

## PURCHASING YEAR-END DEADLINES FISCAL YEAR 2018-2019

<b>April 30, 2019</b>	All purchases funded from Grants ending June 30, 2019 must be requisitioned in Skyward. <b><i>Only emergency requests will be considered beyond this date.</i></b> All emergency request requisitions MUST be submitted through your <u>Skyward ERF p.o. group</u> regardless of dollar amount.
<b>May 17, 2019</b>	Deadline to use PCard for all purchases from Grants ending June 30, 2019. <b><i>Only emergency requests will be considered beyond this date.</i></b>
<b>May 17, 2019</b>	Deadline to enter FY 2019 Warehouse Orders in Skyward.
<b>May 30, 2019</b>	Deadline to place PCard orders to be coded to FY 2019 funds. All pcards will be inactive as of June 1, 2019. <b><i>EDEP/Summer camp programs, Maintenance Supervisors and pre-approved travel are the only exceptions.</i></b>
<b>May 31, 2019</b>	Last day to enter FY 2019 Skyward requisitions. <b><i>Maintenance and Construction emergencies are the only exceptions.</i></b>
<b>June 7, 2019</b>	Final processing/printing of FY 2019 Skyward purchase orders. Any requisitions that have not been approved will be deleted.
<b>June 20, 2019</b>	<b><i>Maintenance Supervisors and EDEP/Summer camp program cutoff date for Pcard orders. NO EXCEPTIONS WILL BE MADE. PLEASE PLAN ACCORDINGLY.</i></b>
<b>June 24, 2019</b>	E-mail Kristin Marschka or Taneka Forbes for your June PCard statements providing a list of all cardholders at your site.
<b>June 27, 2019</b>	<b><i>All reconciled PCard statements are due to Jackie Mitchell in Purchasing.</i></b>
<b>June 27, 2019</b>	All open purchase orders have been reviewed and cancellation requests sent to Purchasing.
<b>July 1, 2019</b>	Skyward requisition screen opens for fiscal year 2020.
<b>July 9, 2019</b>	First purchase order run for fiscal year 2020.
<b>July 31, 2019</b>	PC-10 Forms are due to Materials and Stores.