



# Redlands Unified School District

## Business Services Division

P.O. Box 3008 • Redlands, California 92373-1508 • (909) 307-5300 • FAX (909) 307-5321

## Purchasing Due Dates for 2024/2025 School Year

### Inventory:

Please submit physical inventory changes/updates to Nicole Beaurone on an as needed basis. We are not required to do site/department physical inventory reporting this fiscal year.

### Last Day of Each Month:

Please send all copier counts to Nicole Beaurone via email prior to the end of each month. Nicole will advise you monthly what the deadline date will be for the given month. Counts are not taken over summer or winter breaks.

### Requisition Deadlines:

Feb 3, 2025: Books

March 3, 2025: Furniture

March 14, 2025: All remaining Vendor Requisitions and Cal Card purchases

May 16, 2025: Stores Requisitions

- Plan accordingly to meet deadlines. All end of year functions such as graduations, field trips, and dances. Requisitions for these activities fall under the deadlines of March 14, 2025.
- Cal Card is not to be used in lieu of the Purchasing Deadlines. Cal Card purchases are to cease on March 14, 2025.
- Furniture orders: please contact Purchasing to ensure your requests are for District approved equipment prior to creating your requisitions.
- You will receive information from Purchasing once you can begin entering in 2026. Until then, do not attempt to create requisitions in 2026.