

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

Circular No. 45
Series 2018-2019

February 19, 2019

Chief Financial Officer

Fiscal 2019 Year-End Financial Deadlines

To: All Staff

From: Rafiu O. Ighile, Chief Financial Officer

In response to the tough economic times, we again ask that you carefully evaluate your fiscal 2019 spending. By continuing to be fiscally prudent, we can repurpose unspent funds to support critical need areas that may be reduced in FY 2019. Little Budget dollars should also be spent effectively, repurposing funds to meet critical needs. We thank you in advance for your cooperation.

Fiscal 2019 expenditures, encumbrances, and transfer of funds should be completed by **April 15, 2019**. 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 15, 2019 – 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 denied.**

May 3, 2019 – 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 Evelyn Wohlers by email at evelyn_wohlers@hcpss.org.

June 15, 2019 – 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, 2019 – Requisitions using FY 2020 funds may be entered via Workday.

November 30, 2019 – FY2019 (prior year) encumbered purchase orders will be disencumbered.

Purchasing Cards and Office Depot/Staples purchases

May 3, 2019 – Deadline for P-Card Purchases: After May 3, purchasing cards may only be used for the items listed below under **Exemptions**. An example of an exempt purchase would be when

using grant funds. All purchasing card transactions on the June billing statement will be recorded as FY 2019 expenditures. **The card(s) may be used for FY 2020 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.

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 and Nutrition Service expenditures are exempt from the cutoff;
3. Capital projects expenditures are exempt from the cutoff;
4. Any grant ending after June 30, 2019. 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;
5. P-Card charges for FACS food purchases for classroom instruction;
6. P-Card charges for Office Depot and Staples online purchases

Any questions about exemptions or deadlines may be directed to Evelyn Wohlers, by e-mail at evelyn_wohlers@hcpss.org or by phone at extension x6644.

Submission of Final FY 2019 Employee Reimbursements

July 12, 2019 – Deadline for Employee Mileage Expense Reimbursement: Employee expense reimbursement requests for local mileage for FY 2019 should be submitted through Workday to the Accounting Office.

FY2019 Invoices and Direct Payment Request related to FY2019

July 19, 2019 – Deadline for FY 2019 Invoices and Direct Payment Requests: If you have received any invoices from vendors, please forward them promptly to Accounts Payable for processing and payment. All Direct Payment requests are to be sent directly to the Purchasing Office.

Any questions about specific accounts or invoice payments may be directed to Charisse Antonio, by e-mail at charisse_antonio@hcpss.org or by phone at extension x6831.

Temporary Employment

July 1, 2019– 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 1, 2019 will be charged to an account manager's FY 2020 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.