



Santa Clara County Office of Education

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

Business, Facilities, & Operations Division

DATE: March 15, 2021

TO: Santa Clara County Office of Education Staff

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

SUBJECT: 2020-21 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. A Zoom meeting is scheduled on Wednesday, March 31, 2021, from 1:00 p.m. to 2:30 p.m. 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/99954246249?pwd=TTkxOW5RN1dSUTNZUlllcXJWVWhUdz09>
 Meeting ID: 999 5424 6249
 Passcode: 498691

PURCHASING DEADLINES	
ROUTING PURCHASE REQUISITION	
a. April 30	Purchase Requisition over \$3,000
b. May 14	Purchase Requisitions \$3,000 and under
c. May 28	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 4	Last Day for Purchase Order Change Orders (POCO)
ACCOUNTING DEADLINES	
PURCHASE CARD (P-CARD) – ACCOUNTING DEPARTMENT	
e. May 5	P-Card transactions for the month of April
f. June 3	P-Card transactions for the month of May
g. July 5	P-Card transactions for the month of June
REIMBURSEMENT CLAIMS	
h. May 28	Reimbursement claims for the month of April
i. June 25	Reimbursement claims for the month of May
j. July 15	Reimbursement claims for the month of June
ACCOUNTS RECEIVABLE (A/R)	
k. June 18	Last day to create invoices in IBM (QCC Invoice Billing Management), for FY20/21
CASH DEPOSITS	
l. June 29	Last day to submit cash deposit for FY20-21
JOURNAL ENTRIES	
m. July 8	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!