

# Memorandum

To: Morgan Hill Unified School District Employees  
From: Business Services Department  
RE: **MARK YOUR CALENDARS: 2018-19 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 30<sup>th</sup>. 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 30<sup>th</sup> 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.*

## **FRIDAY: MARCH 29, 2019:**

- **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 28<sup>th</sup>:** These requests must be submitted to Business Services. *Claims received after this deadline will not be processed.*

## **FRIDAY: APRIL 18, 2019:**

- **All Personal Reimbursement Requests Due for Expenses Incurred as of April 5<sup>th</sup>:** Reimbursement requests must include authorized signature and proof of payment.

## **FRIDAY: MAY 31, 2019:**

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

## **FRIDAY: JUNE 7, 2019:**

- **Reimbursement Requests Due for Travel & Mileage Incurred from March 1<sup>st</sup> to June 7<sup>th</sup>:** 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 7<sup>th</sup>:** 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:**

- **EOM Paychecks will be mailed/direct deposited to 10 & 11 month employees:** Unless the employee has direct deposit, all end-of-month paychecks 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.

Updated: 2/6/2019