

**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

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:

approval at the June 12 2024 board meeting.

May 27, 2024:

Opening of 2024-2025 Ordering. Sites and Departments may enter new