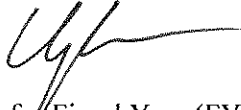


SCHOOL DISTRICT OF PHILADELPHIA  
Office of the Chief Financial Officer  
440 N. Broad Street, Suite 304  
PHILADELPHIA, PENNSYLVANIA 19130

**MEMORANDUM**

**Date:** February 11, 2019  
**From:** Uri Z. Monson, Chief Financial Officer   
**Subject:** Procurement and Payment Cut-Off Dates for Fiscal Year (FY) 2019

Dear Colleagues,

Please take note of the deadlines listed below for the Fiscal Year (FY) ending June 30, 2019. This will allow the District to close out the year in an organized and timely fashion and ensure you are able to utilize the remainder of your FY19 budget for the goods and services you need.

Deadline	Item Due By	Contact for Assistance	Email Contact @philasd.org
April 12th	Ensure POs (PD1, RX1, PG1) are in PEND3 status	Procurement	<a href="mailto:purchasing@philasd.org">purchasing</a>
May 3rd	Ensure that all funds are encumbered for FY19 service commitments (SC)	OMB	<a href="mailto:ggoodman@philasd.org">ggoodman</a>
May 3rd	Submit all necessary FY19 budget transfer requests	OMB Analyst	varies
May 3rd	Submit increase/decrease requests for Office Depot and School Specialty	Procurement	<a href="mailto:purchasing@philasd.org">purchasing</a>
May 17th	Final day to order online from Office Depot & School Specialty	Procurement	<a href="mailto:purchasing@philasd.org">purchasing</a>
May 27th	Submit FY19 signed annual physical inventory reports; ensure the PPIS for your location(s) is complete	Accounting Services	<a href="mailto:personalproperty@philasd.org">personalproperty</a>
May 31st	Submit final travel and life skills reimbursements	Accounts Payable	<a href="mailto:accountspayable@philasd.org">accountspayable</a>
May 31st	Submit FY19 PVs in PEND3; ensure resolutions & contracts are complete	Accounts Payable	<a href="mailto:accountspayable@philasd.org">accountspayable</a>
May 31st	Ensure all FY19 PO receivers have been entered	Accounts Payable ACCM	<a href="mailto:accountspayable@philasd.org">accountspayable</a> <a href="mailto:accountinghelp@philasd.org">accountinghelp</a>
May 31st	Ensure all FY19 encumbrances not needed are canceled or reduced.	OMB ACCM	<a href="mailto:ggoodman@philasd.org">ggoodman</a> <a href="mailto:accountinghelp@philasd.org">accountinghelp</a>
June 5th	Submit signed Student Activity Funds Bank Reconciliation as of 5/31/2019	ACCM	<a href="mailto:accountinghelp@philasd.org">accountinghelp</a>
June 30th	Submit signed Student Activity Funds Bank Reconciliation as of 6/30/2019 (Note: Without this, no checks can be written for July 2019)	ACCM	<a href="mailto:accountinghelp@philasd.org">accountinghelp</a>

**Monitoring Purchase Orders (PD1, RX1, PG1)**

Please note for all purchase orders, it is imperative that you monitor your orders to ensure that they reach PEND3 status. Procurement can troubleshoot orders that are rejected prior to PEND3 status, but only if you contact us at [purchasing@philasd.org](mailto:purchasing@philasd.org).

**Grant/Technology Overrides**

Grant-funded and technology orders require additional approvals and should be entered as early as possible to ensure they reach PEND3 by April 12th. (In some cases, grant-funded orders may be exempt from the deadline. Contact your GCM to confirm.)

**Curriculum Approval**

Schools are not permitted to purchase any English Language Arts or Mathematics Instructional Resources. If schools have any questions about purchasing any other core curriculum, please reach out to [textbooks@philasd.org](mailto:textbooks@philasd.org) prior to entering any core textbook purchases in Advantage.

CC: Assistant Superintendents and Chiefs  
Marcy F. Blender, Comptroller  
Joseph D'Alessandro, Grant Development and Compliance  
Marissa Litman, Budget  
Biko Taylor, Procurement  
Chris Shaffer, Curriculum, Instruction and Assessment