

PURCHASING CALENDAR 2024-2025

July 1st thru January 31 st	All State Funds must be encumbered by January 31st. (Schools)
Monday, May 12th, 2025	All purchase orders for purchase of goods or services must be entered in K12 (Schools)
Friday, May 16th, 2025	Last day to place Amazon orders (Schools and Dept)
Friday, May 16th, 2025	All purchase orders ("PO") must be receipted (Schools)
Monday, May 19th, 2025	Last day for P-Card, Food Lion AND Credit Card purchases (Schools and Dept)
Monday, June 2nd, 2025	All purchase orders for purchase of goods or services must be entered in K12 (Dept)
Thursday, June 12th, 2025	All purchase orders must be receipted (Dept)
Thursday, June 12th, 2025	Invoices due in Finance for all outstanding receipted purchase orders. (Schools and Dept)
Thursday, June 12th, 2025	Last day for Purchase Invoices except for emergency purchases. (emergency purchases should be <u>minimal</u>). (Schools and Dept)
Thursday, June 12th, 2025	All Daily Travel, Staff Development Forms and AP Contracts must be in the Finance Department for processing. (Schools and Dept) *Travel June 2- June 12th (one travel form) *Projected Daily Travel for June 16th - June 30th must be approved and processed (separate travel form) with description: projected June Travel
Monday, June 16th, 2025	Finance will close all remaining "open" PO's (Schools and Dept)
Monday, June 16th, 2025	<u>ALL P-Cards due to Accounting Manager in the Finance Department</u> (Schools and Dept)
Wednesday, June 18th, 2025	FINAL AP CHECK RUN FOR YEAR

****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 2025-2026

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