



Santa Clara County Office of Education

Mary Ann Dewan, Ph.D.
County Superintendent of Schools

Business, Facilities, & Operations Division

DATE: March 21, 2022

TO: Santa Clara County Office of Education Staff

FROM: Anita Maharaj, Controller, Accounting Services
Jas Sohal, Purchasing Manager, General Services

SUBJECT: 2021-22 Fiscal Year-End Deadline Schedule

In preparation for the close of fiscal year ending June 30, 2022, the following deadlines have been established to ensure timely review and submission of items and processes critical to closing the fiscal year. A Zoom meeting is scheduled on Thursday, March 31, 2022, from 1:00-2:30 pm to provide an overview of the fiscal year-end deadlines and to answer any questions you may have.

Join Zoom Meeting
<https://sccoe.zoom.us/j/92809700165?pwd=ZitGcFByN1ZuRm5PYjVIMjUz3BOQT09>
 Meeting ID: 928 0970 0165
 Passcode: 125218

PURCHASING DEADLINES	
ROUTING PURCHASE REQUISITION	
a. April 29	Purchase Requisition over \$3,000
b. May 13	Purchase Requisitions \$3,000 and under
BLANKET PURCHASE ORDER	
c. May 31	The last day to order items on a blanket PO including Palace (Just-In-Time) orders
Note: The dates above indicate cutoff for requisitions to be in Purchasing's final queue on or before the deadline.	
PURCHASE ORDER CHANGE ORDER	
d. June 3	Last Day for Purchase Order Change Orders (POCO)
ACCOUNTING DEADLINES	
PURCHASE CARD (P-CARD) – ACCOUNTING DEPARTMENT	
e. May 6	P-Card transactions for the month of April
f. June 6	P-Card transactions for the month of May
g. July 6	P-Card transactions for the month of June
REIMBURSEMENT CLAIMS	
h. May 27	Reimbursement claims for the month of April
i. June 24	Reimbursement claims for the month of May
j. July 15	Reimbursement claims for the month of June
ACCOUNTS RECEIVABLE (A/R)	
k. June 17	Last day to create invoices in IBM (QCC Invoice Billing Management) for FY21/22
CASH DEPOSITS	
l. June 29	Last day to submit cash deposit for FY21-22
JOURNAL ENTRIES	
m. July 5	Final Journal Entries for all funds
ACCOUNTS PAYABLE (A/P)	
n. July 15	Final A/P invoices, please submit invoices to Accounting as they are received from vendors

Thank you for your cooperation in helping us meet the above deadlines!