

BULLETIN

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

M - 11 - 26

Originators Serial No.

March 23, 2026

Date

Financial Services

Originating Office

September 30, 2026

Cancellation Date

TO: Executive Cabinet Members
Associate Superintendents
Principals
Account Managers

FROM: Chief Financial Officer

SUBJECT: Fiscal Year 2026 Close of Financial Reporting System and Procurement Cut-Off

- PURPOSE:** To announce the fiscal year close schedule and procurement cut-off dates. This should be shared with all relevant staff.
- INFORMATION:** For transactions to be charged against FY 2026 funds and be included in the Financial Reporting System for FY 2026, the following FY 2026 documents must be received on or before the dates scheduled.

Due Date	Document or Activity	Section	Page #
April 17 2026	Property Claims	2.p.	5
April 24, 2026	Cut-off Date for All SSP requisitions, including Summer School – FY 2026 Requisitions that are NOT APPROVED will NOT BE PROCESSED After This Date	2.a.d.	2
May 8, 2026	iExpense reimbursements and Disbursement Authority (DA) forms for costs incurred through April 30, 2026	2.e.	3
May 15, 2026	Second Assignment requests	2.i.	4
	Time for Workshops held through May 15, 2026	2.j.	4
May 22, 2026	SSP requisitions, Grant Funded Programs only	2.b.	2
	SSP requisitions, Capital Fund Range	2.c.	2
	All FY26 P-Cards transaction finalized	2.s.	5
May 27, 2026	Budget Adjustment Requests (BARs)	2.k.	4
May 29, 2026	iExpense and DAs for costs incurred in May 2026	2.e.	3
	Workshops held through May 29, 2026	2.j.	4
	Requests for invoice processing, except DCPS & CFSA	2.o.	5
	Field trip charges sent to schools	2.m.	4
June 12, 2026	Part-time employees' time worked before June 12, 2026	2.h.	4
	Part-time employees' time worked May 31 – 12, 2026	2.h.	4
	Workshops held through June 12, 2026	2.j.	4
	Field trip remittances	2.m.	4
	Requests for invoice processing, DCPS & CFSA	2.o.	5
June 18, 2026	Change fund deposited to FNS bank account	2.g.	3
June 24, 2026	FNS petty cash funds – reconciliation form to FNS	2.g.	3
June 26, 2026	FNS petty cash reconciliation form to Accounting	2.g.	3
	Change fund reconciliation form to Accounting	2.g.	3
	All checks received at Schools/Office	2.q.	5
	Workshops held through June 26, 2026	2.j.	4
	NEW: Summer School Payroll Timekeepers' set-up and training complete	2.r.	5
July 1, 2026	iExpense and DAs for costs incurred in June 2026	2.e.	3
	Grant funded programs requests for realignment of expenditures	2.l.	4
	Correction to account balances	2.n.	5
July 6, 2026	Food Care Provider invoice file for June 2026	2.e.	3
	FNS invoices dated June 30, 2026, and prior	2.e.	3
July 15, 2026	Cut-off date for invoices to be received in AP against FY 2026 PO's	2.f.	3
July 31, 2026	Liquidation of all FY 2026 encumbrances except grant funded and capital fund range	2.a.	2
Sept 30, 2026	Liquidation of all FY 2026 grant encumbrances	2.b.	2

- Purchase Requisitions for FY 2026 (All Funds Except Grant Funded and Capital Fund Range):**

The deadline for purchase requisitions to be charged against FY 2026 funds is the **close of business Friday, April 24, 2026**. 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. **Except for grant funded purchases (see section “2.b.”) and Capital Fund Range (see section “2.c.”)**, purchase requisitions utilizing FY 2026 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. **Remaining unencumbered discretionary operating funds will not be available to schools or departments following the April 24, 2026, SSP deadline.** Schools that need to submit a check to have funds available to submit a requisition should submit it to Treasury Operations by **Thursday, April 16, 2026**. **Note: FY 2027 purchases (goods received or services rendered on or after July 1, 2026) should not be submitted with FY 2026 funds.**

