

Updated 9-4-25

Business FAQ's

This guide provides answers to the most asked questions related to purchase orders (POs), requisitions, and related budget transfers and schedules.

Requisition Related Questions

[Shipping](#)

[Sales Tax](#)

[When to Use PO with Receiving](#)

[When to Use a PO without Receiving](#)

[When to Itemize in a PO](#)

[When is a blanket PO appropriate?](#)

[Items over \\$5k that Do and Don't need to go to the Board](#)

[What if I have a high need item that needs board approval, but in order to operate we cannot wait for board approval?](#)

[Multiyear Contracts](#)

[When reviewing any purchase, ask yourself three key questions.](#)

[Allowable Expenditures with LCFF Funds](#)

[Nonallowable / Restricted Expenditures with LCFF Funds](#)

[Requisition Approval Flow](#)

Budget Related Questions

[To who do I sent budget transfers?](#)

[Do I need to include cents in my budget transfers?](#)

[Budget Transfers Between Objects 1000-3000](#)

[Budget Transfers Between Objects 4000-7000](#)

SCHEDULES AND DEADLINES

[Accounts Payable/Reimbursements](#)

[Payroll](#)

[Purchase Order Cut-Off Dates and Procedures for 2025-26](#)

[Requisitions Related Questions](#)

[Shipping](#)

As a rule of thumb add 10% for shipping for tangible items unless shipping is already included in the quote.

- If the quote includes shipping, use the amount provided.
- If the quote does not provide an amount and does not say shipping is include or free, then apply the 10% rule.

[Sales Tax](#)

Always apply no less than 8.75% (Castroville sales tax) unless the quote specifies a higher rate.

- If a vendor does not include tax on tangible goods, add 8.75% as a rule of thumb.

[When to Use PO with Receiving](#)

Use a PO with receiving when ordering tangible goods where the items to be delivered are known or broken down in an itemized list.

[When to Use PO without Receiving](#)

Use a PO without receiving for non-tangible goods such as services that cannot be physically received or shipped.

[When to Itemize in a PO](#)

If the quote includes 20 items or fewer: Enter each item individually in the PO.

If the quote includes more than 20 items: Provide a brief description in the items tab and attach a detailed itemized list.

EXAMPLE: Custodial Supplies, See itemized list for details.

Updated 9-4-25

When is a blanket PO appropriate?

A blanket purchase order (PO) should only be used for recurring, small-dollar, or routine purchases from the same vendor over a period. It is intended to reduce repeated paperwork, not to bypass Board approval or purchasing rules.

Examples of appropriate use:

- Classroom supplies purchased periodically from the same vendor (e.g., Office Depot, Staples).
- Small custodial or maintenance supplies needed throughout the year.
- Art, science, or instructional materials bought in multiple small orders.

Not appropriate:

- Large, one-time purchases.
- Splitting a large purchase into smaller charges to avoid the \$5,000 approval threshold.
- Contracts or services that require a separate agreement.

Blanket POs are capped at \$4,500 and all purchases made under the PO must still follow district policy and funding rules.

Items Over \$5k That Do and Don't need to Go to the Board

All purchases that are a single occurrence of \$5,000 or more should go to the board for approval. For purposes of Board approval, a *single occurrence* refers to the total cost of an individual transaction, contract, event, or activity, regardless of how many invoices, participants, or line items are associated with it. Costs that are part of the same purpose, event, or commitment must be considered together as one occurrence.

Example: If five staff members attend the same conference at \$1,000 each, the total cost is \$5,000. This is treated as a single occurrence and therefore requires prior Board approval.

Items that do not require board approval are items that are obligatory for operations such as utilities, liability and workers compensation insurance, debt services payments, or multi-years contracts previously Board approved and in active status.

What if I have a high need item that needs board approval, but in order to operate we cannot wait for board approval?

If an item is deemed necessary for operations to continue and cannot wait for board approval, please utilize the [pre-authorization form](#) for the item. The cabinet member who oversees the department would need to pre-approve the purchase for the form to be authorized. Please add the form to your requisition and state at which board meeting the planned ratification will occur. The item will still need to go to the next board meeting for ratification.

