



SCHOOL DISTRICT OF OKALOOSA COUNTY TECHNICAL ASSISTANCE MEMORANDUM PURCHASING

FINANCE TAM: 2024-035
CONTACT: Vince Windham
Program Director - Purchasing
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TO: Principals/Department Heads/Bookkeepers
FROM: Julie Perry, Chief Financial Officer *Julie A. Perry*
DATE: May 22, 2024
SUBJECT: Year End Closing and Processing Deadlines for FY23-24

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 17, 2024 by 4PM 4:00 PM on Monday, June 17, 2024.

To have a Purchase Order paid by June 30, all items must be received in FOCUS by 4:00 PM on Monday, June 17, 2024. June 17, 2024 by 4PM

Last day to request reimbursement for Petty Cash June 17, 2024 by 4PM
(Schools/Departments must fully replenish this account before year-end and may not expend any funds until after July 1, 2024.)

Last day to enter Requisitions for Fiscal Year 23-24. Requisitions must be June 27, 2024 by 4PM
fully approved in FOCUS by 4:00 PM on Thursday, June 27, 2024 to be approved for a FY 23-24 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 2024; therefore, these purchases will be charged to your School/Department's FY 2024-2025 budget. If you are planning to use next year's budget for the purchases, it is fine to continue charging.

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