

2018/19 Calendar of Purchasing/Warehouse "BUY OUT" Deadlines

To ensure that your purchases are received and billed to the appropriate budget year, the following dates have been set for the 2018/19 fiscal year.

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CATEGORICAL DEADLINE for Requisitions, Office Depot, and Cal-card is **Friday, April 5, 2019**
Please note: Cal-Card is ONLY for emergencies and must be pre-approved by Categorical Dept.

DEADLINE FOR USE OF OTHER FUNDS:

I. Requisitions (On-line)

Friday, April 5, 2019

- We will accept requisitions from local vendors for services through the end of April.
(Local is defined as, vendors within 90 miles)

II. Office Depot

Friday, June 12, 2019

- **This includes Summer School requisitions entered in the 2018/19 fiscal year.**

III. Cal-Card

Friday, June 7, 2019

- Please note: Your Cal-card will be inactivated from June 8th through June 30th. Emergency purchases will be handled through the CFO's Office. All Cal Card statements and backup needs to be turned into A/P no later than Thursday June 27, 2019.



PLAN AHEAD!

For your open Office Depot Purchase Orders to be available on July 3rd for the 2019/20 fiscal year, please submit REQ's to Purchasing Dept. no later than June 3rd, 2019

**The District Warehouse will be closed for inventory from
Thursday, June 27, 2019 through Thursday, July 4, 2019**