**MEMORANDUM**

**Date:**   April 5, 2024
**From:**   Michael Herbstman, Chief Financial Officer

**Subject:**   **Contracts, Procurement and Payment Cut-Off Dates for Fiscal Year 2024**

Dear Colleagues,

Please take note of the key contract, procurement, and payment cut-off dates listed for the Fiscal Year (FY) ending June 30, 2024, in the appendix tables following this memo.

The key cut-off dates are organized into three tables as follows:

- *If you are involved in the **contracts and/or purchasing process** and your school or department needs **contracts through the Office of General Counsel (OGC) and/or action items approved**  for purchases of goods and services which, will be delivered on or before June 28, 2024**, please follow the key contracting cut-off dates listed on **Appendix Table 1**.*

- *If you are a **requestor** and your school/department needs to **purchase items or receive goods** between now and June 28th, 2024 and do not need an OGC contract, please follow the key purchasing cut-off dates listed on **Appendix Table 2**.*

- *Finally, if you are a **Principal or Department Manager,** please follow the key administrative cut-off dates for **end-of-year tasks** listed on **Appendix Table 3**.*

Please note that these dates are **not flexible** due to the requirements of the fiscal year close.

Where possible, the cut-off dates have been extended to allow the maximum allowable time for schools and departments to complete these tasks before the end of the fiscal year.  However, failure to adhere to the dates listed on the following tables may require your school or office to use your FY 2025 budget to complete FY 2024 purchases.

Please note that the appendix tables include links to steppers and videos, with drop-down status indicators with the word   *Not Started* ᵛ   following each checklist item. By saving a local copy of the tables in your Google drive using the link below, you may update the completion status of each item for your school or department to meet the important deadlines of these year-end contract, purchasing, and general administrative tasks.

## Click here to make a copy of these interactive checklists for your personal use.

Please pass this memo on to members of your school or department as appropriate.  If you are concerned that you may not be able to meet a cut-off date, please reach out to the support offices listed for guidance.

*Appendix Table 1- Contracts Purchasing Calendar Checklist – If your school/department needs contract through the Office of General Counsel for purchases of goods and services which will be delivered on or before June 28, 2024, please follow the dates listed here to prepare those contracts so that they will be in place for you to use:*

| Due Dates | Contracts Purchasing Calendar Checklist | Status | Contact for Assistance |
|---|---|---|---|
| Apr 05 | ● Have you or your Action Item Creator submitted Action Items for FY 2024 contracts for the May 30th Board Meeting in the Sponsoring Executive's Queue of the Novus system?<br><br>○ Click here for Helpful Links for Action Item Creation | *Not Started* ⌄ | Board Office - Shakyra Greene sgreene@philasd.org Joe Antonio jantonio@philasd.org Office of General Counsel (OGC) - contracting@philasd.org |
| Apr 15 [1] | ● Have you or your Oracle Contract Administrator started all of your FY 2024 contracts in the Oracle ERP System Contracts Module? | *Not Started* ⌄ | General Questions contracting@philasd.org Specific questions should be directed to your assigned attorney. See Attorney Assignments for Contract Administrators |
|  | ● Have you uploaded into the Oracle ERP all required information for your FY 2024 contracts?<br>○ See the Contracts Process Manual for lots of helpful information | *Not Started* ⌄ |  |
| May 31 | ● Are all FY 2024 Contracts and LCAs complete and signed (except for contracts where you have obtained an exception to policy)? [1] | *Not Started* ⌄ | OGC - contracting@philasd.org 440 LCAs - lca@philasd.org<br><br>Schools LCA's - schoollca@philasd.org Contract Office Hours for live support. |
| May 31 | ● For goods and services under an active Oracle contract, are all FY 2024 requisitions (RQs), purchase orders (PURs), and change orders *approved* in the ERP system? | *Not Started* ⌄ | Procurement - purchasing@philasd.org<br><br>Purchasing Office Hours for live support. |
|  | ● For No Lines Agreements, are fulfillment lines and agreements *created*, associated requisitions *submitted and approved*, and the PUR "Open"? | *Not Started* ⌄ |  |
|  | ● For LCA's, have the fulfillment line and purchase order been created, and has the purchase order (PUR) been *fully approved* through Procurement, and is the PUR "Open" in Oracle? | *Not Started* ⌄ |  |

[1] An Exception to Policy form must be submitted by May 24th for all suppliers who: (a) need to be paid for goods or services provided on or before June 28, 2024, and (b) do not yet have an FY 2024 completed LCA or Contract in Oracle.

*Appendix Table 2 - School/Office Purchasing Calendar Checklist* - *If your school/department needs to purchase items or will be receiving goods between now and June 28th, 2024, please follow the checklist below to ensure your purchases are budgeted and recorded correctly:*

