

# REMINDER!

## ONTARIO-MONTCLAIR SCHOOL DISTRICT Ontario, California

### DEADLINES FOR END OF YEAR 2026-27 ORDERS

2026-27 REQUISITIONS MUST BE IN THE PURCHASING DEPARTMENT  
BY THE FOLLOWING DATES:

CAPITAL OUTLAY - INDIVIDUAL ITEM(S) OVER \$5,000

APRIL 9, 2027

Deadline to request purchases of Capital Outlay items.

EQUIPMENT - INDIVIDUAL ITEM COSTING \$4,999 OR LESS

MAY 28, 2027

Deadline to request equipment, such as cameras, televisions, computers, projectors

TEXTBOOKS AND SUPPLY ITEMS – IN AND OUT OF STATE

MAY 28, 2027

Deadline to request supply purchases from vendors shipping from in and out of the state. This includes orders sent to California sales representatives for companies shipping from another state.

ALL OPEN POs

JUNE 14, 2027

This includes online orders from ODP, Staples and Southwest School

WAREHOUSE SUPPLIES

JUNE 16, 2027

REIMBURSEMENT REQUESTS

JULY 2, 2027

PLEASE REMEMBER - these deadlines are to ensure materials and merchandise will be received by the "cut-off" date of June 30, 2027 for payment in the 2026-27 fiscal year.

When you have special needs, please contact the Purchasing Department with these requirements as soon as possible, but not later than June 15, of any fiscal year.

**\*These deadlines apply to all orders – unless ONE of listed conditions exists:**

**SAFETY/THREAT TO STUDENTS  
PROMOTIONAL ACTIVITIES  
GRANT EXPENDITURE**