



Sacramento
City Unified
School District

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2016-17 YEAR-END CLOSING DATES

2016-17 NO. BS-82

TO

DATE:

PREPARED BY:

DEPARTMENT:

REVIEWED BY:

APPROVED:

Chief Business Officer

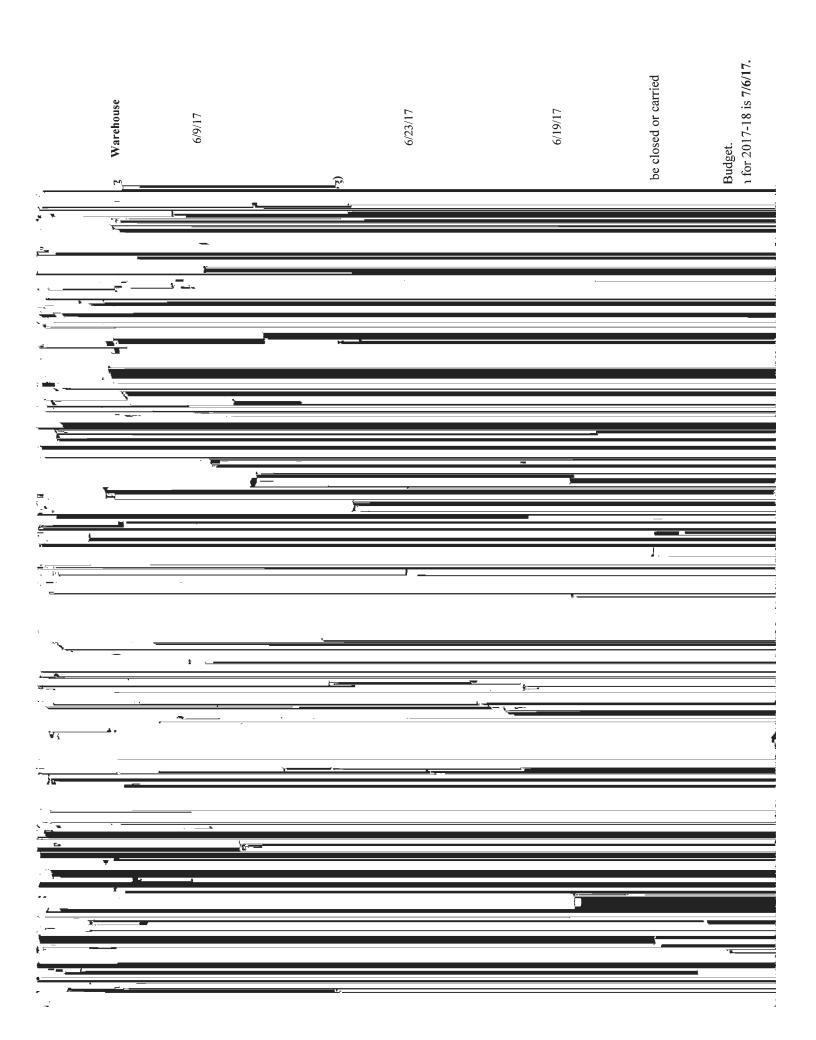
The attached calendar of **BUSINESS SERVICES 2016-17 YEAR-END CLOSING DATES** reflects the end-of-year planning for all school sites and departments. Please submit requisitions as early as possible and do not wait until the deadline. There will not be access to emergency requisitions so please review the attached closing dates carefully and plan ahead – **THERE WILL BE NO EXCEPTIONS.**

See attachment for detailed deadlines for year-end closing. Please note:

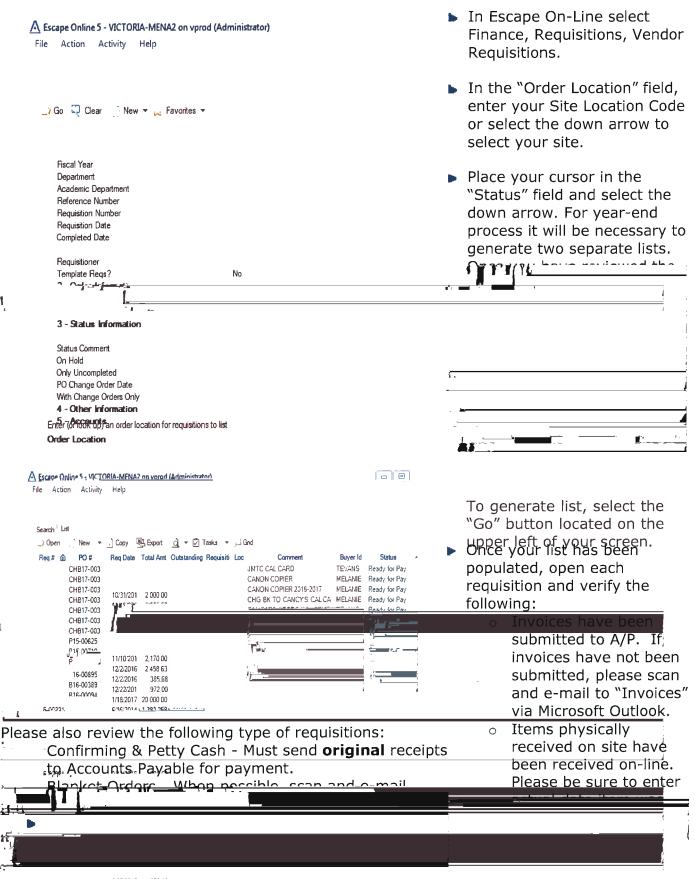
17 is the cut-off date for submitting 2016-17 Purchase Orders, Technology, Textbooks and Blanket Orders.

, please run a listing of requisitions and verify year-end status. (See attached

"Requisition Listing Year-End Process" for instructions). Identify any requisitions that need to be



REQUISITION LISTING YEAR-END PROCESS



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