

# DISTRICTWIDE FURNITURE ORDERING SCHEDULE

Bulk furniture orders are placed several times during the year, according to the timeline provided below. When we collect orders district wide and send them to our contract vendors at the same time, we have the potential to save money, especially on shipping costs, due to the volume Anoka-Hennepin purchases.

Please allow a minimum of 6-8 weeks for Purchasing to obtain quotes for larger projects that require site meetings, plan drawings, etc. Depending on the scope of the project, the timeline may need to be extended.

Fiscal Year	Deadline for furniture quote requests	Deadline for Requisitions entered in Skyward & approved	Tentative Delivery date*
2025-2026			
2025-2026	Tuesday May 27, 2025	Friday June 6, 2025	Mid October 2025
2025-2026	Friday September 12, 2025	Wednesday September 24, 2025	Mid December 2025
2025-2026	Friday January 9, 2026	Friday January 16, 2026	Mid March 2026
2025-2026 <b>CUTOFF</b>	Wednesday March 4, 2026	Thursday March 26, 2026	June 2026
2026-2027			
2026-2027	Tuesday May 26, 2026	Friday June 5, 2026	Mid October 2026

\* Please note: these delivery dates are subject to change due to manufacturer delays

Due to ongoing market volatility, vendors are unable to hold pricing for extended periods. When requesting quotes, please clearly indicate whether the request is for immediate purchasing or for budgeting purposes only. This will help us manage vendor expectations and expedite the processing of your request.

Any questions please contact Tiffany Audette, Director of Purchasing  
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