

**PURCHASING CALENDAR
2015 – 2016**

September 2015	Receive and distribute the 2015-16 Cooperative Purchasing bidding schedule.
March 31, 2016	Final day to process textbook and library requisitions for the 2015-16 school year.
April 29, 2016	Final day to process requisitions for the 2015-16 school year. All anticipated expenses for the remainder of the 2015-16 year MUST be encumbered.
June 17, 2016	All petty cash accounts must be reconciled and turned in to the Business Office.