




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

FINANCE TAM: 2002-005
CONTACT: Richard D. Norris, CPPB
Program Director
Purchasing
TELEPHONE: 833-7668

TO: Principals/Department Heads/Bookkeepers
FROM: Patricia Wascom, Chief Financial Officer 
DATE: March 15, 2002
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 your calendar for year-end deadlines as follows:

Last day to enter and process on-line requisitions & manual requisitions including maintenance project requisitions (Except Visa requisitions)	Thursday, June 13, 2002
Last day to enter Visa requisitions	Wednesday, June 19, 2002
If your School/Department has open purchase orders, the last day to submit the receiving report (green copy) to Accounts Payable	Wednesday, June 12, 2002
Last day to request reimbursement for petty cash (Remember Schools/Departments may not expend any funds out of this account until after July 1, 2002.)	Wednesday, June 12, 2002

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 2002. Therefore, these purchases will be charged to your School/Department FY2002-2003 budget.

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