

**TITLE:** 2025-2026 Procurement Year-End Closing  
Timelines

**NUMBER:** MEM-6016.13

**ISSUER:** Matthew Friedman  
Chief Procurement Officer  
Procurement Services Department

**DATE:** March 2, 2026

**ROUTING**  
All Employees  
All Locations

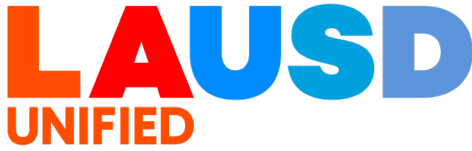
**PURPOSE:** This Memorandum lists year-end closing timelines as a reference for schools and offices when processing procurement-related transactions online or through the Procurement Services Department (PSD). Failure to adhere to the timelines may result in the cancellation of orders or impact account balances for the following fiscal year. Therefore, it is highly recommended that schools and offices adhere to the cut-off dates provided.

This Memorandum replaces MEM-6016.12 and is issued annually to provide current year-end cut-off dates for processing various procurement-related transactions. It also adds various Cut-off Dates for Elementary and Secondary School non-carryover funds. Please contact your Fiscal Specialist for further support.

Please note that the SAP Ariba system will not allow purchase requests after the Cut-off Dates. If purchase requests are received after the Cut-off Dates an error will occur in the system. There is no guarantee that requests submitted after the Cut-off Dates will be processed and it is highly suggested that a thorough review of dates and times are understood.

**MAJOR CHANGES:** CURRENT YEAR ORDERING (2025-2026)

To ensure that the cost of goods and/or services ordered is posted to the current fiscal year (2025-2026), transactions must be fully approved in the appropriate Procurement System by the dates indicated below.



**Cut-off Dates for All SAP Transactions:**

<b>TRANSACTION TYPE FOR SCHOOLS AND OFFICES (NON-TITLE I)</b>	<b>Cut-Off Date</b>
Purchase Requisition for Goods and Services (External Vendor) (Non-contract) Purchases – Over \$119,100*	3/27/2026
Purchase Requisition for Goods and Services (External Vendor) (Non-contract) Purchases – Up to \$119,100*	4/17/2026
Purchase Requisition for Books and Instructional Materials Orders	5/15/2026
Purchase Requisitions with Job Numbers	5/15/2026
Travel Request Entries into Concur Travel with funds that do not carry over to FY 26-27	5/22/2026
Purchase Requisition for Goods and Services (External Vendor) Purchases associated with a Contract or Ariba Catalog	5/29/2026
Schools – Submission of all Other Budget Adjustments for Review and Approval	6/5/2026
Travel Claim Reimbursement Requests (completed and approved with supporting documentation)	6/9/2026
Purchase Requisition (Stock Transport Order, STO) – Same Day Warehouse Deliveries	6/12/2026 (9:00 am)
Purchase Requisition (STO) – Regular Warehouse Deliveries	6/12/2026
P-Card Purchases ***	6/12/2026
Central Offices – Submission of Budget Adjustments for Review, Approval, and Posting	6/12/2026
Purchase Requisition (STO) – Overnight Warehouse Deliveries	6/19/2026 (12:00 pm)
Purchase Requisition (STO) – Warehouse Will-Call	6/23/2026
P-Card Reconciliations****	6/23/2026
Toshiba Ghost Account Reconciliation****	6/23/2026
Online Goods Receipts (Receivers)	6/30/2026

*\* These cut-off dates apply to transactions not associated with an existing contract and allow time to conduct formal bidding and Board approval as required by law for purchases above the State bid limit of \$119,100. Additionally, District policy requires informal bidding for purchases below the bid limit.*

\*\*\* Last day for the card to be charged. Orders should be placed prior to the cut-off date. Keep in mind that vendors wait until shipment to process charges.

\*\*\*\* All credit card reconciliations must have a posting date within the current fiscal year; enter a date of June 30, 2026, or earlier. Do NOT change any posting date during credit card reconciliation to a July 2026 date.

