



April 6, 2022

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

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

**SUBJECT:** Purchase Orders and Requisitions for FY 2022-2023

Effective May 2, 2022, purchase orders (POs) and requisitions (REQs) may be entered into the BEST Advantage – Financial (FIN) System for fiscal year (FY) 2022-2023.

Please use the link below for the instructions on how to create future year POs and REQs in FIN:

<https://bestcrc.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 2022. These webinars will provide important information on closing out the current and beginning the next fiscal year POs and REQs. Please see the **2021-22 BEST Advantage Financial (FIN) Year-End Closing Live Webinar Workshops** Informational Bulletin No. 5515 dated March 30, 2022 for the dates.

If you have any questions about entering POs and/or REQs for FY 2022-2023, please contact SFS Purchasing at (562) 922-6825 or via e-mail at [SFSPurchasing@lacoe.edu](mailto:SFSPurchasing@lacoe.edu).

Approved:  
Nkeiruka Benson, Director  
Division of School Financial Services

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