IMPORTANT NOTE - ENCUMBRANCES OTHER THAN GRANT FUNDED AND CAPITAL FUND RANGE – All encumbrances except grant funded and capital fund range established in FY 2026 (purchase orders dated between July 1, 2025, and June 30, 2026) must be liquidated by close of business **Friday, July 31, 2026**. All purchase orders open against FY 2026 funds at close of business on **Friday, July 31, 2026**, will be closed.

b. **Purchase Requisitions for FY 2026 - Grant Funded Programs ONLY:**

To allow for the completion of existing activities in process using FY 2026 grant funds, **the SSP module will remain open to enter requisitions to be charged to FY 2026 grant funded programs until Friday, May 22, 2026**. 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 2026 (purchase orders dated between July 1, 2025, and June 30, 2026) must be liquidated by September 30, 2026. All purchase orders open against FY 2026 funds on October 1, 2026, will be cancelled. The cancelled purchase orders can be re-established in FY 2027 if the grant period and funding allow. Please contact your Grant Accountant with any questions.

c. **Purchase Requisitions for FY 2026 - Capital Fund Range 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 2026 funds until Friday, May 22, 2026**. This processing period is limited to Capital Fund Range 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 2026:**

Internal warehouse requisitions for schools, centers, offices, and the Maintenance Department, using FY 2026 funds, must be submitted, approved, and received as an SSP requisition in Shop Stores and Supply Warehouse by **close of business, Friday, April 24, 2026**. **Requisitions for items not in stock, or those received after April 24, 2026, will be processed against FY 2027 funds. Orders will be canceled by Purchasing, and the request must be re-entered on or after July 1, 2026.**

e. iExpense and All Vendor Invoices Received by Schools and Departments for FY 2026:

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

Date Due – COB	Vendor Invoices/DA Refunds/Employee Reimbursements
May 8, 2026	Costs incurred from July 1, 2025 – April 30, 2026
May 29, 2026	Costs incurred from May 1, 2026 – May 31, 2026
July 1, 2026	Costs incurred from June 1, 2026 – June 30, 2026
July 6, 2026	All Food and Nutrition Services invoices dated June 30, 2026 & prior
July 6, 2026	Food Care Provider invoices file for the month of June 2026

NOTE: All FY 2026 expenses must be submitted and approved in iExpense by the dates outlined above. FY 2026 expenses entered against FY 2027 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 Wednesday, July 1, 2026.**

f. Payments Against FY 2026 Purchase Orders:

FY 2026 purchase orders are to be used only for the payment of goods received or services rendered on or before Tuesday, June 30, 2026. All staff that have created requisitions and/or purchase orders during the year should immediately begin a review of all FY 2026 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, 2026.

If any invoices have not been received, vendors should be contacted. All invoices must be submitted to the Accounts Payable Office by either the originating office or the vendor by **Wednesday, July 15, 2026** to be paid before the FY2026 open purchase orders are closed on August 3, 2026. **FY2026 invoices should not be held to be paid against FY 2027 purchase orders.**

g. Food and Nutrition Services Change Funds:

All Food and Nutrition Services (FNS) petty cash accounts must be reconciled and closed before June 30, 2026. 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 **Wednesday, June 24, 2026.** The Manager, Nutrition Services Accounting must submit cash receipt vouchers to the Treasury Operations Office no later than **Thursday, June 25, 2026,** and all reconciliation documents to the Accounting and Financial Reporting Office no later than **Friday, June 26, 2026.** 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 **Thursday, June 18, 2026.** The deposit slip, along with the "Change Fund Reconciliation Form" must be submitted to each school's regional FNS Accounting Clerk by **Tuesday, June 23, 2026.** The FNS Accounting Clerks must forward the deposit slips and forms to the Manager, Nutrition Services Accounting by **Thursday, June 25, 2026.** FNS must submit copies of deposit slips and reconciliation of change funds to the Accounting and Financial Reporting Office no later than **Friday, June 26, 2026.** FNS Change fund accounts will be re-established in the new fiscal year upon submission of appropriate documents by the FNS Office.

h. Part-time Wages for FY 2026: (including Extended Learning Pay)

All time worked by part-time employees in FY 2026 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 12, 2026.** All time worked by part-time employees in FY 2026, between

Sunday, May 31, 2026, and Friday, June 12, 2026, **must be included on Friday, June 12, 2026**, Oracle Timecard.

i. Second Assignments for FY 2026:

All requests for Second Assignments for FY 2026 must be received by the Compensation and Classification Office by **Friday, May 15, 2026**. Requests submitted after this date will be returned. All second assignments end on June 30.

