




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

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**FINANCE TAM:** 2015-040  
**CONTACT:** Vince Windham  
Program Director - Purchasing  
**TELEPHONE:** 833-7668

**TO:** Principals/Department Heads/Bookkeepers  
**FROM:** Rita Scallan, Chief Financial Officer   
**DATE:** May 1, 2015  
**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 calendars for year-end deadlines as follows:

VISA Packets due back in Purchasing	June 11, 2015 by 2PM
To have a P.O. paid by June 30, Receiving Report due to Accounts Payable (must have physically received all items)	June 12, 2015
Last day to request reimbursement for Petty Cash (Schools/Departments must fully replenish this account before year-end and may not expend any funds until after July 1, 2015.)	June 12, 2015
Last day to enter Requisitions (online or manual)	June 19, 2015 by 2PM

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 2015. Therefore, these purchases will be charged to your School/Department's FY 2015-2016 budget.

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