



# Santa Clara County Office of Education

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

## Business, Facilities, & Operations Division

**DATE:** April 3, 2023

**TO:** Santa Clara County Office of Education Staff

**FROM:** Anita Maharaj, Controller, Internal Business Services  
Jas Sohal, Purchasing Manager, Internal Business Services

**SUBJECT:** 2022-23 Fiscal Year-End Deadline Schedule

The schedule below outlines the key dates for the FY2022-23 year-end closing process to ensure timely submission and review of items and processes critical to closing the fiscal year. A virtual year-end workshop is scheduled on Wednesday, April 12, 2023, from 10:30 am to 11:30 am to provide an overview of the fiscal year-end deadlines and address any questions you may have. The zoom link is included in the email.

Month	Due Date	Item	Description
<b>APRIL 2023</b>	4/28	Purchase Order	Purchase Requisitions that require a bid or RFP
<b>MAY 2023</b>	5/5	Purchase Card	P-Card transactions for the month of April
	5/12	Purchase Order	All other Purchase Requisitions <i>(Please ensure all goods and services are received by June 30, 2023)</i>
	5/26	Reimbursement Claims	Reimbursement claims for the month of April
	5/31	Purchase Order	Last day to order items on a blanket PO including Palace (Just-in-Time) orders
<b>Note:</b>		Purchase requisition dates above indicate cutoff for requisitions to be in Purchasing's final queue.	
<b>JUNE 2023</b>	6/5	Purchase Card	P-Card transactions for the month of May
	6/9	Purchase Order	Last day for Purchase Order Change Orders (POCO) <i>(Please ensure all goods and services are received by June 30, 2023)</i>
	6/19	Accounts Receivable (A/R)	Last day to create invoices in IBM (QCC Invoicing Billing Management), for FY22-23
	6/26	Reimbursement Claims	Reimbursement claims for the month of May
	6/30	Cash Deposits	Last day to submit cash deposit for FY22-23
<b>JULY 2023</b>	7/6	Purchase Card	P-Card transactions for the month of June
		Journal Entries	Final Journal Entries for all funds
	7/14	Accounts Payable (A/P)	Final A/P invoices, please submit invoices to Accounting Services as they are received from vendors
	7/17	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.