



# End of Year Finance Procedures 2020-21 School Year

San Antonio Independent School District  
141 Lavaca Street, San Antonio, Bexar County, Tx 78210

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# 2020 - 2021 End of Year Finance Procedures

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**2020 - 2021**  
**End of Year**  
**Procedures**

# ***2020-2021 END-OF-YEAR FINANCE PROCEDURES***

## ***Budget/Finance Items***

### ***1. Student Activity Fund 865***

- A. Principals should ensure the collection of NSF checks and fees incurred during the school year are finalized by May 28, 2021.
- B. Principals are reminded to ensure compliance with Student Activity Reporting Procedures on completion of Club Reports. **Refer to Student Activity Manual page 36, item 9**, “At least three times per year (August, December and April)” the Principal shall require each sponsor to sign the report with a statement acknowledging their agreement with the account balances. The Principal should sign for those accounts without sponsors.

#### Fundraiser Documents

- Submit all Fundraiser Documents when fundraisers are completed.
  - Fundraisers completed at the end of the year should be finalized with an income and expense summary before sponsors are released for the summer.
- C. Monies deposited to account code 2123 from athletic tickets sales must be cleared by May 28, 2021 by submitting a form, ACTG DWS (District Wide Services), to the accounting office.
- D. Coins, currency and checks must be deposited within 2 business days throughout the summer according to the 2021 Summer Pony schedule provided by the District’s Print Shop.
- E. Account codes for a Payment Request Form BUS-9 must have sufficient monies in the account to process payment. If account code is overspent and/or additional expenditures are anticipated by June 30<sup>th</sup>, submit a SAF-4 form, Interfund Transfer, to accounting by May 28, 2021.
- F. Payment Requests, BUS-9 form, for good or services provided during FY 2020-2021 are due to SAF accounts payable June 22, 2021 for the final check run from FY 1.
- G. **During the month of June, Financial Services will send information regarding Fund and budget code changes for accounts designated as *non-student*. The changes are effective July 1, 2021 due to new guidelines set forth by the General Accounting Standards Board. The General Accounting Standards Board establishes accounting and financial reporting standards for US State and local governments that follow Generally Accepted Accounting Principles which must be used by school districts.**
- H. Accounts not affected by item G will have balances rolled forward to FY 2 on July 13<sup>th</sup>.
- I. Payment Request, BUS-9 form, for the first FY 2 check run is due July 20, 2021.

## **2. *Campus Activity Fund 461***

- A. SAF-5 transfers from SAF 865 to Campus Activity Fund 461 must be received in the Accounting office no later than May 28, 2021.
- B. A non-purchase order request for goods or services provided by *SAISD* departments such as for print shop—code 6299; postage—6399; fieldtrips—6494; and police officers—6121.05 should be submitted to departments no later than May 3, 2021 so that each department may submit expenditures from the 2020-2021 budget.
- C. A budget code must have sufficient monies in the account to record expenditures. If a budget is overspent and/or additional expenditures are anticipated by June 30<sup>th</sup>, submit either an online Budget Change Request or a BUS-2 form to the Budget office by **May 14, 2021**.
- D. For Region 20 *Automated Purchase Requisitions* follow timelines in section 4B.
- E. Submit receiving reports, invoices, etc. to Accounts Payable by June 22, 2021 for the final check run from FY 1.
- F. Outstanding purchase orders in FY 1 will be cancelled June 28, 2021 and not carried forward to fiscal year 2021-2022.
- G. Budget balances from FY 1 roll forward to FY 2 approximately July 13, 2021.
- H. First accounts payable check run for FY 2 budget codes is July 21, 2021.

## **3. *Student Attendance Incentive Fund 173/ Campus Supplemental Resources Fund 470***

- A. Student Attendance Incentive funds (sub-object 11) - “account balances” roll forward to Fund 173 FY 2 according to guidelines below:
  - 1. Maximum amount to be carried forward to FY 2 will be \$5 per student in membership.
  - 2. Fund 173 FY 1 Outstanding Purchase Orders will not be carried forward.
- B. Campus Supplemental Resources (sub-object 65 and sub-object 93) – “account balances” **do not** roll forward.

## **4. *Purchase Orders***

- A. Principals must ensure that Purchase Order Receiving Reports for all outstanding purchase orders are maintained at the school during the summer months. All purchase orders must be kept at a location accessible to the principal or principal's designee for authorization to pay upon receipt of all merchandise ordered. If the principal is not available and must appoint a designee, a memo should be provided to the Accounts Payable department with the designee's name and timeframe that they are to be given signature authority. The principal's designee must be a professional employee. Please sign, date, provide “**actual date**” of receipt of goods or services, and submit the Receiving Report copy to the Accounts Payable Department upon receipt of merchandise ordered. If a partial shipment of merchandise is received, **submit a signed and dated copy** of the Purchase Order receiving report to the Accounts Payable Department. Please be sure to write in the actual date the goods or services were received on

your partials, as well as complete full payments. The receiving report must indicate the quantity received, amount to pay and the balance due. Attach packing slips, if received, to the signed Receiving Report.

Principals shall direct building Custodians to accept merchandise delivered to the school. Custodians shall notify the principal or principal's designee immediately so merchandise may be inspected and authorized for payment.

As a reminder, delivery may include items purchased with Federal Funds or Grant Funds that have defined ending dates. Failure to process in a timely manner may result in loss of funding and require items delivered to be returned to vendor or paid with your FY 2 local budget.

Submit all receiving reports to the Accounts Payable Office, Funds Management & Special Revenue Department for SCE-Fund 164 or Federal Programs Department, if indicated, by funding source within three working days of receiving the items so that payment may be processed in a timely manner.

**B. *Automated Purchase Requisitions, using local funds 1XX, 461, and 470 (excluding fund 164)***

Region 20 Automated *Purchase Requisitions*, using local funds 1XX, 461, and 470 (excluding fund 164) must be entered into the requisition system by campuses and departments and have final program approval using the following schedule.

