

2011 - 2012 PURCHASING BID CALENDAR

	PHYSICAL EDUCATION	SCIENCE	ART	TECHNOLOGY	INTERSCHOLASTIC SPORTS	HEALTH
STAFF						
Receive catalogs	September 11	September 18	October 30	September 25	September 25	September 25
Return orders to School Office	October 3	October 22	December 3	October 22	January 3	January 3
SCHOOL OFFICE						
Catalogs from schools	October 8	October 26	December 7	October 26	January 6	January 6
Data entry Complete	October 26	November 5	December 17	November 5	January 20	January 20
FAX/MAIL TO VENDORS BY:	October 29	November 6	December 18	November 6	January 23	January 23
BID DATE	November 15	December 13	January 26	December 13	February 23	February 23

OTHER SUPPLIES

YEAR			DATE OF BID
2011	Floor & Carpet Machines	Facilities	as needed
	Parking Lot Maintenance	Facilities	as needed
	Musical Instruments	Music Depart.	as needed
	Ice Melt Compound	Facilities	September
2012	Electrical Supplies	Facilities	as needed
	Grounds Supplies	Facilities	March
	HVAC/Plumbing Supplies	Facilities	as needed
	Cleaning Supplies	Facilities	April
	Paint Supplies	Facilities	March
	Time and Materials	Facilities	June