accounting Services	- Email Paola-Lopez@scusd.edu	643-7886

PLEASE POST, ROUTE, OR COPY & DISTRIBUTE AS NECESSARY

2024-25 YEAR-END CLOSING DATES

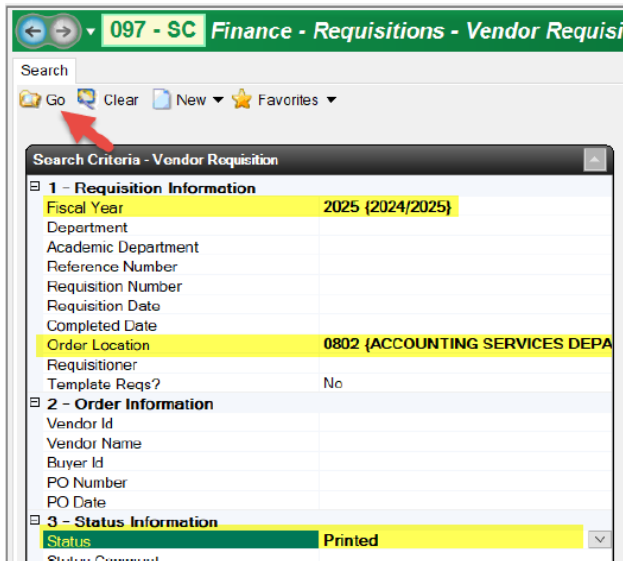
Requisition Type	Purchase Order, Blanket Order, Technology, Textbook, Service Agreements, Non Public School, Nutrition	Chargeback (CH-req)	Conference/Travel (V-req)	Confirming/Mileage (C-req)	Petty Cash/Cal Card (Y-req)	Duplicating (DR-req)	Warehouse (W-req)
2024-25 Last day to submit including backup	4/4/25	4/4/25 (Chargeback) (6/6/25) Online Orders* placed by 5 pm	5/23/25 (Conf/Travel)	7/11/25	7/11/25	5/16/25	5/30/25
2024-25 Cancel all open status, back orders, and returns	4/7/25	4/7/25 (Chargeback) 6/13/25 (online orders)	5/27/25 (Conf/Travel)	7/14/25	7/14/25	5/19/25	6/2/25
2024-25 Cutoff to increase	5/27/25	5/27/25					
2024-25 Cancel all requisitions not in approved status	5/12/25	5/12/25 (Chargeback)	7/11/25	7/14/25			
2025-26 Requisitions available (Orders will not be processed until 7/1/25)	5/12/25	5/12/25 (Chargeback) 7/7/25 (Online orders)	5/12/25 (For pre-paid travel occurring after 6/30/25)	7/1/25	7/1/25	5/27/25	6/9/25

*Online Orders include Home Depot and Office Depot.

- By **4/25/25**, follow “Requisition Listing Year-End Process” document to create year-end requisition listing and forward lists of requisitions to be closed or carried forward to Accounts Payable.
- Warehouse closed for inventory from **6/23/25-6/27/25**.
- All purchase order deliveries received by **6/30/25 must be received online by that date or will be charged against your 2025-26 budget**.
- By **7/3/25**, departments must send all maintenance charges, postage, and transportation charges to Budget Services.
- All outstanding invoices and bills pertaining to business must be sent to Accounts Payable for processing as soon as possible. First check run for 2025-26 is **7/2/25**.
- June Petty Cash reconciliations are due to General Accounting by **7/25/25**.
- Last check run to include payments for 2024-25 is **7/23/25**.

REQUISITION LISTING for YEAR-END PROCESS

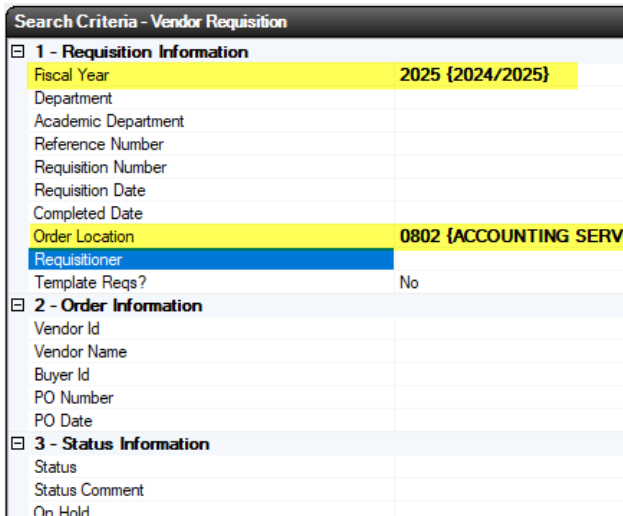
In Escape, go to **Finance - Requisitions - Vendor Requisitions**



Enter search criteria to create the 1st list:

1. In “**Order Location**” field, enter your 4 digit Site Location Code
2. In “**Status**” field, select “**Printed**”
3. Click “**Go**” button to populate the list
 - Review and make sure received items are **ROL** (received on-line). Make sure to enter actual date item was received, as the system will default to the current date.
 - Make sure invoices have been emailed to invoices@scusd.edu.

