

PASADENA INDEPENDENT SCHOOL DISTRICT

FEDERAL GRANT DEADLINES

GRANT YEAR: July 1, 2018, through June 30, 2019

REQUISITIONS

- April 30, 2019** Last day to enter a requisition (**RQ10**) in Lawson using federal or other grant funds.
- May 24, 2019** Check to be sure you have received all merchandise on your open **RQ10's**. Cancel back-ordered materials. Make sure all invoices are to AP and uploaded to Lawson.
- May 31, 2019** Last day to enter a receiver on **RQ10's** using federal or grant funds. **You must have the merchandise before entering a receiver.** Close or "cancel remaining" on all open requisitions.

NSPO'S, JOURNAL ENTRIES, and other PURCHASES

- May 24, 2019** Last day to enter a non-standard (**NSPO**), including Dell, using federal or other grant funds.
- May 24, 2019** Last day to place orders with **Office Depot, Gateway, & PISD Warehouse**
- May 31, 2019** Last day to enter all **journal entries** utilizing federal or other grant funds.

PAYROLL

- July 31, 2019** Cut-off for summer payroll using federal or grant funds.

MEMBERSHIPS, SUBSCRIPTIONS & CONTRACTS

Most grant years (206, 211, 212, 263, 289, 497) are **July 1, 2018, through June 30, 2019**. If your subscription, membership, or contract falls outside of the grant year, try to work with the vendor to adjust the subscription, membership, or contract term. You may split fund the expenditure using campus or department funds paying only for the current term.

EMPLOYEE TRAVEL and MILEAGE

ALL out of district employee **travel reimbursements** MUST be turned in within ten (10) days after returning from a trip. Employee **mileage reimbursements** must be submitted by the dates below (or before the federal or grant end date):

- January 31st – for first semester ending December 31.
- July 31st – for second semester ending June 30.

***** NOTIFICATION *****

Requests sent after any of the deadlines will be returned and must be paid with your campus or department funds.

(To avoid delay in processing, please send all federally funded (206, 211, 212, 263, 289, 497) requests directly to the Special Programs Department for review and approval. We will forward approvals to the Accounts Payable office directly.)

**** Adjusted timeline allowance is made for the ACE Summer Program. ****