THE SCHOOL DISTRICT OF
PHILADELPHIA

Office Of the Chief Financial Officer
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Michael Herbstman
Chief Financial Officer

MEMORANDUM

Date: March 27, 2023
From: Michael Herbstman, Chief Financial Officer

Subject: Contracts, Procurement and Payment Cut-Off Dates for Fiscal Year 2023

Dear Colleagues,

Please take note of the deadlines listed below for the Fiscal Year (FY) ending June 30, 2023.

These dates are **not flexible** due to the cross over to the next fiscal year and may require you to use your FY 2024 budget if not timely processed. The dates have been moved later to allow the maximum allowable time for processing before the close of the fiscal year.

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

A note on the Requisition (RQ) to Purchase Order (PUR) Workflow: Key Date: June 2nd (goods and services)

All orders are entered into the ERP system as Requisitions (RQs).
- Requisitions remain in *Incomplete* status until electronically submitted.
- Once submitted, they go through the approval workflow. The Requisition Detail Report will let you know if the RQ has been fully approved.
- Only when the requisition is fully approved can the Procurement Office generate a purchase order (PUR).

Entering Receipts (Key Date: June 14)

It's critical that receipts are entered for all goods/services that have been delivered, but only for goods/services that have actually been delivered. Entering a receipt confirms that the goods/services on a purchase order (PUR) were delivered, and therefore is your approval for payment to be made when the invoice is submitted by the supplier. If receipts are not entered:
- The previous year budget may not be available in your FY 2024 budget.
- Suppliers will not be paid until the amount receipted matches the amount of the invoice.
- The District's ability to purchase from this supplier in the future may be impacted.

Please review the Purchase Order Detail Report on the Reporting Dashboard of the ERP homepage to identify Open PURs and PURs that have yet to be receipted. Here is a stepper and a video on how to enter receipts.

Grant and 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.

Curriculum Approval

Any request for curriculum products and services must be facilitated through Assistant Superintendents and have the approval of Curriculum & Instruction prior to engaging in any decisions. For questions, please contact Stacy Kerentzis (akerentzis@philasd.org).

FISCAL YEAR 2023 PROCUREMENT AND PAYMENT CUT-OFF DATES

FY 2023 Deadline	Item Due for Fiscal Year 2023 Cut-off	Contact for Assistance
March 30	Final Action Items for FY 2023 contracts for the May 25 Board Meeting due in Sponsoring Executive Queue **Note: For FY 2023 purchases of goods and services, which are to be paid on or before June 30, 2023.**	Board Office - sgreene@philasd.org Office of General Counsel (OGC) - contracting@philasd.org
April 17	• Office of General Counsel (OGC) must be notified of contract need and contract started in the ERP System Contracts Module • Provide all required information for FY 2023 contracts to OGC.	General Questions - contracting@philasd.org Specific questions should be directed to your assigned attorney. See Attorney Assignments for Contract Administrators
May 10	Submit all needed FY 2023 budget transfer requests (Non-grant only).	Operating Budget Analyst
May 26	Exception to Policy Process for FY 2023 LCA's/Contracts that are not complete in Oracle but suppliers need to be paid for goods or services provided on or before June 30, 2023. Click here for the Exception to Policy form.	Finance - Marcy Blender Mblender@philasd.org
May 26	All new requisitions (RQs) for goods purchases outside of an active Oracle contract should be entered, fully approved and have a corresponding purchase order (PUR) in the ERP System. Change orders to any existing requisition should be entered by this date. **This includes orders for Office Depot, School Specialty and all other punchout suppliers.**	Information Technology Grants Compliance Monitor (GCM) Procurement - purchasing@philasd.org Purchasing Office Hours for live support. Accounting Compliance and Control Monitor (ACCM)
May 31	Ensure all FY 2023 Contracts and LCAs are complete and signed unless an exception to policy has been obtained.	OGC - contracting@philasd.org LCA Committee – Tracy Horger tahorger@philasd.org` Schools LCA's - Brian Wilson bwilson@philasd.org
June 2	Final deadline to submit an Inventory Catalog Requisition for inventory items in the Warehouse	Facilities Management - cfuscellaro@philasd.org
June 2	All requisitions (RQs), purchase orders (PURs), and change orders for goods and services under an active Oracle contract to be rendered in FY 2023 should be fully approved in the ERP system. **Note: For No Lines Agreements, the fulfillment line must be generated, an agreement created, and a requisition submitted and approved. For LCA's, this means the PUR has been fully approved through procurement, and is Open and Active in the system.**	Procurement - purchasing@philasd.org Purchasing Office Hours for live support.

FY 2023 Deadline	Item Due for Fiscal Year 2023 Cut-off	Contact for Assistance
June 9	Submit FY 2023 signed annual computer and physical inventory reports. (Separate guidance will be issued)	Education Technology for computer inventory - helpdesk@philasd.org Accounting Services for all other inventory- Personalproperty@philasd.org
June 14	Reduce all FY 2023 open purchase orders to whatever you expect to receive before June 30 via a change order. Purchase orders must be fully received before June 30. If goods/services equaling the full dollar amount of the purchase order will not be received before the end of the fiscal year, it must be reduced to whatever will be fully received before June 30.	Procurement - purchasing@philasd.org Purchasing Office Hours for live support.
June 14	Submit final travel and life skill reimbursements	Accounts Payable Accountspayable@philasd.org
June 14	Submit signed Student Activity Funds Bank Reconciliation as of 5/31/2023	accountinghelp@philasd.org, ACCM
June 14	**Enter all receipts** for FY 2023 purchase orders (PURs) -- for goods and services, including Office Depot, print shop, transportation and use of facilities -- using the **actual date of delivery.** **Note: any goods or services received between June 15 and June 30 should be entered immediately upon receipt.**	Schools/ACCM Program Office
June 23	Ensure all FY 2023 invoices are provided by suppliers for services/goods received. **Note: Invoices are sent by the supplier directly to the SDP P.O. Box or Supplier Portal.** If using the Accounts Payable template, invoices can be dropped off in the Accounts Payable department (440 N Broad, 3rd floor, portal D)	Supplier Accounts Payable - Accountspayable@philasd.org Program Office
June 23	Final day to submit Printing Services Request Form to the Print Shop for goods charged to FY 2023. **Note: Goods must be delivered and received by June 30th. Any goods or services received by Print Shop between June 23 and June 30 should be entered immediately upon receipt.**	Print Shop -LaKiesha Stevens lstevens@philasd.org
June 23	Any Incomplete or Pending Approval requisitions, purchase orders, and change orders **will be canceled** by Procurement after this date. Cancel any in-progress items or ensure they are approved before End-of-Day on June 24.	Schools/ACCM Program Office Procurement - purchasing@philasd.org
July 7	Submit signed Student Activity Funds Bank Reconciliation as of 6/30/2023 (Note: Without this, no checks can be written for July 2023)	accountinghelp@philasd.org, ACCM

Note: Additional information regarding the ERP system, including training materials and steppers is available at the ERPHelp website found at philasd.org/erphelp.

CC:
Assistant Superintendents
Executive Leadership Team
Principals and Assistant Principals
Marcy F. Blender, Comptroller
Throne Cropper, Procurement
Joseph D'Alessandro, Grant Compliance and Fiscal Services
Christopher Fuscellaro, Facilities Warehouse Administration
Doug Harrell, Accounts Payable
Stacy Kerentzis, Curriculum and Instruction
Kelli McKenna, Management and Budget
LaKiesha Stevens, Print Shop