

**SAN MARCOS UNIFIED SCHOOL DISTRICT
PURCHASING DEPARTMENT**

Memorandum

TO: District Office Administrators
Principals and Office Managers
FROM: Lynne Kotas, Executive Director of Purchasing
DATE: February 25, 2019
RE: **2018-19 YEAR-END DEADLINES**

I. 2018-19 ELECTRONIC REQUISITIONS FOR OUTSIDE VENDORS Friday, April 26

DEADLINE FOR SUBMITTING ALL FUNDS:

All requisitions must have a valid Budget Status and a Request State of Approved by 4:00pm on this date. This means all approvers must have approved your requisition by 4:00pm. Please delete any requisitions that are not approved by this time.

CATEGORICAL FUNDS: If you are purchasing items with categorical funds, please submit as early as possible and name them beginning with "6/30", that way we can prioritize and follow-up on delivery lead time. Any **backorders** on orders, **using categorical funds**, will be cancelled beginning **June 1st**.

II. 2018-19 EXISTING OPEN PURCHASE ORDERS WILL BE CLOSED Friday, May 31

All packing slips and receipts are due to Accounting for all existing One-Time and Open Purchase Orders. No requisitions for new Open Purchase Orders or One-Time Purchases will be accepted after the deadline noted above for Electronic Requisitions for Outside Vendors.

III. 2018-19 ELECTRONIC REQUISITIONS FOR W/H INVENTORY: Friday, May 24

DEADLINE FOR SUBMITTING ALL FUNDS:

All requisitions must have a valid Budget Status and a Request State of Approved by 9:00AM on this date. DO NOT PUT A FUTURE DATE IN THE DUE DATE FIELD, OR ORDER WILL NOT ARRIVE TO WAREHOUSE BEFORE THAT DATE.

Backorders will be cancelled on **May 29**. You should **ONLY** be ordering supplies which will be needed through June 30th.

IV. 2018-19 ALL REQUISITIONS FOR NEW FISCAL YEAR DATE TO BE DETERMINED

Once 2019-20 budgets are in place, requestors will be able to begin entering requisitions for next year, prior to June 30th. You will be using the Add/Update Requisition screen (instead of eProcurement) and you **MUST** enter a **date of July 1, or later**, in the **Requisition Date, Accounting Date, Due Date and Budget Date fields**. Requisitions **MUST** be named "19/20" so that we know they are for next fiscal year.

MEMBERSHIPS

All memberships approved in 2018-19 will be taken to the Governing Board on June 18, 2019, for renewal in 2019-20. **If you DO NOT want to renew a membership**, notify Hali Smalley via email by **May 31st**. Requisitions should be submitted prior to June 30th, using the Add/Update Requisition process. A draft copy of the 2018-19 list of memberships is attached for your review.

Please allow sufficient time for the approval, ordering and delivery of your orders. A Minimum of Eight Weeks is recommended at this busy time of year *especially for textbooks and furniture*. Please contact our office if you have any questions.