



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE: Final Payment of Bills for Fiscal Year 2022-23

NUMBER: REF-3640.17

ISSUER: Joy Mayor, Controller
Accounting and Disbursements Division

DATE: April 24, 2023

PURPOSE: The purpose of this Reference Guide is to ensure that all FY 2022-23 expenditures are charged to this fiscal year. For Purchase Orders (PO), expense is recorded as a 2022-23 expense when a Goods Receipt (GR) is posted in SAP Financial System on or before June 30, 2023.

MAJOR CHANGES: This Reference Guide has been updated with FY 2022-23 due dates and references.

INSTRUCTIONS: To enable prompt payments, schools and offices need to process an online GR immediately after the ordered items and/or services are received. For assistance, please contact your Procurement Services Division (PSD) - LRP Shopping Cart Support Center listed below:

ROUTING
All Locations

LRP Shopping Cart Support Center (SCSC) Contacts		
Region	Email	Phone
North	SCSCnorth@lausd.net	(562) 654-9449
East	SCSCeast@lausd.net	(562) 654-9467
South	SCSCsouth@lausd.net	(562) 654-9472
West	SCSCwest@lausd.net	(562) 654-9444
All other schools and offices	cs.stores@lausd.net	(562) 654-9009

GR entry of ordered items and/or services prior to actual delivery is a violation of District policy and may result in disciplinary action being taken against the site administrator. The GR process should not be used to carryover funds.

The following cut-off dates are for processing or submission of documents required for complete or partial payments and posting of expenditures in the FY 2022-23:

TRANSACTION TYPE	REQUIRED DOCUMENTS	CUT-OFF	CONTACT FOR ASSISTANCE
Purchase Order	Goods Receipt (GR) posted in SAP Financial System	06/30/2023	Procurement Services Division-LRP Shopping Cart Support Center
Imprest Claim Online Reimbursement*	Title I	05/26/2023 (to Title I Office Universal Worklist)	fsep@lausd.net
	Non-Title I	06/09/2023 (to Accounts Payable Universal Worklist)	accounts.payable@lausd.net
Travel Expense Claim**	Travel Request Entries into SAP Financial System (Travel Desk)	05/26/2023	procurement.traveldesk@lausd.net
	Travel Claim Reimbursement Request	06/09/2023	accounts.payable@lausd.net

Note: For P-Card and T-Card deadlines, refer to MEM-6016.10, 2022-2023 *Procurement Year-End Closing Timelines*, dated March 27, 2023.

*Approved Imprest claim reimbursement requires supporting documents (e.g., 10.12 Travel Request Form, Donation Form, Field Trip Form).

**Approved Travel claim reimbursement requires supporting documents (e.g., receipt).

REMINDERS:

- To see the complete list of open purchase orders, download the PC010-PO History Report from SAP. Acknowledge receipt of items and/or services by processing the required GR. If you processed the GR and no invoice has been charged to the PO, please contact the vendor and request to submit the invoice to Accounts Payable at invoices@lausd.net.

Federal and State Education Program Office's (FSEP) approved Imprest claims must be in Accounts Payable Universal Worklist (UWL) no later than 4:30 p.m. on **June 09, 2023**.

2. After the cut-off dates, unresolved questions or funding errors on Imprest or Travel claim may result in expenditure being charged to the next fiscal year.
3. Imprest or Travel claims with insufficient funds issue will be partially paid based on the budget availability. Unreimbursed amounts will have to be resubmitted online to Accounts Payable the following fiscal year.
4. Imprest Administrators who are retiring, changing assignment or location must reconcile and clear their Imprest Fund Account by submitting a closing claim and a check in the amount of any unexpended funds to the Accounts Payable Branch. In addition, an updated bank Signature Card Form (form available online at <https://achieve.lausd.net/Page/13114>) must be submitted to Bank of America at dedicatedwgov@bankofamerica.com.

RELATED RESOURCES:

- Procurement Manual, 9th Edition, dated July 2022
- MEM-6016.10 2022-2023 Procurement Year-End Closing Timelines, dated March 27, 2023
- MEM-2464.19 Carryover Policies For School Account Balances As of June 30, 2023, dated February 17, 2023
- REF-1706.4, Imprest Funds, dated September 15, 2015

ASSISTANCE:

For assistance or further information, please contact:

- Procurement Region Buyer or central office representative listed online at <http://achieve.lausd.net/Page/3263>.
- P-Card Unit at (562) 654-9401 or email your P-Card Representative listed online at <http://pcard.lausd.net>.
- Travel Desk at (562) 654-9058 or procurement.traveldesks@lausd.net.
- Fiscal Specialist (schools) or assigned Fiscal staff (offices).
- Accounts Payable Customer Service Center at (213) 241-4800 or accounts.payable@lausd.net.
- Bank of America at dedicatedwgov@bankofamerica.com for signature card questions.
- Integrated Library and Textbook Support Services at (213) 241-2733 or textbooks@lausd.net.