

Year End Procedures for Closing Blankets for 2016-2017

- ***Schools and Department Blankets***

All Blankets for the school year need to be closed by **08/21/17** for Funds 199. All other blankets regardless of the fund that are ninety days old will need to be closed by **08/21/17**. Any blankets not closed by that date will be closed by purchasing. New blankets will need to be created as needed with a September (Request for Delivery Date) must be entered on the requisition and will be held by purchasing until **08/31/17** before releasing.

- ***Exceptions***

- a. Blankets using Bond Funds
- b. Blankets using 240 (Child Nutrition) Funds
- c. Blankets Warehouse issued to replenish warehouse stock
 - *User(s) will Cancel Remaining to close these Blankets when needed

All Purchase Orders (not just Blankets) MUST HAVE A DESIGNATION OF THE REQUESTED DELIVERY DATE SEPTEMBER 1, 2017 OR LATER for the purchase to come out of 2017-18 Budgets.

Year End Procedures for Requisitions and NS PO's for 2016-2017

- ***Final Requisitions***

Final Requisitions, using Fund 199, to be processed for the **2016-17** School Year, need to be entered and **have gone through the entire approval process** so they are in the purchasing office by 3:30 PM on **08/21/17**. Any requisitions showing up in purchasing after 3:30 PM on **08/21/17**, using Fund 199, will be processed using your **2017-18** school year budget and will not be sent to the vendor until **08/31/17**. New **FY2017-18** requisitions will need to be created as needed with a (September, Request for Delivery Date) and will not be sent to the vendor until **08/31/17**.

- ***Non Standard Purchase Orders***

Non Standard Purchase Orders for the **2016-17** school year need to be entered then signed and in Accounts Payable ready to be paid by the end of the day on **08/21/17**.