



IMPORTANT
2024-2025 CUT OFF DATES
2025-2026 ORDER ENTRY DATES

	Last day to INPUT & APPROVE for FY24-25 <i>(Current Year)</i>	First day to INPUT & APPROVE for FY25-26 <i>(Future Year)</i>
PO Requests	Friday, May 9th 2025	Monday, May 12th 2025
Amazon Orders	Friday, May 9th 2025	Tuesday, July 1st 2025
Warehouse Requests	Friday, June 20th 2025	Tuesday, July 1st 2025

Orders placed during the months of May and June for the current fiscal year (FY24-25) should be limited to emergency repairs, printer toner, or pick up orders only.

Please Note

Please contact Purchasing with emergency requests. All items must be received by the District by **no later than 6/30/25** for 2024-2025 budgets.

Encumbrance Dates for FY25-26 Requisitions

As you begin to enter orders for the future fiscal year of FY25-26 in May, you must change the fiscal year to reflect the correct date on purchase orders to outside vendors for the expenditure to post to the next budget year.

Direct Ship, Pick-Up, and Blanket Purchase Orders

It is crucial that packing lists and receipts are sent to Purchasing **immediately**. Please sign and date your receipt so it can be accounted for in the proper budget year.

All Purchase Orders for the new budget year will be held by Purchasing until after July 1st. If your order needs to be submitted to the vendor prior to July 1st or if you need the merchandise as soon as possible after July 1, please add a note in the PO description field.

Please contact Purchasing with any questions.

763-506-1300

purchorders@ahschools.us