



# BULLETIN

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

M - 9 - 24

Originators Serial No.

March 22, 2024

Date

Financial Services

Originating Office

September 30, 2024

Cancellation Date

TO: Executive Cabinet Members  
Associate Superintendents  
Principals  
Account Managers

FROM: Chief Financial Officer

SUBJECT: Fiscal Year 2024 Close of Financial Reporting System and Procurement Cut-Off

1. **PURPOSE:** To announce the fiscal year-end closing schedule and procurement cut-off dates. This should be shared with all relevant staff.
2. **INFORMATION:** Remaining unencumbered discretionary operating funds will not be available to schools or departments following the April 26, 2024 SSP deadline. Requests to encumber funds after April 26 must be approved by the Chief Financial Officer and the Superintendent.

For transactions to be charged against FY 2024 funds and be included in the Financial Reporting System for FY 2024, the following FY 2024 documents must be received on or before the dates scheduled.

Due Date	Document or Activity	Section	Page #
April 11, 2024	Property Claims	2.q.	5
April 26, 2024	All SSP requisitions, including Summer School	2.a.d.	2
May 10, 2024	iExpense reimbursements and Disbursement Authority (DA) forms for costs incurred through April 30, 2024	2.f.	3
May 17, 2024	Second Assignment requests	2.j.	4
	Time for Workshops held through May 17, 2024	2.k.	4
	Field trip charges sent to schools	2.n.	4
May 24, 2024	SSP requisitions, Grant Funded Programs only	2.b.	2
	SSP requisitions, Capital Projects only	2.c.	2
	All printing job requests	2.e.	2
May 29, 2024	Budget Adjustment Requests (BARs)	2.l.	4
May 31, 2024	iExpense and DAs for costs incurred in May 2024	2.f.	3
	Workshops held through May 31, 2024	2.k.	4
	Correction to account balances	2.o.	5
	Requests for invoice processing, except DCPS & CFSA	2.p.	5
June 11, 2024	FNS petty cash funds – reconciliation form to FNS	2.h.	3
	Change fund deposited to FNS bank account	2.h.	3
June 14, 2024	Part-time employees' time worked before June 14, 2024	2.i.	3
	Part-time employees' time worked June 1 – 14, 2024	2.i.	3
	Workshops held through June 14, 2024	2.k.	4
	Field trip remittances	2.n.	4
	Requests for invoice processing, DCPS & CFSA	2.p.	5
June 19, 2024	FNS petty cash reconciliation form to Accounting	2.h.	3
	Change fund reconciliation form to FNS	2.h.	3
June 26, 2024	All checks received at Schools/Office	2.r.	5
June 28, 2024	Workshops held through June 28, 2024	2.k.	4
July 1, 2024	iExpense and DAs for costs incurred in June 2024	2.f.	3
	Payments against FY 2024 purchase orders	2.g.	3
	Grant funded programs requests for realignment of expenditures	2.m.	4
July 3, 2024	Food Care Provider invoice file for June 2024	2.f.	3
	FNS invoices dated June 30, 2024 and prior	2.f.	3
Sept. 30, 2024	Liquidation of all FY 2024 grant encumbrances	2.b.	2

a. Purchase Requisitions for FY 2024 (All Funds Except Grant Funded and Capital Programs):

The deadline for purchase requisitions to be charged against FY 2024 funds is the **close of business Friday, April 26, 2024**. To meet the deadline, purchase requisitions processed in the iProcurement Self Service Purchasing (SSP) module of the Oracle E-Business Suite must be submitted by the requisitioner, approved by the fiscal authority and electronically submitted to the Purchasing Department by this date. **With the exception of grant funded purchases (see section “2.b.”) and Capital Projects (see section “2.c.”)**, purchase requisitions utilizing FY 2024 funding will not be processed after the cut-off date. Likewise, requisitions submitted in an incomplete status or that have not been properly routed for review and approval by the appropriate fiscal authority will not be processed and will be returned for correction and resubmission, provided resubmission is completed within the cut-off period specified above. Please refer to the notes provided by the buyers within the item regarding corrective action. Schools that need to submit a check to have funds available to submit a requisition should submit it to Treasury Operations by **Thursday, April 18, 2024**. **Note: FY 2025 purchases** (goods received or services rendered on or after July 1, 2024) should not be submitted with FY 2024 funds.

