



PITTSBURG UNIFIED SCHOOL DISTRICT

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Date: February 13, 2018

To: Administrators and Secretaries

From: Sonya Marturano, Finance Director

Subject: Year-End Cut-Off Dates

In order to prepare for the 2017-2018 year-end, please adhere to the following cut-off dates:

No New Requisitions After: April 27, 2018

No New Orders on Open Purchase Orders After: May 11, 2018

No Cal-Card Charges After: May 16, 2018

Mileage and Reimbursement Claims Must Be Submitted By: June 1, 2018

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 29, 2018**. Please make sure all site staff are aware of the reimbursement claim deadline.

Any purchase requests submitted after April 27th 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 Purchase Requisitions through April 27th:

“All merchandise for the 2017-2018 school year must be received by June 8, 2018. If merchandise is not received by June 8, 2018, the Purchase Order will be canceled and returned to the originator.”

**Thank you in advance for your adherence to the cut-off dates.
April 27th is right around the corner so get your purchasing done now.
*Spend This Year's Dollars on This Year's Scholars!***