

## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** Final Payment of Bills for Fiscal Year 2024-25

**NUMBER:** REF-3640.19

**ISSUER:** Ernie Thomas, Controller  
Accounting and Disbursements Division

**DATE:** April 7, 2025

**ROUTING**  
All Locations

**PURPOSE:** This Reference Guide provides important deadlines and instructions to ensure that all expenditures for Fiscal Year (FY) 2024-25 are properly recorded. Expenditures are charged to FY 2024-25 only if goods or services are received on or before June 30, 2025, AND a Goods Receipt (GR) is posted in the SAP Financial System on or before that date.

**MAJOR CHANGES:** This Reference Guide has been updated to include the FY 2024-25 due dates and references.

**INSTRUCTIONS:** To enable prompt payments:

- Schools and offices must process an online GR as soon as the ordered items and/or services are received.
- For assistance, please contact your Procurement Services Division (PSD) – Regional Buying Teams:

Region	Email
East	<a href="mailto:SCSCeast@lausd.net">SCSCeast@lausd.net</a>
South	<a href="mailto:SCSCsouth@lausd.net">SCSCsouth@lausd.net</a>
West	<a href="mailto:SCSCwest@lausd.net">SCSCwest@lausd.net</a>
North	<a href="mailto:SCSCnorth@lausd.net">SCSCnorth@lausd.net</a>
Beaudry and Non-School Sites	<a href="mailto:cs.stores@lausd.net">cs.stores@lausd.net</a> (562) 654-9009

**Important:** Entering Goods Receipt (GR) for ordered items and/or services before they are actually delivered is a violation of District policy and may lead to disciplinary action against the administrator. The GR process should not be used to carry over funds.

The following deadlines are for processing or submitting required documents for complete or partial payments and recording of expenditures in the FY 2024-25:

TRANSACTION TYPE	REQUIRED DOCUMENTS	CUT-OFF	CONTACT FOR ASSISTANCE
Purchase Order	Goods Receipt (GR) posted in SAP Financial System	06/30/2025	Procurement Services Support Center <a href="https://www.lausd.org/Page/19812">https://www.lausd.org/Page/19812</a>
Imprest Claim Online Reimbursement *	Receipts, Field Trip, Travel Request form	05/23/2025 (to Title I Office Universal Worklist)	<a href="mailto:fsep@lausd.net">fsep@lausd.net</a>
	Travel Request, Donation form and Field Trip form	06/10/2025 (to Accounts Payable Universal Worklist)	<a href="mailto:accounts.payable@lausd.net">accounts.payable@lausd.net</a>
Travel Expense Claim **	Travel Request Entries into Concur System (Travel Desk)	05/23/2025	<a href="mailto:procurement.traveldesk@lausd.net">procurement.traveldesk@lausd.net</a>
	Travel Claim Reimbursement Request in Concur	06/10/2025	<a href="mailto:accounts.payable@lausd.net">accounts.payable@lausd.net</a>

For P-Card and T-Card deadlines, refer to MEM-6016.12, 2024-2025 Procurement Year-End Closing Timelines, dated March 10, 2025

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

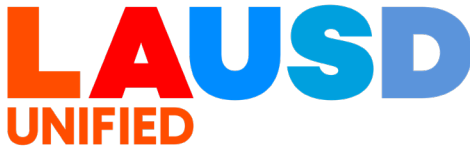
\*\* Approved Travel claim reimbursement requires supporting documents (e.g. receipt).

REMINDERS:

1. To view the full list of open purchase orders, refer to the resource on How to Create a Pre-Packed Report. Acknowledge receipt of items and/or services by completing the necessary Goods Receipt (GR) process.
2. If you processed the GR and no invoice has been charged to the PO, please contact the vendor and request that they submit the invoice (referencing the purchase order number) in PDF format to Accounts Payable at [invoices@lausd.net](mailto:invoices@lausd.net).
3. Imprest claims approved by the Federal and State Education Program Office's (FSEP) must be submitted to the Accounts Payable Universal Worklist (UWL) no later than 4:30 p.m. on **June 10, 2025**.
4. If there are any unresolved questions or funding errors on Imprest or travel claims after the cut-off dates, expenses may be charged to the following fiscal year.
5. Imprest or travel claims with insufficient funds will be partially reimbursed based on available budget. Unpaid portions must be resubmitted next fiscal year.
6. Imprest Administrators who are retiring, changing assignments, or locations must:
  - Reconcile and clear their Imprest Fund Account by submitting a closing claim.
  - Returning a check for any unspent funds to the Accounts Payable Branch.
  - Update Bank Signature Card Form (form available by sending email to Other Accounting Services at [Treasury@lausd.net](mailto:Treasury@lausd.net)).

**RELATED  
RESOURCES:**

- [Procurement Manual, 10th Edition, dated September 2023](#)
- [MEM-6016.12, 2024-2025 Procurement Year-End Closing Timelines, dated March 10, 2025](#)
- [MEM-2464.21, Carryover Practices for School Account Balances as of June 30, 2025 for SY 2025-26, dated January 6, 2025](#)
- [REF-1706.4, Imprest Funds, dated September 15, 2015](#)
- [Guided Buying: How to Create a Goods Receipt Transaction](#)
- [How to Create a Pre-Packed Report at   
lausd.org/cms/lib/CA01000043/Centricity/Domain/98/How to Create a P  
repackaged Report from GB and P2P-User Training.mp4](#)



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**ASSISTANCE:** For assistance or further information, please contact:

- Procurement Regional Buying Teams at <https://www.lausd.org/Page/19850>
- P-Card Unit at (562) 654-9401 or P-Card Representative listed online at <https://www.lausd.org/Page/19809>
- Travel Desk at (562) 654-9058 or [procurement.traveldes@lausd.net](mailto:procurement.traveldes@lausd.net)
- School Fiscal Specialist or assigned Fiscal staff (offices)
- Accounts Payable Customer Service Center at (213) 241-4800 or [accounts.payable@lausd.net](mailto:accounts.payable@lausd.net).
- Other Accounting Services for Bank Signature Card questions at (213) 241-7989 or [Treasury@lausd.net](mailto:Treasury@lausd.net)
- Library and Textbook Support at (213) 241-2733 or [textbooks@lausd.net](mailto:textbooks@lausd.net)