

GALLUP-McKINLEY COUNTY PUBLIC SCHOOLS

MIKE HYATT
SUPERINTENDENT

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Assistant Superintendent of Student Services

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Assistant Superintendent of Curriculum & Instruction

“GROWING STUDENTS TO BE PRODUCTIVE CITIZENS IN A MULTI-CULTURAL SOCIETY”

TO: All Principals and Administrators
FROM: Mike Hyatt, Superintendent 
DATE: April 2, 2018
RE: **Procurement Deadlines for FY18**

Please note the purchasing deadlines outlined in the chart below:

April 30, 2018	Last Day for non-local/non-warehouse requisitions (no requisitions will be approved if items/services cannot be delivered by June 22, 2018)
May 31, 2018	Last Day for local and/or warehouse requisitions
June 5, 2018	Local or Warehouse Summer School Orders
June 15, 2018	Purchase Orders for items that will not be received by June 22, 2018 will be cancelled
June 25, 2018-July 6, 2018	Travel Blackout

Once the deadline passes, Procurement will not accept or process requisitions, EXCEPT for those that are determined to be of an urgent nature or emergency. The Executive Leadership Team shall make the final determination to the nature of the emergency or individual situation for processing orders after the established deadlines. You will need to submit a written approval from the Executive Leadership Team with your requisition after the deadline has passed.

As was stated many times this year, the majority of budgets should have been expended/obligated by December 31, 2017. The purpose for items purchased in the current fiscal year is to receive benefits for those services in the current fiscal year. This year, we will continue the deadline to help us close outstanding Purchase Orders prior to the end of the fiscal year. This deadline is June 15, 2018. After this deadline, we will begin to cancel orders with vendors and close Purchase Orders **unless** departments provide written documentation the orders will be delivered prior to June 22nd. The **ONLY** exception to this deadline will be construction projects and summer school orders. We ask that you continue to monitor your Purchase Orders and follow up with the vendors to ensure delivery and invoicing are completed prior to the end of the Fiscal Year.

Also, it is imperative to note that there will be a **“Travel Blackout”** for the period June 25, 2018 through July 6, 2018. This means there will be no travel authorized for District employees, staff or students, regardless of fund, during this period. Any exceptions to this will need to be approved by the Executive Leadership Team.

Your cooperation and understanding in these matters are greatly appreciated. Please contact Procurement if you have any questions regarding the deadlines. Thank You.