Multiyear Contracts

If a contract has already been approved by the Board, it covers the full term of the agreement. If the contract has, however, lapsed and the service is to be continued a new

Updated 9-4-25

contract need to be drawn up and the Board would need to approve it.

Pro Tip:

- In the items tab, note the term and year of the contract.
- Example: 2023–2029, Year 3

When reviewing any purchase, ask yourself three key questions:

Is the purchase allowable?

- Does the expense align with the funding source requirements?
- Is it consistent with the LCAP, the grant, or written into the grant/contract plan?

Is the purchase necessary?

- Is this specific item or service essential, or could a more appropriate/less costly option meet the same need?
- Can we clearly justify why this purchase is needed?

Is the purchase reasonable?

- Does the cost make sense for what is being purchased?
- Will the benefit (student and family impact) equal or exceed the cost?

If the answer to all three questions is yes, and there is sufficient funding then the purchase is generally ok to move forward.

Allowable Expenditures with LCFF Funds

LCFF funds can generally support educational purposes aligned with LCAP goals.

Examples include:

- Staffing & Instruction: Salaries for teachers, aides, nurses, librarians, PD for staff
- Student Supports: Tutoring, intervention, expanded learning, SEL programs, services for youth/EL/low-income students
- Classroom Resources: Textbooks, materials, supplies, technology, curriculum development
- Operational Needs (if tied to outcomes): Utilities, facilities maintenance, student transportation, safety/security
- Parent & Community Engagement: Workshops, translation services, liaisons

Nonallowable / Restricted Expenditures with LCFF Funds

Examples of non-permissible uses:

- Non-Educational/Personal: Gifts, staff parties, alcohol, entertainment, non-contract bonuses
- Supplanting Categorical Funds: Replacing restricted funds (e.g., Title I, SpEd)
- Not Tied to LCAP: Spending unrelated to student outcomes or priorities
- Lobbying, political contributions

Updated 9-4-25

Requisition approval flow

Step 1

The requisitioner enters and submits the requisition (req).

Step 2

The site approver reviews and approves the req.

Step 3

The assigned accountant receives the req for review.

- Step 3.1 If the req requires corrections, the accountant cannot approve the purchase order (PO). The accountant will email the requisitioner and include notes on the requested changes.
- Step 3.2 If the requested changes are implemented, the accountant can approve the PO.

Step 4

The Director of Fiscal receives the req for review.

- Step 4.1 If the req requires corrections, the director cannot approve the PO. The director will email the requisitioner and include notes on the requested changes.

- Step 4.2 If there is no response at this level after one week, the req is reopened and a follow-up email is sent to the requisitioner requesting corrections.

Step 5

If all corrections are made, the req is approved.

Note

If an email is sent, the requisitioner must respond and make the necessary corrections. If there is no response after one week, the PO will be returned to “open” status for corrections.

If a requisitioner does not respond within 5 business days, return the requisition to Open status and notify them by email.

Updated 9-4-25

Budget Related Questions

To who do I send my budget transfers?

All budget transfer requests should be provided to the budget analyst.

Do I need to include cents in my budget transfers?

Budget amounts are rounded and thus cents do not need to be included.

What is the processing time for a budget transfer between object codes 4-6?

If your transfer is ONLY between accounts with object codes 4–6, then the processing from the time it arrives to the business office should be between 3–5 business days.

What is the processing time for a budget transfer between object codes 1-3?

If your transfer includes any accounts with object codes 1-3 even if they are being moved to object 4-6, then the processing from the time it arrives to the business office will be end of month. The budget portion will be updated between 3-5 business days, but the change will not be reflected until the end of the month on a fiscal report.

