



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

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**FINANCE TAM:** 2011- 038  
**CONTACT:** Richard D. Norris  
Director Purchasing  
**TELEPHONE:** 833-7668

**TO:** Principals/Department Heads/Bookkeepers  
**FROM:** Rita Scallan, Chief Financial Officer  
**DATE:** April 28, 2011  
**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	Friday June 17, 2011 by 2PM
VISA due Back to Purchasing	Wednesday June 8, 2011 by 2PM
To have a P.O. paid by June 30, Receiving Report due to Accounts Payable (must have physically received all items)	Thursday June 16, 2011
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, 2011.)	Thursday June 16, 2011

Please remember the courier schedule when meeting these deadlines.

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. VISA for June charges will not be processed until July 2011. Therefore, these purchases will be charged to your School/Department's FY 2011-2012 budget.

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