



**Los Angeles County
Office of Education**

**INFORMATIONAL
BULLETIN # 6679**

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

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

April 12, 2023

TO: Directors of Fiscal Services and Purchasing Managers
BEST Advantage System – Financial (FIN)
Los Angeles County K-12 School and Community College Districts
and Selected 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 2023-2024

Effective May 1, 2023, purchase orders (POs) and requisitions (REQs) may be entered into the BEST Advantage –FIN System for fiscal year (FY) 2023-2024.

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

[How to create a new procurement document](#)

The Los Angeles County Office of Education (LACOE) strongly recommends that you attend the year-end closing webinars that will be held in May 2023. These webinars will provide important information on closing out the current, and beginning the next fiscal year POs and REQs. Please see [Informational Bulletin No. 6681](#): **2022-23 BEST Advantage Financial (FIN) Year-End Closing Workshops**, dated April 10, 2023, for workshop dates.

If you have any questions about entering POs and/or REQs for FY 2023-2024, please contact SFS Purchasing at (562) 922-6825 or via e-mail at SFS Purchasing@lacoe.edu.

Approved:
Nkeiruka Benson, Director
Division of School Financial Services

RC:lt

SFS-A42-2022-2023