Ohio | Department of Education

CCIP Note #306

Keywords: Project Cash Request
Attention: Superintendents, Treasurers, and Consolidated Application Contacts
Summary: The State of Ohio accounting system will stop processing payments in mid-June as part of its routine fiscal year-end closing procedures.

2013 State Fiscal Year End Closing Procedures

Superintendents, Treasurers, and Consolidated Application Contacts

DEADLINE

The state's accounting system will stop processing payments in mid-June for routine fiscal year-end closing procedures. Therefore, ODE must adjust its timetable to approve project cash requests (PCR).

To ensure timely payment, the Office of Grants Management must receive your July cash requests by the following dates:

- Paper PCRs by **June 6, 2013**
- CCIP PCRs by **noon June 13, 2013**

The Office of Grants Management will still review and approve the requests and work as quickly as possible to meet these deadlines. To expedite the PCR process, please include support documentation if requests require justification or are being submitted for reimbursement.

Cash requests received after these deadlines cannot be guaranteed to be paid prior to the statewide shutdown and therefore will be made when the state accounting system is back online.

Please remember that all cash requests must be compliant with the provisions of the Cash Management Improvement Act (34 CFR 80.21). To receive approval consideration, cash requests must be made for immediate needs for the month requested. If a submitted cash request does not comply with the standards, it will be returned unapproved and may not be paid until after July 1.

As always, if you have any questions regarding your cash requests, please contact the Office of Grants Management at (614) 752-1483.