

PURCHASING CALENDAR FY 2021-2022

The dates below indicate the deadlines for inputting purchase and warehouse requisitions into MUNIS for the 2021-2022 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 may 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. **Failure to spend money in the current year will not impact your budget for the following year.***

March 1, 2022: 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 written down by the Purchasing Department. Only spend what you need for this year.

March 18, 2022: Deadline for submission of diploma information and names of graduating students. Please refer to procedure [DIPLOMA ORDERS](#) for details on requesting diplomas.

March 31, 2022: **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, 2022

March 31, 2022: Deadline to enter a **study trip** requisition in MUNIS for the current school year. **Requisition must reach purchasing 8 weeks prior to trip.**

April 15, 2022: Deadline to enter a **consultant services** requisition in MUNIS for the current fiscal year. Please refer to procedure "Consultants" on Purchasing's web site for details in the processing of consultants.

April 22 2022: Deadline to increase existing Blanket Purchase Orders.

April 22 2022: 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.**

May 31, 2022: Deadline to enter a **warehouse** requisition in MUNIS for the current school year. **No backorders will be processed.** Warehouse orders received after May 31, 2022 shall be for emergency needs only. **All non-emergency orders will be rejected after May 31, 2022.**

May 6, 2022: Deadline to purchase against Blanket Purchase Orders. **No more purchases are to be made against Blanket Purchase Orders after May 6, 2022. All deliveries must be received before June 30th.**

May 23, 2022: **Opening of 2022-2023 Ordering.** Sites and Departments must 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, 2022. Please see [INSTRUCTIONS](#) for entering new year requisitions.