

**PURCHASING CALENDAR
2014 – 2015**

- | | |
|-------------------|---|
| September 2014 | Receive and distribute the 2014-15 Cooperative Purchasing bidding schedule. |
| February 28, 2015 | Final day to process textbook and library requisitions for the 2014-15 school year. |
| April 30, 2015 | Final day to process requisitions for the 2014-15 school year. All anticipated expenses for the remainder of the 2014-15 year MUST be encumbered. |
| June 19, 2015 | All petty cash accounts must be reconciled and turned in to the Business Office. |