**NORTH MONTEREY COUNTY UNIFIED SCHOOL DISTRICT
 ACCOUNTS PAYABLE INVOICE DUE DATE - SCHEDULE
 FY 2025-2026**

Pay Period

Submit Invoices BY:

***Checks Mailed**

JULY 2025

Friday, June 24 @ 12 noon
 Tuesday, July 8 @ 12 noon
 Tuesday, July 15 @ 12 noon
 Tuesday, July 22 @ 12 noon
 Tuesday, July 29 @ 12 noon

Wednesday, July 3
 Friday, July 11
 Friday, July 18
 Friday, July 25
 Friday, August 1

AUGUST 2025

Tuesday, August 5 @ 12 noon
 Tuesday, August 12 @ 12 noon
 Tuesday, August 19 @ 12 noon
 Tuesday, August 26 @ 12 noon

Friday, August 8
 Friday, August 15
 Friday, August 22
 Friday, August 29

SEPTEMBER 2025

Tuesday, September 2 @ 12 noon
 Tuesday, September 09 @ 12 noon
 Tuesday, September 16 @ 12 noon
 Friday, September 19 @ 12 noon

Friday, Sept 5
 Friday, Sept 12
 Friday, Sept 19
 Wednesday, Sept 24

OCTOBER 2025

Tuesday, September 30 @ 12 noon
 Tuesday, October 7 @ 12 noon
 Tuesday, October 14 @ 12 noon
 Tuesday, October 21 @ 12 noon
 Tuesday, October 28 @ 12 noon

Friday, October 3
 Friday, October 10
 Friday, October 17
 Friday, October 24
 Friday, October 31

NOVEMBER 2025

Friday, October 31 @ 12 noon
 Monday, November 10 @ 12 noon
 Friday, November 14 @ 12 noon
 Friday, November 21 @ 12 noon

Wednesday, Nov 5
 Friday, Nov 14
 Wednesday, Nov 19
 Monday, Dec 1

DECEMBER 2025

Tuesday, December 2 @ 12 noon
 Tuesday, December 9 @ 12 noon
 Friday, December 12 @ 12 noon

Friday, Dec 5
 Friday, Dec 12
 Wednesday, Dec 17

JANUARY 2026

Tuesday, January 6 @ 12 noon
 Friday, January 09 @ 12 noon
 Tuesday, January 20 @ 12 noon
 Tuesday, January 27 @ 12 noon

Friday, January 9
 Wednesday, Jan 14
 Friday, January 23
 Friday, January 30

NORTH MONTEREY COUNTY UNIFIED SCHOOL DISTRICT
 ACCOUNTS PAYABLE INVOICE DUE DATE - SCHEDULE
 FY 2025-2026

Pay Period

Submit Invoices BY:

***Checks Mailed**

FEBRUARY 2026

Friday, January 30 @ 12 noon
 Tuesday, February 10 @ 12 noon
 Tuesday, February 17 @ 12 noon
 Tuesday, February 24 @ 12 noon

Wednesday, Feb 4
 Friday, February 13
 Friday, February 20
 Friday, February 27

MARCH 2026

Friday, February 27 @ 12 noon
 Friday, March 6 @ 12 noon
 Tuesday, March 17 @ 12 noon
 Friday, March 20 @ 12 noon

Wednesday, Mar 4
 Wednesday, Mar 11
 Friday, March 20
 Wednesday, Mar 25

APRIL 2026

Tuesday, March 31 @ 12 noon
 Tuesday, April 7 @ 12 noon
 Tuesday, April 14 @ 12 noon
 Tuesday, April 21 @ 12 noon
 Tuesday, April 28 @ 12 noon

Friday, April 3
 Friday, April 10
 Friday, April 17
 Friday, April 24
 Friday, May 1

MAY 2026

Tuesday, May 5 @ 12 noon
 Tuesday, May 12 @ 12 noon
 Tuesday, May 19 @ 12 noon
 Tuesday, May 26 @ 12 noon

Friday, May 8
 Friday, May 15
 Friday, May 22
 Friday, May 29

JUNE 2026

Tuesday, June 2 @ 12 noon
 Tuesday, June 9 @ 12 noon
 Friday, June 12 @ 12 noon
 Friday, June 17 @ 12 noon
 Friday, June 24 @ 12 noon

Friday, June 5
 Friday, June 12
 Wednesday, June 17
 Wednesday, June 24
 Wednesday, July 1

Important Notice

Please be aware that any invoices received in the Business Office after the cut-off dates above **WILL NOT** be processed until the next AP check run

