



Santa Clara County Office of Education

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

Business, Facilities, & Operations Division

DATE: Apr. 6, 2020
TO: Santa Clara County Office of Education Staff
FROM: Anita Maharaj, Controller, Accounting Services; Jas Sohal, Purchasing Manager, General Services
SUBJECT: 2019-20 Fiscal Year-End Deadline Schedule

As the end of the fiscal year draws to a close, Internal Business Services is preparing for its busiest time of the year. To help facilitate the year end close process Internal Business Services has put together a 2019-20 Year-End Guide for your easy reference, and can be accessed on our website using the following link:

https://www.sccoe.org/depts/bizserv/ibs/Pages/default.aspx

Zoom meeting is scheduled on Friday April 24, 2020 from 11.00 am to 12.00 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/808620417?pwd=UVQ2dWxNa3ZPUms4VFRUNHFec1A4QT09
Meeting ID: 808 620 417
Password: 029600

Purchasing Deadlines

Routing Purchase Requisitions April 30: Purchase Requisitions over \$3,000
May 15: Purchase Requisitions \$3,000 and under
May 29: Last day for Palace (Just in Time) orders

Note: The dates above indicate cutoff for requisitions to be in Purchasing's final queue.

Purchase Order Change Order June 5: Last day for Purchase Order Change Orders (POCOs)

Accounting Deadlines

Purchase Card (P-Card) May 5: P-Card transactions for the month of April
June 3: P-Card transactions for the month of May
July 3: P-Card transactions for the month of June

Note: The dates above indicate cutoff for the P-Card transactions to be in Accounting's queue, after card holder and supervisor approval.

Reimbursement Claims May 29: Reimbursement claims for the month of April
June 26: Reimbursement claims for the month of May
July 15: Reimbursement claims for the month of June

Accounts Receivable (A/R) Billing June 17: Last day to create invoices in IBM (QCC Invoice Billing Management for FY19/20

Cash Deposits June 29: Last day to submit cash deposits for FY19/20

Accounts Payable (A/P) July 15: Final A/P invoices, please submit invoices to Accounting as they are received from vendors

Journal Entries July 8: Final Journal Entries for all funds

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