



THE DISTRICT

YSLETA INDEPENDENT SCHOOL DISTRICT

FINANCE DIVISION Annual Calendar 2019 - 2020

2019

Su	M	T	W	Th	F	Sa
July						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

District Holidays
 Beginning/End of Semester

2020

Su	M	T	W	Th	F	Sa
January						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OCTOBER 2019

4 Last day to enter requisitions for employee apparel/clothing/uniform until January 6, 2020.

APRIL 2020

27 Review Open PO report; submit unpaid invoices to accounting for payment; submit change order forms for any POs needing to be cancelled.

JUNE 2020

- 1** Last day to request a budget transfer.
- 15** Last day to enter requisitions, must be received physically at the District (including warehouse) by June 29, 2020.
- 15** Last day to TIN match SSN & FID numbers for employees and vendors.
- 18** Last day to submit travel requests, reimbursements and registrations for checks needed prior to July 17, 2020.
- 18** Last day for deliveries from the warehouse.
- 22** Warehouse and Transportation shut down for inventory.
- 29** Last day to receive purchase orders in Munis - up to 5:30 pm, for items physically delivered.

JULY 2020

- 1** First day to enter requisitions.
- 1** Last day to submit Local Mileage reimbursement requests for prior fiscal year, due to payroll.
- 23** Last day for petty cash reimbursements dated up through June 30th.

