



Business and Finance Office
2559 Dorwood Dr.
St. Louis, MO 63136

Dr. Paula D. Knight, Superintendent

February 27, 2025

Business Office Fiscal Year End Deadlines

Greetings Warrior Family!

As we approach the end of the fiscal year, we are notifying staff of the upcoming finance department deadlines. All purchase orders, deposits, and related documentation for the current fiscal year must be submitted by the dates below. This includes orders for supplies, equipment, and services.

<u>Due Date</u>	<u>Item</u>
Friday, March 21, 2025	Last day to submit a requisition for goods or services on a Federal Grant (Projects: 45100, 46500, 42701, 45900, 43100)
Friday, April 11, 2025	Last day to submit a POs for approval for all goods or services on remaining funding sources (except Summer School)
Friday, May 16, 2025	Last day to enter POs for Summer School purchases
Friday, June 13, 2025	Last day to submit all outstanding invoices for any open POs
Friday, June 20, 2025	Last day to submit Building Deposits
Friday, June 28, 2025	June 2025 Credit Card Receipts are due Chris Tabb

Please ask vendors to send all invoices by email to accountspayable@jenningsk12.org. These deadlines ensure timely processing and payment of your goods and services, and help us to maintain positive relationships with our vendors. Failure to adhere to these dates will result in denied processing of POs and possible disciplinary action.

If you have any questions or need further assistance, please don't hesitate to contact, **Christopher Tabb, Business Manager, at 314-653-8011, or tabbc@jenningsk12.org.**

Victoria A. Glaspy
Chief Financial Officer