



## Purchasing Services 2023-2024 Year-End Calendar

Released: June 1, 2023

Date*	Transaction Category
October 27, 2023	Deadline for the purchase of vehicles, box trucks, golf carts, utility carts, trailers, and other motorized or electric vehicle(s).
December 15, 2023 <b>Mid-year deadline</b>	Deadline for the purchase of <b>technology, furniture, appliances, equipment and signage</b> including: <ul style="list-style-type: none"> <li>• Desktops/Laptops/Chromebooks</li> <li>• Tablets/iPads</li> <li>• Monitors</li> <li>• Office Furniture/Desks/Office Chairs/Classroom Furniture</li> <li>• Appliances – Microwaves/Refrigerators/Washers/Dryers/etc.</li> <li>• Sign Orders – Custom Signs, Branding, etc.</li> <li>• Equipment over \$5,000 (object code 64XX)</li> </ul>
March 29, 2024	Deadline for submission of purchase requisitions for <b>ALL</b> items, excluding travel/conferences and reimbursements. <b>Items must be delivered by June 28, 2024.</b>
April 26, 2024	Deadline to submit Elementary Yearbooks to Print Shop.
April 19, 2024	Deadline for travel and conferences taking place before June 30, 2024.
April 30, 2024	Deadline for graduation orders including: <ul style="list-style-type: none"> <li>• Stage Rentals</li> <li>• Caps/Gowns</li> <li>• Diplomas</li> </ul>
May 10, 2024	Deadline to submit Middle/Elem. School Grad programs to Print Shop.
May 17, 2024	Deadline to submit High School Grad programs to Print Shop.
May 17, 2024	<ul style="list-style-type: none"> <li>• Deadline to submit orders for <b>Summer School</b>.</li> <li>• Deadline to submit REQ's for Reimbursements and <b>existing</b> Open PO increases.</li> </ul>
May 31, 2024 by 4:00 p.m.	<ul style="list-style-type: none"> <li>• Last day for sites to route <b>STORES</b> orders to the Warehouse.</li> <li>• Last day for ALL sites to purchase using <b>existing</b> open PO's.</li> <li>• Last day for ALL catering/food purchases using <b>existing</b> open PO's.</li> <li>• Last day for ALL sites to place e-Procurement orders.</li> </ul>
<i>*Dates indicate when each transaction category needs to arrive in Purchasing, Warehouse, and Print Services.</i>	

**IMPORTANT:** No exceptions will be granted on the deadlines listed above. Purchasing Services will make every effort to help ensure goods are received before June 28, 2024, but delivery dates are not guaranteed.