



PITTSBURG UNIFIED SCHOOL DISTRICT

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Date: February 25, 2019

To: Administrators and Secretaries

From: Sonya Marturano, Finance Director

Subject: Year-End Cut-Off Dates

In order to prepare for the 2018-2019 year-end, please adhere to the following cut-off dates:

No New Requisitions After: April 26, 2019

No New Orders on Open Purchase Orders After: May 10, 2019

No Cal-Card Charges After: May 17, 2019

Mileage and Reimbursement Claims Must Be Submitted By: May 31, 2019

This includes all reimbursements for purchases or travel up to that time. Any reimbursements for expenses occurring during the month of June must be submitted by **June 28, 2019** or by the employee's last working day, whichever occurs first. Please make sure all site staff are aware of the reimbursement claim deadline.

Any purchase requests submitted after April 26th will require advance authorization from both Business Services and Ed Services and should be for **emergency-only** purchases. **Please plan ahead and do your purchasing now!**

Reminder: **Cal-Cards** are only to be used for travel expenses, for a purchase from a vendor that does not accept purchase orders, or for extreme emergencies where planning ahead is not an option. All other purchases need to be made on a requisition or refunded through a reimbursement claim.

The following statement needs to be included on all new supplies Purchase Requisitions through April 26th:

“All merchandise for the 2018-2019 school year must be received by June 7, 2019. If merchandise is not received by June 7, 2019, the Purchase Order will be canceled and returned to the originator.”

Thank you in advance for your adherence to the cut-off dates.
April 26th is right around the corner so get your purchasing done now.
Spend This Year's Dollars on This Year's Scholars!