

TITLE: 2023-2024 Procurement Year-End Closing Timelines

NUMBER: MEM-6016.11

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Procurement Services Division

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DATE: March 11, 2024

PURPOSE: This Memorandum lists year-end closing timelines as a reference for schools and offices when processing procurement-related transactions online or through the Procurement Services Division. Failure to adhere to the timelines may result in the cancellation of orders or impact account balances for the following fiscal year. Therefore, it is highly recommended that schools and offices adhere to the cut-off dates provided.

This Memorandum replaces MEM-6016.10 and is issued annually to provide current year-end cut-off dates for processing various procurement-related transactions. It also adds various Cut-off Dates for Elementary and Secondary School non-carryover funds. Please contact your Fiscal Specialist.

CURRENT YEAR ORDERING (2023-2024)

To ensure that the cost of goods and/or services ordered is posted to the current fiscal year (2023-2024), transactions must have an APPROVED status in the appropriate Procurement System by the dates indicated below:

Cut-off Dates For All SAP Transactions:

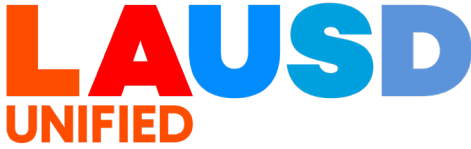
TRANSACTION TYPE FOR SCHOOLS AND OFFICES (NON-TITLE I)	Cut-Off Date
Shopping Cart for Non-Stock (External Vendor) Purchases – Over \$250,000*	3/22/2024
Shopping Cart for Non-Stock (External Vendor) Purchases – \$114,500 to 250,000*	3/29/2024

ROUTING
All Locations

TRANSACTION TYPE FOR SCHOOLS AND OFFICES (NON- TITLE I) (CONTINUED)	Cut-Off Date
Shopping Cart for Non-Stock (External Vendor) Purchases – Up to \$114,500	4/19/2024 (8:00 pm)
P-Card/T-Card Purchases **	6/14/2024
P-Card Reconciliations***	6/24/2024
Toshiba Ghost Account Reconciliation***	6/24/2024 (Schools & Offices)
Shopping Cart for Books and Instructional Materials Orders	5/17/2024
Shopping Cart for Book Orders – State Adopted	5/17/2024
Shopping Cart (Stock Transport Order, STO) – Regular Warehouse Deliveries	6/14/2024 (8:00 pm)
Shopping Cart (STO) – Same Day Warehouse Deliveries	6/14/2024 (9:00 am)
Shopping Cart (STO) – Overnight Warehouse Deliveries	6/20/2024 (12:00 pm)
Shopping Cart (STO) – Warehouse Will-Call	6/24/2024 (5:00 pm)
Imprest Fund Claim Reimbursement Requests	6/11/2024
Travel Request Entries into Concur Travel	5/24/2024
Travel Claim Reimbursement Requests (completed and approved with supporting documentation)	6/11/2024
Online Goods Receipts (Receivers)	6/30/2024 (4:30 pm)
Schools – Submission of all Other Budget Adjustments for Review and Approval	6/7/2024
Central Offices – Submission of Budget Adjustments for Review, Approval, and Posting	6/14/2024 (5:00 pm)

* *These cut-off dates allow time to conduct formal bidding and Board approval as required by law for purchases above the State bid limit of \$114,500. Additionally, District policy requires informal bidding for purchases below the bid limit.*

** *Last day for the card to be charged. Orders should be placed prior to the cut-off date. Check the shipping date of your P-Card orders, vendors do not charge the card until items are shipped. Additionally, the District Travel ban remains in effect. Until further notice, T-Cards continue to be suspended unless a freeze form is approved.*



**** All credit card reconciliations (i.e., P-Card, T-Card, Fuel Card, and Toshiba) must have a posting date within the current fiscal year; enter a date of **June 30, 2024** or earlier. Do NOT change any posting date during credit card reconciliation to a **July 2024** date.*

TRANSACTION TYPE FOR SCHOOLS AND OFFICES (TITLE I)	CUT-OFF DATE
P-Card and T-Card Purchases	6/7/2024
P-Card, T-Card and Toshiba Ghost Account Reconciliations	6/14/2024
Title I Shopping Carts Purchases Entries (including Warehouse orders) into SAP (except for any earlier procurement deadline including Title I technology equipment deadline of January 30 th)	5/5/2024
Imprest Fund Claim Reimbursement Requests	5/24/2024
School Submission of Categorical Budget Adjustment for Review and Approval	5/31/2024 (5:00 PM)
Expenditure Transfer Requests into Title I	6/20/2024

TRANSACTION TYPE FOR OFFICES	CUT-OFF DATE
Shopping Carts with Job Numbers	5/17/2024
Purchase Orders with Job Numbers	5/24/2024
Purchase Orders (Contracts) with or without Job Numbers	5/24/2024
MCMS/VMS Transactions – Transportation Services Division only	5/31/2024
Shopping Cart (STO) with Job Numbers	6/14/2024

Shopping Cart transactions not converted to a purchase order by **June 30, 2024**, will be programmatically cancelled in order to clear 2023-2024 pre-commitments as part of closing out the 2023-2024 fiscal year accounts. These Shopping Cart transactions will not be automatically reinstated (rolled over) to fiscal year 2024-2025.

Purchase orders created and in “Ordered” status in 2023-2024 will roll over if completed and accepted in SAP prior to cut-off dates. These may be charged against 2024-2025 funds instead of 2023-2024.

All purchase orders created prior to July 1, 2023, with no activity (e.g.: invoice received, Goods Receipt, invoice payment, modification, etc.), will not roll over and will be closed.

For goods and/or services to be charged to Fiscal Year 2023-2024, please ensure that the vendor can deliver the requested goods and/or services no later than **June 30, 2024**, and Goods Receipts are posted on or before **June 30, 2024**, as well. For a complete list of all outstanding purchase orders, download the PO history report from SAP (PC010). To ensure invoices are paid in a timely manner and the District receives any prompt payment discounts, Goods Receipts must be entered as soon as goods and/or services have been received.

All schools should only enter Goods Receipts for goods and services they entered in their respective shopping cart PO's, or from a District Office that has generated a PO on behalf of the school. Goods Receipts must be entered for any PO that uses non-carryover funding.

ASSISTANCE:

For all procurement assistance, please contact your Regional Buyer or central office representative. The contact list is available at <https://achieve.lausd.net/Page/3263>.

For P-Card Assistance, please contact the P-Card Unit at (562) 654-9401 or email your P-Card Representative. The contact list is available at <https://pcard.lausd.net>.

For Travel Request Assistance, please contact the Travel Desk at (562) 654-9058 or email procurement.traveldesks@lausd.net. The contact list is available at <https://www.lausd.org/Page/3266>.

For budget-related questions, contact your Fiscal Specialists. The School Fiscal Services Branch contact list is available at <https://www.lausd.org/Page/18257>.

For Accounts Payable-related questions, please contact the Accounts Payable Customer Service Center at (213) 241-4800 or email Accounts.Payable@lausd.net.