TRANSACTION TYPE FOR SCHOOLS AND OFFICES (TITLE I)	CUT-OFF DATE
Title I Purchase Requisitions into SAP (except for any earlier procurement deadline including Title I technology equipment deadline of January 30 <sup>th</sup> )	5/5/2026
Imprest Fund Claim Reimbursement Requests	5/22/2026
School Submission of Categorical Budget Adjustment for Review and Approval	5/29/2026
Expenditure Transfer Requests into Title I	6/1/2026
P-Card Purchases	6/5/2026
P-Card and Toshiba Ghost Account Reconciliations	6/12/2026

Purchase Requisition transactions not converted to a purchase order by June 30, 2026, will be reinstated (rolled over) to fiscal year 2026-2027, if not restricted by the funding source.

Purchase orders created and in “Ordered” status in 2025-2026 will roll over if completed and accepted in SAP prior to cut-off dates. These may be charged against 2026-2027 funds instead of 2025-2026.

All purchase orders created prior to July 1, 2025, may not be rolled over and potentially closed.

Encumbrances without recorded Goods Receipts will be released, and outstanding transactions will be closed in accordance with District financial closeout procedures (BUL-165714.0). Schools and offices should ensure that all receiving activity and vendor follow-up is completed timely to avoid loss of funding or delayed payments.

**Multi-Year Contracts**

Purchase orders that are issued for multi-year contracts should be issued annually for all anticipated services or goods received in that specific fiscal year, ending June 30. Purchase orders issued for multiple years may be

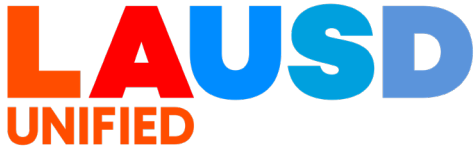
closed at the end of the fiscal year and reissued for the specific fiscal year for which it is intended.

For goods and/or services to be charged to Fiscal Year 2025-2026, please ensure that the vendor can deliver the requested goods and/or services no later than June 30, 2026, and Goods Receipts are posted on or before June 30, 2026, as well. For a complete list of all outstanding purchase orders, download a purchase order report from SAP Ariba or reach out to the Procurement Department. To ensure invoices are paid in a timely manner and the District receives any prompt payment discounts, Goods Receipts must be entered as soon as goods and/or services have been received. Goods Receipts (GR) must only be entered after goods or services have been physically received. Entering a Goods Receipt prior to delivery is a violation of District policy and may result in disciplinary action. The Goods Receipt process must not be used to carry over funds between fiscal years.

All schools should only enter Goods Receipts for goods and services they entered for their respective POs, or from a District Office that has generated a PO on behalf of the school. Goods Receipts must be entered for any PO that uses non-carryover funding.

Budget Services has a feature in SAP Ariba that enables schools and offices to create future-dated shopping carts. Advance spending is intended to be used during the transition period between fiscal years, usually from June to July, by utilizing budgeted funds for the next fiscal year to create future-dated shopping carts. Next year's funding will be made available to schools and offices no later than June 1, 2026 for annual purchase orders intended for Fiscal Year 2026-2027.

- BACKGROUND:** Not Applicable
- GUIDELINES:** Not Applicable
- AUTHORITY:** This is a policy enacted by PSD in its authority for centralized management of District procurement.
- RELATED RESOURCES:** Not Applicable
- ATTACHMENTS:** None



LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM

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**ASSISTANCE:** For all procurement assistance, please contact your Regional Buyer or central office representative. The contact list is available at <https://procurement.lausd.org/apps/pages/Goods-and-General-Services>.

For P-Card Assistance, please contact the P-Card Unit at (562) 654-9401 or email your P-Card Representative. The contact list is available at <https://procurement.lausd.org/apps/pages/Credit-Card-Unit>.

For Travel Request Assistance, please contact the Travel Desk at (562) 654-9058 or email [procurement.traveldeskl@lausd.net](mailto:procurement.traveldeskl@lausd.net). The contact list is available at <https://procurement.lausd.org/apps/pages/Travel>.

For budget-related questions, contact your Fiscal Specialists. The School Fiscal Services Branch contact list is available at <https://schoolfiscalservices.lausd.org/>.

For Accounts Payable-related questions, please contact the Accounts Payable Customer Service Center at (213) 241-4800 or email [Accounts.Payable@lausd.net](mailto:Accounts.Payable@lausd.net).