



Purchasing/Warehouse Cutoff Dates FY 26/27

Each year, it is necessary to establish purchasing cutoff dates that allow for purchases to be received prior to the end of the current Fiscal Year (FY). Please plan accordingly for all end-of-year purchases (including summer school activities).

Requisitions are required to have all approval levels completed up to the Purchasing Department's approval by the established deadlines below. Purchasing will process all requisitions/orders on a first-in, first-out basis.

FY 26/27 Purchasing cutoff dates are as follows:

DESCRIPTION Fiscal Year 2026/27	REQUISITION ENTERED AND APPROVED BY DEPARTMENT/SITE & BUDGET	DELIVERED BY
New Requisitions for: Out-of-Town Vendors, Including Amazon & Office Depot Online All Shopping Cart Ordering Requisitions for New Purchases New US Bank Requisitions Travel & Local Shopping	May 7, 2027	June 30, 2027
Warehouse Requisitions: Last day to requisition warehouse inventory items, including forms	June 7, 2027	June 18, 2027
Purchase Order Modifications: (Increase/decrease or budget code changes)	June 7, 2027	June 25, 2027
**Note: Orders not received by June 30, 2027, may be canceled and the purchase order closed.		
<u>BLANKET PURCHASE ORDER LAST DAY TO SHOP</u>		
Vendor/Supplier	Last Day to Shop	
US Bank Online Ordering (by Purchasing)	May 15, 2027	
Office Depot & Amazon Website Ordering using an existing BPO	June 18, 2027	
US Bank LOCAL SHOPPING (Ventura/SBA/SM/SLO)	June 30, 2027	
US Bank (Travel) for FY 26/27	June 30, 2026	

