

Bakersfield City School District
The Advisory Bulletin

To: ALL EMPLOYEES	Date:	No.
Subject: CLOSING DATES FOR REQUISITIONS – Fiscal Year 2025-2026		
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BAKERSFIELD CITY SCHOOL DISTRICT
Department of Stores and Purchasing
Purchasing Deadlines
FISCAL YEAR 2025-2026

THE FINAL DATE TO SUBMIT REQUISITIONS TO PURCHASING IS

FEBRUARY 18, 2026

This deadline applies to all orders for instructional materials, classroom and office supplies, field trips, subscriptions, and orders for new or replacement equipment. Requisitions to encumber funds for online ordering are subject to the February 18, 2026 deadline.

The deadline applies to all types of purchases regardless of the budget utilized, including General Unrestricted, Lottery, Attendance Incentive, and *all* Categorical budgets. This deadline applies to all *school sites* and *departments*.

SCHOOL SPECIALTY, LAKESHORE, AND SOUTHWEST SCHOOL SUPPLY

- Must be submitted before the February 18, 2026, Purchasing Deadline.

ODP AND STINSON'S

- Pre-Encumber by February 18, 2026. Final online ordering by April 15, 2026.

CREDIT CARD IN-STORE SHOPPING REQUISITIONS

- Must be submitted by February 18, 2026, but shopping times can be scheduled out through April 15, 2026

STORE STOCK

- May be submitted through April 15, 2026.

DUPLICATING

- Requisitions received by June 1, 2026, and processed by June 30, 2026, will be charged to the 2025-2026 fiscal year. All duplicating requisitions received and/or processed after June 30, 2026, will be charged to the 2026-2027 fiscal year.

Please note: All items delivered to the warehouse on July 1st or later will be charged to the school's or department's 2026-2027 budget. Funds for these purchases will NOT be carried over from the current fiscal year.

Requisitions are processed on a “first in first out” basis. Requisitions received near or on the deadline will necessarily take much longer to process as we routinely receive thousands of requisitions this time of year.

As you prepare your requisitions for classroom and office supplies, especially printer ink requisitions and copier toner, please keep in mind that you are purchasing supplies to last until the end of the school year. As much as possible, requisitions for “end of the year” activities (awards, trophies, etc.) should also be submitted by the February 18th deadline. PPE may continue to be ordered through the end of the school year. Please call David West at extension 14712 with questions or concerns related to the February 18, 2026 deadline.