



PURCHASING DEPARTMENT 2018-19 YEAR-END CLOSING CALENDAR IMPORTANT DEADLINES

PURCHASING DUE DATES

Friday, April 12, 2019

REPORTS/DOCUMENTS

Purchase Orders for Purchases made during 2018-19 Fiscal Year, including Summer School

All requisitions for goods and/or services, including Categorical and Adult Ed., must be submitted by April 12, 2019, to ensure delivery of goods and/or services by June 30, 2019.

Office Depot Just-In-Time Orders

If you need to create an Online Order for office supplies, you have until April 12, 2019, to complete your orders. On April 30, 2019, all access to the online ordering system will be discontinued in order to close out the 2018-19 fiscal year.

Friday, May 10, 2019

Last Day to Submit Warehouse Orders for 2018-19 Fiscal Year, including Summer School

All material stock requests, including copier paper and custodial supplies (toilet paper, paper towels, hand soap, etc.), must be submitted by May 10, 2019, to ensure expenditure is encumbered in the 2018-19 fiscal year and for delivery of materials before the beginning of summer school.

Friday, July 5, 2019

Beginning date for 2019-20 Warehouse Order Input (Issue Date of July 5, 2018)

All material stock request, including copier paper and custodial supplies (toilet paper, paper towels, hand soap, etc.), may be submitted by July 5, 2019, for expenditure to be encumbered in the 2019-20 fiscal year. This will also help to ensure delivery of needed materials before the beginning of the new school year.