

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

**MEMORANDUM**

**Date:** March 22, 2021  
**To:** Assistant Superintendents, Chiefs, Executive Leadership and Administrators  
**From:** Uri Z. Monson, Chief Financial Officer  
**Subject:** Contracts, Procurement and Payment Cut-Off Dates for Fiscal Year (FY) 2021

---

Dear Colleagues,

Please take note of the deadlines in the chart listed below for the Fiscal Year (FY) ending June 30, 2021.

Please review these dates carefully, as the deliverable and deadlines may differ from previous years due to the implementation of the new Oracle ERP Finance System. These dates are **not flexible** due to financial reporting and audit regulatory requirements.

If you are concerned that you may not be able to meet a deadline, please reach out to the support office listed in advance.

**Monitoring Purchase Orders**

Please note for all orders (goods and services), it is imperative that you monitor the system to ensure a purchase order (PUR) is generated and that it has a status of "Open" You can check the Purchase Order Detail Report on your Oracle ERP System home page to see the status of your PURs.

**Grant/Technology Approvals**

Grant-funded and technology orders require additional approvals and should be entered as early as possible to ensure they reach final approval by the deadlines noted. (In some cases, grant-funded orders may be exempt from the deadline. Contact your GCM or Grant Budget Analyst to confirm).

**Curriculum Approval**

Any request for curriculum products and services must be facilitated through Assistant Superintendents and have the approval of both Dr. Brooks and Dr. Nuñez prior to engaging in any decisions. For questions please contact Stacy Kerentzis ([akerentzis@philasd.org](mailto:akerentzis@philasd.org)).

FY 2021 Deadline	Item Due for Fiscal Year 2021 Cut-off	Contact for Assistance
April 8	Final Action Items FY 2021 - May 27 Board Meeting due in Sponsoring Executive Queuc	Board Office - <a href="mailto:pwilkins@philasd.org">pwilkins@philasd.org</a> OGC – <a href="mailto:abuglione@philasd.org">abuglione@philasd.org</a>
April 8	Contract must be started in ERP System Contracts Module and Office of General Counsel (OGC) notified of contract need	OGC – <a href="mailto:abuglione@philasd.org">abuglione@philasd.org</a>
April 30	Provide all required information for FY 2021 contracts to OGC.	OGC – <a href="mailto:abuglione@philasd.org">abuglione@philasd.org</a>
May 7	Date by which to enter all requisitions (RQs) into the ERP system to ensure approval by the deadline.	Information Technology Grants Compliance Monitor (GCM) Procurement - <a href="mailto:purchasing@philasd.org">purchasing@philasd.org</a>
May 7	Submit all needed FY 2021 budget transfer requests (Non-grant only).	OMB Budget Analyst
May 10	Ensure all FY 2021 Contracts and LCA's are complete and signed.	OGC – <a href="mailto:abuglione@philasd.org">abuglione@philasd.org</a> LCA Committee - <a href="mailto:pwilkins@philasd.org">pwilkins@philasd.org</a> Schools LCAs – <a href="mailto:bwilson@philasd.org">bwilson@philasd.org</a>
May 14	All requisitions (RQs) for goods purchases should be fully approved and have a corresponding purchase order (PUR) in the ERP System. This includes orders for <b>Office Depot and School Specialty</b> .	Procurement - <a href="mailto:purchasing@philasd.org">purchasing@philasd.org</a> GCM Accounting Compliance and Control Monitor (ACCM) – <a href="mailto:accountinghelp@philasd.org">accountinghelp@philasd.org</a>
May 21	Submit FY 2021 signed annual physical inventory reports.	Accounting Services <a href="mailto:Personalproperty@philasd.org">Personalproperty@philasd.org</a>
May 28	All purchase orders (PURs) for service purchases to be rendered in FY 2021 (i.e. related to an ERP Contract) should be fully approved in the ERP system. <b>Note: This means the fulfillment lines must be run, a PO created, and that PO approved.</b>	Procurement <a href="mailto:purchasing@philasd.org">purchasing@philasd.org</a>
May 28	Final deadline to submit <u>Inventory Catalogue Requisition</u> for inventory items in the Warehouse.	Facilities Management - <a href="mailto:cfusecellaro@philasd.org">cfusecellaro@philasd.org</a>
June 4	<b>All receipts</b> for FY 2021 purchase orders (PURs) -- goods and services -- have been entered using the <b>delivered date</b> .	ACCM – <a href="mailto:accountinghelp@philasd.org">accountinghelp@philasd.org</a> Program Office
June 4	Ensure all FY 2021 invoices are provided by suppliers. <b>Note: Invoices are sent by the supplier directly to the SDP P.O. Box or Supplier Portal.</b>  Invoices received directly from suppliers during the pandemic by schools/offices may be sent to the temporary <a href="mailto:APCentralC19@philasd.org">APCentralC19@philasd.org</a> email for special handling <u>only</u> if they have an approved PO in the ERP system. This process is <u>not</u> to be used as a long-term solution. It is intended only to “catch-up” payments for FY 2021. <b>Going forward suppliers should follow the directions described above for submitting invoices.</b>	Supplier Accounts Payable - <a href="mailto:Accountspayable@philasd.org">Accountspayable@philasd.org</a>
June 4	Submit final travel and life skill reimbursements	Accounts Payable <a href="mailto:Accountspayable@philasd.org">Accountspayable@philasd.org</a>
June 4	Ensure all FY 2021 open purchase orders that have no remaining payments are closed out via a <u>change order</u> . A stepper on doing a change order is available at <a href="https://www.philasd.org/erphelp/">https://www.philasd.org/erphelp/</a>	Procurement <a href="mailto:purchasing@philasd.org">purchasing@philasd.org</a>
June 11	Submit signed Student Activity Funds Bank Reconciliation as of 5/31/2021	<a href="mailto:accountinghelp@philasd.org">accountinghelp@philasd.org</a> ACCM
June 23	Final day to submit <u>Printing Services Request Form</u> to the Print Shop	Print Shop
July 9	Submit signed Student Activity Funds Bank Reconciliation as of 6/30/2021 (Note: Without this, no checks can be written for July 2021)	<a href="mailto:accountinghelp@philasd.org">accountinghelp@philasd.org</a> ACCM