

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

Circular No. 52  
Series 2014/2015

April 8, 2015

Chief Operating Officer  
FY 2015 Year-End Financial Deadlines

TO: All Staff

FROM: Camille B. Jones  
Chief Operating Officer

FY 2015 expenditures, encumbrances, and transfer of funds should be completed by **May 4, 2015**. 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**

**May 1, 2015 – Deadline for Purchase Requisitions:** All requisitions must be entered into IFAS, approved by the appropriate Account Manager/Principal, and received in the Purchasing Office workflow. **Requisitions received after that date will be rejected.**

**May 11, 2015** – 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 Brenda Leitner by email at [brenda\\_leitner@hcpss.org](mailto:brenda_leitner@hcpss.org).

**June 26, 2015** – Outstanding blanket purchase orders will be canceled or adjusted by the Purchasing Office.

Please review your Purchase Order Status Report (PO600) by school location via IFAS for School Sites Folder found on the IFAS dashboard. Also, please review your school location PO Receiving Report (PO501) in IFAS to ensure you have received delivered items so that Accounts Payable can pay the vendors.

**July 1, 2015** – Requisitions using FY 2016 funds can only be entered after July 1, 2015.

**September 30, 2015** – FY 2015 (prior year) purchase orders will be disencumbered.

**Purchasing Cards and Office Depot/Staples purchases**

**May 12, 2015 – Deadline for P-Card Purchases:** After May 12, purchasing cards may only be used for the items listed below under **Exemptions**. An example of an exempt purchase would be grant or technology funds. All purchasing card transactions on the June billing statement will be recorded as FY 2015 expenditures. **The card(s) may be used for FY 2016 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.

Direct questions regarding P-Cards should be directed to Eileen Arnold at [eileen\\_arnold@hcpss.org](mailto:eileen_arnold@hcpss.org).

**May 1, 2015 – Deadline for Office Depot and Staples purchases.**

**Deadline Exemptions**

1. The Internal Service funds (Printing Fund, Health & Dental Fund, Workers' Compensation 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, 2015. P-cards on grants have a pre-set cutoff 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**

**May 1, 2015 – Deadline for Direct Payment Expenditures:** The only direct payment orders and other expenditure requests that will be honored after **May 1<sup>st</sup>** 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, emergency purchase requests, must be pre-authorized by the Executive Director of Budget & Finance.

**Employee Reimbursements**

**July 10, 2015 – Deadline for Direct Payment Requests and Employee Mileage Expense Reimbursement:** Authorized direct payment requests and employee expense reimbursement requests for local mileage for FY 2015 should be submitted to the Accounting Office. If you have received any invoices from vendors, please forward them promptly to Accounts Payable in the Central Office for processing and payment.

**Temporary Employment**

**June 30, 2015 – 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, 2015, will be charged to an account manager's FY 2016 program accounts.

Any questions about specific accounts or these deadlines can be directed to Iris Ritter, Accounting Manager, by e-mail at [iris\\_ritter@hcpss.org](mailto:iris_ritter@hcpss.org) or by phone at x1523.