



# Rialto Unified School District Fiscal Services

Diane Romo, Senior Director

(909) 820-7700, Ext. 2232

**DATE:** May 28, 2015

**TO:** Site Administrators, Secretaries

**FROM:** Diane Romo, Senior Director

**SUBJECT:** *Fiscal Services 2014-2015 Year-end Deadlines*

We are fast approaching the end of our fiscal year (June 30) and need to begin the process of closing our books by asking for your assistance in adhering to the following deadlines:

- May**
- 5/29 Last Day to Turn in Conference (B-20's)/Mileage (B-31's) Forms for payment prior to July
  - 5/29 Last Day to Turn in Receiving Documents to ensure vendor payment prior to July\*
- June**
- 6/05 Last Day to Turn in Petty Cash for All Schools – please return purple folder. Money should be submitted in "money bag" or hand-delivered.

6/05 Last Day to Turn in Card Collections (B-32) for Textbooks, Library Books, Telephone Charges, Etc.

---

**PETTY CASH FUND – No Later Than the Last Day of School**  
*(If the responsible party will be on a break, retiring or leaving, the Petty Cash is due prior to the last day of service by that person.)*

Return your ledger to your cash on hand, and receipts. (This amount must equal your initial petty cash check.)

2014-2015 Petty Cash Receipts to Fiscal Services. After Cards, Mail in the purple folder.

❖ ***Do not hold any 2014-2015 receipts. They may not be charged to 2015-2016.***

**INVOICES & RECEIPTS/RECEIVING DOCUMENTATION**

Please note the County will not process any commercial warrants between June 8<sup>th</sup> & July 1<sup>st</sup>.

- ✓ **Invoices and Receipts/Receiving Documentation** must show purchase order number. Receipts/receiving documentation must also have the "DATE" of receipt, the word "RECEIVED" when the item is received, and a signature: initials are not acceptable



