

2023/24 Calendar of Purchasing/Warehouse Deadlines

To ensure that your purchases are received and billed to the appropriate budget year, the following dates have been set for the 2023/24 fiscal year.

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CATEGORICAL DEADLINE for Requisitions, Office Depot, and Cal-card is **Friday, April 19, 2024**
Please note: Cal-Card is ONLY for emergencies and must be pre-approved by Categorical Dept.

DEADLINES:

I. Requisitions for out of State Vendors Only **Friday April 19, 2024**

II. SUMMER SCHOOL BLANKET PO'S DEADLINE **Friday April 26, 2024**

III. Cal-Card **Friday June 07, 2024**

• Please note: Your Cal-card will be inactivated from **June 14th through July 2ND**. 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 **Friday June 21, 2024**

PLAN AHEAD!

Blanket Purchase Orders for the **2024/25** fiscal year, you will be able to enter and save your REQ's starting **June 2, 2024**, But Please **DO NOT submit them**. The Business Office will notify you when the 2024-25 Budget is tentatively adopted and requisitions can be submitted, sometime after the board first reading on **June 11th**.

As a reminder all current Blanket PO's are available to use through June 14, 2024

*****These dates do not pertain to Conferences or Entry Fee REQ's *****

All **line item PO's** that are not received by June 30th will roll into the next school year, unless Purchasing is notified to cancel the order.

The District Warehouse will be closed for inventory from Monday June 24, 2024 through Friday July 5, 2024, so please be sure all stock REQ's are entered prior to closure.