



1. Purpose:

To identify the information and procedures to be followed in order to finalize a school operating budget annually.

2. Procedures:

The Accounting Department requires the following information to be submitted by September 15th of each school year in order to finalize the school budget for the previous academic year:

- 1) All outstanding travel claims for travel up to and including August 31st.
- 2) All outstanding petty cash reimbursement requests for expenditures up to and including August 31st.
- 3) All on-line receiving in SDS to be completed for goods received that were ordered on a purchase order, up to and including August 31st.
- 4) Approval signatures on all invoices that do not have a purchase order (otherwise use SDS on-line receiving) for all goods received up to and including August 31st.
- 5) Any revenue collected to be deposited and applied against expenditures up to and including August 31st.