

## DENVER PUBLIC SCHOOLS INTERDEPARTMENTAL COMMUNICATION

**To:** All Principals, Department Heads, Grant Managers, Secretaries, Bookkeepers and Treasurers  
**From:** Stephen Clawson, Controller  
**Date:** March 15, 2018  
**Subject:** Cut-off Dates for Accounting, Budget, Purchasing/Strategic Sourcing and Warehouse Transactions

### SCHEDULE SUMMARY

Date	Activity	Organizations:
Wednesday, April 11, 2018	Last day for ALL schools and departments to enter and have Requisitions approved for Apple, Dell, Chromebook, Promethean, Audio/Visual and Furniture orders	Schools and Departments
Monday, April 16, 2018	Last day to submit Independent Contractor Agreement requests via ICA Web form	Schools and Departments
Wednesday, April 18, 2018	Requisitions entered, but not approved, will be cancelled for Apple, Dell, Chromebook, Promethean, Audio/Visual and furniture orders	Schools and Departments
Friday, April 27, 2018	Last day to enter and have Requisitions approved for OTHER commodities (this excludes Apple, Dell Chromebook, Promethean, Audio/Visual and furniture orders which have a 4/11/18 cut-off date)	All Schools
Friday, May 04, 2018	Requisitions entered, but not approved, will be cancelled for OTHER commodities (excluding Apple, Dell, Chromebook, Promethean, Audio / Visual and furniture orders).	All Schools
Friday, May 11, 2018	Last day to enter and have Requisitions for OTHER commodities approved.	Departments and Summer Programs
Friday, May 18, 2018	Requisitions entered, but not approved, will be cancelled for all OTHER commodities.	Departments and Summer Programs
Friday, May 18, 2018	Last day for Schools to submit journal entries, received by Smartsheet web form by 2:00pm. The Smartsheet web form can be accessed via <a href="https://app.smartsheet.com/b/form/65df2c89fee04ad2ae7fd473819961b4">https://app.smartsheet.com/b/form/65df2c89fee04ad2ae7fd473819961b4</a> .	All Schools
Friday, May 18, 2018	Last day for schools to submit Independent Contractor's Invoices and vendor invoices to Accounts Payable.	All Schools
Friday, May 25, 2018	Last Day for Independent Contractor Agreements to be approved by budget owner	Schools and Departments
Friday, June 01, 2018	Submit completed School Activity Fund ledgers and reports through April 30th; if possible, please complete through May 31st by email to General Acct SAF. See note for details.	Schools and Departments
Friday, June 01, 2018	All May Pcard transactions must be fully reconciled with transaction documentation in PaymentNet by 5pm.	All Schools, Departments and Summer Programs
Monday, June 11, 2018	Last day to submit FY17 - 18 Travel Reimbursements/Employee Reimbursements to Accounts Payable. Any exceptions must be approved through Mary Cooper in Accounts Payable at <a href="mailto:MARY_COOPER@dpsk12.org">MARY_COOPER@dpsk12.org</a>	Schools, Departments and Summer Programs
Friday, June 22, 2018	Last day to submit FY17 - 18 Mileage Payment Requests to Accounts Payable.	Schools, Departments and Summer Programs

Friday, June 29, 2018	Last day to 'Receive' orders.	Schools, Departments and Summer Programs
Friday, June 29, 2018	All June Pcard transactions must be fully reconciled with transaction documentation in PaymentNet by 5pm.	Schools, Departments and Summer Programs
Tuesday, July 03, 2018	All 4 <sup>th</sup> quarter JE's must be received through Smartsheets by 2:00pm. The Smartsheet web form can be accessed via <a href="https://app.smartsheet.com/b/form/65df2c89fee04ad2ae7fd473819961b4">https://app.smartsheet.com/b/form/65df2c89fee04ad2ae7fd473819961b4</a> .	Schools, Departments and Summer Programs
Thursday, July 05, 2018	Last day for departments and summer programs to submit Independent Contractor Invoices to Accounts Payable. Any exceptions must be approved through Mary Cooper in Accounts Payable at MARY_COOPER@dpsk12.org	Schools, Departments and Summer Programs
Tuesday, July 10, 2018	Initial fiscal year-end 2018 close.	Schools, Departments and Summer Programs
Friday, August 03, 2018	Submit reconciled School Activity Fund ledgers, reports and bank statements through June 30th by email to General Acct SAF.	Schools, Departments
Friday, August 10, 2018	Departments (all funds) submit journal entries related to year-end accruals, received by Smartsheet web form by 2:00pm. The Smartsheet web form can be accessed via <a href="https://app.smartsheet.com/b/form/65df2c89fee04ad2ae7fd473819961b4">https://app.smartsheet.com/b/form/65df2c89fee04ad2ae7fd473819961b4</a> .	Departments
Friday, August 17, 2018	Grants (funds 22 & 26) submit journal entries related to year-end accruals, received by Smartsheet web form by 2:00pm. The Smartsheet web form can be accessed via <a href="https://app.smartsheet.com/b/form/65df2c89fee04ad2ae7fd473819961b4">https://app.smartsheet.com/b/form/65df2c89fee04ad2ae7fd473819961b4</a> .	Schools, Departments and Summer Programs

## Cut-Off Activity Details

### ACCOUNTS PAYABLE – MARY COOPER 720-423-3024

IF NO ONE WILL BE AT YOUR LOCATION AFTER MAY 18, 2018, AN E-MAIL MUST BE SENT TO MARY COOPER WITH THE NAME AND PHONE NUMBER OF A PERSON THAT CAN BE CONTACTED WHO WILL PROVIDE ASSISTANCE WITH ANY ISSUE REGARDING PAYMENTS.

