

SAN MARCOS UNIFIED SCHOOL DISTRICT  
PURCHASING DEPARTMENT

Memorandum

**TO:** District Office Administrators  
Principals and Office Managers  
**FROM:** Lynne Kotas, Executive Director of Purchasing  
**DATE:** March 5, 2021  
**RE:** **2020-21 YEAR-END DEADLINES**

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**I. 2020-21 ELECTRONIC REQUISITIONS FOR OUTSIDE VENDORS Friday, May 14**

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 1<sup>st</sup>**.

**II. 2020-21 EXISTING OPEN PURCHASE ORDERS WILL BE CLOSED Friday, May 28**

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. 2020-21 ELECTRONIC REQUISITIONS FOR W/H INVENTORY: Friday, May 21**

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 28<sup>th</sup>**. You should **ONLY** be ordering supplies which will be needed through June 30<sup>th</sup>.

**IV. 2020-21 ALL REQUISITIONS FOR NEW FISCAL YEAR DATE TO BE DETERMINED**

Once 2021-22 budgets are in place, requestors will be able to begin entering requisitions for next year, prior to June 30<sup>th</sup>. 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 "21/22" so that we know they are for next fiscal year.

**MEMBERSHIPS**

All memberships approved in 2020-21 will be taken to the Governing Board in July, 2021, for renewal in 2021-22. **If you DO NOT want to renew a membership**, notify Hali Smalley via email by **May 28<sup>th</sup>**. Requisitions should be submitted prior to June 30<sup>th</sup>, using the Add/Update Requisition process. A draft copy of the 2020-21 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.**