Requisition Activity	Deadline
Enter automated purchase requisition	May 14, 2021
Requisition processed into Purchase Order	May 21, 2021

**It is the originator's responsibility to monitor the status of pending requisitions and to follow-up with Approvers to ensure deadlines are met.** Purchase requisitions will be processed into purchase orders by the Procurement Services Department no later than the dates noted above, provided all approval action has met established timelines. Requisitions entered after the deadlines must have authorization and must have the following statement typed on each purchase order: **"ITEMS MUST BE RECEIVED ON OR BEFORE JUNE 30, 2021, OR THIS ORDER IS CANCELLED."**

**C. *Purchase Requisitions, using fund 164 and funds 211, 214, 215, 216, 245, 255, 263, and 287.***

Campuses/departments using **fund 164 and fund 211, 214, 215, 216, 245, 255, 263, and 287** must enter requisitions into the system as per the Grant Timelines (Appendix B). Requisitions must be complete and in an approvable form (correct budget codes, allowable items, proper documentation/ "shopping carts", etc.). Requisitions that are incomplete or incorrect will not be approved. **It is the originator's responsibility to monitor the status of pending requisitions and to follow-up with Approvers to ensure deadlines are met.**

**D. *Purchase Requisitions, using other special revenue funds (2XX, 3XX, 4XX).***

**Campuses/departments using special revenue funds (2XX, 3XX, 4XX), with the exception of fund 461 and 470, must enter requisitions into the system as per Grant Timelines (Appendix B). It is the originator's responsibility to monitor the status of pending requisitions and to follow-up with Approvers to ensure deadlines are met.**

- E. *Outstanding purchase orders*** or projects for Local Funds 1XX and Fund 470, will NOT be carried forward to fiscal year 2021-2022. PO's will be cancelled by the Accounting Department after the last FY 2021 check run on July 21, 2021.

**5. *Non-Purchase Order Charges using local funds 1XX, 461 and 470 (excluding fund 164)***

SAISD print shop work; postage; fieldtrip transportation; fuel costs; and police officer services do not require a purchase order.

Receipt of the above charges are normally received by accounting the following month. Make sure there is sufficient funds in the FY 1 budget code to cover the charges anticipated through June 30, 2021. Otherwise, submit an Online Budget Change Requests or BUS-2 for Local Funds 1XX, 461 and 470 by **May 14, 2021** to cover existing and/or possible overdrafts.

**6. *AB-17s for Athletic Officials, Employee Reimbursement for Travel/Mileage and Student Travel Advance Requests***

**The District-wide use of AB-17s is not permissible.** The District does, on a limited basis allow, the use of an AB-17 on a prior approved basis for only specific types of payment authorizations.

- A.** Advances for student travel that are scheduled and completed prior to May 28, 2021 must be reconciled and turned in to Student Activity by June 15, 2021. Any advances for student travel that takes place after May 28, 2021 should be reconciled and submitted within three (3) working days of the return date as per Student Activity guidelines.
- B.** Employee travel reimbursements that are scheduled and completed prior to May 28, 2021 must be submitted for processing to the Accounts Payable Department for processing by June 8, 2021. Trips scheduled May 28, 2021 or thereafter, must be submitted for reimbursement within five (5) working days of the return date, as specified in the District travel guidelines.

All reimbursement requests utilizing Special Revenue Funds (2XX, 3XX, 4XX), including fund 211, 212, 214, 215, **216, 245, 255, 263, 287** and 461, must be submitted within five (5) working days of the return date, or by the grant ending date if sooner in accordance with funding guidelines to ensure that funding requirements are met.

**7. *Purchasing Card (P-card) Receipts and Documentation***

- A.** Any P-card statement prior to June 5<sup>th</sup>, requires the full payment of outstanding amounts due to the district for tips/taxes by June 30<sup>th</sup>. The same date applies for missing receipts or other documentation.

- B. P-card purchases made on or through June 30, 2021 belong in FY 1, will appear on the July 6<sup>th</sup> statement. Receipts and documentation must be received by accounting by the due date indicated on the e-mail containing the July 6<sup>th</sup> P-card statement.
- C. Budget codes provided for P-card purchases must have sufficient monies in the account to record expenditures. If a provided budget code is overspent and/or additional expenditures are anticipated in the July 6<sup>th</sup> statement, submit an online Budget Change Request or a BUS-2 form to the Budget office by May 14, 2021.

## 8. *Budget Change Requests*

*Online Budget Change Requests and BUS-2s*, for local funds 1XX, 461 and 470 (excluding Fund 164), must be received by the Planning and Budget Office by **May 14, 2021**. Over spent budget codes through June 30 are non-compliant according to TEA guidelines. Submit a Budget Change Request (BCR) to correct deficiency.

## 9. *Fiscal Year Start Date*

The new fiscal year 2021-2022 starts July 1, 2021. The budget for the new fiscal year 2021-2022 will be available for use on or about July 1, 2021.

# *Student Records*

## 10. *Medicaid/SHARS*

To ensure that all Medicaid billing from the SHARS program is received and recorded, the following staff members are asked to confirm that all SHARS tickets have been appropriately entered into the e-SHARS system, and that all parental consents for Medicaid billing have been submitted by the due dates as noted in the table below.

Staff Responsible	Requirement	Due Date
Special Ed Teacher (ACE, PPCD, BSC, SOLE) OTs, PTs, Speech Therapists	All SHARS tickets have been billed. Contact Regina Wessling, District Facilitator for Medicaid Programs for any questions@554-8560 or at <a href="mailto:rwessling@saisd.net">rwessling@saisd.net</a> .	June 18, 2021
Special Ed Teacher (ACE, PPCD, BSC, SOLE) OTs, PTs, Speech Therapists	Secure parent signature on the one-time Medicaid Consent form, upload into student eSped record.	June 18, 2021

## 11. *Student Health Records*

Retain records as specified below. Each different record category shall be wrapped individually and labeled with the record form name and the date when the record/form is to be discarded.

