



Purchasing End of Year Closeout Fiscal Year 2025	
April 30, 2025	All purchases funded from grants ending June 30, 2025, must be requisitioned in Skyward or ordered via PCard
May 30, 2025	Deadline to enter FY 2025 Warehouse Orders in Skyward
May 30, 2025	Last day to use Pcards <i>EDEP, Maintenance Department Supervisors, and Pre-Approved Travel are the only exception .</i>
June 5, 2025	Last day to enter FY 2025 Skyward requisitions <i>Maintenance and Construction projects are the only exceptions.</i>
June 12, 2025	Final processing/printing of FY 2025 Skyward purchase orders.
June 18, 2025	All PCards will be suspended. <i>No exceptions will be made. Please plan accordingly.</i>
June 26, 2025	Deadline to review all open purchase orders and send roll-forward or cancellation requests to Purchasing
July 1, 2025	Skyward requisition screen will be available for FY 2026
July 1, 2025	PCards available for FY 2026
July 2, 2025	Deadline to submit all property received forms for items received in FY 2025 to <a href="mailto:propertymanagement@leonschools.net">propertymanagement@leonschools.net</a>
July 8, 2025	FY 2025 Skyward Pcard transactions <b>must</b> be submitted and approved. <i>No exceptions will be made.</i>
July 10, 2025	Deadline to receive on FY 2025 purchase orders <i>All receiving must be completed by 3:00 p.m.</i>