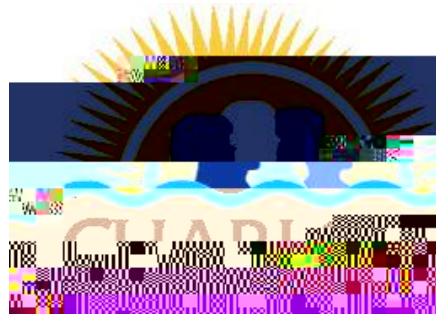


**Stephen Dionisio
Superintendent**



School Board

**Cara Reynolds, Chairman
Wendy Atkinson, Vice-Chairman
Kim Amontree
Bob Segur
John LeClair**

MEMORANDUM

To: All Principals, Directors, Coordinators and Supervisors

From: Debbie Faber, Director of Procurement
Janice Scott, Director of Finance

Date: April 3, 2023

Subject: Year End Closing and New Year Opening Information
For Fiscal Years 2022/2023 and 2023/2024

May 1, 2023

PURCHASE ORDERS

2023/2024 Purchase Requests

Effective May 1, 2023, purchase requests for the 2023/2024 school year may be entered in Business Plus. To enter 2023/2024 PR's, go to the pull-down tab (ellipsis) next to the PR field and choose PRseed (**PR.24**) for regular PR's. Also, **070123 must be** entered in the **Date Requested Field** in the top section (parent) of the form. Requisition numbers for 2023/2024 school year start with (**R24**). **If an incorrect PR# is generated, you cannot go back and change the date or seed, the PR must be deleted.**