


**LUCERNE VALLEY UNIFIED SCHOOL DISTRICT**  
**Business Services**

April 5, 2019

MEMO TO: Principals and Administrators

FROM: Douglas Beaton   
Chief Business Official

SUBJECT: Purchasing Deadlines (Cut-Off Dates)

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**Vendor Requisitions**

Please be advised that "all" Vendor Requisitions must be processed and sent on to the District Office by 4:00 p.m., April 30, 2019. This means all requisitions must be approved by the school site/department and sent to the next approver by this date. Requisitions processed after this date will be rejected back to the school site/department, unless specific approval is given by Mr. Beaton.

Please plan accordingly and remember to put in requisitions (prior to the deadline) for any/all upcoming events and needs through June 30<sup>th</sup> including, but not limited to: field trips, graduation related events, supplies, and equipment.

**Cal Cards**

Please note that Cal Cards are not to be used in place of purchase orders. Therefore, any purchase(s) made after April 30<sup>th</sup> must have Mr. Beaton's written authorization. Pre-authorized conference expenditures are excluded from this deadline.

**Open Purchase Orders**

All open purchase orders will be closed on May 31<sup>st</sup>, 2019; this includes all POs without a specified end date. Please ensure that any items needed for June are placed prior to the May 31<sup>st</sup> deadline date.

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Funds may be spent for items that are **necessary** to run your school or department through the 2018-19 school year. Please do not "stock up" for next year. A justification of need will be requested for requisitions with large quantities.

You will be notified when the 2019/20 Purchasing System will be made available for your use as soon as the District has a "tentative budget".

Do not enter requisitions for the 2019/20 school year on the 2018/19 Purchasing System; you will need to change the year and enter requisitions on the 2019/20 Purchasing System (when it is available). Requisitions cannot be transferred between years.

Please notify appropriate staff of these dates.

If you have any questions, please feel free to contact Jody at Ext. 4201.