
CLARK COUNTY SCHOOL DISTRICT
FINANCE AND OPERATIONS DIVISION
MEMORANDUM

DATE: January 24, 2012

TO: Office Manager and Administrative School Secretaries
School Principals and Department Heads

FROM: Jim McIntosh, Deputy Chief Financial Officer
Bramby Tollen, Director, Purchasing Department

SUBJECT: **2012 AND 2013 FISCAL YEAR GENERAL FUND (1000)
AND SPECIAL EDUCATION FUND (2500) EXPENDITURES**

Each fiscal year, ordering deadlines are established to guide schools and departments in their year-end purchasing schedules. These guidelines do not ensure the items will be expensed against the FY12 budget.

The following cutoff dates pertain only to the General Fund (1000) and the Special Education Fund (2500):

	Ordering (Cutoff) <u>Deadline FY12</u>	Beginning Order Dates <u>for FY13</u>
Shopping carts for all describe requirements (free text) items	March 30, 2012	June 18, 2012*
Shopping carts for catalog items including textbooks	May 18, 2012	July 2, 2012
Shopping carts for the following quick ship items: Custodial supplies from Brady (catalog only) Office supplies from Office Depot/Office Max (catalog only) White bond paper and supplies from OfficeMax (catalog only) District forms (catalog only)	June 15, 2012	July 2, 2012
Purchasing credit card orders	June 22, 2012	July 2, 2012

Travel reimbursements and graphic arts charges must be received in Accounting by June 8, 2012 to be charged to the FY12 budget. Electronic approval of all outstanding invoices shall be completed by June 8, 2012 to ensure invoices are processed and paid in FY12 budget.

*FY13 shopping carts may be submitted beginning June 18, 2012. FY13 shopping carts will be held and processed after July 2, 2012. Please include the term "FY13" in the shopping cart name to ensure the shopping cart is held and properly billed to the correct fiscal year.

Carryover amounts are "planned" to revert back to previously established levels. Elementary schools may carryover balances up to \$5,000. Middle schools may carryover balances up to \$6,500. High schools may carryover balances up to \$10,000. However, contract negotiations have not been settled with all employee groups, which may affect carryover balances.

If you have any questions regarding Purchasing Cards, please contact Shellon Skeete in the Accounting Department at 799-5338, ext. 5405. If you have any questions regarding the status of orders, please contact Denise Bodet in the Purchasing Department at 799-5225, ext. 5429. If you are having any difficulty or issues with the ERP system, please call the Help Desk at 799-3300, ext. 1.

We appreciate your assistance and cooperation.

cc: Executive Cabinet