PERRIS UNION
HIGH SCHOOL DISTRICT

155 E. Fourth Street, Perris, CA 92570
951-943-6369

puhsd.org PerrisUnionHSD

Superintendent: Dr. Jose Luis Araux

Dr. Marguerite Williams
Assistant Superintendent
Business Services

Dr. Shanna Egans
Assistant Superintendent
Educational Services

Alfredo Andrade
Chief Human Resources Officer

MEMORANDUM

TO: All PUHSD Employees, All Requisitioners, ASB Directors, and Athletic Directors

FROM: Carmen M. Ochoa, Director of Purchasing and Nymia Capistrano, Director of Fiscal Services

RE: 2025/26 Purchase Requisition Cutoff & Year-End Info

DATE: January 8, 2026

Please be advised that the purchasing cut-off for the end of the fiscal year will be quickly approaching. All purchase requisitions must be submitted and fully approved by the established deadlines to ensure adequate time for processing before year-end close.

Purchase Type	Deadline
Furniture	March 13, 2026
Categorical Funds*	March 30, 2026
Technology & Devices	April 15, 2026
All Purchase Requisitions	April 15, 2026
Increase/Decrease (Open POs)	Apr 15, 2026
Emergency Purchases	May 11, 2026 *(Cabinet approval required)*
Open/Blanket PO Usage	*June 5, 2026*

Important Notes:

1. Keep in mind that furniture and technology items often have a 6-12 week lead time, so plan accordingly when entering your requisitions.
2. **March 30, 2026 is the last day to submit requisitions using categorical funds, e.g., grants and other funds related to categorical.**
3. All purchase requisitions must be entered into Galaxy by the close of business on the cutoff date.

Board of Trustees: Jamie Anaya - Steve Campos - Edward Garcia, Jr. - Charles Hall - Anthony T. Stafford, Sr.

Important Information - 2025/26 Purchase Requisition and End of Year Deadlines:

Emergency Requisitions Input AFTER April 15, 2026

Should an emergency arise, an email must be submitted to the Cabinet leader overseeing your department. If approved, you must include documentation of the Cabinet leader's written approval with your request in an email to the Director of Fiscal Services. When entering the requisition, the purchase justification must be included in the internal notes. Please note that this process is intended only for requisitions that are emergency in nature or for situations in which the need could not have been reasonably anticipated prior to the cut-off date.

Open PO's AFTER the Cutoff

The open purchase orders can not be increased after April 15, 2026, except in the event of an emergency. The deadline for the usage of Open Purchase Orders will be June 5, 2026.

Any request for exceptions must be submitted to the Cabinet leader overseeing your department. If approved, you must include documentation of the Cabinet leader's written approval with your request.

Open Encumbrance Reports

The Open Encumbrance Report will be discussed at the January 16, 2026 Accounting meeting. This report lists the remaining balances on all purchase orders, including open purchase orders. We encourage you to begin closing out or reducing your open purchase orders no later than April 15, 2026. Doing so will make a significant difference in supporting a smooth year-end process.

Galaxy opens for 2026/27 requisitions to be entered on May 6, 2026.

Year-End Training for 2026/27 Requisitions

Fiscal Services and Purchasing will be offering new training for all 2026/27 requisitioners and approvers who are new to the process. This training will provide valuable information on year-end procedures, timelines, and the rationale behind them. Additional details regarding dates and times will be shared once they are finalized.

We certainly appreciate your efforts in helping to make this year-end process as smooth as possible. If you have any questions or concerns, please do not hesitate to contact mimi.capistrano@puhsd.org or carmen.ochoa@puhsd.org .