

MEMORANDUM



BUSINESS & FINANCIAL SERVICES

425 East Ninth Street, Reno, NV 89512

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Phone (775) 348.0309 Fax (775) 333.6187

To: All Schools and Departments
From: Mark Mathers, Chief Financial Officer
Date: March 10, 2025
Re: Cutoff Dates for Fiscal Year 2024-25 General Fund, Non-Grant Purchase Orders, Warehouse Orders, and Budget Transfers

The Business and Finance Office establishes fiscal year end cutoff dates for purchases to ensure supplies and services needed by schools and departments arrive before the end of the fiscal year. This allows expenses to be charged to the intended fiscal year and not cross into the next fiscal year. Cut-offs also ensure we have time to follow required purchasing laws and regulations.

Please be aware of the following important cutoff dates for the closing of this fiscal year:

Friday, May 16, 2025	Last day to submit BUDGET TRANSFERS for FY 2024-25.
Friday, May 30, 2025	Last day to submit PURCHASE REQUISITIONS (PR's) for all General Fund and non-grant funds in FY25. Goods and services associated with PR's using FY25 funds must be received/provided by June 30, 2025 . Otherwise, the cost will be applied to the FY 2025-26 budget. <i>After May 30, PR's for FY25 will not be approved, unless special circumstances apply. Be aware Purchasing Cards cannot be used to circumvent the PR cut-off date for purchases that require a purchase requisition.</i>
Friday, June 13, 2025	Last day to order SUPPLIES AND FURNITURE from the Warehouse.
Friday, June 20, 2025	Last day to use PURCHASING CARDS . <i>Since credit card processing companies can take one or two business days to record transactions, this will help ensure your expenses are charged to the intended fiscal year.</i>
Monday, June 30, 2025	In order for any service or product to be charged to the FY25 budget, that service or good must be delivered or performed by this day.
Monday, June 30, 2025	All blanket PO's and other PO's for products or services that are complete will need to be closed. Please contact Maria Ontiveros maria.ontiveros@washoeschools.net for any PO's that need to be closed.
Wednesday, July 30, 2025	Last day to submit MILEAGE REIMBURSEMENTS, PER DIEM TRAVEL CLAIMS, and INVOICES for PO's dated and received PRIOR to JUNE 30, 2025 .

Contact list:

Budget Transfers: contact your assigned member of the Budget staff: [Budget Site Assignments](#)

Purchase Requisitions: [Tami Hansen](#)

Ordering Supplies and Furniture from the Warehouse: [Julie Butler](#) or [Marcus Erwin](#)

Purchasing Cards: [Jessica Valdovinos](#)

Mileage Reimbursements, Per Diem Travel Claims, and Invoices: Submit to AP@washoeschools.net

Disencumbering PO's: [Maria Ontiveros](#)