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PURCHASING DEPARTMENT

Memorandum

Date: August 3, 2026

To: Management Team, School Administrative Assistants, Department Administrative Assistants

From: Sharon Clay, Director, Purchasing & Logistics

Subject: **2026/2027 Ordering Deadlines**

Below are deadlines to submit your Purchasing and Warehouse requisitions for this school year's funding which is intended for use during the current school year. Please submit your orders as early as possible and establish internal deadlines for your site or department that will enable you to meet these deadlines. Note: delivery timelines are beyond our control. We will make every effort to expedite orders. However, if delivery is not received by June 30th, the orders will need to be cancelled or funded from next year's budget. Please plan ahead for the remainder of the school year for items such as ink cartridges, end of year field trips, assemblies, promotion ceremonies, headphones for testing, etc.

2026/2027 ORDER DEADLINES:

February 12, 2027	All orders for **furniture,** and **high volume/big ticket items using current year funds** are to be submitted/approved no later than this date. This includes but is not limited to computers, desks, chairs, tables, etc. Very long lead times are expected for these types of items and delivery cannot be guaranteed by June 30th so order as early as possible! Orders after this date should be submitted in the 27/28 year for delivery after July 1, 2027.
March 19, 2027	**All other purchasing requisitions are to be submitted and approved by the site administrator prior to Spring Break (the only exceptions are Southwest, Amazon, Lakeshore Learning and Rasix/Ink)**. Orders using special budgets should be submitted as soon as possible to allow time for additional approvals and additional legal requirements. These orders should only be for routine supplies and materials, not technology, furniture or equipment. Orders over $50,000 using federal funds require multiple quotes if not using an existing bid/RFP.
April 30, 2027	Supply orders for **Camp Cajon** need to be submitted by the end of April to allow time for order processing and delivery. Supply orders and enrichment services will be coordinated and submitted by the ELOP office.
May 14, 2027 - May 28, 2027	**Shopping PO** requisitions must be submitted by May 14th and all shopping must be completed no later than May 28th. All receipts for purchases made with Shopping PO's need to be submitted to invoices@cajonvalley.net as soon as shopping is complete and no later than May 28th. **Shopping PO's are only intended for items that cannot be easily requested on a requisition such as refreshments and purchases are limited to $500 without pre-approval for special circumstances. Shopping PO's are not to be used for last-minute budget spending past the ordering deadline or for large purchases**.
May 14, 2027	Deadline to submit requisitions for supply orders for routine classroom and office supplies for **Southwest, Amazon, Lakeshore Learning and Rasix/Ink**.

June 2027	**Warehouse stock** requisitions are to be submitted a minimum of 1 week prior to your last scheduled delivery date in June. The delivery schedule is posted on the Logistics website. End of year requisitions should only be for supplies that are needed for June and the first couple weeks of July. Custodial requisitions should include items for summer clean up. Orders using this year's budget should not be used to stock up on supplies for next year.
May-June 2027	**Fall Orders**: Once the 27/28 year opens after Spring Break, please submit your orders as soon as possible and before leaving for summer break. Remember to submit ICA's for back to school services prior to summer break.
July 1, 2027 - July 15, 2027	**Warehouse closed for annual physical inventory**. Warehouse orders cannot be filled during this time. Please plan ahead for any custodial, paper or other warehouse stock supplies needed the first couple weeks of July and order prior to your last delivery in June.

SERVICES (ASSEMBLIES, FIELD TRIPS, INDEPENDENT CONTRACTOR AGREEMENTS, ETC.):
Send in requisitions for assemblies and field trips as soon as they are scheduled. Please submit in the correct year of the service dates. For events scheduled July 1st or after, use FY27/28 once the year has opened.

EMERGENCY REQUESTS:
We ask that you try to anticipate your site's needs and order in advance of these deadlines as this year's funding is intended to be spent on this year's students. However, if you have an emergency unforeseen request, please contact me at ext. 3266, or clays@cajonvalley.net and we will always do our very best to accommodate you.

GRANTS OR NEW PROGRAMS:
If your department or site is working with a grant, special funding for a large project, or a new program that will require special handling or deadlines, please contact Purchasing as soon as possible so we can make arrangements and be prepared to assist you.

2027/2028 ORDER INFORMATION:
Orders for the 27/28 year cannot be submitted at this time. We expect to have the 27/28 year available for submitting orders after you return from Spring Break. More information will be sent out when the next fiscal year is open and available for orders.

SUBSCRIPTIONS:
Subscription requisitions (Including software and magazines) are to be submitted in the fiscal year the subscription begins. New or renewal subscriptions for the 27/28 school year should be submitted in the 27/28 year once it has opened.

RECEIVING:
Receiving must be posted in iVisions within one week after delivery.

As always, if there are any questions please contact me. Thank you.

cc: Purchasing Staff
Patrick Dillon, Logistics Supervisor