



Santa Clara County Office of Education

Dr. Charles Hinman
Interim County Superintendent of Schools

Business, Facilities, & Operations Division

DATE: March 28, 2025

TO: Santa Clara County Office of Education Staff

FROM: Deanna Herrera, Accounting Manager, Internal Business Services
Jas Sohail, Purchasing Manager, Internal Business Services

SUBJECT: 2024-25 Fiscal Year-End Deadline Schedule

The schedule below outlines the key dates for the FY2024-25 year-end closing process to ensure timely submission and review of items and processes critical to closing the fiscal year. Year-end workshops for the fiscal year 2024-2025 are scheduled for April 14-16, 2025. Invites will be sent out next week. In these workshops, we will provide an overview of the fiscal year-end deadlines and answer any questions you may have.

Month	Due Date	Item	Description
APRIL 2025	4/29	Purchase Order	Purchase Requisitions that require a bid or RFP
MAY 2025	5/5	Purchase Card	P-Card transactions for the month of April
	5/13	Purchase Order	All other Purchase Requisitions (Please ensure all goods and services are received by June 30, 2025)
	5/28	Reimbursement Claims	Reimbursement claims for the month of April
	5/30	Purchase Order	Last day to order items on a blanket PO including Palace (Just-in-Time) orders
<u>Note:</u>		Purchase requisition dates above indicate cutoff for requisitions to be in Purchasing's final queue.	
JUNE 2025	6/5	Purchase Card	P-Card transactions for the month of May
	6/10	Purchase Order	Last day for Purchase Order Change Orders (POCO) (Please ensure all goods and services are received by June 30, 2025)
	6/20	Accounts Receivable (A/R)	Last day to create invoices in IBM (QCC Invoicing Billing Management), for FY24-25
	6/26	Reimbursement Claims	Reimbursement claims for the month of May
	6/27	Cash Deposits	Last day to submit cash deposit for FY24-25
JULY 2025	7/3	Purchase Card	P-Card transactions for the month of June
		Journal Entries	Final Journal Entries for all funds



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	7/11	Accounts Payable (A/P)	Final A/P invoices, please submit invoices to Accounting Services as they are received from vendors
	7/14	Reimbursement Claims	Reimbursement claims for the month of June

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

Please note: any exceptions to the final deadlines will need approval by the respective Division Head and final approval by the Assistant Superintendent of Business Services.