

ESTIMATED 2020-2021 REQUISITION & PURCHASE ORDER SCHEDULE

Please be sure to have your requisitions electronically submitted each **Tuesday no later than 3:30 pm**. Purchase Orders will be cut the following morning (*except for unanticipated leaves, holidays and vacations*). Please be aware that although we make every effort to process all requisitions in a timely manner, there are times throughout the year (especially the beginning of the school year) that necessitates processing requisitions in a priority order first.

If you have a priority that is time sensitive, or an emergency, please fax us the nature of your need or emergency, the req. number and any back-up required. We will make every effort to process these priority requisitions first. **Kindly plan accordingly if you have a requisition that requires a check or is time sensitive in order to make the appropriate check run.** Please note that checks and payments are processed bi-weekly.

We hope this will assist you in planning your expenditures, and thank you for your continued cooperation throughout the year.

**PURCHASE ORDERS
CUT WEEKLY EACH
WEDNESDAY**

**CHECKS CUT
BI-WEEKLY ON
FRIDAY**

**AUDITOR RELEASES
PAYMENT BI-WEEKLY
MONDAY**

7/1/2020

7/8

7/15

7/22

7/29

8/5

8/12

8/19

8/26

9/2

9/9

9/16

9/23

9/30

10/7

10/14

10/21

10/28

11/4

11/12(Thurs)

11/18

11/25

12/2

12/9

12/23

7/9/2020 (Thurs)

7/23 (Thurs)

8/6 (Thurs)

8/21

9/4

9/18

10/2

10/16

11/30

11/13

11/25 (Wed)

12/11

12/23(Wed)

7/13/2020

7/27

8/10

8/24

9/8 (Tues)

9/21

10/5

10/19

11/2

11/16

11/30

12/14

12/28

1/6/2021

1/13

1/20

1/27

2/3

2/10

2/17

2/24

1/8/2021

1/22

2/5

2/19

3/5

1/11/2021

1/25

2/8

2/22

3/8

PROPOSED END of "A" fund Purchase Orders for the 2020-21 School Year

**** This is an Estimated Schedule and subject to change ****

*** No later than 3:30 p.m. Monday**