

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM
10910 Clarksville Pike
Ellicott City, MD 21042

Circular No. 42
Series 2016/2017

June 20, 2017

Superintendent
Fiscal 2017 Year-End Financial Deadlines

TO: All Staff

FROM: Dr. Michael Martirano, Acting Superintendent of Schools

Fiscal 2017 expenditures, encumbrances, and transfer of funds should be completed by **June 28, 2017**. The cooperation of all account managers and principals in preparing necessary purchase orders or other expenditure requests in advance of this date and complying with other cutoff dates outlined below will help ensure the most effective use of budgeted dollars.

Purchase Orders

June 28, 2017 – Deadline for Purchase Requisitions: All requisitions must be entered into Workday, approved by the appropriate Account Manager/Principal, and received in the Purchasing Office workflow. **Requisitions received after that date will be rejected.**

June 28, 2017 – Please review all open purchase orders for your school/location and notify the Purchasing Office of any purchase order encumbrances that should be canceled or adjusted. Also, please ensure that you entered as received in Workday items that have been received so that Accounts Payable can pay our suppliers. If you have questions about any outstanding purchase orders, please contact Brenda Leitner by email at brenda_leitner@hcpss.org.

July 1, 2017 – Requisitions using FY 2018 funds may be entered.

September 29, 2017 – FY 2017 (prior year) purchase orders will be disencumbered.

Purchasing Cards and Office Depot/Staples purchases

June 23, 2017 – Deadline for P-Card Purchases: After that date, purchasing cards may only be used for the items listed below under **Exemptions**. An example of an exempt purchase would be grants or technology funds. All purchasing card transactions on the June billing statement will be recorded as FY 2017 expenditures. **The card(s) may be used for FY 2018 budget purchases after July 1.**

All purchasing cards issued to 10-month employees should be collected or inform employees not to use and hold in a secure place.

June 23, 2017 – Deadline for Office Depot and Staples purchases

Deadline Exemptions

1. The Internal Service funds (Printing Fund, Health & Dental Fund, Workers Comp Fund, and Technology Fund) are exempt from the expenditure cutoff.
2. Food Service expenditures are exempt from the cutoff.
3. Capital projects expenditures are exempt from the cutoff.

4. Any grant ending after June 30, 2017 is exempt from the cutoff. P-cards on grants have a pre-set cut-off date and limit attached to the card. If you have applied for a grant extension, the original end date is in place until HCPSS receives an approved budget amendment from the granting agency.

Direct Payments and Other Expenditure Requests

June 28, 2017 – Deadline for Direct Payment Expenditures: The only direct payment orders and other expenditure requests that will be honored after **June 30, 2017** are: employee expense reimbursement requests for local mileage only, legal fees, special education transportation, approved School Improvement Plan expenditures, and non-public placement. Any other direct payment order expenditures, or emergency purchase requests, must be pre-authorized by Gregory Bara, Finance Manager.

Submission of Final FY 2017 Direct Payment Requests and Employee Reimbursements

July 14, 2017 – Deadline for Direct Payment Requests and Employee Mileage Expense Reimbursement: Authorized direct payment requests and employee expense reimbursement requests for local mileage for FY 2017 should be submitted to the Accounting Office. If you have received any invoices from suppliers, please forward them promptly to Accounts Payable in the Central Office for processing and payment.

Temporary Employment

June 30, 2017 – Deadline for Salary Vouchers: Schools and offices with previously approved activities that will require the use of temporary employment should submit salary vouchers to the Payroll Office. Employee salary vouchers must be submitted on a timely basis in accordance with the pay schedule established by the Payroll Office. The Payroll Office will only accept the original salary voucher signed by the appropriate supervisor. Faxes and emails cannot be accepted. Salary vouchers that are submitted after July 2, 2017 will be charged to an account manager's FY 2018 program accounts.

Any questions about specific accounts or these deadlines can be directed to Gregory Bara.

MJM/SA/md