b. Purchase Requisitions for FY 2024 - Grant Funded Programs ONLY:

To allow for the completion of existing activities in process using FY 2024 grant funds, **the SSP module will remain open to enter requisitions to be charged to FY 2024 grant funded programs until Friday, May 24, 2024**. This processing period is limited to grant funded transactions only. All requisitions related to grant funded expenditures must begin with the statement in the note to buyer “Grant Funded”.

**GRANT ENCUMBRANCES** – All grant encumbrances established in FY 2024 (purchase orders dated between July 1, 2023 and June 30, 2024) must be liquidated by September 30, 2024. All purchase orders open against FY 2024 funds on October 1, 2024 will be cancelled. The cancelled purchase orders can be reestablished in FY 2025 if the grant period and funding allow. Please contact your Grant Accountant with any questions.

c. Purchase Requisitions for FY 2024 - Capital Projects ONLY:

To allow for the continuity of construction project transactions and the purchase of furniture, fixtures, and equipment (FFE) required for school openings, **the SSP module will remain open to enter requisitions to be charged to FY 2024 funds until Friday, May 24, 2024**. This processing period is limited to Capital Project transactions only. All requisitions related to capital project expenditures must begin with the statement in the note to buyer “Capital Projects” or “Capital Projects – FFE”, as applicable.

d. Internal Warehouse Requisitions for FY 2024:

Internal warehouse requisitions for schools, centers, offices, and the Maintenance Department, using FY 2024 funds, must be submitted, approved, and received as an SSP requisition in Shop Stores and Supply Warehouse by **close of business, Friday, April 26, 2024**. **Requisitions for items not in stock, or those received after April 26, 2024, will be processed against FY 2025 funds. Orders will be canceled by Purchasing, and the request must be re-entered on or after July 1, 2024.**

e. Printing Requisitions for FY 2024:

For a printing job to be charged to FY 2024, the printing requests (entered through SSP) must be received in Printing Services by the **close of business Friday, May 24, 2024, and the Print Shop must be able to complete the job before May 31, 2024**. Please confirm with the Print Shop that they would be able to complete and bill for the job before May 31, 2024.

f. iExpense and All Vendor Invoices Received by Schools and Departments for FY 2024:

Deadlines for submission of iExpense reimbursements and vendor invoices will be based on the schedule on the following page:

<b>Date Due - COB</b>	<b>Vendor Invoices/DA Refunds/Employee Reimbursements</b>
May 10, 2024	Costs incurred from July 1, 2023 – April 30, 2024
May 31, 2024	Costs incurred from May 1, 2024 – May 31, 2024
July 1, 2024	Costs incurred from June 1, 2024 – June 30, 2024
July 3, 2024	All Food and Nutrition Services invoices dated June 30, 2024 & prior
July 3, 2024	Food Care Provider invoice file for the month of June 2024

NOTE: All FY 2024 expenses must be submitted and approved in iExpense by the dates outlined above. FY 2024 expenses entered against FY 2025 funds will be rejected and not reimbursed by the School System. **The iExpense year-end process in this Bulletin supersedes the month end submission process as outlined in Admin Procedure 4133. June iExpense entries must be approved and submitted to Accounts Payable by Monday, July 1, 2024.**

g. Payments Against FY 2024 Purchase Orders:

**FY 2024 purchase orders are to be used only for the payment of goods received or services rendered on or before Friday, June 28, 2024.**

All staff that have created requisitions and/or purchase orders during the year should immediately begin a review of all FY 2024 purchase orders currently open. Determine if there are any outstanding invoices for goods received or services rendered through the current period that have not yet been paid.

