

**PURCHASING CALENDAR
FY 2023-24**

The dates below indicate the deadlines for inputting purchase and warehouse requisitions into MUNIS for the 2023-2024 School Year. These deadlines will help with year-end closing and to better manage your school/department budget.

Purchase Requisitions released into workflow after the dates indicated below will be rejected.

When creating Purchase Requisitions using categorical funds, please remember that all items purchased must be linked to your plans for improving student learning and referenced in your SPSA.

GENERAL INFORMATION: *Purchase requisitions for supplies, books, equipment, etc. must be submitted early during the fiscal year so that materials funded and purchased for use during the current school year are provided for the students attending during the current school year.*

- January 31, 2024:** Deadline to submit Contract Request Form & Vetting for Direct Service contracts listed in the 22-23 Full-Service Community Schools Partnership booklet. No new Direct Service providers will be added to the program booklet after 1/31/24. Please refer to purchasing procedure "Consultant Contracts" on the Purchasing website for details in the processing of consultant contracts.
- February 2, 2024:** **Large Purchases** over the Public Contract Code Bid Limit of \$114,500 (2024) adjusted annually.
- February 2, 2024:** Run a PO Inquiry report to check for balances remaining on your open purchase orders. You can run the following [REPORT](#) to determine if you need to spend down your purchase orders or have them closed or decreased by the Purchasing Department. Only spend what you need for this year.
- March 8, 2024** Deadline to submit Contract Request Form & Vetting for any Non-Direct services contract costing \$10,000 or more for the 2023/24 school year.
- March 15, 2024:** Deadline for submission of diploma information and names of graduating students. Please refer to procedure [DIPLOMA ORDERS](#) for details on requesting diplomas.
- March 31, 2024:** **Deadline for submission of regular purchase requisitions in MUNIS for the current school year.**
THIS INCLUDES ALL FUNDING SOURCES INCLUDING GRANTS, CATEGORICAL AND UNRESTRICTED FUNDS EXPIRING ON JUNE 30, 2023
- March 31, 2024:** Deadline to enter a **study trip** requisition in MUNIS for the current school year.
Requisition must reach purchasing 8 weeks prior to trip.
- March 31, 2024:** Deadline to submit a Requisition and submit a Non-Direct Services Agreement with already approved Contract Request Form & Vetting attached. Please refer to purchasing procedure "Consultant Contracts" on the Purchasing website for details in the processing of consultant contracts.
- April 15, 2024** Deadline to submit Requisitions for Graduation supplies or services
- April 19, 2024:** Deadline to increase existing Blanket Purchase Orders
- April 19, 2024:** Deadline to enter Travel/Conference requisitions. Requisitions must reach the Purchasing Department **3 weeks prior to registration deadline. Travel is permitted only if a substitute was included in the budgeted plans if a substitute is needed. 11/6/23**
Memo: Freeze Out of State Travel
- May 6, 2024:** Deadline to purchase against Blanket Purchase orders. **No more purchases are to be made after May 5th.**
- May 15, 2024** **Deadline to submit requisitions for material orders for summer school**
Designate SUMMER SCHOOL ORDER on the general description line. All materials need to be received prior to June 30, 2024
- May 15, 2024** **Deadline to submit Ongoing operational contracts**, the list needs to be added to the June 12, 2024 board meeting.
- May 15, 2024** **Deadline to submit the Special Education Non-Public Schools and Non-Public Agencies** list of service providers. The list needs to be submitted for board

approval at the June 12 2024 board meeting.

- May 27, 2024:** **Opening of 2024-2025 Ordering.** Sites and Departments may enter new year blanket requisitions. These requisitions will be processed prior to the August opening of school. No Items may be delivered until after July 1, 2024. Please see **INSTRUCTIONS** for entering new year requisitions.
- May 27, 2024** **Deadline to submit requisitions for the second half of summer school. These orders will be using 2025 funds.** Designate SUMMER SCHOOL ORDER on the general description line.
- May 31, 2024:** Deadline to enter a **warehouse** requisition in MUNIS for the current school year. **No backorders will be processed.** Warehouse orders received after May 31, 2024 shall be for emergency needs only.
All non-emergency orders will be rejected after May 31, 2024.
- June 5, 2024** **Expanded Learning Lead Agency contracts need to be added to the June 26, 2024 Board summary for approval.**