



# RIALTO

UNIFIED SCHOOL DISTRICT  
BRIDGING FUTURES THROUGH INNOVATION

## Purchasing Services 2021-2022 Year-End Calendar February 1, 2022

**Board of Education**

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Member

**Superintendent**

**Dr. Cuauhtémoc Avila**  
Superintendent

**Business Services**

**Diane Romo**  
Lead Business Services  
Agent

Date*	Transaction Category
February 28, 2022	Deadline for the purchase of Vehicles, Box Trucks, Golf Carts, Utility Carts, and other motorized or electric vehicle(s).
March 4, 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> 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 18, 2022	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 28, 2022	Deadline for submission of purchase requisitions for ALL items, excluding travel/conferences. *Items must be delivered by June 30, 2022.
April 1, 2022	Deadline to submit Elementary Yearbooks to Print Shop.
April 22, 2022	Deadline for Travel and Conferences taking place before June 30, 2022.
May 16, 2022	Deadline to submit Graduation programs to Print Shop.
May 25, 2022	<ul style="list-style-type: none"> <li>• Last Date for sites to route warehouse requisitions to the Warehouse.</li> <li>• Last day for ALL sites to purchase using open Purchase Orders.</li> <li>• Last day for ALL sites to place e-Procurement orders.</li> <li>• Last day for Summer School Orders.</li> </ul>
5-Weeks Before Services or Items are needed.	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>
<i>*Dates indicate when each transaction category needs to arrive in Purchasing, Warehouse, and Print Services.</i>	

**IMPORTANT:** Given the volatility of purchasing goods 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, 2022, but delivery dates are not guaranteed.