Please refer to Administrative Procedure 4107 for Second Assignments procedures.

<https://www.pgcps.org/offices/ograc/administrative-procedures/4000---personnel/ap-4107---use-of-employee-second-assignments>

j. Workshop Payments for FY 2026:

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

Date Due - Noon	Period Workshop(s) Held
May 15, 2026	Workshops through Friday, May 15, 2026
May 29, 2026	Workshops through Friday, May 29, 2026
June 12, 2026	Workshops through Friday, June 12, 2026
June 26, 2026	Workshops through Friday, June 26, 2026

k. Budget Adjustment Requests (BARS):

All requests for budget adjustment requests (BARS) of FY 2026 appropriations must be submitted and approved by the program manager by **Wednesday, May 27, 2026**. 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, 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, 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 2026 budget revisions at <https://www.pgcps.org/offices/budget-and-management-services/staff>.

l. Grant Funded Programs for FY 2026:

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, 2026, for grants ending June 30, 2026).

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, Wednesday, July 1, 2026**.

m. Field Trip Remittances:

All manual field trip charges should be sent to schools by the Transportation Office no later than **Friday, May 29, 2026**, to allow schools time to submit remittances of funds collected for field trips by **Friday, June 12, 2026**. The Transportation Office must also submit the respective journals for the manual charges to the Accounting and Financial Reporting Office or to the Grants Financial Management Office for grant funded trips by **Friday, June 12, 2026**.

The Treasury Operations Office must receive remittances of all funds collected by schools for field trips held before the end of the school year 2025 - 2026, by **Friday, June 12, 2026**.

n. Corrections to Account Balances:

Account Managers must identify all known errors and corrections that impact upon their respective FY 2026 account balances via memoranda, with appropriate supporting documentation, and submit them to the Accounting and Financial Reporting Office by **Wednesday, July 1, 2026**.

o. 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 2026, 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 29, 2026**. Billing information for DCPS and CFSA covering second-semester tuition should be submitted to the Treasury Operations Office by **Friday, June 12, 2026**.

p. 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 **Friday, April 17, 2026**.

q. Checks Received at Schools/Offices:

All checks received and being held in Schools and Offices should be submitted to Treasury Operations by **Friday, June 26, 2026**, to be properly accounted for in FY 2026.

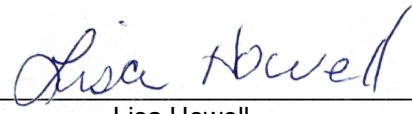
r. All summer school employees must complete their setup no later than **June 6, 2026**, through the summer school process. Employees identified as summer school timekeepers must be trained before **Friday, June 26, 2026**.

s. All P-Card transactions must be finalized by **May 22, 2026**, as these cards will be deactivated at end of business on that day and remain inactive until **Wednesday, July 1, 2026**.

t. 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, and iExpense	Manager, Accounts Payable	ahmed.khalil
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	quenetta.lawrence
Grant Extensions	Strategic Planning and Resource Management	andrea.bedenbaugh
Grant Funded Programs Expenditure Adjustments	Director of Grants Financial Management Office	elizabeth.badiang
Field Trips	Transportation Office	farrah.proctordarbo
Food and Nutrition Services	Manager, Nutrition Services Accounting	sharon.morrison
Second Assignments	Compensation & Classification	hr.temp2ndassign
Property Claims	Director of Risk Management	philip.hughes

3. **FILING INSTRUCTIONS:** Retain until September 30, 2026.



Lisa Howell
Chief Financial Officer

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