[*See Image 1]



Enter search criteria to create the 2nd list:

1. In “**Order Location**” field, enter your 4 digits Site Location Code
2. Click “**Go**” button to populate the list.
3. Follow directions below depending on the status of the requisition.
 - If the req is in “Ready for Payment” status, make sure invoices have been emailed to invoices@scusd.edu.
 - If the req is in “Approved” status, contact Purchasing to print PO.
 - If the req is in “Submitted” status, please contact Budget for approval.
4. Export, review and indicate which req needs to be paid/closed or carryover to the new fiscal year. When done reviewing, email your list to invoices@scusd.edu.

[*See Image 2]

Please also review and confirm documents for the following type of requisitions:

- Petty Cash: Make sure forms are approved and signed
- Confirming: Make sure proof of payments are attached for reimbursements
- Blanket Orders, Service Agreements and Non Public Schools: Make sure submitted invoice includes an approval signature

Questions regarding this procedure? Contact Paola Lopez at x437886

*Image 1 - [Printed Status]

Finance - Requisitions - Vendor Requisitions																			
Req #	PO #	Order Type	Req Date	Total Amt	Outstanding	Requisitioner	Loc	Comment	Buyer Id	Status	On Hold	Vendor Id	Vendor	Credit Card Id	Changed	# Chgs	Delivery	Completed	Open Attachments
SA24-00839	CS24-00647	PO with Rece	5/10/2024	8,000.00	8,000.00		0802	Direct Hire Services		Printed	No	317143	GARY D NELSON			0	7/2/2024		7 attachments available

*Image 2 - [All Status]

