



**SCHOOL DISTRICT OF OKALOOSA COUNTY  
TECHNICAL ASSISTANCE MEMORANDUM  
FINANCE**

**FINANCE TAM:** 2001-002  
**CONTACT:** Richard D. Norris, CPPB  
Program Director  
Purchasing  
**TELEPHONE:** 833-7668

**TO:** Principals/Department Heads/Bookkeepers  
**FROM:** Patricia Wascom, Chief Financial Officer *Patricia Wascom*  
**DATE:** April 3, 2001  
**SUBJECT:** Requisitions, Receiving Reports, Petty Cash and Visa Purchasing Cards

Fiscal year-end is rapidly approaching. Here are some key dates and reminders to assist you in meeting year-end closing and processing deadlines.

Requisitions, Receiving Reports and Petty Cash

Please mark you calendar for year-end deadlines as follows:

Last day to enter and process on-line requisitions	Wednesday, May 23, 2001
Last day requisitions for maintenance projects will be processed	Wednesday, June 13, 2001
If your School/Department has open purchase orders, the last day to submit the receiving report (green copy) to Accounts Payable	Wednesday, June 13, 2001
Last day to request reimbursement for petty cash (Remember Schools/Departments may not expend any funds out of this account until after July 1, 2001.)	Wednesday, June 20, 2001

Visa Purchasing Card

Please do not charge any purchases to projects that will close in June. The VISA statement for June charges will not be sent to your School/Department until July 2001. Therefore, these purchases will be charged to your School/Department FY2001-2002 budget.

Thank you for your assistance. Please contact Rick Norris at 833-7668 if you have questions or need special assistance.