



Dr. Keisha Scarlett
Superintendent of Schools

Angie Banks
CFO/Treasurer

April 11, 2024

**FISCAL CONTROL DEPARTMENT
FISCAL YEAR END
DEADLINE REMINDER NOTICE**

DUE DATE

ITEM

Friday, May 3, 2024

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 17, 2024

Last day to submit goods receipts in BusinessPlus through May 2024 for review by the Fiscal Control Office

Friday, June 14, 2024

Elementary & Middle Schools must complete all student activity account transactions and bank reconciliations through May 2024 for review by the Fiscal Control Office

Friday, June 14, 2024

Last day to submit year-end accrual requests for expenditures. Please provide copy of invoice or other documentation. Invoices that arrive after June 14, 2024 for materials and/or services received prior to July 1, 2024, should be forwarded to the Fiscal Control Office.

Please ask vendors to send ALL invoices by email to 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.



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2023 – 2024 FISCAL CONTROL DEADLINES

PROGRAMS	FINAL DATE TO ENTER REQUISITONS (Pending availability of funds including equipment request)	FINAL DATE TO LOG GOODS RECEIPT
<p>TITLE I Project codes: 451001, 451002, 451004, 451005, 451006</p> <p>OTHER FEDERAL GRANTS Project codes: 332000, 332010, 451020, 459003, 461000, 462000, 463000, 465000, 465001, 465002, 465010, 530020, 530010</p> <p>SPECIAL ED Project codes: 437010, 441000, 441001, 442000, 128100, 442010</p>	Friday, March 15, 2024	Friday, May 3, 2024
<p>CRRSA (ESSER II/ESSER III) Project codes: 422000, 422001, 422002, 422003, 422010, 423010, 423020</p> <p>AEL & CARL PERKINS Project codes: 427010, 436000</p>	Friday, March 29, 2024	Friday, May 3, 2024
<p>GENERAL OPERATING Fund: 110, 210, 410</p> <p>FOOD SERVICES (other than perishable food) Fund: 140, 440</p> <p>ADULT VOCATIONAL EDUCATION</p> <p>REFUGEE IMPACT GRANT & AFGHAN REFUGEE Project codes: 497060, 497062</p>	Friday, April 12, 2024	Friday, May 17, 2024
<p>FOUNDATIONS & CONTRIBUTIONS Fund: 160, 260, 460</p> <p>SUMMER LEARNING Project codes: 500660</p> <p>OTHER REMAINING GRANTS Including project codes: 530060, 530080</p>	Friday, April 26, 2024	Friday, May 17, 2024
<p>FOOD SERVICES (perishable food only) Fund: 140, 440</p> <p>BUILDING SERVICES</p>	Friday, May 3, 2024	Friday, May 17, 2024