Finance - Requisitions - Vendor Requisitions																			
Req #	PO #	Order Type	Req Date	Total Amt	Outstanding	Requisitioner	Loc	Comment	Buyer Id	Status	On Hold	Vendor Id	Vendor	Credit Card Id	Changed	# Chgs	Delivery	Completed	Open Attachments
C25-00177		Direct Payme	9/24/2024	27.40	0.00		0802	REIM for FedEx BUS. SVC. CO		Complete	No	E46990	TAO, CINDY M			0		10/23/2024	1 attachment available
C25-00178		Direct Payme	9/24/2024	52.72	0.00		0802	REIM for FedEx ACCT. SVC. C		Complete	No	E46731	MARIE BUENO			0		10/23/2024	1 attachment available
C25-00359		Direct Payme	11/7/2024	96.15	0.00		0802	REIM for FedEx SVC. CONSUL		Complete	No	E46731	MARIE BUENO			0		12/4/2024	1 attachment available
C25-00624		Direct Payme	1/24/2025	357.55	357.55		0802	REIM for FedEx ACCT + PR C		Open	No	E46731	MARIE BUENO			0			1 attachment available
CH23-00191	CHB23-00097	Blanket PO	7/11/2022	3,000.00	3,000.00		0802	OFFICE DEPOT FOR OFFICE		Ready for Pay	No	113902	ODP BUSINESS S			0			1 attachment available
CH24-00072	CHB24-00010	Blanket PO	6/20/2023	4,500.00	4,500.00		0802	OFFICE DEPOT FOR OFFICE		Ready for Pay	No	113902	ODP BUSINESS S		3/26/2024	1			2 attachments available
CH24-00353	CHB24-00303	Blanket PO	9/20/2023	1,200.00	1,200.00		0802	SERNA COPIER USAGE		Ready for Pay	No	118627	UBEO WEST LLC			0			1 attachment available
CH24-00357	CHB24-00282	Blanket PO	9/20/2023	600.00	600.00		0802	SERNA PAPER USAGE BUDG		Ready for Pay	No	128419	SCUSD - PAPER U			0			1 attachment available
CH25-00001	CHB25-00001	Blanket PO	3/15/2024	3,500.00	3,500.00		0802	OFFICE DEPOT FOR OFFICE		Ready for Pay	No	113902	ODP BUSINESS S			0			1 attachment available
CH25-00372	CHB25-00322	Blanket PO	9/25/2024	1,200.00	1,200.00		0802	SERNA COPIER USAGE		Ready for Pay	No	118627	UBEO WEST LLC			0			1 attachment available
R22-05419	P22-03928	PO with Rece	5/24/2022	43.80	43.80		0802	SHIPPING FEE FOR RETURN		Ready for Pay	No	118487	SCUSD - US BANK			0	7/1/2022		1 attachment available
R24-02020	B24-00809	Blanket PO	9/20/2023	17,987.74	3,359.48		0802	BRINKS ARMORED CAR SER		Ready for Pay	No	011236	BRINKS ARMORE		5/20/2024	1			2 attachments available
R24-04616	P24-03240	PO with Rece	3/14/2024	2,219.00	0.00		0802	SERVICE MAINTENANCE FOR		Complete	No	122566	PEAK TECHNOLO			0	4/17/2024	1/8/2025	2 attachments available
R25-00001	B25-00206	Blanket PO	3/15/2024	20,000.00	9,413.17		0802	BRINKS ARMORED CAR SER		Ready for Pay	No	011236	BRINKS INC			0			1 attachment available
R25-00465		PO with Rece	6/13/2024	2,219.40	2,219.40		0802	SERVICE MAINTENANCE FOR		Open	No	122566	PEAK TECHNOLO			0			
R25-00477	B25-00228	Blanket PO	6/17/2024	4,000.00	4,000.00		0802	BLANKET ORDER FOR CHEC		Ready for Pay	No	118627	UBEO WEST LLC			0			1 attachment available
R25-00493	B25-00836	Blanket PO	10/3/2024	10,000.00	5,129.01		0802	TAX FORMS, CHECKS: PAYR		Ready for Pay	No	126899	PTM DOCUMENT			0			3 attachments available
R25-00494	B25-00470	Blanket PO	6/17/2024	480.00	480.00		0802	MONTHLY SERVICE AGREEM		Ready for Pay	No	118627	UBEO WEST LLC			0			2 attachments available
R25-00929		Blanket PO	7/8/2024	480.00	480.00		0802	MONTHLY SERVICE AGREEM		Cancelled	No	118627	UBEO WEST LLC			0		7/8/2024	
R25-01473	P25-00513	PO with Rece	8/13/2024	2,292.50	0.00		0802	ANNUAL SUPPORT/SUBSCRI		Complete	No	311354	HEARTLAND SCH			0	9/11/2024	9/25/2024	2 attachments available

**BUDGET SERVICES
2024-25 Staff Assignments**

Angie Chavez, Fund Specialist Phone: 643-7868		Sherrell Peterson, Fund Specialist Phone: 643-7869		Steven Haskins, Fund Specialist Phone: 643-7856		Tina Arrendondo, Fund Specialist Phone: 643-7870		Bobbie Jo Argo, Fund Specialist Phone: 643-7861	
ELEMENTARY/K-8		ELEMENTARY/K-8		ELEMENTARY/K-8		ELEMENTARY/K-8		ELEMENTARY/K-8	
0032	Caleb Greenwood	0035	Camellia Basic	0101	Susan B. Anthony	0010	A.M. Winn Public Waldork K-9	0029	Bret Harte
0110	Ethel Phillips	0108	Ethel I. Baker	0104	Elder Creek	0095	Earl Warren	0037	Caroline Wenzel
0146	Isador Cohen	0130	Golden Empire	0138	Martin Luther King	0111	John Morse	0059	David Lubin
0235	Mark twain	0148	Leataata Floyd (P)	0139	H. W. Harkness	0168	John D. Sloat	0097	Abraham Lincoln
0350	Genevieve Didion K-8	0151	Leonardo da Vinci K-8	0142	Hollywood Park	0282	Phoebe Hearst	0098	Cesar Chavez Intermediate
0354	Sutterville	0173	Alice Birney Waldorf-Inspired K-8	0153	John Bidwell	0285	Pony Express	0100	Edward Kemble
0363	Theodore Judah	0269	Pacific	0178	Success Academy	0300	Crocker/Riverside	0117	Father Keith B. Kenny (P)
0384	William Land	0277	Suy:u Elementary	0242	Matsuyama	0327	Sequoia	0144	Hubert H. Bancroft
		0379	Washington	0265	Oak Ridge (P)	0359	Tahoe	0163	John Cabrillo
				0272	Parkway			0262	Nicholas
				0305	James W. Marshall			0267	O. W. Erlewine
								0390	Woodbine
MIDDLE SCHOOLS		MIDDLE SCHOOLS		MIDDLE SCHOOLS		MIDDLE SCHOOLS		MIDDLE SCHOOLS	
0415	California	0420	Rosa Parks (P)	0490	Miwok Middle School	0410	Albert Einstein	0480	Sam Brannan
0445	John H. Still K-8	0431	Fern Bacon Basic (P)			0450	Umoja International Academy		
						0495	Will C. Wood (P)		
HIGH SCHOOLS		HIGH SCHOOLS		HIGH SCHOOLS		HIGH SCHOOLS		HIGH SCHOOLS	
0520	Hiram Johnson (P)	0521	West Campus	0517	Health Professions High School	0510	C.K. McClatchy	0540	Rosemont
0562	Accelerated Academy	0557	School of Engineering & Sciences	0525	John F. Kennedy	0530	Luther Burbank	0571	Capital City School
				0570	American Legion				
Adult Education									
				0593	Charles A. Jones Adult Education				
				0594	Mc Claskey Adult Education				
				0713	Adult/Vocational Education				
CENTRAL Support as needed		CENTRAL Support as needed		CENTRAL Support as needed		CENTRAL Support as needed		CENTRAL Support as needed	
0810	Nutrition Services	0844	Transportation			0715	Fund 12/Early Learning & Care	0807	Facilities Support
								0822	Building & Grounds
								0824	Operations Services
								0825	(Serna) Education Center