***Checks will be mailed unless otherwise pre-arranged with Accounts Payable.**

North Monterey County Unified School District
BUSINESS OFFICE

2025-2026 Regular Payday Distribution

The following dates are for the **regular monthly payroll** distribution for all sites:

DAY	DATE	PICK-UP LOCATION
Thursday	July 31	District Office 8:00 am-3:15 pm*
Friday	August 29	Site
Tuesday	September 30	Site
Friday	October 31	Site
Wednesday	November 26	HOLIDAY no Pick up. All will be mailed to home address on file
Tuesday	December 23	Site
Friday	January 30	Site
Friday	February 27	Site
Tuesday	March 31	Site
Thursday	April 30	Site
Friday	May 29	Site
Tuesday	June 30	District Office 8:00 am-3:15 pm*

If you find it difficult to pick up your paycheck, the option of automatic payroll deposit (APD) is always available, or you may have someone pick it up for you. Please make sure the person picking up your check has a signed and dated note from you. If you have any questions or concerns, please call Amparo Ornelas, ext. 1202 or Georgina Lepe Jimenes ext 1203 in the Payroll Department at 633-3343.

***Checks will be mailed from the District Office at 3:30 pm**

North Monterey County Unified School District
BUSINESS OFFICE

2025-2026 Supplemental Payday Distribution

The following dates are for the 2025–2026 **supplemental payroll** distribution for all sites: (See note below regarding pick up details).

DAY	DATE	PICK-UP LOCATION
Thursday	July 10	District Office 8:00 am-3:15 pm*
Friday	August 8	Site
Wednesday	September 10	Site
Friday	October 10	Site
Monday	November 10	Site
Wednesday	December 10	Site
Tuesday	January 9	Site
Tuesday	February 10	Site
Tuesday	March 10	Site
Friday	April 10	Site
Friday	May 8	Site
Wednesday	June 10	District Office 8:00 am-3:30 pm*

***If you are receiving pay on the Supplemental Payroll and your check is NOT PICKED UP on payday, it will automatically be mailed via US Mail at 3:30 pm.**

IF YOU CHANGE YOUR ADDRESS AT ANYTIME DURING THE YEAR, PLEASE NOTIFY THE HUMAN RESOURCES DEPARTMENT TO ENSURE THE ADDRESS ON YOUR CHECK REFLECTS THE CHANGE.

North Monterey County Unified School District
BUSINESS OFFICE

2025-2026 Timesheet Due Dates

The following dates are for the 2025–2026 **supplemental payroll timesheet submission**. Completed, signed, and approved timesheets must be received in the Business Office within these due dates. Incomplete timesheets will be returned to the sites / departments for completion.

Timesheets are due according to the following monthly schedule with the PONY delivery or by site at noon. Timesheets received after this date and time, may not be processed until the following supplemental payroll processing period.

Pay Period	Timesheet Due Date	Pay Date
Jul 1 – Jul 15	Wednesday, July 16, 2025	
Jul 16 – July 31	Friday, August 1, 2025	August 8
Aug 1 – Aug 15	Monday, August 18, 2025	
Aug 16 – Aug 31	Tuesday, September 2, 2025	September 10
Sep 1 – Sep 15	Tuesday, September 16, 2025	
Sep 16 – Sep 30	Wednesday, October 1, 2025	October 10
Oct 1 – Oct 15	Thursday, October 16, 2025	
Oct 16 – Oct 31	Thursday, October 31, 2025 by 4:15 PM	November 10
Nov 1 – Nov 15	Monday, November 17, 2025	
Nov 16 – Nov 30	Monday, December 1, 2025	December 10
Dec 1 – Dec 15	Tuesday, December 16, 2025	
Dec 16 – Dec 30	Tuesday, December 30, 2025 by 4:15 PM	January 9
Jan 2 – Jan 15	Friday, January 16, 2026	
Jan 16 – Jan 31	Monday, February 2, 2026	February 10
Feb 1 – Feb 15	Tuesday, February 17, 2026	
Feb 16 – Feb 28	Monday, March 2, 2026	March 10
Mar 1 – Mar 15	Monday, March 16, 2026	
Mar 16 – Mar 31	Tuesday, March 31, 2026 by 4:15 PM	April 10
Apr 1 – Apr 15	Thursday, April 16, 2026	
Apr 16 – Apr 30	Thursday, April 30, 2026 by 4:15 PM	May 8
May 1 – May 15	Monday, May 18, 2026	
May 16 – May 31	Monday, June 1, 2026	June 10
Jun 1 – Jun 15	Tuesday, June 16, 2026	
Jun 16 – Jun 30	Tuesday, June 30, 2026 by 4:15 PM	July 10