A. RETAIN ON CAMPUS FOR 1 YEAR AND THEN DESTROY:

- Form E-17A Permission HIV/AIDS Awareness Program (Primary)
- Form E-17B Permission Human Body Development Education (Primary)
- Form E-17C Human Sexuality (Middle School)
- Form E-17D Human Sexuality (High School)

B. RETAIN ON CAMPUS FOR 2 YEARS AND THEN DESTROY:

- Correspondence to and from parents or guardians concerning student health matters
- Documentation of Child Abuse Reports

C. RETAIN ON CAMPUS FOR 3 YEARS AND THEN DESTROY:

- Form H-603 Clinic Referral Slips (only those documented by Substitutes; all others should be documented in HOA)
- Form H-601 Completed Medical Referrals
- Form H-301 Accident Reports
- Form H-820 Blood borne Pathogen Exposure Training Forms

<u>School Year</u>	<u>Year to be Destroyed</u>
2017-2018	End of School Year 2020-2021
2018-2019	End of School Year 2021-2022
2019-2020	End of School Year 2022-2023
2020-2021	End of School Year 2023-2024

D. RETAIN ON CAMPUS FOR 7 YEARS AND THEN DESTROY:

- ..... Rtl Forms
- ..... 504 Forms
- Form H-207 Medication Permission Request Form
- Form H-208 Non-Prescription Medication Permission Request Form
- Form H-209 Short Term Medication Permission Request Form
- Form H-804 Medication Administration Record (MAR)
- Form H-213 Special Procedure Request Form
- Form H-818 Special Procedure Administration Record (SPAR)
- ..... Skilled Nursing ARD Supplement Form

<u>School Year</u>	<u>Year to be Destroyed</u>
2013-2014	End of School Year 2020-2021
2014-2015	End of School Year 2021-2022
2015-2016	End of School Year 2022-2023
2016-2017	End of School Year 2023-2024
2017-2018	End of School Year 2024-2025
2018-2019	End of School Year 2025-2026
2019-2020	End of School Year 2026-2027
2020-2021	End of School Year 2027-2028

E. RETAIN ON CAMPUS UNTIL CHILD IS 21 YRS. OLD (Medicaid Requirement for SHARS billing)

Permission forms, MARS and SPARS for any service provided that is reimbursable by Medicaid. If all MARS and SPARS documentation is in HOA, no paper forms are required to be retained.

## **12. Medications**

- A. Two weeks prior to the last day of school, the school nurse will notify parent/guardian to pick-up medication at the end of the last day of school using HOA Form Letter *Notice to Pick Up Medication/Medical Equipment/Supplies*.
- B. Medication remaining after the last day of school should be counted by nurse, documented on Form H-823 (Medications/Medical Equipment/Supplies Not Picked Up At End of School Year) and held for discard upon direction of Student Health Services.

## **13. Special Equipment/Supplies**

- A. Two weeks prior to the last day of school, the school nurse will notify parent/guardian to pick-up remaining supplies/equipment of special needs students at the end of the last day of school using HOA Form Letter *Notice to Pick Up Medication/Medical Equipment/Supplies*.
- B. Medical equipment and supplies remaining after the last day of school should be documented by nurse on Form H-823 (Medications/Medical Equipment/Supplies Not Picked Up At End of School Year) and held for discard upon direction of Student Health Services.
- C. The nurse will return audiometer to Student Health Services Department for required recalibration according to schedule issued by the Department.

## **14. Transportation**

- A. To arrange appropriate transportation, identify on the profile sheet all students needing special accommodations and transportation. Please refer to Special Education Management System (SEMS) on End of Year Procedures distributed by the Office of Administration.
- B. Turn in a new transportation form to the Transportation Department for each special education student whose ARD stated that transportation services are needed for the next school year. See Special Education End-of-Year Checklist for transportation notations on End of Year Procedures distributed by the Office of Administration.
- C. Parent Private Reimbursement documents are due to the Transportation Department by June 19, 2021.

## ***Payroll Checks***

### ***15. Issuance of Checks***

- A. **Regular checks** - The June **2021** pay date for monthly employees is **June 23, 2021**. The live checks and void check stubs for those employees who are off contract will be mailed to the address on file in the Payroll Office.
- B. **Retiring teachers** – Teachers, paraprofessionals and other professional employees who are retiring effective **May 31, 2021** for TRS purposes, who work up through June 15, 2021, will receive their **regularly** scheduled paycheck on **May 26, 2021**. In addition, the final paycheck for any balance owed will be dated **June 15, 2021** and will be deposited in the financial institution under the Direct to Bank or Payroll Card Program. If adjustments are required on the final check dated June 15, 2021, **the check will not be deposited in a financial institution**. Final checks requiring adjustments will be mailed to the address on file in the Payroll office.
- C. **Retiring bus drivers and food service workers** – Food service workers, food service managers, and bus drivers retiring effective **May 31, 2021** for TRS purposes, will receive their regularly scheduled paycheck dated **May 28, 2021**. In addition, the final paycheck for any balance owed will be dated **June 04, 2021** and **will be deposited in the financial institution under the Direct to Bank or Payroll Card Program**. If adjustments are required on the final check dated June 04, 2021, the **check will not be deposited** in a financial institution. Final checks requiring adjustments will be mailed to the address on file in the Payroll Office.
- D. It is important that all **supplemental pay earned and due to retirees** be paid by their last scheduled pay date (**May 26, 2021 for Monthly and May 28, 2021 for Bi-Weekly employees**). While the final pay dates for retirees will be **June 4, 2021** for Biweekly employees and **June 15, 2021** for Monthly employees, only supplemental pay received after the May pay dates should be reported. **Failure to report amounts on these scheduled pay dates will delay the retiree from receiving their annuity timely and/or the correct retirement annuity amount paid to them by TRS.**
- E. **Substitutes** – Reminder: the last pay date for campus based substitutes for the **2020-2021** school year will be **July 09, 2021**. Ensure all days worked are reported and turned in by the required due date of **June 21, 2021**.

