



SCHOOL DISTRICT OF OKALOOSA COUNTY

TECHNICAL ASSISTANCE MEMORANDUM

FINANCE

FINANCE TAM: 2004-016

CONTACT: Richard D. Norris, CPPB
Program Director
Purchasing

TELEPHONE: 833-7668

TO: Principals/Department Heads/Bookkeepers

FROM: Patricia Wascom, Chief Financial Officer

A handwritten signature in blue ink that reads "Patricia P. Wascom".

DATE: March 22, 2004

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	Monday, June 14, 2004
Last day to enter VISA Requisitions	Monday, June 14 2004
Last day to submit the Receiving Report (green copy) to Accounts Payable (if your School/Department has open purchase orders)	Monday, June 14, 2004
Last day to request reimbursement for Petty Cash (Remember – Schools/Departments must fully replenish this account before year-end and may not expend any funds until after July 1, 2004.)	Monday, June 14, 2004

Visa Purchasing Card

In regard to projects that will close at the end of the fiscal year, please do not charge any purchases during the month of June. The VISA statement for June charges will not be sent to your School/Department until July 2004. Therefore, these purchases will be charged to your School/Department's FY 2004-2005 budget.

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