

Memorandum

To: Morgan Hill Unified School District Employees From:
Business Services Department
RE: **MARK YOUR CALENDARS: 2019-20 YEAR-END CLOSING DEADLINES**

As we approach the end of the school year, there are several important cut-off dates that need to be adhered to in order to insure prompt and timely payments and expedite processing.

~~Site allocations from Unrestricted State Lottery funds, Federal & State Grants, and LCFF allocations must be 90% spent by June 30th. Sites may carry over no more than 10% of their site budget allocations, which includes funds carried over from previous years or reallocated funds. Any unspent amounts by June 30th that are more than 10% of their site budget allocations will not be carried over into the next fiscal year. Please use the deadlines listed below to plan expenditures accordingly.~~

Update as of 3/13/2020: Site allocations from Unrestricted State Lottery funds, Federal & State Grants, LCFF allocations, and the Live Oak Foundation grant will be allowed full amount of unspent balances to carryover in to the 2020-21 fiscal year. Deadlines originally scheduled for March 31, 2020 will now be revised (see below for new dates). Please refer to the dates below and plan expenditures accordingly.

TUESDAY: MARCH 31, 2020

FRIDAY: APRIL 17, 2020:

- **Deadline to Submit All Purchase Order Requisitions:** This includes orders of Technology equipment and Contracts for Services.
- **Reimbursement Requests Due for Travel & Mileage Incurred as of February 28th:** These requests must be submitted to Business Services. *Claims received after this deadline will not be processed.*
- **All Personal Reimbursement Requests Due for Expenses Incurred as of April 3rd:** Reimbursement requests must include authorized signature and proof of payment.

FRIDAY: MAY 22, 2020

- **Last Day to Place Any Order Using A Purchase Order:** All purchases must be delivered, and all invoices approved for payment before the school site/department is closed for break.

FRIDAY: MAY 29, 2020:

- **Deadline for Turning in Petty Cash:** All Petty Cash must be hand delivered to Business Services.

MONDAY: JUNE 8, 2020:

- **Reimbursement Requests Due for Travel & Mileage Incurred from March 1st to June 5th:** Reimbursement requests must be submitted to Business Services. *Claims received after this deadline will not be processed.*
- **All Personal Reimbursement Requests Due for Expenses Incurred as of June 5th:** Reimbursement requests must include authorized signature and proof of payment. *Claims received after this deadline will not be processed.*
- **June Timesheets:** Timesheets for June must be hand delivered to the District Office. Timesheets submitted after this date will not be paid until the next fiscal year.

JUNE 30 & JULY 31, 2019:

- **End-of-Month Live Checks will be mailed to 10- & 11-month employees:** All end-of-month live checks in June and July will be mailed to 10- & 11-month employees. Therefore, please verify the address on your paycheck.

LATE SUBMISSIONS – Failure to submit any expense report or timesheet by the specified deadline may result in non-payment.

Your prompt and accurate requests will expedite processing. Your cooperation is sincerely appreciated. Should you have any questions regarding any of the deadlines listed above, please call Business Services at 408-201-6058.