



PITTSBURG UNIFIED SCHOOL DISTRICT

2000 RAILROAD AVENUE · PITTSBURG · CALIFORNIA 94565

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Date: February 10, 2023

To: Administrators and Secretaries

From: Sonya Marturano, Finance Director

Subject: Year-End Purchases

In order to prepare for the 2022-2023 year-end, please adhere to the following:

No new Requisitions after: April 6, 2023

No new orders on open Purchase Orders after: May 5, 2023

No Cal-Card charges after: May 12, 2023

No new Amazon orders after: May 26, 2023

Travel and Supply Reimbursement Claims must be submitted by: April 28, 2023

This includes all reimbursements for purchases or travel through April 28th. Any reimbursements for expenses occurring between April 29th and June 30th must be submitted by **June 30, 2023** or by the employee's last working day, whichever occurs first. Please make sure all site staff are aware of the reimbursement claim deadlines. Reimbursement forms can be found on the district's website: <https://www.pittsburg.k12.ca.us/Page/133>

Any new requisitions submitted after April 28th 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 6th: *All merchandise for the 2022-2023 school year must be received by June 2, 2023. If merchandise is not received by June 2, 2023, the Purchase Order will be canceled and returned to the originator.*

**Thank you in advance for following these purchasing timelines.
April 28th is right around the corner so get your purchasing done now.
*Spend This Year's Dollars on This Year's Scholars!***