## Sacramento City Unified School District

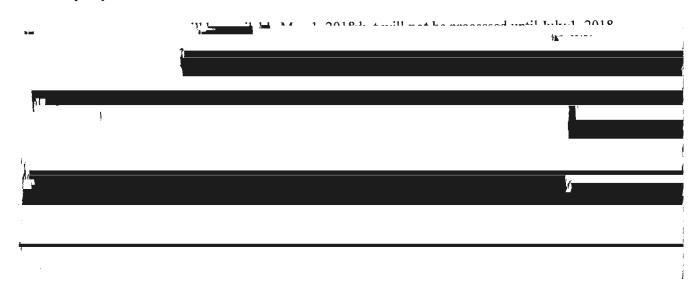
C. B. Wuss			1017-10 NO DC 30
TO:			
DATE:	<u>February 13, 2018</u>		
PREPARED BY:	Gloria Chung	DEPARTMENT:	
REVIEWED BY:		APPROVED:	

The attached calendar of **BUSINESS SERVICES 2017-18 YEAR-END CLOSING DATES** reflects the end-of-year planning for all school sites and departments. Please submit requisitions as early as possible and do not wait until the deadline. There will not be access to emergency requisitions so please review the attached closing dates carefully and plan ahead – **THERE WILL BE NO EXCEPTIONS.** 

See attachment for detailed deadlines for year-end closing. Please note:

Chief Business Officer

- is the cut-off date for submitting 2017-18 Purchase Orders, Technology, Textbooks and Blanket Orders.
- , please run a listing of requisitions and verify year-end status. (See attached "Requisition Listing Year-End Process" for instructions). Identify any requisitions that need to be increased, closed, or carried forward into the 2018-19 fiscal year. Contact Purchasing no later than June 8, 2018 if you require an increase. Please email Accounts Payable at "Invoices" the list of any requisitions that can be closed following payment or need to be carried forward.



## REQUISITION LISTING YEAR-END PROCESS

