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).
<table>
<thead>
<tr>
<th>FY 2021 Deadline</th>
<th>Item Due for Fiscal Year 2021 Cut-off</th>
<th>Contact for Assistance</th>
</tr>
</thead>
</table>
| April 8          | Final Action Items FY 2021 - May 27 Board Meeting due in Sponsoring Executive Queue | Board Office - pwilkins@philasd.org  
OGC – abugliene@philasd.org |
| April 8          | Contract must be started in ERP System Contracts Module and Office of General Counsel (OGC) notified of contract need | OGC – abugliene@philasd.org |
| April 30         | Provide all required information for FY 2021 contracts to OGC. | OGC – abugliene@philasd.org |
| May 7            | Date by which to enter all requirements (RQs) into the ERP system to ensure approval by the deadline. | Information Technology  
Grants Compliance Monitor (GCM)  
Procurement - purchasing@philasd.org |
| 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 – abugliene@philasd.org  
LCA Committee - pwilkins@philasd.org  
Schools LCAs – hwilsom@philasd.org |
| 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 Office Depot and School Specialty. | Procurement - purchasing@philasd.org  
GCM  
Accounting Compliance and Control Monitor (ACCM) – accountinghelp@philasd.org |
| May 21           | Submit FY 2021 signed annual physical inventory reports. | Accounting Services  
Personalproperty@philasd.org |
| 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. **Note: This means the fulfillment lines must be run, a PO created, and that PO approved.** | Procurement purchasing@philasd.org |
| May 28           | Final deadline to submit Inventory Catalogue Requisition for inventory items in the Warehouse. | Facilities Management -  
cfuscellaro@philasd.org |
| June 4           | All receipts for FY 2021 purchase orders (PURs) -- goods and services -- have been entered using the **delivered date.** | ACCM – accountinghelp@philasd.org  
Program Office |
| June 4           | Ensure all FY 2021 invoices are provided by suppliers. **Note:** Invoices are sent by the supplier directly to the SDP P.O. Box or Supplier Portal.  
Invoices received directly from suppliers during the pandemic by schools/offices may be sent to the temporary APCentralC19@philasd.org email for special handling only if they have an approved PO in the ERP system. This process is not to be used as a long-term solution. It is intended only to “catch-up” payments for FY 2021. **Going forward suppliers should follow the directions described above for submitting invoices.** | Supplier  
Accounts Payable -  
Accounts payable@philasd.org |
| June 4           | Submit final travel and life skill reimbursements | Accounts Payable  
Accounts payable@philasd.org |
| June 4           | Ensure all FY 2021 open purchase orders that have no remaining payments are closed out via a **change order.** A stepper on doing a change order is available at https://www.philasd.org/erphelp | Procurement purchasing@philasd.org |
| June 11          | Submit signed Student Activity Funds Bank Reconciliation as of 5/31/2021 | accountinghelp@philasd.org  
ACCM |
| June 23          | Final day to submit Printing Services Request Form 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) | accountinghelp@philasd.org  
ACCM |