



**Purchasing Services 2024-2025 Year-End Deadlines**

Released: May 24, 2024

*DATE	REQUISITION (REQ) TRANSACTION CATEGORY
<b>October 25, 2024</b>	Deadline to submit REQ's for <b>vehicles, box trucks, golf carts, utility carts, trailers, and other motorized or electric vehicle(s).</b>
<b>December 13, 2024</b> <b>Mid-year deadline</b>	Deadline to submit REQ's for <b>furniture and signage</b> , including but not limited to: <ul style="list-style-type: none"> <li>•Office Furniture: Desk/Tables/Chairs/Seating/Storage/Bookcases/Displays etc.</li> <li>•Classroom Furniture: Desk/Tables/Chairs/Seating/Carpets/ Storage/Bookcases/Displays etc.</li> <li>•Signs: Custom Signs/Banners/Branding/Wall-to-Wall Graphics etc.</li> </ul>
<b>January 31, 2025</b>	Deadline to submit REQ's for <b>technology, appliances, and equipment</b> , including but not limited to: <ul style="list-style-type: none"> <li>•Desktops/Laptops/Chromebooks/Tablets/iPads</li> <li>•Tech Gadgets/Headphones/Speakers/Mouse/Keyboards etc.</li> <li>•Monitors/ViewSonics/Projectors/Shredders/Cameras etc.</li> <li>•Appliances – Microwaves/Refrigerators/Washers/Dryers etc.</li> <li>•Equipment over \$5,000 (object code 64XX)</li> </ul>
<b>April 4, 2025</b>	Deadline to submit REQ's for <b>ALL items/services</b> , excluding travel/conferences and reimbursements. <b>Items/services must be received/installed by June 30, 2025.</b>
<b>April 18, 2025</b>	Deadline for <b>travel and conferences</b> taking place before June 30, 2025.
<b>April 25, 2025</b>	Deadline to submit <b>Elementary Yearbooks</b> to Print Shop.
<b>April 30, 2025</b>	Deadline to submit REQ's for <b>graduation/promotion</b> including but not limited to: <ul style="list-style-type: none"> <li>•Stage /Party Rentals</li> <li>•Caps/Gowns/Sashes etc.</li> <li>•Diplomas/ Certificates/ Medals/ Plaques etc.</li> <li>•Decorations/Accessories, Spirit Gear etc.</li> <li>•Field Trips/ Activities/ Events</li> </ul>
<b>May 9, 2025</b>	Deadline to submit <b>Middle/Elem. School Grad Programs</b> to Print Shop.
<b>May 16, 2025</b>	Deadline to submit <b>High School Grad Programs</b> to Print Shop.
<b>May 16, 2025</b>	<ul style="list-style-type: none"> <li>•Deadline to submit REQ's for <b>Summer School Enrichment Program.</b></li> <li>•Deadline to submit REQ's for <b>reimbursements and existing Open PO increases.</b></li> </ul>
<b>May 30, 2025</b> <b>by 4:30 p.m.</b>	<ul style="list-style-type: none"> <li>•Last day for ALL sites to route <b>STORES</b> orders to the Warehouse.</li> <li>•Last day for ALL sites to place orders using <b>existing</b> open PO's.</li> <li>•Last day for ALL sites to place <b>catering/food</b> orders using <b>existing</b> open PO's.</li> <li>•Last day for ALL sites to place <b>e-procurement</b> orders using <b>existing</b> open PO's.</li> </ul>
<p><i>The (*Date) indicates when each requisition transaction category needs to be submitted for approval by the school site/service area. Purchasing, Warehouse, and Printing Services will verify the date stamped in the requisition workflow/emailed request.</i></p>	

**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 30, 2025, but delivery dates are not guaranteed.