

2024-2025 Financial Services Activity Calendar

Requisition approval deadlines are provided so that staff can effectively manage their purchases before the fiscal year-end. Purchases requested are to benefit current school year students and programs. Please adhere to the deadlines listed below to help ensure your departmental requests are successfully processed.

APPROVAL DEADLINES

Requisition Type	Purchase Requisition	Internal Requisition	Graphics Requisition	Check Requisition
Special Revenue Funds - Technology	October 4, 2024	-	-	-
Special Revenue Funds – All Other	February 21, 2025	February 21, 2025	February 21, 2025	June 13, 2025
Special Revenue Funds - Summer Approved	March 21, 2025	-	-	-
All Software Purchases over \$50,000	March 28, 2025	-	-	-
General Operating / Internal Service Funds	April 30, 2025	June 13, 2025	June 13, 2025	June 20, 2025
General Operating - End of Year Awards	June 13, 2025			June 20, 2025
Activity Funds (461 / 865)	June 13, 2025	June 13, 2025	June 13, 2025	June 13, 2025
Miscellaneous Gifts & Donations (481)	June 13, 2025	-	-	June 13, 2025

As a Reminder:

- Purchases should be made as early as possible during the current school year.
- Failure to meet the approval deadlines may result in requisition cancellation.
- The Cross-functional budget transfer deadline is **April 30, 2025**.
- At the end of each fiscal year, open encumbrances are carried forward to the same line codes in the next fiscal year. **Additional budget for those encumbrances is not guaranteed, particularly in the General Fund.**
- Purchase requisitions and check requisitions must be in **Procurement’s approval queue** by the deadline date.
- Internal requisitions must be in an **approved status** by the deadline date.
- Graphics requisitions must be in the **Graphics Department’s approval queue** by the deadline date.
- Exceptions to the approval deadlines must be obtained via emailed request to the Finance contacts listed below.
- Exceptions may be made to the established deadlines for specific departments (i.e. School Nutrition, Maintenance & Facility Services, Information Technology, and Bond) with ongoing projects that started prior to May 1st and are needed for the upcoming school year preparations.
- Purchase Requisitions must be submitted timely and in accordance with this calendar to ensure that:
 - Procurement can submit purchase orders in time for suppliers to deliver goods/services by 6/30/2025.
 - By 7/14/2025, the campus/department can appropriately enter an Oracle receiver confirming the 6/30/2025 receipt.
 - Vendors can invoice the District before the Oracle Accounts Payable module closes in late July 2025.

In Process and/or Incomplete requisitions will be mass cancelled by quarter according to the schedule below.

Requisition Mass Cancel	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
All Incomplete/In Process Requisitions	Nov 13, 2024	Feb 24, 2025	May 23, 2025	June 25, 2025

Finance Division Contacts, including support for questions:

- Executive Director – Procurement: Kris Robinson at krrobinson@dallasisd.org
- Procurement Coordinator: Victor Hendrix at vihendrix@dallasisd.org
- Special Revenue exceptions: Sequetta Marks at smarks@dallasisd.org
- General Operating exceptions: Sherry Dodson at sdodson@dallasisd.org
- Activity Fund exceptions: Kim Merkson at umerkson@dallasisd.org
- Gifts/Donations exceptions: Corby Harbin at charbin@dallasisd.org
- Software Purchase exceptions (GO): Sherry Dodson at sdodson@dallasisd.org
- Software Purchase exceptions (SRF): Sequetta Marks at smarks@dallasisd.org
- Software Purchase exceptions (Bond): Devyn Mountain at dmountain@dallasisd.org