



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: 2019-2020 Procurement Year-End Closing Timelines

NUMBER: MEM-6016.7 (Revision 2)

ISSUER: Judith Reece, Chief Procurement Officer
Procurement Services Division

Janice Sawyer, Interim Business Manager
Office of the Business Manager

DATE: April 27, 2020

<p>ROUTING All Employees All Locations</p>

PURPOSE: This Memorandum lists year-end closing timelines as a reference for schools and offices when processing procurement-related transactions online or through Procurement Services Division. Non-adherence to the timelines may result in the cancellation of orders or impact account balances for the following fiscal year. Therefore, it is highly recommended that schools and offices adhere to the cut-off dates provided.

MAJOR CHANGES: This Memorandum is issued annually to provide current year-end cut-off dates for processing various procurement-related transactions. Due to the current COVID-19 crisis, the deadlines for purchases up to the bid limit of \$95,200 and credit card purchases and reconciliations have been extended. **Although some of the deadlines have been extended, schools and offices still must ensure deliveries are received and Goods Receipts are posted no later than June 30, 2020 in order to ensure the use of current fiscal year funding.**

GENERAL PROCEDURES: CURRENT YEAR ORDERING (2019-2020)
To ensure that the cost of goods and/or services ordered is posted to the current fiscal year (2019-2020), transactions must have an APPROVED status in the SAP Procurement System by the dates indicated below:

GUIDELINES: **Cut-off Dates For All SAP Transactions:**

TRANSACTION TYPE FOR SCHOOLS AND OFFICES	Cut-Off Date
Shopping Cart for Non-Stock Purchases – Over \$250,000*	3/13/2020
Shopping Cart for Non-Stock Purchases – \$95,201 to 250,000*	4/1/2020
Shopping Cart for Non-Stock Purchases – \$25,001 to \$95,200	5/15/2020
Low Value Purchase Orders for Goods/Services – Up to \$25,000	5/15/2020 (8:00 pm)
P-Card and T-Card Purchases	6/19/2020
P-Card and T-Card Reconciliations**	6/24/2020
Toshiba Ghost Account Reconciliation**	6/24/2020 (Schools) 6/24/2020 (Offices)
Shopping Cart for Book and Instructional Materials Orders	5/20/2020



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TRANSACTION TYPE FOR SCHOOLS AND OFFICES (CONTINUED)	Cut-Off Date
Shopping Cart for Book Orders - State Adopted	5/20/2020
Shopping Cart (Store Transfer Order) – Regular Warehouse Deliveries	6/19/2020 (8:00 pm)
Shopping Cart (STO) - Same Day Warehouse Deliveries	6/19/2020 (9:00 am)
Shopping Cart (STO) - Overnight Warehouse Deliveries	6/23/2020 (12:00 pm)
Shopping Cart (STO) -Warehouse Will-Call	6/26/2020 (5:00 pm)
Imprest Fund Claim Reimbursement Requests	6/12/2020
Travel Request Entries into SAP	5/29/2020
Travel Claim Reimbursement Requests (completed and approved with supporting documentation)	6/12/2020
Online Goods Receipts (Receivers)	6/30/2020 (4:30 pm)
Schools – Submission of all Title I Budget Adjustments for Review and Approval	6/3/2020 (5:00 pm)
Schools – Submission of all Other Budget Adjustments for Review and Approval	6/10/2020
Central Offices– Submission of Budget Adjustments for Review, Approval, and Posting	6/19/2020 (5:00 pm)

** These cut-off dates allow time to conduct formal bidding and Board approval as required by law for purchases above the State bid limit of \$95,200. Additionally, District policy requires informal bidding for purchases below the bid limit.*

*** All credit card reconciliations (i.e., P-Card, T-Card, Fuel Card, and Toshiba) must have a posting date within the current fiscal year; enter a date of June 30, 2020 or earlier. Do NOT change any posting date during credit card reconciliation to a July 2020 date.*

TRANSACTION TYPE FOR OFFICES	CUT-OFF DATE
Shopping Carts with Job Numbers	5/22/2020
Vendor Table - New Vendor	5/22/2020
Purchase Orders with Job Numbers	5/29/2020
Purchase Orders (Contracts) with or without Job Numbers	5/29/2020
MCMS/VMS Transactions - Transportation Services Division only	6/5/2020
Shopping Cart (STO) with Job Numbers	6/19/2020

Shopping Cart transactions not converted to a purchase order by June 30, 2020 will be programmatically cancelled in order to clear 2019-2020 pre-commitments as part of closing



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out fiscal year 2019-2020 accounts. These Shopping Cart transactions will not be automatically reinstated (rolled over) to fiscal year 2020-2021.

Purchase orders created and in “Ordered” status in 2019-2020 will roll over if completed and accepted in SAP prior to cut-off dates. These may be charged against 2020-2021 funds, instead of 2019-2020.

All purchase orders created prior to July 1, 2019 with no activity (e.g. invoice received, Goods Receipt, invoice payment, modification, etc.), will not roll over and will be closed.

For goods and/or services to be charged to Fiscal Year 2019-2020, please ensure that the vendor can deliver the requested goods and/or services no later than June 30, 2020 and Goods Receipts are posted on or before June 30, 2020 as well. For a complete list of all outstanding purchase orders, download the PO History (PC010) report from SAP. Schools and offices may go to https://psd.lausd.net/lrp_shopping_cart/ to obtain a list of their purchase orders (with invoices remitted) with pending Goods Receipts. In order to ensure invoices are paid in a timely manner and the District receives any prompt payment discounts, Goods Receipts must be entered as soon as goods and/or services have been received.

ASSISTANCE: For all procurement assistance, please contact your Local District Buyer or central office representative. The contact list is available at <http://achieve.lausd.net/Page/3263>.

For P-Card Assistance, please contact the P-Card Unit at 562-654-9401 or email your P-Card Representative. The contact list is available at <http://achieve.lausd.net/Page/3263> .

For Travel Request Assistance, please contact the Travel Desk at 562-654-9058 or email procurement.traveldes@lausd.net. The contact list is available at <http://achieve.lausd.net/Page/3263> .

For budget-related questions, schools may contact the Fiscal Specialists.

For Accounts Payable-related questions, please contact the Accounts Payable Customer Service Center at (213) 241-4800.