



LAUSD SCHOOL FISCAL SERVICES BRANCH BUDGET UPDATES FOR SCHOOL STAFF

JUNE 2025

TRANSITIONING TO THE P-CARD FROM IMPREST ACCOUNTS

Effective July 1, 2025, the District will be expanding the usage and flexibility of the Purchasing Card (P-Card). P-Card users will be granted higher single-transaction and monthly spending limits, and will be able to purchase food, beverages, student incentives, and more. These changes will provide increased convenience and greater flexibility to meet operational needs.

In light of these changes to the P-Card, the District will phase out Imprest accounts during the 2025-2026 school year, with the last date to issue checks scheduled for September 30, 2025. Schools and offices will no longer be responsible for maintaining separate bank accounts, reconciling monthly balances, or managing reimbursements.

To ensure that school teams are fully equipped to use the P-Card for allowable purchases and phase out Imprest accounts, the District will provide the following **training and support**:

- ◆ School site staff can register and attend one of the scheduled [Imprest to P-Card Transition webinars](#). These webinars will also be recorded and made available for viewing on the School Fiscal Services and Procurement Services websites.
 - ◇ Tuesday, June 17, 2025 - 1:30 - 2:30 pm
 - ◇ Thursday, 24, 2025 - 10:00 - 11:00 am
- ◆ In Fall 2025, representatives from School Fiscal Services and Student Body will be available virtually to respond to questions (details forthcoming).
- ◆ Fiscal Specialists, Student Body, and Procurement staff will also be available outside of these sessions to assist with questions and implementation.
- ◆ A [revised P-Card policy bulletin](#) with clear guidance on replacing common Imprest transactions was published on June 16, 2025.

School teams need to **take the following actions** with their school Imprest accounts:

- ◆ Beginning in the fall, handwrite on any checks issued "void after October 31, 2025".
- ◆ Do not issue any checks after **September 30, 2025**.
- ◆ Close out their Imprest accounts by **October 31, 2025**, by:
 - ◆ Submitting final claims online. Upload the following items to one of your final claims:
 - ◇ Final Imprest Fund Bank Account Reconciliation, along with the monthly Bank Statement and the
 - ◇ Final Imprest Fund Reconciliation
 - ◆ Remitting the following to Accounts Payable:
 - ◇ Any unused checks and
 - ◇ A check for unspent funds payable to Los Angeles Unified School District or LAUSD. Note that the total final claim amount and the check amount should equal your total Imprest fund amount.
 - ◇ Send these checks via school mail to:
Accounts Payable Branch
333 S. Beaudry Avenue, 27th Floor
Los Angeles, CA 90017
- ◆ Send a copy of the final Imprest reconciliations to your fiscal specialist or coordinating financial manager.

For more information, click [here](#) to view the Modernizing School and Office Purchasing: Transitioning to Purchasing Card (P-Card) from Imprest Accounts IOC dated June 12, 2025. If you have any questions, please contact your [Fiscal Specialist](#) or the Procurement Services Division at pcard@lausd.net.



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ANNUAL CLOSING OF PURCHASE ORDERS

[BUL-165714.0, Annual Closing of Purchase Orders, dated May 19, 2025](#), outlines the financial closeout process for vendor payments and purchase orders. The implementation of this process will ensure that expenses are recorded in the correct fiscal year and that vendors are paid promptly. Administrators are responsible for monitoring outstanding purchase orders to ensure that goods receipts are entered within five (5) business days of receiving goods or services.

Annual Closing Process

June 30: This is the last day to record goods receipts for goods or services that were received during the current fiscal year. If a school enters a goods receipt on or before June 30, the expenses captured on the goods receipt will be charged to the current fiscal year.

August 31: The last day to record goods receipts on prior fiscal year purchase orders. Expenditures will be charged to the new fiscal year. On September 1, the encumbrances for the portion of purchase orders without goods receipts will be released.

December 31: The last day for invoices to be paid against goods receipts on all prior fiscal year purchase orders. Suppose a school entered a goods receipt for a prior year purchase order by August 31, this is the last day for the corresponding invoice to be submitted for payment.

January 1: Open goods receipts, i.e., goods receipts not matched with invoices, on prior fiscal year purchase orders will be closed. Related encumbrances will be released. Accrued expenses will be reversed.

Schools and offices can run the Purchase Order History Report regularly to identify open purchase orders. Click [here](#) for more information on running the Purchase Order History Report.

UPCOMING TRAINING OPPORTUNITIES

SCHOOL BUDGET AND SPENDING REPORT

This training course will provide an overview of the new School Budget and Spending Report, which was created to help schools and the public to access year of budget, spending, and staffing data. Click the link above to register.

Date(s)	Region(s):	Times:	Delivery Method:
Friday, June 20, 2025	Region North	10:00 – 11:30 a.m.	Virtual (Zoom)
Friday, June 20, 2025	Region South	2:00 – 3:30 p.m.	Virtual (Zoom)
Monday, June 23, 2025	Region East	10:00 – 11:30 a.m.	Virtual (Zoom)
Monday, June 23, 2025	Region West	2:00 – 3:30 p.m.	Virtual (Zoom)

Visit us at <https://BudgetTraining.lausd.net/> for fiscal training information.

For questions on school budgets, please contact your Fiscal Specialist. List available on <https://www.lausd.org/Page/18257>.

Other School Fiscal representatives may also be contacted. Details are available on <https://www.lausd.org/Page/18257>.