



Santa Clara County Office of Education

Mary Ann Dewan, Ph.D.
County Superintendent of Schools

Business, Facilities, & Operations Division

DATE: April 4, 2024

TO: Santa Clara County Office of Education Staff

FROM: Lauren Nguyen, Interim Director, Internal Business Services
Jas Sohal, Purchasing Manager, Internal Business Services

SUBJECT: 2023-24 Fiscal Year-End Deadline Schedule

The schedule below outlines the key dates for the FY2023-24 year-end closing process to ensure timely submission and review of items and processes critical to closing the fiscal year. A virtual year-end workshop is scheduled on Thursday, April 18, 2024, from 11:00 am to 12:00 p.m. to provide an overview of the fiscal year-end deadlines and address any questions you may have. The zoom link is included in the email.

Month	Due Date	Item	Description
APRIL 2024	4/29	Purchase Order	Purchase Requisitions that require a bid or RFP
MAY 2024	5/6	Purchase Card	P-Card transactions for the month of April
	5/13	Purchase Order	All other Purchase Requisitions <i>(Please ensure all goods and services are received by June 30, 2024)</i>
	5/28	Reimbursement Claims	Reimbursement claims for the month of April
	5/31	Purchase Order	Last day to order items on a blanket PO including Palace (Just-in-Time) orders
Note:		Purchase requisition dates above indicate cutoff for requisitions to be in Purchasing's final queue.	
JUNE 2024	6/5	Purchase Card	P-Card transactions for the month of May
	6/10	Purchase Order	Last day for Purchase Order Change Orders (POCO) <i>(Please ensure all goods and services are received by June 30, 2024)</i>
	6/20	Accounts Receivable (A/R)	Last day to create invoices in IBM (QCC Invoicing Billing Management), for FY23-24
	6/26	Reimbursement Claims	Reimbursement claims for the month of May
	6/28	Cash Deposits	Last day to submit cash deposit for FY23-24
JULY 2024	7/5	Purchase Card	P-Card transactions for the month of June
		Journal Entries	Final Journal Entries for all funds
	7/12	Accounts Payable (A/P)	Final A/P invoices, please submit invoices to Accounting Services as they are received from vendors
	7/15	Reimbursement Claims	Reimbursement claims for the month of June

Thank you for your cooperation in helping us meet the above deadlines!

Please note: any exceptions to the final deadlines will need approval by the respective Division Head and final approval by the Assistant Superintendent of Business Services.