# Appendices

# **Appendix A.**

# **EOY Procedures**

# **Checklist**

## 2020-2021 END-OF-YEAR FINANCE PROCEDURES CHECKLIST

Budget/Finance					
	Title/Activity	Person Responsible	Requirement	Due Date	Initial
<b>1.</b>	<b>Student Activity Fund 865</b>				
	<b>A.</b>		Finalize collection of NSF checks and fees incurred during the school year.	May 28, 2021	
	<b>B.</b>		Student Activity Funds Club Report must be reconciled and signed.	See SAF Manual, item 9, page 36	
	<b>C.</b>		Monies deposited to account code <b>2123</b> form athletic tickets sales must be cleared by submitting a DWS form to accounting.	May 28, 2021	
	<b>D.</b>		Monies must be deposited in a timely manner throughout the summer.	See Summer 2021 Pony Schedule	
	<b>E.</b>		SAF-4 form for Interfund transfers in accounting.	May 28, 2021	
	<b>F.</b>		Payment Request, BUS-9 form, is due in SAF Accounts Payable for the last FY 1 check run.	June 22, 2021	
	<b>G.</b>		During June, Financial Services will send out information regarding Fund and budget code changes for accounts designated as <u>non-student accounts</u> . Changes are effective in 2021-22 when budget accounts are rolled forward for Fund 461, Campus Activity.	July 13, 2021	
	<b>H.</b>		Accounts not affected by item G, will have FY 1 balances roll forward to FY 2.	July 13, 2021	
	<b>I.</b>		Payment Request, BUS-9 form, due in SAF for the first FY 2 check run.	July 20, 2021	
<b>2.</b>	<b>Campus Activity Fund 461</b>				
	<b>A.</b>		SAF-5 Form for transfers from SAF #865 to Campus Activity Fund 461 due in accounting.	May 28, 2021	
	<b>B.</b>		Submit non-purchase order requests for SAISD supplies or services for print shop, postage, fieldtrips and police officers.	May 03, 2021	
	<b>C.</b>		Submit online Budget Change request or BUS-2 to the Budget office for overspent budget codes.	May 14, 2021	
	<b>D.</b>		For Region 20 <i>Automated Purchase Requisitions</i> follow timelines in section 4 B.	Refer to narrative page 3	
	<b>E.</b>		Final check run from FY 1.	June 22, 2021	
	<b>F.</b>		Outstanding Purchase Orders in FY 1 will be cancelled and <u>not</u> carried forward for FY 2021-2022.	June 28, 2021	
	<b>G.</b>		Budget balances from FY 1 roll forward to FY 2	July 13, 2021	
	<b>H.</b>		First accounts payable check run for FY 2 budget codes	July 21, 2021	

## **2020-2021 END-OF-YEAR FINANCE PROCEDURES CHECKLIST**

<b>Budget/Finance</b>					
	<b>Title/Activity</b>	<b>Person Responsible</b>	<b>Requirement</b>	<b>Due Date</b>	<b>Initial</b>
<b>3.</b>	<b>Student Attendance Incentive Fund 173/ Campus Supplemental Resources Fund 470</b>				
	<b>A.</b>		Account balances roll forward to Fund 173 FY 1	Refer to Narrative page 2	
	<b>A1.</b>		Allowable amount to carry forward for Fund 173	Refer to Narrative page 2	
	<b>A2. and 3B.</b>		Outstanding Purchase Orders for Fund 173 and Campus Supplemental Resources	Refer to Narrative page 2	
<b>4.</b>	<b>Purchase Orders</b>				
	<b>A.</b>		All outstanding purchase orders with items <b>received</b> for local funds-1XX (excluding fund 164) and Fund 461 signed and turned in to Accounts Payable Dept.	Refer to Narrative pages 2-3	
	<b>B.</b>		Purchase Requisition – <b>Local Funds</b> -1XX (excluding fund 164) and Fund 461 For Inputting and Final Program Approver Deadline	May 14, 2021  May 21, 2021	
	<b>C.</b>		<b>For Funds Management &amp; Special Revenue SCE-Fund 164 and Federal Programs: Funds 211, 214, 215, 216, 245, 255, 263, and 287, Refer to Appendix B</b>	According to 2020-2021 Grant Timelines for Federal Programs, Fund 164, and Other Federal, State and Private Awards.	
	<b>D.</b>		<b>Other Special Revenue Funds not itemized in C above (2XX, 3XX, 4XX) excluding Fund 461 Refer to Appendix B</b>	According to 2020-2021 Grant Timelines for Federal Programs, Fund 164, and Other Federal, State and Private Awards	
	<b>E.</b>		Local Funds- 1XX (Including Fund 470) outstanding Purchase Orders will not be carried forward to 2021-2022.	Refer to Narrative page 4	

## **2020-2021 END-OF-YEAR FINANCE PROCEDURES CHECKLIST**

<b>Budget/Finance</b>					
	<b>Title/Activity</b>	<b>Person Responsible</b>	<b>Requirement</b>	<b>Due Date</b>	<b>Initial</b>
<b>5.</b>	<b>Non-Purchase Order Charges</b>				
			SAISD Print Shop work, postage, fieldtrips, fuel costs, and police services charges are normally received by Accounting the following month. For the above items, if using a Local Fund (1XX) or a Fund 461 budget code, submit an online Budget Change Request or BUS-2 form for account codes over spent or anticipated to be overspent by June 30 <sup>th</sup> .	May 14, 2021	
<b>6.</b>	<b>AB-17s- For Athletic Officials, Employee Reimbursement for Travel/Mileage &amp; Student Travel Advances</b>				
	<b>A.</b>		AB-17s Student Travel Advance Requests	June 15, 2021	
	<b>B.</b>		AB-17s Employee Reimbursements	June 15, 2021	
<b>7.</b>	<b>Purchasing Card (P-card) Receipts and Documentation</b>				
	<b>A.</b>		P-card statement prior to June 5th	June 30, 2021	
	<b>B.</b>		P-cards purchases on or before June 30th	Refer to Narrative page 4	
	<b>C.</b>		Submit an online Budget Change Request or BUS-2 form for account codes over spent or anticipated to be overspent by June 30 <sup>th</sup> .	May 14, 2021	
<b>8.</b>	<b>Budget Change Requests</b>				
	<b>A.</b>		Online BCR's and BUS-2's for Local Funds- 1XX [Excluding Fund 164] and Fund 461	May 14, 2021	
	<b>B.</b>		BCR's for Federal Programs, Fund 164 and Other Federal, State and Private Awards. Refer to Appendix B	According to 2020-2021 Grant Timelines for Federal Programs, Fund 164, and Other Federal, State and Private Awards	
<b>9.</b>	<b>Fiscal Year Start</b>				
			Start of Fiscal Year for 2021-2022	July 1, 2021	