Continue to monitor open purchase orders and outstanding invoices through June 30, 2024. Vendors should be contacted if invoices have not been received. All outstanding invoices should be forwarded by the originating office or by the vendor to the Accounts Payable Office as soon as possible, but no later than **Monday, July 1, 2024** to be paid before the open balances on the FY 2024 purchase orders are closed out. **FY 2024 invoices should not be held to be paid against FY 2025 purchase orders.**

h. Food and Nutrition Services Change Funds:

All Food and Nutrition Services (FNS) petty cash accounts must be reconciled and closed before June 30, 2024. All recipients of FNS Petty Cash should complete a Petty Cash Reconciliation Form, attach original receipts and/or check or money order instead of cash, and submit it to the Manager, Nutrition Services Accounting no later than **Tuesday, June 11, 2024.** The Manager, Nutrition Services Accounting must submit cash receipt vouchers to the Treasury Operations Office no later than **Wednesday, June 12, 2024,** and all reconciliation documents to the Accounting and Financial Reporting Office no later than **Wednesday, June 19, 2024.** Petty cash accounts will be re-established in the new fiscal year upon submission of appropriate documents by the FNS Office.

All Food and Nutrition Service Change funds should be deposited to each school's Food Service Bank account as a separate deposit no later than **Tuesday, June 11, 2024.** The deposit slip, along with the "Change Fund Reconciliation Form" must be submitted to each school's regional FNS Accounting Clerk by **Thursday, June 13, 2024.** The FNS Accounting Clerks must forward the deposit slips and forms to the Manager, Nutrition Services Accounting by **Wednesday, June 19, 2024.** FNS must submit copies of deposit slips and reconciliation of change funds to the Accounting and Financial Reporting Office no later than **Wednesday, June 19, 2024.** FNS Change fund accounts will be re-established in the new fiscal year upon submission of appropriate documents by the FNS Office.

i. Part-time Wages for FY 2024: (including Extended Learning Pay)

All time worked by part-time employees in FY 2024 that was not included in the regular pay period ending timecard, must be electronically entered in the Oracle Payroll module, **NO LATER THAN 12 p.m., Friday, June 14, 2024.** All time worked by part-time employees in FY 2024, between Saturday, June 1, 2024, and Friday, June 14, 2024, **must be included on the Friday, June 14, 2024,** Oracle Timecard.

j. Second Assignments for FY 2024:

All requests for Second Assignments for FY 2024 must be received by the Compensation and Classification Office by **Friday, May 17, 2024**. Requests submitted after this date will be returned. All second assignments end on June 30<sup>th</sup>.

Please refer to Administrative Procedure 4107 for Second Assignments procedures.

<https://offices.pgcps.org/generalcounsel/index.aspx?id=162596>

k. Workshop Payments for FY 2024:

Workshop time and attendance must be entered in the Oracle Workshop Timecard based on the schedule on the following page.

Date Due - Noon	Period Workshop(s) Held
May 17, 2024	Workshops held through Friday, May 17, 2024
May 31, 2024	Workshops held through Friday, May 31, 2024
June 14, 2024	Workshops held through Friday, June 14, 2024
June 28, 2024	Workshops held through Friday, June 28, 2024

l. Budget Adjustment Requests (BARS):

All requests for budget adjustment requests (BARS) of FY 2024 appropriations must be submitted and approved by the program manager by **Wednesday, May 29, 2024**. Your budget adjustment request should be consistent with the Equity Strategic Plan. Budget adjustment requests can only be submitted using the Oracle financial system. Account managers can view current appropriations, expenditures, and account balances, on-line, using Oracle. Go to [www.pgcps.org](http://www.pgcps.org), click on Favorites and select Oracle Production Instance. Once you log in, select your Finn Apps User, then GL Funds Inquiry to view and export your account balances or select your BAR or BUDGET User to create a revision.

