

**PURCHASING CALENDAR  
2011 – 2012**

- 1/03/12 Requisition catalogs distributed to the schools to be given to staff
- 1/06/12 Staffing projections due from principals to Human Resource Director
- 3/12/12 General supply requisitions back to the Central Business Office
- 4/12/12 Orders placed for general supplies
- 4/02/12 Final textbooks and software orders to the Business Office
- 4/02/12 Final library orders to the Business Office
- 4/30/12 Final day to process requisitions for the 2011-12 school year except for emergency purchase orders
- 5/01/12 Spending plan for remaining 2011-12 funds due to Ralph Marino, Jr.
- 5/07/12 Fund balance projection to the Finance Committee
- 6/04/12 BOE action, if necessary, based on fund balance projections