



**Dr. Nicole L. Williams**  
**Interim Superintendent**

**Angie Banks**  
**CFO/Treasurer**

January 23, 2023

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

<b><u>DUE DATE</u></b>	<b><u>ITEM</u></b>
Friday, May 5, 2023	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 19, 2023	Last day to submit goods receipts in BusinessPlus through May 2023 for review by the Fiscal Control Office
Friday, June 9, 2023	Elementary, Middle and High Schools must complete all student activity account transactions and bank reconciliations through May 2023 for review by the Fiscal Control Office
Friday, June 9, 2023	Last day to submit year-end accrual requests for expenditures. Please provide copy of invoice or other documentation. Invoices that arrive after June 9, 2023 for materials and/or services received prior to July 1, 2023, 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. 11<sup>th</sup> 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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### 2022 – 2023 FISCAL CONTROL DEADLINES

<b>PROGRAMS</b>	<b>FINAL DATE TO ENTER REQUISITONS</b> (Pending availability of funds including equipment request)	<b>FINAL DATE TO LOG GOODS RECEIPT</b>
<b><u>TITLE I</u></b> Project codes: 451001, 451002, 451004, 451005, 451006 <b><u>OTHER FEDERAL GRANTS</u></b> Project codes: 332000, 332010, 451020, 459003, 461000, 462000, 463000, 465000, 465001, 465002, 465010, 530020, 530010 <b><u>SPECIAL ED</u></b> Project codes: 437010, 441000, 441001, 442000, 128100, 442010	<b>Friday, March 10, 2023</b>	<b>Friday, May 5, 2023</b>
<b><u>CRRSA (ESSER II / ESSER III)</u></b> Project codes: 422000, 422001, 422002, 422003, 422010, 423000, 423001, 423010, 423020 <b><u>AEL &amp; CARL PERKINS</u></b> Project codes: 427010, 436000	<b>Friday, March 31, 2023</b>	<b>Friday, May 5, 2023</b>
<b><u>GENERAL OPERATING</u></b> Fund: 110, 210, 410 <b><u>FOOD SERVICES (other than perishable food)</u></b> Fund: 140, 440 <b><u>REFUGEE IMPACT GRANT &amp; AFGHAN REFUGEE</u></b> Project code: 497060, 497062	<b>Friday, April 14, 2023</b>	<b>Friday, May 19, 2023</b>
<b><u>FOUNDATIONS &amp; CONTRIBUTIONS</u></b> Fund: 160, 260, 460 <b><u>SUMMER LEARNING</u></b> Project code: 500660	<b>Friday, April 28, 2023</b>	<b>Friday, May 19, 2023</b>
<b><u>FOOD SERVICES (perishable food only)</u></b> Fund: 140, 440 <b><u>BUILDING SERVICES</u></b>	<b>Friday, May 5, 2023</b>	<b>Friday, May 19, 2023</b>