



**BUSINESS SERVICES
PURCHASING
MEMORANDUM**

DATE: July 1, 2018
TO: Department Heads and Principals
Administrative Assistants, Office Managers
FROM: Jon A. Aasted, Director of Purchasing Services
SUBJECT: Fiscal Year-End Deadlines for Purchase Orders & Warehouse Orders

Please share this information with all Escape users, teachers, custodial staff, and IMTs, as appropriate.

PURCHASE ORDERS

In order to ensure that orders will be received and completed by the end of this fiscal year, all purchase orders must be entered into Escape by the following dates:

ALL PURCHASES: APRIL 19, 2019

Orders entered after April 19, 2019, should be charged to the 2019/2020 budget year and scheduled for delivery when your site opens in August.

WAREHOUSE ORDERS

LAST DAY TO SUBMIT WAREHOUSE ORDERS: JUNE 10, 2019
WAREHOUSE CLOSED FOR INVENTORY: JUNE 17 – 21, 2019

If you have special needs or an unforeseen emergency, please contact the Warehouse to see if arrangements can be made.

BOARD APPROVAL FOR PURCHASE ORDERS \$5000.00 AND ABOVE

Purchase Orders requiring Board approval (orders \$5000.00 and above) will be processed and submitted to the Board at the next regularly scheduled meeting. These purchase orders cannot be sent to vendors until the day following Board approval. In the event of an emergency purchase, contact Purchasing.

LAST BOARD MEETING FOR 2018/2019 JUNE 4 and JUNE 18, 2019

Purchase Orders received over the summer requiring Board approval will be processed when the Board resumes session in August. Please plan accordingly. If you have questions regarding deadlines for Board meeting agenda items, please contact Maria Odell at extension 206 at the district office.