



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Final Payment of Bills for Fiscal Year 2019-2020

NUMBER: REF-3640.14

ISSUER: V. Luis Buendia
Controller
Accounting and Disbursements Division

DATE: March 16, 2020

ROUTING
All Employees
All Locations

PURPOSE: The purpose of this Reference Guide is to ensure that all 2019-2020 fiscal year expenditures are charged to this fiscal year. For Purchase Orders (PO), expense is recorded when a Goods Receipt (GR) is posted in SAP Financial System on or before June 30, 2020.

MAJOR CHANGES: This Reference Guide has been updated with 2019-2020 due dates and references.

INSTRUCTIONS: To enable prompt payments, schools and offices need to process an online GR immediately after the ordered items and/or services are received. For assistance, please contact your Procurement Services Division (PSD) - LRP Shopping Cart Support Center listed below:

| LRP Shopping Cart Support Center (SCSC) Contacts | | |
|---|--|----------------|
| Local District | Email | Phone |
| North East | SCSCnortheast@lausd.net | (562) 654-9476 |
| North West | SCSCnorthwest@lausd.net | (562) 654-9449 |
| East | SCSCeast@lausd.net | (562) 654-9467 |
| South | SCSCsouth@lausd.net | (562) 654-9472 |
| West | SCSCwest@lausd.net | (562) 654-9444 |
| Central | SCSCcentral@lausd.net | (562) 654-9430 |
| All other schools and offices | cs.stores@lausd.net | (562) 654-9009 |

GR entry of ordered items and/or services prior to actual delivery is a violation of District policy and may result in disciplinary action being taken against the site administrator. The GR process should not be used to carryover funds.



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The following cut-off dates are for processing or submission of documents required for complete or partial payments and posting of expenditures in the current 2019-2020 fiscal year:

| TRANSACTION TYPE | REQUIRED DOCUMENTS | CUT-OFF | CONTACT FOR ASSISTANCE |
|-------------------------------------|--|--|---|
| Purchase Order | Goods Receipt (GR) posted in SAP Financial System | 06/30/2020 | Procurement Services Division-LRP Shopping Cart Support Center (page 1) |
| Imprest Claim Online Reimbursement* | Title I | 05/05/2020 (to Title I Office Universal Worklist) | fsep@lausd.net |
| | Non-Title I | 06/12/2020 (to Accounts Payable Universal Worklist) | accounts-payable@lausd.net |
| Travel Expense Claim** | Travel Request Entries into SAP Financial System (Travel Desk) | 05/29/2020 | procurement.traveldesk@lausd.net |
| | Travel Claim Reimbursement Request | 06/12/2020 | accounts-payable@lausd.net |

Note: For P-Card and T-Card deadlines, refer to MEM-6016.7, 2019-2020 *Procurement Year-End Closing Timelines*, dated February 28, 2020.

*Approved Imprest claim reimbursement requires supporting documents (e.g. 10.12 Travel Request Form, Donation Form, Field Trip Form).

**Approved Travel claim reimbursement requires supporting documents (e.g. receipt).

REMINDERS:

- To see the list of open purchase orders and pending goods receipts, visit <https://psd.lausd.net/lrp-shopping-cart>. The report includes purchase order lines that have an invoice and requires goods receipt.



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2. Federal and State Education Program Office's (FSEP) approved Imprest claims must be in Accounts Payable Universal Worklist (UWL) no later than 4:30 p.m. on June 12, 2020.
3. After the cut-off dates, unresolved questions or funding errors on Imprest or Travel claims may result in expenditures being charged to the next fiscal year.
4. Imprest or Travel claims with insufficient funds issue will be partially paid based on the budget availability. Unreimbursed amounts will have to be resubmitted online to Accounts Payable the following fiscal year.
5. Imprest Administrators who are retiring, changing assignment or location must reconcile and clear their Imprest Fund Account by submitting a closing claim and a check in the amount of any unexpended funds to the Accounts Payable Branch. In addition, an updated bank Signature Card Form (form available online at <https://achieve.lausd.net/Page/13114>) must be submitted to Bank of America at dedicatdwegov@bankofamerica.com.

RELATED RESOURCES:

- Procurement Manual, 8th Edition, dated October 2018
- Mem-6016.7 2019-2020 *Procurement Year-End Closing Timelines*, dated February 28, 2020
- MEM- 2464.16 *Carryover Policies For School Account Balances As of June 30, 2020* dated January 15, 2020
- REF-1706.4, *Imprest Funds* dated September 15, 2015

ASSISTANCE:

For assistance or further information, please contact:

- Procurement Local District Buyer or central office representative. The contact list is available online at <http://achieve.lausd.net/Page/3263>.
- P-Card Unit at (562) 654-9401 or email your P-Card Representative.
- Travel Desk at (562) 654-9058 or procurement.traveldesk@lausd.net.
- Fiscal Specialist (schools) or assigned Fiscal staff (offices).
- Accounts Payable Customer Service Center at (213) 241-4800 or accounts.payable@lausd.net.
- Bank of America at dedicatdwegov@bankofamerica.com for signature card questions.
- Integrated Library and Textbook Support Services at (213) 241-2733.