



PURCHASING DEADLINES 2023-2024

To ensure a successful fiscal year-end closure, it is important that we make every effort to meet all dates listed on this calendar. We urge you to plan ahead and utilize the Purchasing Department as a resource to get the best prices and high quality service with reputable vendors. If you have any questions or need additional information, view the Purchasing Policies & Procedures on our website or contact us at the numbers listed below. Thank you for your cooperation!

REQUISITION APPROVAL PROCESS



DATE	SUBJECT	DESCRIPTION
4/19/2024	Processing	Requisitions must be submitted, prior to 5:00 PM, with proper approvals and adequate funds to cover purchases. <i>**To ensure proper use of funds and that budget balances are adequate to cover all purchases, all budget transfers (for requisitions, credit cards, & printing) must be processed prior to submitting for approval.**</i>
TBD	Next Fiscal Year	The process for submitting 24/25 Reqs in Tyler will be shared at a later date. Please keep in mind that requisitions will be processed in the appropriate FY that the expenditure will be utilized. For example, magazine subscriptions, software licenses, copier lease payments with terms between July 2024-June 2025 will be processed in FY 24/25.
4/26/2024	SBA	Requisitions must be submitted by 5:00 PM, using Elementary & Middle School student body funds.
5/31/2024	Printing	All print requests will be accepted through the summer; however any print job that is not completed by June 30 th will be charged in FY 24/25. Please work with the Print Shop staff to find out when the estimated completion date is.
05/17/2024	Credit Card	Last day to make credit card purchases using 23-24 budget. Credit Card use is only intended for travel and emergency purchases when a vendor does not accept a VUSD Purchase Order.
05/17/2024	Credit Card	FEDERAL FUNDS ONLY: No purchases of materials and supplies are allowed. Only authorized travel is allowed for credit card use. Please allow a minimum of one week before deadline for required approvals.
6/14/2024	Open PO's	PO EXPIRES! Remaining available balances will be liquidated. Remember to turn in all receipts to Finance-Accounts Payable ASAP.
Important Note: Any transaction or request received after the deadline will be processed against 2024/25 fiscal year.		