

Lufkin Independent School District
Financial Services

Business Office Timeline

Date	Event
Friday, September 1, 2023	All 2022-2023 grant LPO's, POs, and Expense Reimbursements must be received & paid - Funds 244
Friday, September 15, 2023	All 2022-2023 grant LPO's, POs, and Expense Reimbursements must be received & paid - Funds 340, 435
Friday, September 15, 2023	All 2022-2023 Travel Reimbursement/Monthly Mileage Reports must be received & paid - Fund 199
Friday, September 29, 2023	All 2022-2023 Grant LPO's, POs, and Expense Reimbursements must be received & paid - Funds 211, 219, 224, 225, 255, 263, 270, 281, 282, 288, 315
Friday, October 13, 2023	All 2022-2023 LPO's, POs, and Expense Reimbursements must be received & paid - Fund 199
Friday, November 10, 2023	All LPO's, POs, and Expense Reimbursements must be submitted for payment prior to the Thanksgiving holidays.
Wednesday, November 15, 2023	All deposits must be sent to Business Office prior to the Thanksgiving Holidays
Friday, December 8, 2023	All LPO's, POs, and Expense Reimbursements must be submitted for payment prior to the Christmas holidays.
Monday, December 11, 2023	Travel Advances & Check Requests must be approved in Skyward to be processed prior to the Christmas holiday.
Tuesday, December 12, 2023	All deposits must be sent to Business Office prior to the Christmas Holidays
Wednesday, February 14, 2024	Purchase Order Cut-off for campus reading materials account.
Friday, March 1, 2024	All LPO's, POs, and Expense Reimbursements must be submitted for payment prior to spring break
Wednesday, March 6, 2024	All deposits must be sent to Business Office prior to Spring Break
Friday, April 12, 2024	Purchase Order Cut-off for campus Bilingual, Comp Ed, CTE, GT, and Special Ed - (exception of summer school)
Friday, April 26, 2024	Purchase Order Cut-off for campuses until return in August – (exception of summer school)
Wednesday, May 22, 2024	All LPO's, POs, and Expense Reimbursements must be submitted for payment prior to leaving for the summer
Wednesday, May 22, 2024	All deposits must be sent to Business Office prior to leaving for the summer
Wednesday, June 12, 2024	Purchase Order Cut-off for summer school
Friday, August 9, 2024	Purchase Order Cut-off for campuses for back to school (excludes LPO's)
August TBA	Skyward Financial Services Training for All Campus & Department Secretaries