

Year End Reminders from the Business Office

Change Fund – before leaving for summer break, deposit your change funds at Commerce Bank and complete a cash receipt.

Final Grant stipend pay – contact Phyllis Thomas immediately if you have any grant stipend work anticipated to occur after May 29, 2016.

Upcoming Deadlines For Entering Requisitions:

Next Year PO requisitions – by March 31

Next Year School Specialty PO requisitions – by March 31

Current Year PO requisitions – by March 31

Current Year Grant requisitions for supplies and equipment – by March 31

Activity requisitions for either year – must be entered as current year requisition

Credit Card - Reconcile statement prior to summer break. If unreconciled purchases exist at summer break, there must be someone responsible to reconcile the account.

Invoices – All invoices must be submitted by the last day of school for payment in the current year. If not paid in the current year, they will be encumbered in the next school year.

PO requisitions:

The option for Next Year PO requisitions will be available starting on or before March 1. When entering requisitions, you will be asked each time “Is this a next year requisition?” Please review requisition entry procedures in the Business Office Purchasing Manual. Below are upcoming deadlines and important reminders for next year requisitions.

1. If next year prompt is answered “yes,” it will change the default date to 07/01/16 and set the internal requisition flag to “N” for next year. It is important that the date and flag be in sync. Do not answer “no” then change the date to next year. It will very likely create rollover issues.
2. For next year Purchase Orders, please enter a “date needed by” which is the first day back for secretaries in your building. All next year Purchase Orders are held for mailing until July 1. If you need your PO mailed prior to July 1, please notify Accounts Payable on x15413 or accounts_payable@idschools.org.
3. **NOTE: ALL GRANT PURCHASE ORDERS WILL BE HELD AND MAILED ON JULY 1 SO THAT THE OBLIGATION DATE IS NOT PRIOR TO THE INVOICE DATE.**

Year End Reminders from the Business Office

4. Answer “no” to the next year prompt if the PO is for the current year budget. This will always be the case for fund 17 activities.
5. Any current year purchase orders not “paid” will automatically be rolled over and charged to next year’s budget except grant open POs, which will be cancelled. Please review all open Purchase Orders prior to school ending and submit invoices to Accounts Payable. Accounts Payable will be sending everyone an open PO listing around May 1 to help with this process.

KeyNet - powered by Keystone Information Systems, Inc. for INDEPENDENCE SCHOOL DISTRICT - Windows Internet Explorer provided by

https://wrm/benefits.indep.k12.mo.us/keynet/KeyMain.asp

Welcome, Molly Johnson - Business/benefits Office (Last Logged in 16:29:49 08 MAR 2012) [Sign Off] Thursday, March 8, 2012 17:11:07

INDEPENDENCE SCHOOL DISTRICT

MY EMPLOYEE INFORMATION FINANCIALS

Current or Next Year CURRENT YEAR NEXT YEAR

Lookup Vendor Enter a Vendor Number or Enter a Name and click the Lookup button.
007638 ★Select from recently used Vendors

Vendor Name THOMPSON PUBLISHING GROUP,INC
Vendor Address THOMPSON PUBLISHING GROUP,INC ; 5201 W KENNEDY BLVD, STE 220 ; TAMPA, FL 33609

Date Needed 3/8/2012
Requestor a09592
Department Business/Benefits Office (119)
Ship To Business/Benefits Office (119)
Reviewer BANE BALLOU (A13956)

Instructions to print on PO and/or to Purchasing

Justifications for Approver and/or Explanation professional development account

Go to Detail Entry Cancel

Purchase Order Requests - Indiana

Req # [] Date Needed [] Blanket [] Via []
Req Date [] Requested By [] Disc % []
Vendor [] Req Dept [] Tax % []
Address [] Ship To [] Freight % []
Invoice To [] Tot Mat []
Discount []
Tax []
Freight []

Qty Desc [] Status []

Next Year Requisition

YES NO

Options.. OK Cancel Clear

Menu Search

isba1001 FBDATA (A10104) | V5.82 | CHS | MM 12/22/2016