

PURCHASING YEAR-END DEADLINES FISCAL YEAR 2019 - 2020

April 30, 2020	All purchases funded from Grants ending June 30, 2020.
May 21, 2020 rev. May 29, 2020	Deadline to enter FY 2020 Warehouse Orders in Skyward.
May 29, 2020	Last day to enter FY 2020 Skyward requisitions. <i>Maintenance and Construction emergencies are the only exceptions.</i>
June 7, 2019	Final processing/printing of FY 2020 Skyward purchase orders. Any requisitions that have not been approved will be deleted.
June 18, 2020	<i>Maintenance Supervisors and EDEP/Summer camp program cutoff date for Pcard usage. NO EXCEPTIONS WILL BE MADE. PLEASE PLAN ACCORDINGLY.</i>
June 22, 2020	E-mail Kristin Marschka or Taneka Forbes for your June PCard statements providing a list of all cardholders at your site.
June 25, 2019	All reconciled PCard statements are due to Jackie Mitchell in Purchasing.
June 25, 2020	All open purchase orders have been reviewed and cancellation requests sent to Purchasing.
July 1, 2020	Skyward requisition screen opens for fiscal year 2021.
July 1, 2020	PCards will be open for fiscal year 2021.
July 7, 2020	First purchase order run for fiscal year 2021.
July 30, 2020	PC-10 Forms are due to Materials and Stores.