

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

Circular No. 43
Series 2017-2018

March 27, 2018

Chief Business and Technology Officer

Fiscal 2018 Year-End Financial Deadlines

To: All Staff

From: Rafiu O. Ighile, Chief Business and Technology Officer

In response to the tough economic times, we again ask that you carefully evaluate your fiscal 2018 spending. By continuing to be fiscally prudent, we can repurpose unspent funds to support critical need areas that may be reduced in FY 2018. Little Budget dollars should also be spent effectively, repurposing funds to meet critical needs. We thank you in advance for your cooperation.

Fiscal 2018 expenditures, encumbrances, and transfer of funds should be completed by **April 27, 2018**. 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

April 27, 2018 – 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.**

May 4, 2018 – Please review your open purchase orders for your school/location and notify the Purchasing Office of any purchase order encumbrances that should be canceled or adjusted. If you have questions about any outstanding purchase orders, please contact Michele Nethken by email at Michele_nethkan@hcpss.org.

June 22, 2018 – Outstanding blanket purchase orders will be canceled or adjusted by the Purchasing Office.

Please review your Purchase Orders. Please notify the Purchasing Office of any partial purchase orders that will not be fulfilled and may be deleted

July 1, 2018 – Requisitions using FY 2019 funds may be entered via Workday.

September 30, 2018 – FY2018 (prior year) encumbered purchase orders will be disencumbered.

Purchasing Cards and Office Depot/Staples purchases

May 4, 2018 – Deadline for P-Card Purchases: After May 4, 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 2018 expenditures. **The card(s) may be used for FY 2019 budget purchases after July 1.**

We recommend schools collect all purchasing cards issued to 10-month employees at the end of the school year and hold them in a secure place.

May 4, 2018 – 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, 2018. 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.

Any questions about specific accounts or these deadlines may be directed to Michele Nethken, by e-mail at Michele.Nethken@hcpss.org or by phone at extension x6644.

Submission of Final FY 2018 Employee Reimbursements

July 13, 2018 – Deadline for Employee Mileage Expense Reimbursement: Employee expense reimbursement requests for local mileage for FY18 should be submitted through Workday to the Accounting Office.

FY2018 Invoices and Direct Payment Request related to FY2018

July 31, 2018 – Deadline for FY2018 Invoices and Direct Payment Requests: If you have received any invoices from vendors, please forward them and if applicable the direct payment request promptly to Accounts Payable in the Central Office for processing and payment.

Any questions about specific accounts or these deadlines may be directed to Greg Bara, by e-mail at Gregory_bara@hcpss.org or by phone at extension x6746.

Temporary Employment

July 2, 2018– 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, 2018 will be charged to an account manager's FY 2019 program accounts.

Any questions about specific accounts or these deadlines may be directed to Mary Lou Bowman, by e-mail at mary_bowman@hcpss.org or by phone at extension x6781.