Doris Quan, Fund Specialist
Special Education Department
Phone: 916-643-9122
L0750 Special Education Contact

**BUDGET SERVICES
2024-25 Staff Assignments**

Chris Andruysna, Budget Analyst Phone: 643-7845		Sandy Martinez, Budget Analyst Phone: 643-9408		Nai Saelee, Budget Analyst Phone: 643-7852		Stella Reyes, Budget Analyst Phone: 643-7867	
CENTRAL		CENTRAL		CENTRAL		CENTRAL	
0701	Board of Education	0724	Music Section	0704	Communications Office	0708	Student Support Services
0703	Superintendent Office	0726	Library/Textbook Services	0705	Employee Relations	0727	Multilingual/Multicultural Med
0712	Instructional Assistant Superintendents	0731	American Indian Education	0710	Constituent Services	0728	Materials Development Lab
0714	Instructional Assistant Superintendents	0737	Curriculum & Professional Development	0717	Legal Counsel	0758	ISS (Integrated Support Services)
0715	Early Learning & Care, (Child Dev)	0752	Youth Engagement Services	0732	College & Career Readiness/CTE	0760	Student Hearing & Placement/Alt.
0716	Instructional Assistant Superintendents	0754	GATE	0739	Linked Learning	0763	Foster Youth Services/Targeted Prev.
0720	Instructional Assistant Superintendents	0755	After School Services	0740	Enrollment Center	0764	Health Services
0721	Chief Academic Office	0759	YES - 21st CENTURY	0745	Matriculation & Orientation Center	0772	Employee Compensation (Payroll/Benefits)
0723	Deputy Superintendent Office	0762	Expanded Learning Services	0746	Counseling Services	0800	Business Services
0725	State and Federal Programs	0765	Positive Youth Development	0748	Attendance & Engagement	0801	Internal Audit
0733	School, Family & Community Partnerships	0767	Youth Development Support Services	0770	Human Resource Services	0802	Accounting Services
0735	Family & Community Empowerment	0776	Staff Development	0810	Nutrition Services	0804	Budget Services
0742	Assistant Supt. of Student Support Services	0807	Facilities Support	0821	Safe Schools Office	0808	Technology Services
0744	Continuous Improv. & Acct. Office	0822	Building & Grounds	0823	Security Services	0830	Purchasing Services
0780	Assessment, Research and Evaluation	0824	Operations Services	0835	Distribution Services	0840	Risk & Disability Management
0900	Private Schools	0825	(Serna) Education Center			0842	Reproduction
		0831	School Climate			0844	Transportation

Steven Meadows, Budget Analyst
Special Education Department
Phone: 916-643-9170

Bee Moua, Budget Analyst, Innovative/Charter Oversight
Innovative Schools and Charter Oversight
Phone: 643-9426
0185 New Joseph Bonnheim
0505 George W. Carver
0535 New Tech High School
0560 The Met
All Independent Charter Schools

Tiffany Snowdon, Budget Analyst
State and Federal Programs
Phone: 916-643-9051
Rsc 3182 (CSI-Comprehensive Support & Improvement)
Rsc 3010 (Title I)