



IMPORTANT

2019-2020 CUT OFF DATES 2020-2021 ORDER ENTRY DATES

Purchasing Department
2727 North Ferry Street
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Phone # 763-506-1300

	Last day to input & approve 2019-20 PO Requests/ Amazon	First day to input & approve 2020-21 PO Requests	Last Day for Warehouse to receive 2019-20 requests	First Day for Warehouse to receive 2020-21 requests
Outside Vendor PO Requests and Amazon Orders	<p style="text-align: center;">Thursday April 30, 2020</p> <p>After this date only emergency-related requests for FY19-20 can be entered and approved in Skyward/ Amazon.</p> <p style="text-align: center;">USE CURRENT FISCAL YEAR</p>	<p style="text-align: center;">Monday May 4, 2020</p> <p style="text-align: center;">UPDATE THE FISCAL YEAR TO 2020-2021</p>	<p style="text-align: center;">Thursday June 24, 2020</p> <p style="text-align: center;"><i>(Warehouse Inventory Process will begin 6/25)</i></p> <p style="text-align: center;">USE CURRENT FISCAL YEAR</p>	<p style="text-align: center;">Wednesday July 1, 2020</p> <p style="text-align: center;">UPDATE THE FISCAL YEAR TO 2020-2021</p>
Distribution Center (Warehouse) Requests	<p style="text-align: center;">Friday June 12, 2020</p> <p style="text-align: center;">USE CURRENT FISCAL YEAR</p>	<p style="text-align: center;">Wednesday July 1, 2020</p> <p style="text-align: center;">UPDATE THE FISCAL YEAR TO 2020-2021</p>		

Please Note:

Orders placed during the months of May and June for FY19-20 should be limited to emergency repairs, printer toner, or pick up orders only. (Please contact Purchasing with emergency requests) Sites are asked to enter orders as they normally would in Skyward making sure to use the current Fiscal Year. Receiving information must be processed by the Purchasing Department **no later than 7/15/2020** for 2019-20 budgets.

Encumbrance Dates for FY20-21 Requisitions

As you begin to enter FY20-21 orders in May **you must change the fiscal year to reflect the correct date** on Purchase Orders to outside vendors in order for the expenditure to post to the next budget year. Failure to do so will result in the expenditure posting to the current fiscal year.

Direct Ship, Pick-up, and Open Purchase Orders

It is crucial that packing lists and receipts are sent *immediately* to the Purchasing Department. 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 in the Purchasing office until after July 1st. If your order needs to be sent out prior to July 1st or if you need the merchandise over the summer, please add a note in the PO Description field.

Please feel free to contact the Purchasing Department with any questions. 763-506-1300