

ADMINISTRATIVE MEMO #09-039

DATE: **March 5, 2009**
TO: **Principals and District Directors**
FROM: **Terry St. Cyr**
SUBJECT: **Purchase Order, P-Card and Travel Cut-Off Dates**

The following is a schedule of purchase order, P-Card, and travel reimbursement cut-off dates for the current 2008-09 fiscal year:

P-Cards and Purchase Orders

Schools, Head Start, and District Administrative Office

- P-Card Transactions May 15, 2009
- Purchase Orders May 15, 2009

Transportation and Maintenance Shops

- P-Card Transactions May 15, 2009
- Purchase Orders June 12, 2009
- Subsequent Emergency Items Discuss with Finance Office

Travel Reimbursements

- Travel should be turned in to finance no later than June 19, 2009 to guarantee payment on June 26, 2009.
- Remaining 2008-09 travel vouchers should be closed by June 30th and turned in to finance no later than July 13th to receive payment.
- All travel beginning July 1st should be documented on a new travel voucher for the 2009-10 fiscal year. ***Vouchers submitted with travel crossing the fiscal year will be returned.***

Note: All reimbursable travel for the 2008-09 fiscal year should be turned in to finance no later than July 13, 2009. Travel submitted subsequent to that date may not be paid since we will close the accounting process for travel and invoices applicable to current year expenditures. Final accounts payable check writing run for current year expenditures will be no later than July 24, 2009.

cc: Superintendent