Please contact your budget analyst for any needed assistance in accessing and reviewing your current financial status or completing your FY 2024 budget revisions at <https://www.pgcps.org/offices/budget-and-management-services/staff>.

m. Grant Funded Programs for FY 2024:

Budget changes and/or grant extensions – request for budget changes and/or grant extensions for grants **must** be submitted to the Strategic Planning & Resource Management Office for review no later than **60 days** before the expiration date (i.e., April 30, 2024, for grants ending June 30, 2024).

Expenditure adjustments – Requests for realignment of expenditures in grant-funded programs **must** be submitted to the Grants Financial Management Office **no later than close of business, Monday, July 1, 2024**.

n. Field Trip Remittances:

All electronic field trip charges via email should be sent to schools by the Accounting and Financial Reporting Office no later than **Friday, May 17, 2024**, to allow schools time to submit remittances of funds collected for field trips by **Friday, June 14, 2024**.

All manual field trip charges should be sent to schools by the Transportation Office no later than **Friday, May 31, 2024**, to allow schools time to submit remittances of funds collected for field trips by **Friday, June 14, 2024**. The Transportation Office must also submit the respective journals for the manual charges to the Accounting and Financial Reporting Office by **Friday, June 14, 2024**.

The Treasury Operations Office must receive remittances of all funds collected by schools for field trips held before the end of the school year 2023 - 2024, by **Friday, June 14, 2024**.

o. Corrections to Account Balances:

Account Managers must identify all known errors and corrections that impact upon their respective FY 2024 account balances via memoranda, with appropriate supporting documentation, and submit them to the Accounting and Financial Reporting Office by **Friday, May 31, 2024**.

p. Requests for Invoice Processing for the Billing of Services Rendered:

All requests for invoice processing for materials and services rendered by the school system to other agencies in FY 2024, except for DC Public Schools (DCPS) and Child & Family Service Agency (CFSA) must be submitted via memoranda to the Treasury Operations Office no later than **Friday, May 31, 2024**. Billing information for DCPS and CFSA covering second-semester tuition should be submitted to the Treasury Operations Office by **Friday, June 14, 2024**.

q. Property Claims:

All requests and supporting documentation for items to be replaced due to theft and destruction must be submitted to the Office of Risk Management as soon as possible, but no later than **Thursday, April 11, 2024**.

r. Checks Received at Schools/Offices:

All checks received and being held in Schools and Offices should be submitted to Treasury Operations by **Wednesday, June 26, 2024**, to be properly accounted for in FY 2024.

s. Please address questions to:

Subject	Contact	E-mail @pgcps.org
Purchasing and Warehouse Requisitions	Director of Purchasing and Supply Services	denerika.johnson
Printing Requisitions	Manager, Printing Services	harry.hammond
Disbursements Authorities, Invoices, iExpense	Manager, Accounts Payable	esther.bush
Petty Cash, Cash Remittances, Accounts Receivable	Treasury Operations	sharif.weithers
Budget Adjustments (BARS)	Director of the Budget Office	shavonne.smith
Time and Attendance Reports	Director of Payroll	frieda.waithe
Workshops	Director of Payroll	frieda.waithe
Expenditure Adjustments Account Balance	Accounting and Financial Reporting	peggy.harrison
Grant Extensions	Strategic Planning and Resource Management	andrea.bedenbaugh
Grant Funded Programs Expenditure Adjustments	Grants Financial Management Office	dhaley
Field Trips	Transportation Office	anthony.rice
Food and Nutrition Services	Manager, Nutrition Services Accounting	sharon.morrison
Second Assignments	Compensation & Classification	hr.temp2ndassign
Property Claims	Risk Management	philip.hughes

3. **FILING INSTRUCTIONS:** Replaces Bulletin M-9-23. Retain until September 30, 2024.



Lisa Howell  
Chief Financial Officer

Distribution Lists: 1, 2, 3, 4, 5, 6, 10 & 11  
Account Managers