



SCHOOL DISTRICT OF OKALOOSA COUNTY TECHNICAL ASSISTANCE MEMORANDUM FINANCE

FINANCE TAM: 2024-036

CONTACT: Vince Windham, Program Director
Purchasing

TELEPHONE: 833-7668

TO: School Principals, Department Heads, and Budget Bookkeepers

FROM: Julie Perry, Chief Financial Officer

A handwritten signature in blue ink that reads "Julie A. Perry".

DATE: May 28, 2024

SUBJECT: Fiscal Year Roll Procedures FY 2024 to FY 2025 – Purchasing

The fiscal year-end is rapidly approaching. Below you will find information and procedures to assist you in the transition from fiscal year 2023-2024 to fiscal year 2024-2025 in Purchasing. If you have questions on any of the procedures, please contact the Purchasing Department at 833-7668.

Year End Closing for Purchase Orders

Per TAM 2024-035, all fully approved requisitions submitted for fiscal year 2023-2024 by 4:00 p.m. on Thursday, June 27, 2024, will be processed as a fiscal year 2023-2024 purchase order. All submitted requisitions that are not approved as purchase orders prior to the deadline on June 27, 2024, at 4:00 p.m. will be "Sent Back to the Originator" with a note to resubmit the requisition for fiscal year 2024-2025 when the files open. The tentative date for fiscal year 2024-2025 files to open is July 11, 2024; however, although this date could change.

Bank of America Purchasing Card Drafts

Purchasing Card (P-Card) purchases that post within the June cycle date range (6/5/24-7/4/24) will be held and will be manually uploaded as drafts in FOCUS beginning July 1, 2024. The July P-Card drafts will be automatically uploaded daily beginning July 5, 2024.

You will be able to begin working on your P-Card drafts as soon as they are uploaded to FOCUS. You will be able to upload your invoices and enter your funding for your P-Card drafts, but you will not be able to "submit" these drafts for approval until the FOCUS Finance files are opened. Opening is projected to be July 11, 2024, but is subject to change.

All June P-Card requisitions must be submitted for approval no later than Friday, July 19, 2024, and must be fully approved no later than Wednesday, July 24, 2024.

Entering Drafts for Fiscal Year 2024-2025 Purchase Order Requests

You may begin entering drafts for fiscal year 2024-2025 purchase orders at this time. You must be sure to change the Fiscal Year in the upper right corner on the Draft screen to 2024-2025. If you forget this step, your draft will not show up in fiscal year 2024-2025. The first round of purchase order requests may be entered through 4:00 p.m. on June 27, 2024. Even though the "Submit" button will be available, DO NOT submit the fiscal year 2024-2025 drafts.

On July 1, 2024, you may continue entering draft fiscal year 2024-2025 purchase orders. The FOCUS system will automatically default to fiscal year 2024-2025, and the draft screen “Submit” button will be de-activated.

When the fiscal year 2024-2025 files open, go to the draft screen and submit each draft. It is anticipated that the fiscal year 2024-2025 files will open on or about July 11, 2024.

If you have fiscal year 2023-2024 Purchase Order drafts that you have not submitted and are not planning on submitting for fiscal year 2023-2024, please delete these drafts. To delete a draft, click on the red line next to your draft name and then press the “OK” button. Any fiscal year 2023-2024 drafts that are not processed prior to the 4:00 p.m. deadline on June 27, 2024, will be deleted and will not carry over to fiscal year 2024-2025.

Manual Purchase Orders (PO)

As noted above, you will be able to enter draft purchase orders but will not be able to submit them for processing until after the Finance files open on or about July 11, 2024. During this time, we recommend that you use your District Purchasing Card for any items that are necessary and allowed per the Purchasing Card Manual.

If you must use a purchase order and are not able to wait for it to be processed when the files open on or about July 11, 2024, you may create a Manual PO by following the procedures shown below:

- The school or department will complete the Manual PO Form, including funding, and submit the form to the Purchasing Department. A Manual PO Template is available for bookkeepers to use to complete the Manual PO Request. Purchasing will email a copy of the template to the bookkeeper upon request.
- Once Purchasing receives the completed Manual PO Request, a Manual PO number will be assigned using the following format – M001FY25, M002FY25, etc. Purchasing will e-mail the Manual PO to the vendor once complete. Purchasing will also e-mail a copy of the Manual PO to the ordering School or Department.
- The bookkeeper will then enter a purchase order draft for the Manual PO into FOCUS. The bookkeeper must include the following in the “Comments” field: “Replacing Manual PO# MXXXFY25.” The bookkeeper must also scan a copy of the Manual PO, name the scan Manual PO number “MXXXFY25,” and attach it in the “Files” section. When the files open, the bookkeeper will submit the draft, and FOCUS will generate its own PO number.

Should you have any questions or need further assistance, please do not hesitate to contact Purchasing at 833-7668.