




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

FINANCE TAM: 2014-039
CONTACT: Vince Windham
Program Director - Purchasing
TELEPHONE: 833-7668

TO: Principals/Department Heads/Bookkeepers
FROM: Rita Scallan, Chief Financial Officer 
DATE: April 14, 2014
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)	Monday June 16, 2014 by 2PM
VISA Packets due back in Purchasing	Wednesday June 11, 2014 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 12, 2014
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, 2014.)	Thursday June 12, 2014

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 2014. Therefore, these purchases will be charged to your School/Department's FY 2014-2015 budget.

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