



BULLETIN

SUBJECT: 2023-24 Year-End Closing Checklist

2023-24 NO. BS-37

TO: 574-M, 8 pZ-SFYS

Janea Marking,
Chief Business Officer

- **Submit confirming requisitions for employee reimbursements by Friday, July 12th.**
 - Proof of payment must be attached to the requisition.
 - **Please note that confirming requisitions for reimbursements or invoice payments have a \$400 threshold.**

Submit a Y-requisition for reimbursement of petty cash/CALCard accounts by 12th.

- Check that you have attached your signed reconciliation and all supporting documents to the requisition.

~~Direct any notices to General Accounting and CAL Card reconciliations to Accounts Payable~~

High School Sites

Complete your inventory count on **Friday, June 28th** and send a copy of your inventory report to General Accounting.

Assignment list

by

- Attach your bank statement.
- Attach your itemized receipts for Cal Card and check register for Petty Cash reconciliations.

LAST CHECK RUN TO INCLUDE PAYMENTS FOR 2023-24 IS WEDNESDAY, JULY 24TH.

Please send all invoices to Accounts Payable by July 10th.

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Assignment list

Departments

~~Send all maintenance, postage, and transportation charges for work done before June 30 to Budget~~