#### Receiving Goods and Invoicing for Services

All schools, departments and summer programs should complete approval of invoices received through the Supplier Portal or outside of the Supplier Portal by June 30, 2018, for services/materials that have been received. It is important to resolve issues before the staff leaves for the summer. **Throughout** the year, it is imperative that on-line receiving be done PROMPTLY upon receipt of services and/or materials to ensure timely payment to vendors.

**It is important to remember, the vendor will not receive payment until after you confirm receipt of goods or services.**

Do not receive items that have been shipped to the warehouse for bar-coding – the DPS Warehouse/Fixed Assets will receive items that need barcoded.

On-line receiving and approval should not be done if the item has not been physically received at the school or department or services have not been completed.

Any invoice received after the school is closed, for which receiving has not been done on-line, will be charged to the applicable account.

### **Independent Contractor Payments and Vendor Invoices**

All Independent Contractor Agreements must be initiated via ICA web form by April 16, 2018. All agreements must be approved by May 25, 2018 for PO creation.

Questions or concerns can be directed to [ICASupport@dpsk12.org](mailto:ICASupport@dpsk12.org) or [Corrie\\_Contreras@dpsk12.org](mailto:Corrie_Contreras@dpsk12.org)

### **Travel/Employee Reimbursements**

**Travel Reimbursements/Employee Reimbursements** to be paid out of the FY 2017-2018 budget must be received by June 11, 2018.

### **Mileage**

All Mileage Payment Requests from schools, departments and summer programs must arrive in Accounts Payable by June 22, 2018.

## **FINANCIAL SERVICES-FINANCIAL PARTNERS**

Please contact your Financial Partners to make sure any older outstanding commitments have been closed by June 15, 2018.

## **OFFICE OF THE CONTROLLER**

**General Questions and Grants:** MARY COOPER 720-423-3024

**General Questions and Grants:** JEFF ZWOLENSKI 720-423-3450

**Cash Receipts and Fund 13:** OFFICE OF THE CONTROLLER 720-423-3440

**Student Activity Fund:** LINDA DEROSA 720-423-3154

### **Journal Entries**

Please submit all journal entries (with supporting detail) by the 4<sup>th</sup> quarter deadline, July 3, 2018 by 2pm. All JE's submitted subsequent to the quarter deadline must be approved by Erik Johnson.

### **Cash Receipts**

Please submit all cash receipts to the Office of the Controller immediately upon receipt.

### **School Activity Fund**

All ledgers must be current and submitted before summer departure. Upon return, please submit reconciled ledgers, reports and bank statements through June 30, 2018, no later than **August 3, 2018**. Submissions are made by email to **General Acct SAF**.

## **PURCHASING / STRATEGIC SOURCING – RYAN HARTER, 720-423-1309**

### **Requisitions**

- April 11, 2018 – cutoff date for ALL schools (including summer programs) and departments to enter Requisitions for Apple, Dell, Chromebook, Promethean, Audio/Visual and furniture orders.
- April 18, 2018 – Requisitions entered but not approved, will be cancelled for Apple, Dell, Chromebook, Promethean, Audio/Visual and furniture orders.
- April 27, 2018 – cutoff date for **schools** to enter Requisitions for all OTHER commodities *May 4, 2018 - PRs entered for schools but not approved, will be cancelled for all OTHER commodities*.
- May 11, 2018 - cutoff date for departments and summer programs to enter Requisitions for all OTHER commodities).
- May 18, 2018 - Requisitions entered for departments and summer programs but not approved, will be cancelled for all OTHER commodities.

Any Requisitions entered after the specified cutoff date will be cancelled unless approval has been received from Purchasing / Strategic Sourcing. To obtain approval send an email request to the appropriate buyer giving detailed information as to why the item(s) must be purchased during the current fiscal year. Once the school or department has received approval, then the requisition may be entered in Lawson.

A paragraph has been added to purchase orders informing vendors not to deliver during the summer when schools are closed. If you DO want delivery during the summer, you must notify Purchasing / Strategic Sourcing and give specific delivery instructions as to days of the week and times of the day that someone will be at your location to accept delivery.

#### **VISA Purchasing Cards**

Visa Purchasing Cards (PCard) are available for use on a year round basis. The Pcard program requires all transactions to be reconciled on a monthly basis. Any unreconciled transactions will hit a default account based on the cardholders BR at the end of the fiscal year.

Any Pcard related questions can be directed to Christa Riley or Corrie Contreras at [Pcardsupport@dpsk12.org](mailto:Pcardsupport@dpsk12.org).

*Summer programs include, but are not necessarily limited to: Charter Schools, Career Education Center, Community Schools, Denver School of the Arts, Emily Griffith Technical College, Special Education Program, Summer Scholars Program, and Summer School.*