

PROCUREMENT SERVICES

Requisition Deadlines for 2026 Holiday Breaks

Fort Worth
INDEPENDENT SCHOOL DISTRICT

To: FWISD District Leaders and Staff

Date: September 11, 2026

Requisition Deadlines for 2026 Holiday Breaks –FOR DELIVERY ONLY

Campuses and District Offices and Facilities will be closed on the following dates; therefore, requisition entry deadlines below are established in order to prevent vendors from delivering during the days that the district is closed.

These dates do not apply to travel requests, p-card requests, non-deliverable receiving, or services not performed on district property.

Any requisitions entered and “not fully approved” by the indicated deadline will not be processed. These deadlines will allow the Procurement Team time to review, convert to purchase orders, and send the purchase orders to the vendors.

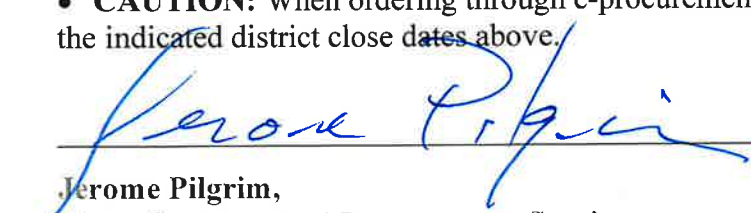
REQUISITION ENTRY DEADLINES:

(Requisitions must be fully approved by close of business):

Thanksgiving 2026 - Friday, November 6, 2026

Winter Break 2026 - Friday, December 4, 2026

- **PURCHASE ORDER NOTE TO VENDORS:** All Purchase Orders processed after these deadlines will indicate the following message to the vendors:
- **THANKSGIVING:** “District Closed – November 23, 2026 through November 27, 2026.” (NO DELIVERIES)
- **WINTER BREAK:** “District Closed – December 21, 2026 through January 1, 2026.” (NO DELIVERIES)
- **CAUTION:** When ordering through e-procurement, be sure to plan ahead for deliveries to occur prior to the indicated district close dates above.



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