## **2020-2021 END-OF-YEAR FINANCE PROCEDURES CHECKLIST**

<b>Student Health Records</b>					
	<b>Title/Activity</b>	<b>Person Responsible</b>	<b>Requirement</b>	<b>Due Date</b>	<b>Initial</b>
<b>10.</b>	<b>Medicaid/SHARS</b>				
			See Student Records, Special Education End-of-Year Checklist, for SHARS notations	Refer to Narrative page 5	
<b>11.</b>	<b>Student Health Services</b>				
		Campus Nurse	Complete checklist and submit to Student Health Services. (refer to End of Year Procedures Attachment K distributed by the Office of Administration)	June 18, 2021	
<b>12.</b>	<b>Medications</b>				
		Campus Nurse	Return student medication to the parent/guardian at the end of the last day of school.	June 17, 2021	
<b>13.</b>	<b>Special Equipment/Supplies</b>				
		Campus Nurse	Return supplies/equipment of special needs students to parent/guardian at the end of the last day of school.	June 17, 2021	
<b>14.</b>	<b>Transportation</b>				
	<b>A.</b>		To arrange appropriate transportation See Special Education Management System (SEMS)	Refer to Narrative page 7	
	<b>B.</b>		See Special Education End-of-Year Checklist for new transportation form	Refer to Narrative page 7	
	<b>C.</b>		Submit Parent Private Reimbursement documents	June 19, 2021	

<b>Payroll Checks</b>					
	<b>Title/Activity</b>	<b>Person Responsible</b>	<b>Requirement</b>	<b>Due Date</b>	<b>Initial</b>
<b>15.</b>	<b>Issuance of Checks</b>				
	<b>A.</b>		Regular monthly checks issued.	June 23, 2021	
	<b>B.</b>		Monthly Employees Retiring effective May 31, 2021 - final checks issued.	May 28, 2021 June 15, 2021	
	<b>C.</b>		Biweekly Employees Retiring effective May 31, 2021 – final checks issued.	May 28, 2021 June 04, 2021	
	<b>D.</b>		All Supplemental Pay Earned and due to those employees who are Retiring effective May 31, 2021, should be submitted for payment on the Retirees last regularly scheduled pay date.	<b>Bi-Weekly</b> May 28, 2021 <b>Monthly</b> May 26, 2021	
	<b>E.</b>		Campus based Substitutes - Final Check for 2020-2021 School Year	July 09, 2021	

# **Appendix B.**

# **Grant Timeline**

# **Reminders**

THIS IS HANDOUT #1 ---- SHADING BELOW CORRELATES TO GRANT ROSTER (HANDOUT #2)				
GRANT TIMELINES FOR FEDERAL PROGRAMS, FUND 164 OTHER FEDERAL, STATE AND PRIVATE AWARDS ACADEMIC YEAR 2020-2021				
	DEADLINE 1	DEADLINE 2	DEADLINE 3	DEADLINE 4 TYPE I GRANTS ONLY
	PRINCIPAL / DEPARTMENT HEAD REQUISITION DEADLINE	PURCHASE ORDER DEADLINE	DELIVERY DEADLINE	SUMMER SCHOOL (ORG 699), LIMITED PD TRAVEL AND SUMMER ACTIVIITY DEADLINES
GRANT TYPE	FOR ALL GOODS, CONTRACTED SERVICES & MOST TRAVEL. INCLUDING: TECHNOLOGY RELATED, ALL SUPPLIES, PRINT SHOP ORDERS, POSTAGE, WAREHOUSE. ALSO OFFICE DEPOT, GATEWAY, SCHOOL SPECIALTIES & LAKESHORE <b>EXCEPTION to Deadline 1: SUMMMER SCHOOL RELATED Org (699) &amp; PD TRAVEL</b>	THIS PURCHASE ORDER DEADLINE IS FOR ALL REQUISITIONS THAT MET THE PREVIOUS DEADLINE	THIS DELIVERY DEADLINE IS FOR ALL GOODS AND SERVICES INCLUDING OFFICE DEPOT, GATEWAY, SCHOOL SPECIALTIES & LAKESHORE THAT MET THE PREVIOUS PO DEADLINE	<b>PRINCIPAL / DEPARTMENT HEAD REQUISITION DEADLINE: 04/09/21</b> <b>(Quality Control Worksheet &amp; back-up for FPD or FMSR-SCE** must be complete &amp; require no corrections or adjustments*)</b>
TYPE I GRANT FUNDS	<b>01/29/21</b> <b>(Quality Control Worksheet &amp; back-up for FPD or FMSR-SCE** must be complete &amp; require no corrections or adjustments*)</b>  <b>TYPE I GRANTS INCLUDE FUNDS:</b> 164-1, 211-1, 212-1, 214-1, 215-0, 215-1, 216-1, 224-1 (Campus), 225-1 (Campus), 243-0, 244-1, 245-1, 255-1, 263-0, 263-1, 277-1, 280-0, 284-0, 287-1, 427-1, 435-1, 436-0, 480-1, 482-1	<b>02/12/21</b>	<b>03/04/21</b>	<b>PURCHASE ORDER DEADLINE: 04/30/21</b>  <b>DELIVERY DEADLINE: 05/21/21</b>  <b>SUPPLEMENTAL PAY DEADLINE: 07/29/21</b>
TYPE II GRANT FUNDS	<b>04/30/21</b>  <b>TYPE II GRANTS INCLUDE FUNDS:</b> 204-9, 206-1, 208-0, 213-1, 218-1, 219-9, 220-1, 221-1, 223-1, 257-0, 265-1, 266-0, 381-1	<b>05/14/21</b>	<b>05/28/21</b>	
TYPE III GRANT FUNDS	<b>08/06/21</b>  <b>TYPE III GRANTS INCLUDE FUNDS:</b> 249-0, 285-0, 290-1, 478-0, 496-0	<b>08/20/21</b>	<b>09/03/21</b>	
TYPE IV GRANTS	TYPE IV DEADLINES IF APPLICABLE DURING THIS TERM, WILL BE SENT DIRECTLY TO GRANT DIRECTORS			
OTHER CRITICAL DEADLINES:				
After <u>goods and services are delivered</u> , vendor invoices, signed receiving reports, packing slips and contract copies are due to Accounts Payable, Federal Programs, or FM&SR-SCE in <b>ten(10)</b> workdays.				
For supplemental pay up to the last month of grant award, related to tutoring, afterschool programs, etc..., send approved supplemental pay forms to Federal Programs or FMSR-SCE; otherwise for other non-Federal Program grants that have supplemental pay activity in the last month of grant, send original supplemental pay forms to the Payroll department and copies to the Funds Management and Special Revenue Department.				
<u>Two (2) months prior</u> to grant end date, Grant Directors must notify Talent Management regarding positions that will no longer have grant funding.				
ESSENTIAL KEYS TO EFFECTIVE GRANT MANAGEMENT				
All goods must be received and services delivered in sufficient time for resources to provide <u>substantial benefit</u> to the population being served in the <u>current grant period</u> .				
For eligibility of grant expenses, these questions should be sufficiently satisfied: 1) Is the expense <u>identified in your Comprehensive Needs Assessment</u> ? 2) Is the expense <u>in the Campus Improvement Plan / District Improvement Plan</u> ? 3) Is the expense <u>reasonable</u> to accomplish the goals and objectives of the grant program? 4 Is the expense <u>necessary</u> to accomplish the goals and objectives of the grant program? 5) Is the expense <u>allocable</u> to the grant program?				
Federal and SCE funds must <u>supplement</u> —add to, enhance, expand, increase, extend—the programs and services offered with state and local funds.				

