



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

FINANCE TAM: 2023-036
CONTACT: Vince Windham
Program Director - Purchasing
TELEPHONE: 833-7668

TO: Principals/Department Heads/Bookkeepers
FROM: Julie Perry, Chief Financial Officer *Julie A. Perry*
DATE: May 22, 2023
SUBJECT: Year End Closing and Processing Deadlines for FY22-23

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:

All May Bank of America P-Card requisitions must be approved in FOCUS by June 16, 2023 by 4PM 4:00 PM on Friday, June 16, 2023.

To have a Purchase Order paid by June 30, all items must be received in June 16, 2023 by 4PM FOCUS by 4:00 PM on Friday, June 16, 2023.

Last day to request reimbursement for Petty Cash June 16, 2023 by 4PM
(Schools/Departments must fully replenish this account before year-end and may not expend any funds until after July 1, 2023.)

Last day to enter Requisitions for Fiscal Year 2022-2023. Requisitions must be June 29, 2023 by 4PM fully approved in FOCUS by 4:00 PM on Thursday, June 29, 2023, to be approved for a FY 2022-2023 Purchase Order.

Bank of America VISA Purchasing Card

Please do not charge any purchases to your Bank of America 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 2023. Therefore, these purchases will be charged to your School/Department's fiscal year 2023-2024 budget.

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