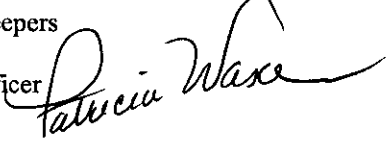




**SCHOOL DISTRICT OF OKALOOSA COUNTY  
TECHNICAL ASSISTANCE MEMORANDUM  
FINANCE**

---

**FINANCE TAM:** 2006-19  
**CONTACT:** Richard D. Norris, CPPB  
Program Director  
Purchasing  
**TELEPHONE:** 833-7668

**TO:** Principals/Department Heads/Bookkeepers  
**FROM:** Patricia Wascom, Chief Financial Officer   
**DATE:** February 24, 2006  
**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	Thursday June 22, 2006
Last day to enter VISA Requisitions	Thursday June 16, 2006 by 2PM
Last day to submit the Receiving Report (green copy) to Accounts Payable (if your School/Department has open purchase orders)	Thursday June 22, 2006
Last day to request reimbursement for Petty Cash <i>(Remember – Schools/Departments must fully replenish this account before year-end and may not expend any funds until after July 1, 2006.)</i>	Thursday June 22, 2006

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 2006. Therefore, these purchases will be charged to your School/Department's FY 2006-2007 budget.

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