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 2025/2026 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 Christine Perez via email prior to the end of each month. Christine 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:

February 2nd, 2026: Books
March 2nd, 2026: Furniture
April 10th, 2026: All remaining Vendor Requisitions and Cal Card purchases
May 15th, 2026: 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 April 10, 2026.
- Cal Card is not to be used in lieu of the Purchasing Deadlines. Cal Card purchases are to cease on April 10th, 2026.
- Furniture orders: please contact Kristen Gauthier in 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 2027. Until then, do not attempt to create requisitions in 2027.