

Memo

To: Principals, Secretaries, and Skyward Users

From: Jolene Smith, Business Services Supervisor

Date: August 4, 2025

Re: 2025-2026 PURCHASING TIMELINE

In planning your purchases for the current budget year, please note the following dates and schedule your orders accordingly.

JANUARY 16th 50% of budget should be expended

APRIL 3rd Last day for issuing **out-of-town** purchase orders – **NO exceptions please**
In order to receive the requested items before fiscal year end, ALL purchase orders, except Amazon must have the PO Dispatch method of email to vendor or FAX to vendor
Deadline for returning preview materials
75% of budget should be spent

MAY 1st Last day for issuing **in-town** delivered purchase orders
Staples Advantage
Office Max Office Depot (online orders ONLY)
Amazon (Prime only)
Costco (pick-up) – please contact the District Office

MAY 29th Last day for issuing **pick-up** purchase orders and **Warehouse** orders for the following:
Walmart
Fred Meyer
Ridley's (please use appropriate vendor for the specific location)
District Print Shop using 2025-26 print supply funds
Barnes & Noble – pick up in Idaho Falls store only, no online orders.

When making a purchase, please remember the timetable for cancellation. Any "Pick-Up" purchase order not used within 30 days will be cancelled.

If you have any questions regarding these dates, please call Jolene Smith, Business Services Supervisor, at 208-235-3220 or Jonathan Balls, Director of Business Operations, at 208-235-3212.