



PURCHASING DEADLINES

Weekly

Voucher - \$400 Maximum (exception for travel related expenses)

- Tuesday: voucher must be entered and approved by Administrator by end of day
- Wednesday: voucher and required documentation must be received by Accountant by noon

Purchase Order

- Monday, Tuesday, Friday: purchase order must be entered and approved by Administrator by end of business to be processed the following business day
- Purchase order must be received by Accountant prior to approval

Monthly

Visa

- Last day of month: transactions cut off for reconciliation period
- 10th of month: reconciliation reports and completed receipt paperwork must be submitted to Accountant

Budget Report

- 10th of month: monthly report available for updating (Accountant sends monthly email when ready to review)

Yearly

Purchase Order

April 15

- All current year purchase orders for **supplies** must be submitted and approved by Administrator

April 30

- Sam's Club purchase orders must be submitted and approved by Administrator

May 15

- Receipt of all ordered goods must be finalized
- All current year purchase orders for **services** must be submitted and approved by Administrator

June 1

- All services must be performed
- Next year purchase orders can be entered through 2nd week of June with a July 1 date (note exception: Amazon orders for next fiscal year can't be entered until July 1); no purchase orders can be entered after 2nd week of June through June 30

July 1

- Purchase orders can be entered for new year, including Amazon

Visa

May 31

- All Visa purchases must be completed to apply to current fiscal year budget

1st Friday in June

- All 10-month cards must be reconciled and cards turned in with completed receipts to building process manager

Voucher - \$400 Maximum (exception for travel related expenses)

1st Tuesday in June

- Current year vouchers must be entered and approved by Administrator and all paperwork submitted to Accountant

July 1

- New fiscal year vouchers can be entered, including petty cash

Petty Cash

1st Friday in June

- Funds should be reconciled and turned in to Director of Finance