

**PURCHASING CALENDAR  
FY 2024-2025**

***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.***

The dates below indicate the deadlines for inputting purchase and warehouse requisitions into MUNIS for the 2024-2025 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.

*Categorical Purchase Requisitions must reference your SPSA for improving student learning and SPSA page must be attached.*

- |                          |                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>January 10, 2025</b>  | <b>Deadline to submit a Contract Request Form for Direct Service contracts</b> listed in the 2024-2025 Partnership booklet. No new Direct Service providers will be added to the booklet after 1/10/25. Please refer to the purchasing procedure "Consultant Contracts" on the Purchasing website for details on the processing of consultant contracts.    |
| <b>January 31, 2025</b>  | <b>Deadline to create a Direct Services Requisition and exhibit b</b> for already approved partners. All services must begin on or before 3/1/2025.                                                                                                                                                                                                         |
| <b>January 31, 2025</b>  | <b>Deadline to submit Large Purchases</b> over the Public Contract Code Bid limit of \$114,500 (2024) adjusted annually                                                                                                                                                                                                                                     |
| <b>January 31, 2025</b>  | Run a PO Inquiry report to check for balances remaining on your open purchase orders. You can run the following <a href="#">REPORT</a> 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.                                                   |
| <b>February 28, 2025</b> | <b>Deadline to submit a Contract Request Form for a Non-Direct Services Agreement</b> Please refer to purchasing procedure "Consultant Contracts" on the Purchasing website for details on the processing of consultant contracts.                                                                                                                          |
| <b>March 14, 2025</b>    | <b>Deadline for submission of diploma information and names of graduating students.</b> Please refer to procedure <a href="#">DIPLOMA ORDERS</a> for details on requesting diplomas.                                                                                                                                                                        |
| <b>March 28, 2025</b>    | <b>Deadline to enter a study trip requisition in MUNIS for the current school year.</b><br><i><u>Requisition must reach purchasing 8 weeks prior to trip.</u></i>                                                                                                                                                                                           |
| <b>March 28, 2025</b>    | <b>Deadline to increase existing Blanket Purchase Orders.</b>                                                                                                                                                                                                                                                                                               |
| <b>March 31, 2025</b>    | <b>Deadline to submit a Non-Direct services agreement and requisition for the 2024-2025 school year.</b><br><b>Deadline for submission of regular purchase requisitions in MUNIS for the current school year.</b><br><b><u>THIS INCLUDES ALL FUNDING SOURCES INCLUDING GRANTS, CATEGORICAL AND UNRESTRICTED FUNDS EXPIRING ON JUNE 30, 2025.</u></b>        |
| <b>April 4, 2025</b>     | <b>Deadline to enter Travel/Conference requisitions. Requisitions must reach the Purchasing Department 6 weeks prior to the registration deadline.</b> If substitute coverage is required, travel is permitted only if a substitute was included in the budgeted plans. Maximum of 2 people per site/dept to attend an event. <b>NO OUT OF STATE TRAVEL</b> |
| <b>April 14, 2024</b>    | <b>Deadline to submit Requisitions for Graduation supplies or services.</b>                                                                                                                                                                                                                                                                                 |
| <b>May 1, 2025</b>       | <b>Deadline to submit summer school contracts, the contracts need to be added to the Board summary for approval.</b> They should go to either the May 14 or the June 11, 2025 Board meeting.                                                                                                                                                                |
| <b>May 2, 2025</b>       | <b>Deadline to purchase against Blanket Purchase orders for materials and supplies.</b><br><u>No more purchases are to be made after May 2, 2025.</u>                                                                                                                                                                                                       |
| <b>May 15, 2025</b>      | <b>Deadline to submit requisitions for material orders for summer school.</b> Designate SUMMER SCHOOL ORDER on the general description line. All materials need to be received prior to June 30, 2025                                                                                                                                                       |

- May 15, 2025** **Deadline to submit Ongoing operational contracts**, the list needs to be added to the June 11, 2025 board meeting.
- May 30, 2025** Deadline to enter a **warehouse** requisition in MUNIS for the current school year. **No backorders will be processed. Warehouse orders received after May 30, 2025 shall be for emergency needs only. All non-emergency orders will be rejected after May 31, 2025.**
- May 30, 2025** **Amazon Receiving Deadline.** All items purchased from Amazon must be received in Amazon by today. If you have items that have not been shipped, check with Amazon for delivery dates. If the delivery date is after 06/30/25, the order needs to be cancelled.
- June 6, 2025** **Deadline to purchase against Food Blanket Purchase orders.** All receipts must be submitted by June 30, 2025
- June 6, 2025** **Expanded Learning Lead Agency contracts need to be added to the Board summary for approval.** They need to go to the June 26, 2025 board meeting.
- June 13, 2025** **Deadline to purchase against Summer School Blanket Purchase Orders.** All items must be received before 06/30/25.
- June 30, 2025** **Deadline to turn in any reimbursement for June 2025.** All documentation must be attached and the account code must have sufficient funds. Any reimbursement requests submitted without adequate funds will be rejected and may not be reimbursed
- July 1, 2025** **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.
- July 1 2025** **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, 2025. Please see **INSTRUCTIONS** for entering new year requisitions.

### Purchasing Calendar

#### FY 2024-2025

July 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
Su	M	Tu	W	Th	F	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
Su	M	Tu	W	Th	F	Sa
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
Su	M	Tu	W	Th	F	Sa
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22	23	24	25	26	27	28
29	30	31				

January 2025						
Su	M	Tu	W	Th	F	Sa
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26	27	28	29	30	31	

February 2025						
Su	M	Tu	W	Th	F	Sa
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23	24	25	26	27	28	

March 2025						
Su	M	Tu	W	Th	F	Sa
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23	24	25	26	27	28	29
30	31					

April 2025						
Su	M	Tu	W	Th	F	Sa
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20	21	22	23	24	25	26
27	28	29	30			

May 2025						
Su	M	Tu	W	Th	F	Sa
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### EXPENDITURE TIMELINE

- 10/22/24 – 25% of funds encumbered
- 01/17/25 – 65% of funds encumbered
- 03/31/25 – 100% of funds encumbered

### Contact information

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