



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: 2018-2019 Procurement Year-End Closing Timelines

NUMBER: MEM-6016.6

DOCUMENT VISIBILITY: PROTECTED PUBLIC

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

Scott Price, Chief Financial Officer
Office of the Chief Financial Officer

DATE: February 28, 2019

ROUTING
All Employees
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 is issued annually to provide current year-end cut-off dates for processing various procurement-related transactions.

GENERAL PROCEDURES: CURRENT YEAR ORDERING (2018-2019)
To ensure that the cost of goods and/or services ordered is posted to the current fiscal year (2018-2019), 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*	3/15/2019
Shopping Cart for Non-Stock Purchases – \$92,601 to 250,000*	4/1/2019
Shopping Cart for Non-Stock Purchases – \$25,001 to \$92,600	5/2/2019
Low Value Purchase Orders for Goods/Services – Up to \$25,000	5/9/2019 (8:00 pm)
P-Card and T-Card Purchases	5/17/2019
P-Card and T-Card Reconciliations**	6/14/2019
Toshiba Ghost Account Reconciliation**	6/14/2019 (Schools) 6/21/2019 (Offices)
Shopping Cart for Book and Instructional Materials Orders	5/20/2019
Shopping Cart for Book Orders - State Adopted	5/20/2019
Shopping Cart (STO) - Regular Warehouse Deliveries	6/21/2019 (8:00 pm)
Shopping Cart (STO) - Same Day Warehouse Deliveries	6/21/2019 (9:00 am)
Shopping Cart (STO) - Overnight Warehouse Deliveries	6/24/2019 (12:00 pm)



LOS ANGELES UNIFIED SCHOOL DISTRICT

MEMORANDUM

Shopping Cart (STO) -Warehouse Will-Call	6/28/2019 (5:00 pm)
Imprest Fund Claim Reimbursement Requests	6/14/2019
Travel Request Entries into SAP	5/31/2019
Travel Claim Reimbursement Requests (completed and approved with supporting documentation)	6/12/2019
Online Goods Receipts (Receivers)	6/29/2019 (4:30 pm)
Schools – Submission of all Other Budget Adjustments for Review and Approval	6/10/2019
Central Offices– Submission of Budget Adjustments for Review, Approval, and Posting	6/21/2019 (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 \$92,600. Additionally, District policy requires informal bidding for purchases below the bid limit.*

*** All Credit Card reconciliation (i.e., P-Card, T-Card, Fuel Card, Toshiba) must have a Posting Date within the current Fiscal Year, enter a date of June 30, 2019 or earlier. Do NOT change any posting dates during credit card reconciliation to a July 2019 date.*

TRANSACTION TYPE FOR SCHOOLS AND OFFICES (TITLE I)	CUT-OFF DATE
P-Card and T-Card Purchases	5/6/2019
P-Card, T-Card, and Toshiba Ghost Account Reconciliations	6/14/2019
All Title I Shopping Cart Purchases Entries into SAP (except for technology equipment and software licenses which have an earlier deadline date)	5/6/2019 (5:00 pm)
Imprest Fund Claim Reimbursement Requests	5/6/2019
School Submission of Categorical Budget Adjustments for Review and Approval	6/3/2019 (5:00 pm)

TRANSACTION TYPE FOR OFFICES	CUT-OFF DATE
Shopping Carts with Job Numbers	5/24/2019
Vendor Table - New Vendor	5/24/2019
Purchase Orders with Job Numbers	5/30/2019
Purchase Orders (Contracts) with or without Job Numbers	5/30/2019
MCMS/VMS Transactions - Transportation Services Division only	6/7/2019
Shopping Cart (STO) with Job Numbers	6/21/2019

Shopping Cart transactions not converted to a purchase order by June 30, 2019 will be programmatically cancelled in order to clear 2018-2019 pre-commitments as part of closing out fiscal year 2018-2019 accounts. These Shopping Cart transactions will not be automatically reinstated (rolled over) to fiscal year 2019-2020.

Purchase orders created and in “Ordered” status in 2018-2019 will roll over if completed and accepted in SAP prior to cut off dates. This may be charged against 2019-2020 funds, instead of 2018-2019.



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

All purchase orders created prior to July 1, 2017 with no activity (e.g. 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 2018-2019, please ensure that the vendor can deliver the requested goods and/or services no later than June 30, 2019 and Goods Receipts are posted prior to June 30, 2019 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.

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 budget-related questions, please contact your Fiscal Specialist.

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