



**Los Angeles County  
Office of Education**

**INFORMATIONAL  
BULLETIN # 5362**

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9300 Imperial Highway, Downey, California 90242-2890 • (562) 922-6111

Debra Duardo, M.S.W., Ed.D., *Superintendent*

April 16, 2021

**TO:** Directors of Fiscal Services and Purchasing Managers  
BEST Advantage System - Financial  
Los Angeles County K-12 School and Community College Districts  
and Select Charter Schools

**FROM:** Roberto Concepcion, Enterprise Financial Systems Consultant  
Accounting and Financial Services  
Division of School Financial Services

**SUBJECT:** Purchase Orders and Requisitions for FY 2021-2022

Effective May 3, 2021, purchase orders (PO's) and requisitions (REQ's) may be entered into the BEST Advantage – Financial (FIN) System for fiscal year (FY) 2021-2022.

Please use the link below for the instructions on how to create future year PO's and REQ's in FIN:

<https://besterc.lacoe.edu/kb/fin3-proc-how-to-create-a-new-procurement-document-in-the-new-fiscal-year>

The Los Angeles County Office of Education (LACOE) strongly recommends that you attend the Year-End Closing Webinars that will be held in May 2021. These webinars will provide important information on closing the current and beginning the next fiscal year PO's and REQ's. Please see the **2020-21 BEST-FIN Year-End Closing Live Webinars** Informational Bulletin No. 5348 dated March 26, 2021 for the dates.

If you have any questions about entering PO's and/or REQ's for FY 2021-2022, please contact SFS Purchasing at (562) 922-6825 or via e-mail at [SFS Purchasing@lacoe.edu](mailto:SFS Purchasing@lacoe.edu).

Approved:  
Nkeiruka Benson, Director  
Division of School Financial Services

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