**THIS IS HANDOUT #2 ---- SHADING BELOW CORRELATES TO GRANT ROSTER (HANDOUT #1)**

**SAN ANTONIO INDEPENDENT SCHOOL DISTRICT  
GRANT AWARD ROSTER  
FISCAL YEAR 2020-2021**

FM&SR Staff	Fund No#	GRANT TYPE 20-21	Fund Name	Fund Begins	Fund Ends	Director/Manager	Alternative Contact
YC	164-1	I	STATE COMPENSATORY EDUCATION	7/1/2020	6/30/2021		
LV	211-1	I	TITLE I, PART A - IMPROVING BASIC PROGRAMS	7/1/2020	9/30/2021	ERIC WICKER	JULIA SCHNEIDER
LV	212-1	I	TITLE I, PART C MIGRANT	7/1/2020	9/30/2021	DR. OLIVIA HERNANDEZ	ERIC WICKER
LV	214-1	I	TITLE III, PART A - IMMIGRANT	7/1/2020	9/30/2021	DR. OLIVIA HERNANDEZ	ERIC WICKER
LV	215-0	I	TITLE I, PART D- SUBPT 2 -DELINQUENT PROGRAMS	7/1/2019	9/30/2021	MICHAEL JORDAN	ERIC WICKER
LV	215-1	I	TITLE I, PART D- SUBPT 2 -DELINQUENT PROGRAMS	7/1/2020	9/30/2021	MICHAEL JORDAN	ERIC WICKER
LV	216-1	I	TITLE IV, PART A- SUBPT 1 - SSAEP-STUDENT SUPPORT AND ACADEMIC ENRICHMENTS GRANT	7/1/2020	9/30/2021	ERIC WICKER	JULIA SCHNEIDER
PDL	224-1	I	IDEA-B FORMULA	7/1/2020	9/30/2021	DR. KRISTEN WILLIAMS	ROSIE ALVARADO
PDL	225-1	I	IDEA-B PRESCHOOL	7/1/2020	9/30/2021	DR. KRISTEN WILLIAMS	ROSIE ALVARADO
PDL	243-0	I	2019-2020 PERKINS RESERVE	7/1/2019	6/30/2021	JOHNNY VAHALIK	JOHN STRELCHUN
PDL	244-1	I	20-21 PERKINS V: STRENGTHENING CTE FOR 21ST CENTURY	7/1/2020	8/15/2021	JOHNNY VAHALIK	JOHN STRELCHUN
PDL	245-1	I	2020-2021 TITLE I, 1003 - SCHOOL IMPROVEMENT	8/1/2020	9/30/2021	ERIC WICKER	JOHN STRELCHUN
LV	255-1	I	TITLE II, PART A SUPPORTING EFFECTIVE INSTRUCTION	7/1/2020	9/30/2021	ERIC WICKER	JULIA SCHNEIDER
LV	263-0	I	TITLE III, PART A - ELA	7/1/2019	9/30/2021	DR. OLIVIA HERNANDEZ	ERIC WICKER
LV	263-1	I	TITLE III, PART A - ELA	7/1/2020	9/30/2021	DR. OLIVIA HERNANDEZ	ERIC WICKER
TBD	277-1	I	2019-2021 INSTRUCTIONAL CONTINUITY GRANT	5/6/2020	7/30/2021	TBD	TBD
PDL	280-0	I	TEXAS TITLE I PRIORITY SCHOOLS CYCLE 5 YR 4 - MILLER ES	8/1/2019	6/30/2021	DR. CHRISTINE WEILAND	JOHN STRELCHUN
PDL	284-0	I	TEXAS TITLE I PRIORITY SCHOOLS CYCLE 5 YR 4 - STEWART ES (DEMOCRACY PREP)	8/1/2019	6/30/2021	MOHAMMED CHOUDHURY	JOHN STRELCHUN
LV	287-1	I	ESEA-CONSOLIDATED ADMINISTRATION FUND	7/1/2020	9/30/2021	ERIC WICKER	JULIA SCHNEIDER
DG	427-1	I	TEA MATH/LITERACY/READING STIPEND	7/1/2020	6/30/2021	FMSR DEPT.	N/A
LV	435-1	I	STATE DEAF	9/1/2020	8/31/2021	DR. KRISTEN WILLIAMS	ROSIE ALVARADO
LV	436-0	I	SAN ANTONIO REGIONAL DAY SCHOOL PROGRAM FOR THE DEAF (RDSPD) SSA-TUITION	7/1/2019	6/30/2021	DR. KRISTEN WILLIAMS	ROSIE ALVARADO
	480-1	I	PRE-K FOR SA (ASEP)	7/1/2020	6/30/2021	ALEIDA PEREZ	PATRICIA SALZMANN
PDL	482-1	I	PIPELINE FOR COLLEGE SUCCESS - YR 4 OF 5	7/1/2020	6/30/2021	LIZ OZUNA	VICTORIA BUSTOS
PDL	204-9	II	CHANGE FOR GOOD - NO COST EXTENSION	10/1/2018	6/30/2021	DR. KRISTEN WILLIAMS	ROSIE ALVARADO
LV	206-1	II	2020-2021 TEXAS EDUCATION FOR HOMELESS CHILDREN & YOUTH (TEHCY)	9/1/2020	8/31/2021	ESTELLA GARZA	JOHN STRELCHUN
LV	208-0	II	2019-2021 SCHOOL TRANSFORMATION FUND-IMPLEMENTATION YWLA	7/1/2019	7/31/2021	MOHAMMED CHOUDHURY	DELIA MCLERRAN
TBD	213-1	II	JOBS AND EDUCATION FOR TEXANS	7/21/2020	7/31/2021	JOHNNY VAHALIK	JOHN STRELCHUN
LV	218-1	II	SAISD GT VISUAL ARTS AND LEADERSHIP PROGRAM	9/1/2020	8/31/2021	ELIZABETH OZUNA	PATTI SALZMANN
LV	219-9	II	2018-2020 TRANSFORMATION ZONE PLANNING CONTINUATION AND IMPLEMENTATION GRANT	8/22/2018	6/30/2021	MOHAMMED CHOUDHURY	JOHN STRELCHUN
LV	220-1	II	ADULT EDUCATION AND FAMILY LITERACY GRANT - RG 20	7/1/2020	6/30/2021	DARLENE VOLZ	JOHNNY VAHALIK
LV	221-1	II	ENGLISH LITERACY & CIVICS EDUCATION GRANT - RG20	7/1/2020	6/30/2021	DARLENE VOLZ	JOHNNY VAHALIK
LV	223-1	II	TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)- RG 20	7/1/2020	6/30/2021	DARLENE VOLZ	JOHNNY VAHALIK
PC	257-0	II	2019-2020 CHARTER SCHOOL PROGRAM HIGH-QUALITY REPLICATION	7/10/2019	7/31/2021	DELIA MCLERRAN	JOHN STRELCHUN
PDL	265-1	II	NITA M. LOWEY 21ST CCLC CYCLE 9 YEAR 5	8/1/2020	7/31/2021	BECKY LANDA	JOHN STRELCHUN
LV	266-0	II	ESSER GRANT	8/21/2020	9/30/2021	JOHN STRELCHUN	ERIC WICKER
LV	381-1	II	STATE ADULT EDUCATION - RG20	7/1/2020	6/30/2021	DARLENE VOLZ	JOHNNY VAHALIK
LV	249-0	III	20-21 PRINCIPAL RESIDENCY GRANT PRGM	3/1/2020	9/30/2021	JILL RHODES-PRUIN	JOHN STRELCHUN
PC	285-0	III	COPS OFFICE SCHOOL VIOLENCE PREVENTION PROGRAM (SVPP)	10/1/2019	9/30/2021	NATHAN GRAF	JOHN STRELCHUN
TBD	290-1	III	CAMPUS VICTIM ASSISTANCE PROGRAM K-12	10/1/2020	9/30/2021	ESTELLA GARZA	
PDL	478-1	III	AFTER SCHOOL CHALLENGE PROGRAM	10/1/2020	9/30/2021	LUS V. ZOCH	BECKY LANDA

