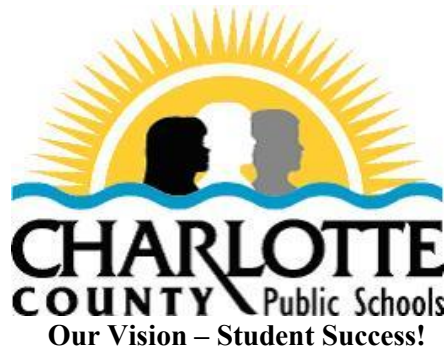


Stephen Dionisio
Superintendent



School Board

Cara Reynolds, Chairman
Wendy Atkinson, Vice-Chairman
Kim Amontree
Bob Segur
John LeClair

MEMORANDUM

To: All Principals, Directors, Coordinators and Supervisors

From: Debbie Faber, Director of Procurement ^{DSF}
Janice Scott, Director of Finance JS

Date: April 3, 2023

Subject: Year End Closing and New Year Opening Information
For Fiscal Years 2022/2023 and 2023/2024

PURCHASE ORDERS

May 1, 2023

2023/2024 Purchase Requests

Effective May 1, 2023, purchase requests for the 2023/2024 school year may be entered in Business Plus. To enter 2023/2024 PR's, go to the pull-down tab (ellipsis) next to the PR field and choose PRseed (PR.24) for regular PR's. Also, **070123 must be** entered in the **Date Requested Field** in the top section (parent) of the form. Requisition numbers for 2023/2024 school year start with (R24). **If an incorrect PR# is generated, you cannot go back and change the date or seed, the PR must be deleted.**

Important. For PO's that need to be issued prior to 7/1/23 the requisition code **NY and DM** must be entered. Please send an email alert to the Director of Procurement as well. All other PO's will be approved on 7/1/23 and begin being sent out as soon as Finance approves and the system releases (again our PO process is now fully automated so upon final approval they release in batches).

May 12, 2023

2022/2023 Purchase Requests

The last day to enter 2022/2023 purchase requests is May 12, 2023*. **Effective immediately**, the requisition code **MD** must be entered on all purchase requests for 2022/23, to print the following statement "**All Items Must Be Delivered and Invoiced Prior to June 16, 2023**".

June 16, 2023

2022/2023 Receiving of Purchases

All receiving of 2022/2023 purchases should be entered in Business Plus by June 16, 2023, to allow time for processing and payment. If you find items physically received prior to 7/1/23 that did not get received in B+, be sure to use 6/30/23 or earlier as the receipt date.

June 16, 2023

2022/2023 Outstanding Purchase Orders

Please review your outstanding purchase orders. Any orders that have not been received must be canceled and disencumbered*. Email Linda Porter in Accounts Payable to disencumber the PO's.

*Exceptions to this are Capital Outlay, Grant Funds and Hurricane