



"Home of the Bobcats"

Whiteford Agricultural School District

of the Counties of Lenawee and Monroe, Michigan

Date: February 29, 2024

To: Marcy Anderson, Jeremy Fielder, Jeremy Simmons, Charlie Butz, Jared Leffel, Amanda Duval, Malinda Luzier, Deb Motyka-lott, Elaine Thieman

From: Marisa Tebbe-Cousino, Director of Finance & Business Services

Cc: Laura Cruz-Hartland, Cathy Machcinski, Scott Huard

Re: April 1st purchasing deadline for FY 24

In accordance with past procedures regarding an end-of-year deadline for approval of Purchase Orders, please be advised of the following:

REQUISITIONS

Requisitions must be on the system for **ALL** expenditures in **ALL** funds no later than **April 2, 2024** in order for approval to be obtained for fiscal year 23/24. This includes purchases for supplies, services, conferences, etc. for expenditures including the Vocational-Ed class, Technology, Grants, Athletics, Student Activities, etc.

A few things to get you started:

- Please inform all your staff, including coaches and all student activity advisors, of the deadline so they can determine what needs they may have through the end of the school year. **Note:** what is purchased in the current fiscal year should be used in the current fiscal year.
- Review last year's Requisitions to make sure you have accounted for everything you intend to order. If you don't have an exact price, put the Requisition on the system and enter the word ESTIMATE in the comments section. As soon as pricing has been obtained but no later than **April 15th**, update the Requisition and delete the word ESTIMATE out of the comments section. **Note:** All Purchase Orders approved must be forwarded to the vendor to place the order as soon as the Purchase Order is received; no Purchase Order should be held and submitted for ordering to a vendor after the **April 15th** cutoff.
- Review your total budget prior to entering the Requisition on the system to verify that there are adequate budget dollars available to cover the expenditure. (See instructions in Section 11 of the Finance Manual for pulling reports on accounts you have access to.)
- Student activity report requests can be directed to Laura in order to review the balance or transactions for a specified time period.

EXPENDITURES

A requisition **MUST** be completed on the system for all purchases and a Purchase Order must be issued **PRIOR** to placing the order with the vendor. This includes all athletic and student activity purchases as well.

All expenditures that pertain to the current fiscal year ending June 30, 2024 must be submitted for approval no later than **July 1, 2024**; this includes any mileage or reimbursements that staff may have, which will then be submitted in the building/department payroll packets.

Student Activities Only: The deadline for submitting student activity expenditures is **Friday, May 3rd**. This includes any expenditures for May activities (ie. Dances, field trips, Senior activities, Outside fun day, etc.)

Please keep in mind:

- Accounting rule standards state that an expenditure is recorded upon receipt of goods or completion of a service; the date on an invoice has no relevance as to when an expenditure is booked.
- When indicating your approval to pay on a Purchase Order, you should always be noting the date the items were received or the service performed along with the date you are approving the purchase. This is especially important for any orders received during the months of June, July and August; when indicating your approval to pay on the Purchase Order, **YOU MUST INDICATE THE ACTUAL DATE THE GOODS WERE RECEIVED OR SERVICE PERFORMED.**

NEXT YEARS REQUISITIONS

It has not been determined yet when the new year will be open for Requisitions; instructions and the timeline will be forwarded to you when that is available. Any Requisitions entered in the system prior to July 1 for FY 25 will not be reviewed/approved until July 1 or thereafter. If there is an immediate need for a FY 25 Purchase Order soon after July 1, include appropriate information in the NOTES section of the requisition.

Principals & Athletic Director: Please pay close attention to any fund raising activity to be conducted near year end to ensure that all deadlines can be reasonably adhered to. Whiteford's "books" are to be closed by mid-July, so that leaves a very brief time period to account for all the activity and have information finalized.

If there are any outstanding fundraiser reports (see Form SA-4) that have not yet been completed, these must also be submitted before schedule B stipends can be paid. Once any outstanding SA-4 forms are submitted and balances are confirmed, the building principal will complete a stipend pay request form and include that in their building payroll packet.

Thank you to ALL for your cooperation and understanding regarding these deadlines.