

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: April 27, 2017

To: All District Employees

Subject: EXPENSE MODULE INACTIVATION JUNE 17, 2017 –JULY 14, 2017

**Department and/or
Persons Concerned:** Persons who submit and approve travel authorizations and expense reports

Due Date: June 16, 2017

Reference: Administrative Circular 48 2016-2017 Processing Deadlines, dated January 31, 2017

Action Requested: Comply with June 16, 2017 Deadline for Submission of Expense Reports and Travel Authorizations for Fiscal Year 2016-2017

Brief Explanation:

To support the schedule for closing the 2016-2017 fiscal year, all travel authorizations and expense reports must be fully approved in the PeopleSoft Expense module by June 30, 2017.

Effective June 17, 2017 through July 14, 2017, the ability to create and submit new online travel and expense documents for the 2017-2018 fiscal year in PeopleSoft will be disabled to allow adequate time for Accounts Payable to process all current expense reports before the end of the fiscal year.

During this time, department and branch approvers are encouraged to check their work lists daily and to review and approve all travel authorizations and expense reports. Approvers may not send back travel authorizations or expense reports for editing during this period. If there are errors, approvers must **deny** travel authorizations and expense reports. Employees may create new travel authorizations and expense reports on or after July 14, 2017. All new travel authorizations and expense reports created on or after July 14 will be recorded in the 2017-2018 fiscal year.

Thank you for your cooperation with adhering to these procedures during this time. For information or questions contact Nancy Picone, Accounts Payable Manager, Finance Division at (619) 725-7756 or npicone@sandi.net.

Nancy Picone
Accounts Payable Manager

APPROVED:



Candi Lukat
Controller

Distribution: A, C, D, E, and F