



SCHOOL DISTRICT OF OKALOOSA COUNTY TECHNICAL ASSISTANCE MEMORANDUM PURCHASING

FINANCE TAM: 2012-035
CONTACT: Vince Windham
Program Director - Purchasing
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TO: Principals/Department Heads/Bookkeepers
FROM: Rita Scallan, Chief Financial Officer
DATE: April 17, 2012
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.

Year End Closing and Processing Deadlines

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

Last day to enter Requisitions (online or manual)	Friday June 15, 2012 by 2PM
VISA Packets due back in Purchasing	Friday June 8, 2012 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 14, 2012
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, 2012.)	Thursday June 14, 2012

Please remember the courier schedule when meeting these deadlines.

VISA Purchasing Card

Please do not charge any purchases to your Visa Purchasing Card during the month of June that are to be funded by projects that will close at the end of this fiscal year. VISA charges in June will not be processed until July 2012. Therefore, these purchases will be charged to your School/Department's FY 2012-2013 budget.

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