

DISTRICTWIDE FURNITURE ORDERING SCHEDULE

Bulk furniture orders are placed several times during the year, according to the timeline provided below. When we collect orders districtwide 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 for expense | Deadline for furniture requests to Purchasing for price quotes | Price quotes sent to staff for Skyward entry | Requisitions entered in Skyward and approved by this date | Purchasing will send to Vendor by this date | Delivery date* |
|-------------------------|--|--|---|---|-------------------|
| 2020-21 | Friday, September 11 | Wednesday, September 16 | Friday, September 18 | Wednesday, September 23 | By mid-November |
| 2020-21 | Tuesday, November 24 | Wednesday, December 2 | Wednesday, December 9 | Wednesday, December 16 | By end of January |
| 2020-21 | Wednesday, March 11 | Friday, March 20 | Friday, March 27 | Wednesday, April 1 | By June 30 |
| 2021-22 | Monday, April 12 | Monday, April 19 | Friday, April 30 | Wednesday, May 4 | After July 1 |
| 2021-22 | Tuesday, June 7 | Monday, June 13 | Friday, June 17 | Wednesday, June 29 | By mid-October |

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

**IF YOU HAVE ANY QUESTIONS PLEASE CONTACT TIFFANY AUDETTE, MANAGER OF PURCHASING,
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