District employees and substitutes are responsible for completing and signing their hourly timesheets and ensuring their timesheets are submitted to the Business Office within due dates.

North Monterey County Unified School District

Business Services Department

Date: September 1, 2025
TO: School Sites/Departments Budget Personnel
FR: Business Services Department
RE: **Purchase Order Cut-Off Dates and Procedures for 2025-26**

NEW VENDOR REQUESTS

Requests for new vendor set up must be received in the Business Office no later than March 6, 2026 in order to meet the following purchase order deadlines.

NEW PURCHASE ORDERS

In alignment with school plans and site meetings held with the Superintendent, **all Categorical expenditures must be encumbered no later than April 24, 2026.** This includes all resources 0350, 0940, 1100, and all resources in the 3000-7999 range, and Local codes 4900. Your "priority" spending should be All Categorical dollars first, then Resource 0940. Requisitions for graduation ceremonies, athletic banquets, celebrations, etc. that contain these resources must also be encumbered.

Requests for New Purchase Orders for the 2025/26 school year (not noted above) must be received **at the Business Office by Friday April 24, 2026.** Remember that requests need to have all necessary approvals in Escape *before they are submitted to the Business Office.* Don't forget to encumber any remaining "last minute, end of school and graduation" items by the April 24th deadline.

PLEASE NOTE: Only submit requisitions that are absolutely necessary to finish out the 25/26 school year. New PO's for the 26/27 school year can be opened once preliminary budgets are in ESCAPE. We will notify you when the 26/27 year is open.

EXPENSE VOUCHERS

Expense Vouchers are not to be submitted for any items that can be bought on a PO, or for convenience. All expense vouchers need to be pre-approved with a justification PRIOR to the purchase. If this procedure is not followed, the employee will risk not being reimbursed. All expense vouchers need to be turned in within two weeks of the expense. Do not save up mileage or expenses. All travel & conferences must be pre-approved by a member of Cabinet. Travel & conference expenses need to include the business purpose, copy of any backup agenda/flyer/registration/etc., as well as a map printout for mileage. **All Expense Vouchers** for the 2025-26 School Year must be turned into the Business Office **by June 5, 2026.**

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ALL BLANKET PURCHASE ORDERS – LAST DAY TO ORDER WILL BE APRIL 30, 2026*
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*with the exception of graduation/end of year perishables (food/flowers)
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**** ALL GOODS AND SERVICES MUST BE RECEIVED BY JUNE 30, 2026****

IN ORDER TO BE CHARGED TO 25-26 BUDGETS **
EACH SITE/DEPARTMENT IS RESPONSIBLE FOR THE DOCUMENTATION
OF RECEIPT OF GOODS AND SERVICES AT YOUR SITE

District Pre-Authorization Form for Expenditures Over \$5,000

Purpose:

This form is required when an expenditure or contract over \$5,000 must move forward prior to Board approval. Items authorized using this form will be submitted for Board ratification at the next available meeting.

Section 1 – Requestor Information

Department/Site:

Requester Name:

Date Submitted:

Section 2 – Expenditure Details

Vendor:

Description of Goods/Services:

Total Amount:

Funding Source/Account Code(s):

Section 3 – Justification for Pre-Authorization

(Explain why the expenditure must move forward prior to Board approval.)

Section 4 – Cabinet Member Authorization

Cabinet Member Name

Signature/Date:

Reminder: All items approved using this form must be submitted for Board ratification at the next scheduled Board meeting.