Procedures and Deadlines for Pending Financial Transactions

Please find below procedures and important deadlines for the closing of all pending financial transactions and personnel payroll under Title I:

- All Professional and Technical Requisitions (commitment item 531000/539000) must be submitted and approved by the Principal no later than **Friday, May 12, 2017**.

- All In-County and Out-of-County Travel requests (commitment item 533000/533100/539000) must be submitted and approved by the Principal by no later than **Friday, May 12, 2017**.

- All Shopping Carts and Funds Reservations and Special Field Trip Invoices for Field Trips (commitment item 533200) must be submitted and approved by the Principal by no later than **Friday, May 12, 2017**.

- All Printing and Duplicating JV’s (commitment item 539900) must be created in SAP no later than **Friday, May 12, 2017**.

- It is the school’s responsibility to ensure that all required support documentation is included with every purchase requisition (Shopping Carts, Journal Vouchers, and Funds Reservation) made with Title I funding.

- It is the school’s responsibility to review and adhere to the requisition procedures included in the 2016-2017 Title I Administration Handbook, available electronically at [http://ehandbooks.dadeschools.net/policies/135.pdf](http://ehandbooks.dadeschools.net/policies/135.pdf), in order to avoid the possibility of an audit finding.

- **School locations with negative balance(s)** in the structures for textbooks (552000), hourly (515000), overtime (513100), substitute (514900), and stipends (513600) under Program 41350000, must select and execute appropriate action(s) as listed below, no later than **Friday, May 26, 2017**, in order to avoid a possible audit finding:
  1. Submit a M-DCPS Grants Budget Document (**Appendix O**) to your school’s Financial Business Operations Region Director requesting the transfer of funds within Program 39150000 to cover the negative balance(s).
  2. Initiate a retroactive RPA via SAP HR if the negative balance is in the hourly structure (515000) and use an effective date prior to the date the structure(s) went into the negative (red). Verify that the retroactive RPA process is fully completed within 30 days of initiation.
  3. Prepare a JV in SAP to transfer the negative balance(s) (expenditures) from the charged structure to another structure in a different funding source. Please note that if a negative balance is in the textbooks structure (552000), a JV in SAP must be created to transfer the negative balance to supplies (551000) supporting documentation, such as PO, invoice, credit card reconciliation, Federal Time and Effort Certification (formerly known as Circular A-87) (**Appendix S**), and/or Budget Availability Report.
- All Open Purchase Orders (PO's) are to be closed by completing the online receipt of goods or services and invoices, bearing “Receipt of Goods” stamp, sent to the Accounts Payable Department no later than **Thursday, June 8, 2017**.
- If the online receipt of goods is not completed by the aforementioned date, contact M-DCPS Procurement Management Services to close/cancel the open PO's, and inform the vendor(s) about the cancellation(s) of said PO's to avoid goods being shipped and/or services provided, after PO's have been cancelled and funding is no longer available.

- All hourly personnel paid with Title I funds will be able to work in 2016-2017 through **Thursday, June 8, 2017**. For clarification, please review information on page 17.

- Hourly personnel paid with Title I funds may work through **Thursday, June 8, 2017**. School may be required to provide an alternate funding source for any expenditure beyond **Thursday, June 8, 2017**.

- The final payroll period for personnel to be charged to the 2016-2017 Title I Schoolwide Program will be from June 2, 2017 through June 15, 2017. All payroll corrections must be entered by **Thursday, June 15, 2017**.

  **All Budget Transfer** requests must be submitted to the Financial Human Capital Region Director for approval no later than **Friday, June 16, 2017**.