

North Monterey County Unified School District

**Business Services Department**

**Date:** July 1, 2024  
**TO:** School Sites/Departments Budget Personnel  
**FR:** Llesenia Argueta, Director of Fiscal Services  
**RE:** **Purchase Order Cut-Off Dates and Procedures for 2024-25**

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**NEW VENDOR REQUESTS**

Requests for new vendor set up must be received in the Business Office no later than February 7, 2025 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 March 28, 2025.** 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 2024/25 school year (not noted above) must be received **at the Business Office by Friday March 28, 2025.** 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 March 28<sup>th</sup> deadline.

**PLEASE NOTE:** Only submit requisitions that are absolutely necessary to finish out the 24/25 school year. New PO's for the 25/26 school year can be opened once preliminary budgets are in ESCAPE. We will notify you when the 25/26 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 2024-25 School Year must be turned into the Business Office by June 6, 2025.

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<p><b>ALL BLANKET PURCHASE ORDERS – LAST DAY TO ORDER WILL BE APRIL 30, 2025*</b></p>
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<p>*with the exception of graduation/end of year perishables (food/flowers)</p>
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**\*\* ALL GOODS AND SERVICES MUST BE RECEIVED BY JUNE 30, 2025 AT THE LATEST  
IN ORDER TO BE CHARGED TO 24-25 BUDGETS \*\***  
EACH SITE/DEPARTMENT IS RESPONSIBLE FOR THE DOCUMENTATION  
OF RECEIPT OF GOODS AND SERVICES AT YOUR SITE