



## Purchasing Services 2022-2023 Year-End Calendar

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**Diane Romo**  
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Date*	Transaction Category
October 31, 2022	Deadline for the purchase of vehicles, box trucks, golf carts, utility carts, trailers, and other motorized or electric vehicle(s).
December 16, 2022	Deadline for the purchase of technology including: <ul style="list-style-type: none"> <li>• Desktops</li> <li>• Laptops/Chromebooks</li> <li>• Tablets/iPads</li> <li>• Monitors</li> </ul>
December 16, 2022	Deadline for the purchase of furniture including: <ul style="list-style-type: none"> <li>• Office Furniture</li> <li>• Desks</li> <li>• Chairs</li> <li>• Classroom Furniture</li> </ul>
March 3, 2023	Deadline for the purchase of capital assets/equipment and appliances: <ul style="list-style-type: none"> <li>• Object codes 64XX – Items over \$5,000</li> <li>• Appliances</li> </ul>
March 31, 2023	Deadline for submission of purchase requisitions for <b>ALL</b> items, excluding travel/conferences. <b>Items must be delivered by June 30, 2023.</b>
April 3, 2023	Deadline to submit Elementary Yearbooks to Print Shop.
April 21, 2023	Deadline for travel and conferences taking place before June 30, 2023.
April 28, 2023	Deadline for PO's and orders for graduation including: <ul style="list-style-type: none"> <li>• Stage Rentals</li> <li>• Caps/Gowns</li> <li>• Diplomas</li> </ul>
May 15, 2023	Deadline to submit Middle/Elem. School Grad programs to Print Shop.
May 19, 2023	Deadline to submit High School Grad programs to Print Shop.
May 22, 2023	Deadline to submit orders for Summer School.
May 26, 2023 by 4:00 p.m.	<ul style="list-style-type: none"> <li>• Last day for sites to route warehouse requisitions 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 30, 2023, but delivery dates are not guaranteed.

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