

ANNUAL PURCHASING DEADLINES

- April 5 Deadline for Requisitions utilizing funding in the current fiscal year
(Requisitions must be entered and approved prior to 5:00 p.m. - All needed budget transfers must also be completed.)
- End April/First May First date to submit requisitions for next fiscal year orders. Requisitions must be clearly marked with appropriate fiscal year noted.
- May 15 Deadline for school sites to increase Open (Blanket) Purchase Orders
- June 20 Deadline for Warehouse Orders utilizing funding in the current fiscal year
(Requisitions must be entered and approved prior to 5:00 p.m. - All needed budget transfers must also be completed.) – This deadline includes Summer School orders in current fiscal year
- June 10 Deadline for Credit Card purchases to be expended in current fiscal year (sites to enter Purchase Requisitions prior to April 5 Buy-Out Requisition deadline)
- June 25 Earliest date to begin processing next fiscal year Warehouse Orders
- June 15 Deadline for departments (non-school sites) to increase Open (Blanket) Purchase Orders
- June 20 Deadline for Summer School Requisition orders utilizing current fiscal year funds
- June 30 Deadline receiving date for current year purchase orders.
- July 1 Earliest date for Summer School orders utilizing next fiscal year funds
- July 1 Earliest receiving date for next fiscal year orders.

To assist in cut-off date clarification, the dates listed above will remain constant from year to year. If the date listed falls on a Saturday, Sunday, or holiday, the deadline is the previous Friday.

**The April 5 deadline was revised in 2009-2010 to accommodate State Reporting deadlines.
End April/First May deadline was revised in 2017-2018 to accommodate budget planning deadlines.**