



**TITLE:** 2022-2023 Procurement Year-End Closing Timelines

**NUMBER:** MEM-6016.10

**ISSUER:** Judith Reece, Chief Procurement Officer  
Procurement Services Division

SungYon Lee, Deputy Chief Business Officer  
Office of the Chief Business Officer

**DATE:** March 27, 2023

**ROUTING**  
All Locations

**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 replaces MEM-6016.9 and is issued annually to provide current year-end cut-off dates for processing various procurement-related transactions. It also adds various Cut-off Dates for Elementary and Secondary School Emergency Relief (ESSER) III Funds.

**GENERAL PROCEDURES:** CURRENT YEAR ORDERING (2022-2023)  
To ensure that the cost of goods and/or services ordered is posted to the current fiscal year (2022-2023), 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 (NON-TITLE I)	Cut-Off Date
Shopping Cart for Non-Stock Purchases – Over \$250,000*	3/29/2023
Shopping Cart for Non-Stock Purchases – \$109,300 to 250,000*	3/31/2023
Shopping Cart for Non-Stock Purchases – \$25,001 to \$109,300	4/28/2023
Low Value Purchase Orders for Goods/Services – Up to \$25,000	5/5/2023 (8:00 pm)



TRANSACTION TYPE FOR SCHOOLS AND OFFICES (NON- TITLE I) (CONTINUED)	Cut-Off Date
P-Card/T-Card Purchases **	5/19/2023
P-Card Reconciliations***	6/2/2023
Toshiba Ghost Account Reconciliation***	6/2/2023 (Schools) 6/9/2023 (Offices)
Shopping Cart for Books and Instructional Materials Orders	5/17/2023
Shopping Cart for Book Orders - State Adopted	5/17/2023
Shopping Cart (Stock Transport Order, STO) – Regular Warehouse Deliveries	6/16/2023 (8:00 pm)
Shopping Cart (STO) - Same Day Warehouse Deliveries	6/16/2023 (9:00 am)
Shopping Cart (STO) - Overnight Warehouse Deliveries	6/20/2023 (12:00 pm)
Shopping Cart (STO) -Warehouse Will-Call	6/26/2023 (5:00 pm)
Imprest Fund Claim Reimbursement Requests	6/9/2023
Travel Request Entries into SAP	5/26/2023
Travel Claim Reimbursement Requests (completed and approved with supporting documentation)	6/9/2023
Online Goods Receipts (Receivers)	6/30/2023 (4:30 pm)
Schools – Submission of all Other Budget Adjustments for Review and Approval	6/8/2023
Central Offices– Submission of Budget Adjustments for Review, Approval, and Posting	6/16/2023 (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 \$109,300. Additionally, District policy requires informal bidding for purchases below the bid limit.

\*\* Last day for the card to be charged. Orders should be placed prior to the cut-off date. Note that vendors do not charge the card until items are shipped. Additionally, due to COVID-19 the District Travel ban remains in effect. T-Cards continue to be suspended from use until further notice unless a freeze form is approved.

\*\*\* 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, 2023** or earlier. Do NOT change any posting date during credit card reconciliation to a **July 2023** date.

TRANSACTION TYPE FOR SCHOOLS AND OFFICES (TITLE I**** and ESSER Funds)	CUT-OFF DATE
P-Card and T-Card Purchases	5/19/2023
P-Card, T-Card, and Toshiba Ghost Account Reconciliations	6/2/2023
<b>Title I and ESSER Shopping Carts Purchases Entries (including Warehouse orders) into SAP</b> (except for any earlier procurement deadline including Title I technology equipment deadline of January 30 <sup>th</sup> )	5/5/2023
Imprest Fund Claim Reimbursement Requests	5/26/2023
School Submission of Categorical Budget Adjustment for Review and Approval	6/2/2023 (5:00 PM)
****Expenditure Transfer Requests into Title I	6/20/2023

TRANSACTION TYPE FOR OFFICES	CUT-OFF DATE
Shopping Carts with Job Numbers	5/19/2023
Purchase Orders with Job Numbers	5/26/2023
Purchase Orders (Contracts) with or without Job Numbers	5/26/2023
MCMS/VMS Transactions - Transportation Services Division only	6/2/2023
Shopping Cart (STO) with Job Numbers	6/16/2023

Shopping Cart transactions not converted to a purchase order by **June 30, 2023** will be programmatically cancelled in order to clear 2022-2023 pre-commitments as part of closing out fiscal year 2022-2023 accounts. These Shopping Cart transactions will not be automatically reinstated (rolled over) to fiscal year 2023-2024.

Purchase orders created and in “Ordered” status in 2022-2023 will roll over if completed and accepted in SAP prior to cut-off dates. These may be charged against 2023-2024 funds, instead of 2022-2023.

**All purchase orders created prior to July 1, 2022 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 2022-2023, please ensure that the vendor can deliver the requested goods and/or services no later than **June 30, 2023** and Goods Receipts are posted on or before **June 30, 2023** as well. For a complete list of all outstanding purchase orders, download the PO History (PC010) report from SAP. 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.

All schools should only enter Goods Receipts for goods and services they entered in their respective shopping cart PO's.

**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 <https://pcard.lausd.net>.

For Travel Request Assistance, please contact the Travel Desk at 562-654-9058 or email [procurement.traveldesk@lausd.net](mailto:procurement.traveldesk@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.