| Due Dates | School/Office Purchasing Calendar Checklist | Status | Contact for Assistance |
|---|---|---|---|
| May 03 | ● Have all FY 2024 budget transfer requests been submitted to your budget analyst to cover all purchases you expect to make and receive by June 28th (for non-grants only)? | *Not Started* ⌄ | Your Budget Analyst - Note: to find your budget analyst, Grants Compliance Monitor (GCM), Accounting Compliance and Control Monitor (ACCM) and other Finance staff, see: Finance Staff Assignments |
| May 24 | ● Have all FY 2024 requisitions (RQs) for goods been **submitted** in Oracle? | *Not Started* ⌄ | For Technology - EdTech@Philasd.org<br>For Grant-funded purchases - your GCM<br>For Operating-funded purchases - your ACCM<br>For general purchasing - purchasing@philasd.org<br>See Purchasing Office Hours for live support. |
| May 31 | ● Have all requisition change orders (including orders for Amazon Business, Office Depot, School Specialty, and all other punchout suppliers) been submitted?<br><br>    ● Use this form to request a change order: Purchase Order Correction Form | *Not Started* ⌄ | For Technology - EdTech@Philasd.org<br>For Grant-funded purchases - your GCM<br>For Operating-funded purchases - your ACCM<br>For general purchasing - purchasing@philasd.org<br>See Purchasing Office Hours for live support. |
| May 31 | ● Have all Inventory Catalog Requisitions for warehouse inventory items been entered in Oracle? | *Not Started* ⌄ | Facilities Management - cfuscellaro@philasd.org |
| Jun 12 | ● Have you deleted all "**Incomplete**" or canceled all "**Pending Approval**" requisitions if they will not be delivered by June 28th?<br><br>    *Note: These requisitions will not carry forward to the next fiscal year and will need to be reentered in FY 2025, if needed.* | *Not Started* ⌄ | Schools - Your ACCM or Program Office Procurement - purchasing@philasd.org |
| | ● Have all FY 2024 requisitions (RQs) for goods that will be delivered by June 28th been **approved** in Oracle?<br><br>    *Note: Requisitions, purchase orders, and change orders that are in "Incomplete" or "Pending Approval" status will be canceled by Procurement after this date.* | *Not Started* ⌄ | |

| Due Dates | School/Office Purchasing Calendar Checklist | Status | Contact for Assistance |
|---|---|---|---|
| Jun 12 | ● Have all receipts for FY 2024 purchase orders (PURs) -- for goods and services been entered?<br><br>  ○ Click HERE for a video on how to use the Missing Receivers Report and the Purchase Order Detail Report in ERP to monitor orders in need of receipts.<br><br>  ○ Click HERE for a comprehensive video on the receipt process.<br><br>  ***Note: DO NOT enter receipts until goods are delivered or services rendered using the actual date of delivery.***<br><br>  *Receipts for any goods delivered or services rendered between June 15 and June 28 should be entered immediately upon delivery.* | *Not Started* ⌄ | Your ACCM or Program Office |
| Jun 21 | ● Where possible, make sure suppliers submit all FY 2024 invoices for services and goods received.<br><br>  *Note: Let suppliers know the preferred method is to submit invoices through the Supplier Portal. Click HERE for supplier instructions for invoicing.* | *Not Started* ⌄ | If your supplier has questions, have them contact Procurement at: oraclesupplier@philasd.org |
| Jun 21<br><br><br><br><br><br><br>Jun 26 | ● Have you prepared requisitions for all FY 2024 internal services (print shop, transportation, use of facilities and food service).<br>  ○ Print Shop - have you submitted a Printing Services Request Form for any order submitted through WebCRD?<br><br>    *Note: Print Shop orders submitted after June 21st through WebCRD, must have a requested delivery date **after** June 30th and will be charged to your FY 2025 budget.*<br><br>  ○ Use of Facilities - have you made a reservation in Facilitron for space rentals through June 30th?<br><br>● Enter all receivers for internal services by June 26th.<br>  ○ In the rare case that you are renting space on June 27th or 28th the receiver still needs to be entered by June 26th in order to be charged to FY 2024 budget. | *Not Started* ⌄<br><br><br><br><br><br>*Not Started* ⌄<br><br><br>*Not Started* ⌄ | accountinghelp@philasd.org, Your ACCM<br><br>LaKiesha Stevens lstevens@philasd.org |

*Appendix Table 3: School/Office End of Year Calendar Checklist* – *The following are general end-of-year administrative tasks that are required for fiscal year record-keeping.*

| Due Dates | School/Office Finance Calendar Checklist | Status | Contact for Assistance *(confirm & use Jan 11/24 links)* |
|---|---|---|---|
| Apr 30 | ● Have the FY 2024 physical inventory reports for your school or department been signed and submitted? | *Not Started* ▾ | Accounting Services Personalproperty@philasd.org |
| Jun 12 | ● Have final travel and life skill reimbursements been submitted? This is the link to the Accounts Payable Policies and Procedures which includes life skills and travel and employee expense reimbursements | *Not Started* ▾ | Accounts Payable Accountspayable@philasd.org |
| Jun 12 | ● Have you submitted a signed Student Activity Funds Bank Reconciliation as of 5/31/2024? | *Not Started* ▾ | accountinghelp@philasd.org, Your ACCM |
| Jul 10 | ● Have you submitted a signed Student Activity Funds Bank Reconciliation as of 6/30/2024? *Note: Without this, no July 2024 checks can be written.* | *Not Started* ▾ | accountinghelp@philasd.org, Your ACCM |

**Note:** Additional Information regarding the ERP System including training materials and steppers is available at the ERPHelp website found here.

CC:
Executive Leadership Team
Assistant Superintendents of School Performance
Principals and Assistant Principals
Marcy F. Blender, Comptroller
Throne Cropper, Procurement
Joseph D'Alessandro, Grant Compliance and Fiscal Services
Christopher Fuscellaro, Facilities Warehouse Administration
Diane Townshend, Accounts Payable
Stacy Kerentzis, Curriculum and Instruction
Kelli McKenna, Management and Budget
Kim Burrows, General Accounting
LaKiesha Stevens, Print Shop
Brian Wilson, Special Assistant of Academic Finance Operations