

**TITLE:** 2024-2025 Procurement Year-End Closing  
Timelines

**NUMBER:** MEM-6016.12

**ISSUER:** Matthew Friedman  
Interim Chief Procurement Officer  
Procurement Services Division

SungYon Lee  
Deputy Chief Business Officer  
Office of the Chief Business Officer

**DATE:** March 10, 2025

**ROUTING**  
All Employees  
All Locations

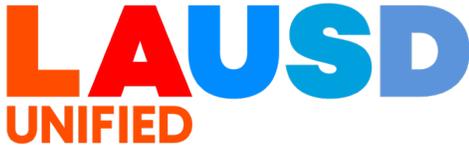
**PURPOSE:** This Memorandum lists year-end closing timelines as a reference for schools and offices when processing procurement-related transactions online or through the Procurement Services Division. Failure to adhere to the timelines may result in the cancellation of orders or impact account balances 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-6016.11 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 (2024-2025)

To ensure that the cost of goods and/or services ordered is posted to the current fiscal year (2024-2025), transactions must be fully APPROVED in the appropriate Procurement System by the dates indicated below.

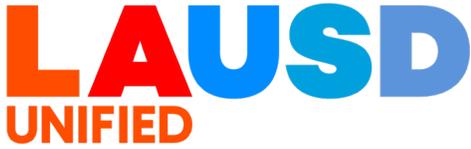


**Cut-off Dates for All SAP Transactions:**

<b>TRANSACTION TYPE FOR SCHOOLS AND OFFICES (NON-TITLE I)</b>	<b>Cut-Off Date</b>
Purchase Requisition for Non-Stock (External Vendor) Purchases – Over \$114,800*	3/28/2025
Purchase Requisition for Non-Stock (External Vendor) Purchases – Up to \$114,800*	4/18/2025
Purchase Requisition for Books and Instructional Materials Orders	5/16/2025
Purchase Requisitions with Job Numbers	5/16/2025
Travel Request Entries into Concur Travel with funds that do not carry over to FY 25-26**	5/23/2025
Entering Orders in Amazon Ariba Catalog	5/23/2025
Schools – Submission of all Other Budget Adjustments for Review and Approval	6/6/2025
Imprest Fund Claim Reimbursement Requests	6/10/2025
Travel Claim Reimbursement Requests (completed and approved with supporting documentation)	6/10/2025
Purchase Requisition (STO) – Same Day Warehouse Deliveries	6/13/2025 (9:00 am)
Purchase Requisition (Stock Transport Order, STO) – Regular Warehouse Deliveries	6/13/2025
P-Card/T-Card Purchases ***	6/13/2025
Central Offices – Submission of Budget Adjustments for Review, Approval, and Posting	6/13/2025
Purchase Requisition (STO) – Overnight Warehouse Deliveries	6/20/2025 (12:00 pm)
Purchase Requisition (STO) – Warehouse Will-Call	6/24/2025
P-Card Reconciliations****	6/24/2025
Toshiba Ghost Account Reconciliation****	6/24/2025
Online Goods Receipts (Receivers)	6/30/2025

*\* 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 \$114,800. Additionally, District policy requires informal bidding for purchases below the bid limit.*

*\*\* In order to receive Travel Freeze approval, complete trip requests must be entered at least 30 days before for in-state trips and 45 days before for out-of-state trips.*



*\*\*\* 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. Additionally, the District Travel freeze remains in effect. Until further notice, travel-related payments are not allowed unless a travel request is approved.*

*\*\*\*\* All credit card reconciliations (i.e., P-Card, T-Card, Fuel Card, and Toshiba) must have a posting date within the current fiscal year; enter a date of June 30, 2025 or earlier. Do NOT change any posting date during credit card reconciliation to a July 2025 date.*

<b>TRANSACTION TYPE FOR SCHOOLS AND OFFICES (TITLE I)</b>	<b>CUT-OFF DATE</b>
<b>Title I Purchase Requisitions into SAP</b> (except for any earlier procurement deadline including Title I technology equipment deadline of January 30 <sup>th</sup> )	5/5/2025
Imprest Fund Claim Reimbursement Requests	5/23/2025
School Submission of Categorical Budget Adjustment for Review and Approval	5/30/2025
Expenditure Transfer Requests into Title I	6/3/2025
P-Card and T-Card Purchases	6/6/2025
P-Card, T-Card and Toshiba Ghost Account Reconciliations	6/13/2025

Purchase Requisition transactions not converted to a purchase order by June 30, 2025, will be programmatically cancelled to clear 2024-2025 pre-commitments as part of closing out the 2024-2025 fiscal year accounts. These Purchase Requisition transactions will not be automatically reinstated (rolled over) to fiscal year 2025-2026.

Purchase orders created and in “Ordered” status in 2024-2025 will roll over if completed and accepted in SAP prior to cut-off dates. These may be charged against 2025-2026 funds instead of 2024-2025.

All purchase orders created prior to July 1, 2024, with no activity (e.g.: invoice received, Goods Receipt, invoice payment, modification, etc.), will not roll over and will be closed.

For goods and/or services to be charged to Fiscal Year 2024-2025, please ensure that the vendor can deliver the requested goods and/or services no later than June 30, 2025, and Goods Receipts are posted on or before June 30, 2025, as well. For a complete list of all outstanding purchase orders, download a purchase order report from SAP Ariba. 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.

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.

**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

**ASSISTANCE:** For all procurement assistance, please contact your Regional Buyer or central office representative. The contact list is available at <https://www.lausd.org/Page/19850>.

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://pcard.lausd.net>.

For Travel Request Assistance, please contact the Travel Desk at (562) 654-9058 or email [procurement.traveldesks@lausd.net](mailto:procurement.traveldesks@lausd.net). The contact list is available at <https://www.lausd.org/Page/19728>.

For budget-related questions, contact your Fiscal Specialists. The School Fiscal Services Branch contact list is available at <https://www.lausd.org/Page/18257>.

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).