PDL	496-0	III	CITY EDUCATION PARTNERS (CEP-Match for Principal Residency 249-0)	7/1/2020	9/30/2021	JILL RHODES-PRUIN	JOHN STRELCHUN
<b>THE GRANTS BELOW HAVE UNIQUE DEADLINES, INVOLVE PAYROLL ONLY OR UNIQUE CIRCUMSTANCES. DEADLINES FOR THESE FUNDS DURING THIS TERM, IF APPLICABLE, WILL BE SENT DIRECTLY TO GRANT DIRECTORS.</b>							
TBD	201-1	IV	HEAD START COVID-19 FUNDS	9/3/2020		ALEIDA PEREZ	PATRICIA SALZMANN
TBD	203-1	IV	TX. WOLKSWAGEN ENVIROMENTAL MITIGATION PGRM	10/7/2019	8/31/2021	MIGUEL FLORES	TBD
MR	205-0	IV	HEAD START PROGRAM	2/1/2020	1/31/2021	ALEIDA PEREZ	PATRICIA SALZMANN
LV	220-0	IV	ADULT EDUCATION AND FAMILY LITERACY GRANT - RG 20	7/1/2019	12/31/2020	DARLENE VOLZ	JOHNNY VAHALIK
LV	221-0	IV	ENGLISH LITERACY & CIVICS EDUCATION GRANT - RG20	7/1/2019	12/31/2020	DARLENE VOLZ	JOHNNY VAHALIK
LV	223-0	IV	TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)- RG 20	7/1/2019	12/31/2020	DARLENE VOLZ	JOHNNY VAHALIK
PDL	229-1	IV	2020-2022 P-TECH & ICIA PLANNING & IMPLEMENTATION GRANT	3/27/2020	7/8/2022	TBD	TBD
TBD	233-1	IV	2020-2021 PUBLIC CHARTER SCHOOL START-UP GRANT -FOX TECH HS	7/1/2020	2/26/2021	TBD	TBD
TBD	234-1	IV	2020-2021 PUBLIC CHARTER SCHOOL START-UP GRANT - RODRIGUEZ MONTESSORI ES	7/1/2020	2/26/2021	TBD	TBD
PC	235-0	IV	2019-2021 PUBLIC CHARTER SCHOOL START-UP GRANT - HUPPERTZ	8/9/2019	2/28/2021	DANIEL GIRARD	LINDA RIOS-GARCIA
PC	252-0	IV	2019-2021 PUBLIC CHARTER SCHOOL START-UP GRANT - CAST MED	8/9/2019	2/28/2021	EDDIE RODRIGUEZ	JOHN STRELCHUN
PC	254-0	IV	2019-2021 PUBLIC CHARTER SCHOOL START-UP GRANT - TYNAN	7/1/2019	2/28/2021	Fabiola Gonzalez	JOHN STRELCHUN
PC	258-0	IV	2019-2020 PUBLIC CHARTER SCHOOL START-UP GRANT - BALL ACADEMY	8/9/2019	2/28/2021	GREGORY RIVERS	JOHN STRELCHUN
PC	259-0	IV	2019-2021 PUBLIC CHARTER SCHOOL START-UP GRANT - CARROLL ECEC	8/9/2019	2/28/2021	Fabiola Gonzalez	JOHN STRELCHUN
PC	260-0	IV	2019-2021 PUBLIC CHARTER SCHOOL START-UP GRANT - FENWICK ACADEMY	8/9/2019	2/28/2021	TAMBREY OZUNA	JOHN STRELCHUN
PC	261-0	IV	2019-2020 PUBLIC CHARTER SCHOOL START-UP GRANT - JEFFERSON HS	8/9/2019	2/28/2021	RALF HALDERMAN	JOHN STRELCHUN
PC	262-0	IV	2019-2021 PUBLIC CHARTER SCHOOL START-UP GRANT - WOODLAWN ACADEMY	8/9/2019	2/28/2021	KAREN ROSE	JOHN STRELCHUN
PDL	265-0	IV	2018-2019 21ST CCLC CYCLE 9 YEAR 4	8/1/2019	3/31/2021	LUS V. ZOCH	REBECCA LANDA
PC	269-0	IV	2019-2021 PUBLIC CHARTER SCHOOL START-UP GRANT - WOODLAWN HILLS	8/9/2019	2/28/2021	DANIEL GIRARD	MARTHA SILVA
LMV	276-1	IV	TEACHER INCENTIVE FUND - (TIF-SA) YR 5 OF 5	10/1/2020	9/30/2021	PATTI SALZMAN	TORI AUSTIN and LEANNE HERNANDEZ
TBD	340-1	iv	IDEA-C ECI	9/1/2020	8/31/2021	DR. KRISTEN WILLIAMS	ROSIE ALVARADO
LV	381-0	IV	STATE ADULT EDUCATION - RG20	7/1/2019	12/31/2020	DARLENE VOLZ	JOHNNY VAHALIK
CG	389-0	IV	2018-2021 E-RATE CLASSROOM CONNECTIVITY GRANT	7/25/2019	5/31/2021	KENNETH THOMPSON	EVA MENDOZA
PDL	401-0	IV	SPECIAL EDUCATION FISCAL SUPPORT	9/1/2019	5/31/2021	DR. KRISTEN WILLIAMS	ROSIE ALVARADO
TBD	425-1	IV	2020-2022 P-TECH SUCCESS GRANT PROGRAM	7/28/2020	7/8/2022	TBD	TBD
PDL	429-1	IV	2020-2022 P-TECH & ICIA PLANNING & IMPLEMENTATION GRANT	3/27/2020	7/8/2022	TBD	TBD
TBD	430-0	IV	2019-2021 SCHOOL SAFETY AND SECURITY GRANT	1/17/2020	5/31/2021	JOSE A CURIEL	JOHN STRELCHUN
LV	435-0	IV	RDSPD - RG 20	11/15/2019		DR. KRISTEN WILLIAMS	ROSIE ALVARADO
PC	472-0	IV	2019-2021 P-TECH & ICIA PATHWAYS TO TECHNOLOGY GRANT	6/1/2019	6/15/2021	JOHNNY VAHALIK	JOHN STRELCHUN
LV	485-7	IV	LAW ENFORCEMENT OFFICER STANDARDS & ED	2/22/2017		JOSE A CURIEL	JAVIER RODRIGUEZ
PDL	489-8	IV	SPARK PROGRAM - PAGE ES, RODRIGUEZ ES & MISSION ACADEMY	12/22/2017		KAMAL C ELHABR	JOHN STRELCHUN
TBD	491-0	IV	CONTINUOUS IMPROVEMENT OF SCHOOL IN SA	5/1/2020	12/31/2021	MOHAMMED CHOUDHURY	JENNIFER DURAN
LMV	498-0	IV	PROJECT LEAD THE WAY - HARRIS ACADEMY	6/1/2019	5/31/2022	JILLIAN WETZEL	CAROL VELASQUEZ
PDL	498-8	IV	PROJECT LEAD THE WAY - SAM HOUSTON - YR1 OF 3	6/1/2018	5/31/2021	ASHLYN BARRIENTES	SHARENE DIXON

