

**PURCHASING CALENDAR
FY 2025-2026**

Purchase requisitions for supplies, books, equipment, and other materials must be submitted early in the fiscal year so that materials funded and purchased for use during the current school year are available to students attending during the current school year.

The dates below indicate the deadlines for inputting purchase and warehouse requisitions into MUNIS for the 2025-2026 School Year. These deadlines will help with year-end closing and to better manage your school/department budget.

Purchase Requisitions released into workflow after the dates indicated below will be rejected.

Categorical Purchase Requisitions must reference your SPSA for improving student learning and SPSA page must be attached.

December 19, 2025:	Deadline to submit a Contract Request Form for Direct Service contracts listed in the 2025-26 Partnership booklet. No new Direct Service providers will be added to the booklet after 1/9/26.
January 30, 2026:	Deadline to create a Direct Services Requisition and Agreement (Exhibit B) for already approved partners. All services must begin on or before March 1, 2026.
January 30, 2026:	Deadline to submit Large Purchases over the Public Contract Code Bid limit of \$114,800 (2025) adjusted annually.
January 30, 2026:	Deadline to submit an Application for Travel Approval for all travel through 6/30/2026. No travel will be approved without prior approval.
February 6, 2026:	Deadline to submit the Contract Request Form for any Non-Direct services provided through June 30, 2026.
February 27, 2026:	Deadline to submit a Requisition and Non-Direct Services Agreements that have an already approved Contract Request Form for all services provided by June 30, 2026.
February 27, 2026:	Deadline to submit a requisition and Contract Request form for any software purchases .
February 27, 2026:	Deadline to enter Travel/Conference requisitions . Requisitions must reach the Purchasing Department 3 weeks prior to registration deadline . <u>Travel is permitted for certificated staff only if a substitute was included in the budgeted plans.</u> Approved application for travel approval must be attached for all travel through June 30, 2026.
March 13, 2026:	Deadline for submission of diploma information and names of graduating students . Please refer to the Purchasing website DIPLOMA ORDERS for details on requesting diplomas.
March 27, 2026:	Deadline for submission of regular purchase requisitions in MUNIS for the current school year. <u>THIS INCLUDES ALL FUNDING SOURCES INCLUDING: GRANTS, CATEGORICAL AND UNRESTRICTED FUNDS EXPIRING ON JUNE 30, 2026.</u>
March 27, 2026:	Deadline to increase existing Blanket Purchase Orders .
March 31, 2026:	Deadline to enter a study trip requisition in MUNIS for any study trips through June 30, 2026 <u>Requisition must reach purchasing 8 weeks prior to trip.</u>
April 10, 2026:	Deadline to submit Requisitions for Graduation supplies or services.
May 4, 2026:	Deadline to submit summer school contracts; the list needs to be added to the Board summary for approval. They should go to either the last board meeting in May or the first meeting in June.
May 4, 2026:	Deadline to purchase against a Blanket Purchase order for materials and supplies or to create and submit an e-procurement order .
June 12, 2026:	Deadline to purchase against existing Blanket Purchase Orders for approved food vendors .

June 15, 2026:

Opening of 2026-27 Ordering. Sites and Departments may enter new year blanket requisitions. These requisitions will be processed prior to the August opening of school. No Items may be delivered until after July 1, 2026. Please see **INSTRUCTIONS** for entering new year requisitions. Sites must have prior approval from the school site council for restricted funding sources.

May 29, 2026:

Deadline to enter a **warehouse** requisition in MUNIS for the current school year. **No backorders will be processed.** Warehouse orders received after May 29, 2026, shall be for emergency needs only.
All non-emergency orders will be rejected after May 29, 2026.

May 29, 2026:

Amazon Receiving Deadline. All items must be marked as received in Amazon. Check on any items you have not received and cancel if they will not arrive before June 30, 2026.

June 6, 2026:

Expanded Learning Lead Agency contracts for the 2026 SY need to be added to the last board meeting in June (6/24/2026) for approval.

June 22-26, 2026:

The Warehouse will be closed for inventory. No orders can be processed.

June 26, 2026:

Deadline to turn in any reimbursement for the 2025-26 SY. All documentation must be attached, and the account code must have sufficient funds. Any reimbursement requests submitted without sufficient funds will be rejected and may not be reimbursed.

Purchasing Calendar

2025-2026 School Calendar

July 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

10/21/25 - 25% of funds allocated

01/16/26 - 50% of funds allocated

03/31/26 - At least 75% of funds allocated

Contact Information

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