January 6, 2025

**FISCAL CONTROL DEPARTMENT FISCAL YEAR END**

**DEADLINE REMINDER NOTICE**

**DUE DATE ITEM**

Friday, May 2, 2025 Last day to submit vouchers to the Fiscal Control Office with

sufficient budget and appropriate documentation. Vouchers used to circumvent established accounting and procurement policies and procedures will require additional executive approval and may be charged to next year’s budget.

Friday, May 16, 2025 Last day to submit goods receipts in BusinessPlus through May

2025 for review by the Fiscal Control Office

Friday, June 13, 2025 Elementary & Middle Schools must complete all student activity

account transactions and bank reconciliations through May 2025 for review by the Fiscal Control Office

Friday, June 13, 2025 Last day to submit year-end accrual requests for expenditures.

Please provide copy of invoice or other documentation. Invoices that arrive after June 14, 2025 for materials and/or services received prior to July 1, 2025, should be forwarded to the Fiscal Control Office.

# Please ask vendors to send ALL invoices by email to [accountspayable@slps.org](mailto:accountspayable@slps.org) or by postal mail to: Board of Education, St. Louis Public Schools, Attn: Accounts Payable, 801 N. 11th Street, St. Louis, MO 63101. PLEASE DO NOT HOLD COMPLETED DOCUMENTS UNTIL THE DEADLINE.

**Instead, submit for payment as completed.**

If you need any assistance from the Fiscal Control Office, please contact **Stephanie Morris at**

**(314) 345-2278** for Accounts Payable related issues and contact **Charles Ellis at (314) 345-2389**

for all other issues.

**2024 – 2025 FISCAL CONTROL DEADLINES**

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| **PROGRAMS** | **FINAL DATE TO ENTER REQUISITONS**  (Pending availability of funds including  equipment request) | **FINAL DATE TO LOG GOODS RECEIPT** |
| **TITLE I**  Project codes: 451001, 451002, 451004, 451005, 451006  **OTHER FEDERAL GRANTS**  Project codes: 332000, 332010, 451020, 459003, 461000,  462000, 463000, 465000, 465001, 465002, 465010,  530020, 530010  **SPECIAL ED**  Project codes: 437010, 441000, 441001, 442000,  128100, 442010 | **Friday, March 14, 2025** | **Friday, May 2, 2025** |
| **AEL & CARL PERKINS**  Project codes: 427010, 436000 | **Friday, March 28, 2025** | **Friday, May 2, 2024** |
| **GENERAL OPERATING**  Fund: 110, 210, 410  **FOOD SERVICES (other than perishable food)**  Fund: 140, 440  **ADULT VOCATIONAL EDUCATION**  **REFUGEE IMPACT GRANT & AFGHAN REFUGEE**  Project codes: 497060, 497062 | **Friday, April 11, 2025** | **Friday, May 16, 2025** |
| **FOUNDATIONS & CONTRIBUTIONS**  Fund: 160, 260, 460  **SUMMER LEARNING**  Project codes: 500660  **OTHER REMAINING GRANTS**  Including project codes: 530060, 530080 | **Friday, April 25, 2025** | **Friday, May 16, 2025** |
| **FOOD SERVICES (perishable food only)**  Fund: 140, 440  **BUILDING SERVICES** | **Friday, May 2, 2025** | **Friday, May 16, 2025** |