## HANDOUT #3 --- TIPS TO SUCCESSFULLY MEET GRANT TIMELINES

### 1. Prepare for Requisition Deadline #1

#### A. Begin activities on or after Grant award start date

Read and become familiar with required grant regulations and documents<sup>1</sup>

Plan ahead for requisitions that require an RFP and/or board approval

Submit necessary BCRs

Begin to input requisitions, giving priority to technology related requisitions

Obtain appropriate number of quotes and required Quality Control Worksheet (QCW)<sup>2</sup> documentation

Gather and complete all new vendor paperwork, if applicable

Prepare contractual requisitions, if applicable

Submit requisitions, accurate and complete QCW<sup>2</sup> and backup documentation

--Incomplete requisition packages lacking sufficient documentation and/or requiring revisions are subject to disapproval and may be returned without approval

#### B. Begin to plan Professional Development

Schedule dates and times as soon as feasible

Input requisitions for all materials and prepare contracts for upcoming program events

#### C. One month before Deadline #1:

Complete and submit all BCRs. Reminder, the program Director/Manager should monitor the status of BCRs in order to ensure they are posted with ample time to submit the requisitions.

Approve all requisitions with Quality Control Worksheets<sup>2</sup> and backup

--Only complete requisition packages with sufficient documentation requiring no revisions will be considered as having met the deadline

### 2. Monitor Purchase Order Deadline #2

As a reminder the final approver is the Procurement Department. The program Director/Manager should monitor and follow up with all Approvers to ensure all requisitions become purchase orders by the deadline. Also keep in mind that meeting the purchase requisition deadline does not necessarily guarantee the approval of a purchase order. The more complex a purchase is, the earlier the requisition should be submitted.

### 3. Ensure Delivery Deadline #3 is met

You are responsible for ensuring all deliveries meet the deadline to ensure all goods and services are received to substantially benefit students this academic year.

### 4. Ensure Summer School Deadline #4 is met

Dept head is responsible for ensuring all deliveries meet the deadline to ensure all goods and services are received to substantially benefit the summer program.

<sup>1</sup> For Funds 211, 214, 215, 216, 245, 255, 263 & 287, add'l materials and resources are available on the FPD website. For Fund 164, additional materials and resources are available on the Funds Management & Special Revenue Department website (FMSR SharePoint). For all grants, refer to NOGA, the RFA, General & Fiscal Guidelines, Program Guidelines, Provisions & Assurances and other regulatory guidance

<sup>2</sup> Quality Control Worksheets (QCW) apply to Federal Programs Department (FPD) funds and FMSR-SCE Fund 164