

## PURCHASING CALENDAR 2023-2024

July 1st thru January 31 st	All <b>State</b> Funds must be encumbered by January 31st. (Schools)
Monday, May 13th, 2024	All purchase orders for purchase of goods or services must be entered in K12 (Schools)
Friday, May 17th, 2024	Last day to place Amazon orders (Schools and Dept)
Friday, May 17th, 2024	All purchase orders ("PO") must be receipted ( Schools)
Monday, May 20th, 2024	Last day for P-Card, Food Lion AND Credit Card purchases (Schools and Dept)
Monday, June 3rd, 2024	All purchase orders for purchase of goods or services must be entered in K12 (Dept)
Friday, June 7th, 2024	All purchase orders must be receipted (Dept)
Friday, June 7th, 2024	Invoices due in Finance for all outstanding receipted purchase orders. (Schools and Dept)
Friday, June 7th, 2024	Last day for Purchase Invoices except for emergency purchases. (emergency purchases should be <u>minimal</u> ). (Schools and Dept)
Friday, June 7th, 2024	All Daily Travel, Staff Development Forms and AP Contracts must be in the Finance Department for processing. (Schools and Dept) <b>*Travel June 1- June 14th ( one travel form)</b> <b>*Projected Daily Travel for June 17th - June 28th must be approved and processed (separate travel form) with description: projected June Travel</b>
Monday, June 10th, 2024	Finance will close all remaining "open" PO's (Schools and Dept)
Monday, June 10th, 2024	<b><u>ALL P-Cards due to Accounting Manager in the Finance Department</u></b> (Schools and Dept)
Wednesday, June 12th, 2024	<b>FINAL AP CHECK RUN FOR YEAR</b>

**\*\*REMINDER\*\***

**ALL travel must be completed and turned in for payment MONTHLY  
\*\*\* if not it will not be approved for reimbursement\*\*\***

**Please make appropriate planning for end of the year purchases!!!**

**UNSPENT BALANCES REMAINING AFTER JUNE 30 CANNOT BE SPENT IN 2023-2024**

DEADLINES WILL BE STRICTLY ENFORCED  
(any EXCEPTIONS must be **approved** by Carol Herndon)