



## PURCHASING DEPARTMENT

### Memorandum

**Date:** January 22, 2020  
**To:** Management Team, Office Managers, Site/Department Secretaries  
**From:** Sharon Clay, Purchasing & Logistics Director  
**Subject:** 2019/2020 Ordering Deadlines

Below are deadlines to submit your Purchasing and Warehouse requisitions for this school year. This year's funding is intended for use during the current school year. These deadlines must be adhered to so orders can be received in plenty of time to use this year. **Please establish internal deadlines for your site or department that will enable you to meet these deadlines.** The Purchasing and Logistics departments are committed to meeting the needs of all sites and departments. However, advance planning is critical, especially for funding that must be expended by June 30. **Please plan ahead for the remainder of the school year for items such as ink cartridges, projector lamps, end of year field trips, assemblies, etc.**

#### **2019/2020 ORDER DEADLINES:**

- April 03, 2020 **All purchasing requisitions other than eProcurement are to be submitted and approved by the site administrator prior to Spring Break.** Orders using special budgets should be submitted as soon as possible to allow time for additional approvals. **Orders using federal funding have additional requirements that add to processing time. Please submit your Title 1 and other federally funded orders ASAP.** Requisitions requiring expenditures by June 30<sup>th</sup>, should note "Expend Funds by 6/30" in the reference line.
- May 15, 2020 **eProcurement** requisitions must be submitted by May 15<sup>th</sup>. **ALL receiving reports must be submitted to [receiving@cajonvalley.net](mailto:receiving@cajonvalley.net) within one week after delivery.**
- May-June 2020 **Warehouse stock** requisitions are to be submitted a minimum of 1 week prior to your last scheduled delivery date in June. The delivery schedule is posted on the Logistics website. End of year requisitions should only be for supplies that are being kept in warehouse stock (refer to attached updated Warehouse Catalog); that are needed for June and the first couple weeks of July. Custodial requisitions should include items for summer clean up.
- May 20, 2020 -  
May 31, 2020 **Shopping PO** requisitions must be submitted by May 20<sup>th</sup> and all shopping must be completed no later than May 31<sup>st</sup>. All receipts for purchases made with Shopping PO's need to be submitted to [invoices@cajonvalley.net](mailto:invoices@cajonvalley.net) as soon as shopping is complete and no later than May 31<sup>st</sup>.
- June 18, 2020  
(Last Day of School) **Reimbursement** requisitions should be submitted as soon as possible, no later than June 18<sup>th</sup>. Purchases made this school year must be submitted in 19/20 and purchases after June 30<sup>th</sup> must be submitted in 20/21. Receipts must be electronically attached to requisitions. Reminder: only certain items are reimbursable. Refer to the "[Employee Reimbursement Information](#)" document on the Purchasing website for reimbursement requirements prior to shopping. Remind staff to submit all receipts **within 60 days of purchase**, and no later than the last day of school.

July 1, 2020 -  
July 10, 2020

**Warehouse closed for annual physical inventory.** Warehouse orders will not be filled during this time. Please plan ahead for any custodial, or other warehouse stock supplies needed the first couple weeks of July and order prior to your last delivery in June.

**ASSEMBLIES AND FIELD TRIPS:**

Send in requisitions for assemblies and field trips as soon as they are scheduled. Please submit in the correct year of the assembly or field trip (FY1920 for events prior to June 30). For events scheduled July 1 or after, use FY2021 once the year has opened.

**EMERGENCY REQUESTS:**

We ask that you try to anticipate your site's needs and order in advance of these deadlines as this year's funding is intended to be spent on this year's students. However, if you have an emergency unforeseen request, please contact me at ext. 3266, and we will do our very best to accommodate you.

**GRANTS OR NEW PROGRAMS:**

If your department or site is working with a grant, special funding for a large project, or a new program that will require special handling or deadlines, please contact Purchasing as soon as possible so we can make arrangements and be prepared to assist you.

**SUMMER SCHOOL ORDERS:**

Requisitions for summer school will be processed on a priority basis for the start of summer school. Please use "SUMMER SCHOOL" in the project field of the requisitions, and submit in FY1920 to have the order received in June prior to the start of summer school. Summer school orders need to be approved at least two weeks prior to the required delivery date.

**2020/2021 ORDER INFORMATION:**

Orders for the 20/21 year cannot be submitted at this time. We expect to have the 20/21 year available for submitting orders after you return from Spring Break. More information will be sent out when the next fiscal year is open and available for orders.

**SUBSCRIPTIONS:**

Subscription requisitions (Including software and magazines) are to be submitted in the fiscal year the subscription begins. New or Renewal Subscriptions for the 20/21 school year should be submitted in the 20/21 year once it has opened.

As always, if there are any questions please contact me. Thank you.

cc: Purchasing Staff  
Kerry Oesterling, Logistics Supervisor