

**ABC UNIFIED SCHOOL DISTRICT
PURCHASING DEPARTMENT**

September 14, 2009	Red Ribbon Week Supplies for October delivery
October 1, 2009	Rental of chairs and tables for Adult School Job Fair
October 1, 2009	Plan for field trips (check contracts, permission slips & reqs)
December 11, 2009	Warehoused custodial supplies for Winter Recess cleaning
December 11, 2009	Spring Sports supplies and equipment (include specifications for consolidated bidding)
January 29, 2010	Requisitions & Specifications Public Works & MOT Summer Bids
February 2010	Annual Worker's Compensation Inspection for all School Sites
February 5, 2010	Review Copier Needs-Discuss upgrades and alternatives for end of lease
February 19, 2010	Requisitions for diplomas and diploma covers (Jostens & Herff Jones)
March 26, 2010	Custodial supplies for Spring Recess cleaning
March 26, 2010	Last input for Warehouse orders before inventory
April 2, 2010	High Schools submit number of tackle football insurance forms needed to Risk Management

April 3, 2010	Cut-off date for 2009-10 Buy-out Orders (to be charged to fiscal year 2009-10) <u>except</u> summer school orders. Late Requisitions will be processed for 2010-11. <u>Also mark if account has a June 30th cancellation.</u>
April 3, 2010	Musical Instruments for June 30, 2010 delivery (English Horn and Bass plus imported woodwinds allow one year lead time)
April 1, 2010 – April 16, 2010	Warehouse closed for Inventory
April 16, 2010	Requisitions for Meet the Masters (1st deposit due in June)
April 19, 2010	Warehouse order input resumes
April 30, 2010	Purchase Requisitions due for all textbook orders for 2010-11. Send to Jane Krause at Textbooks Department.
April 30, 2010	Final Decision Copier Lease whether to terminate or upgrade
April 30, 2010	Transportation requisition due for LA County Fire Department and AQMD (Permits)
May 10, 2010	Requisition for last minute graduation needs: printing, special paper, seals, equipment, audio and chair rentals
May 17, 2010	Plan your June Field Trips.
May 24, 2010	Summer School Buy-outs State ship-to and date needed Mark requisition with <u>Summer School</u>
June 1, 20010	Conference/Workshop Request for 09-10 reimbursements
June 1, 2010	Requisitions for 10-11 Fiscal year:

	Renewal of Service Contracts, Rentals and Lease Purchases 10-11 Subscription renewal 10-11 Textbooks 10-11 Water Cooler rentals 10-11 Tuition (Special Education) 10-11 Utilities
June 2, 2010	Uniforms for September delivery
June 2, 2010	Custodial supplies for summer cleaning
June 18, 2010	Last Day for warehouse orders charged to 09-10
June 23-30, 2010	Warehouse closed for year-end processing. Reopens July 5, 2010
June 30, 2010	Last Day for receipts for orders with June 30 th deadlines All invoices due on Open Purchase Orders for 09-10
June 30, 2010	Last Day for B-warrants and reimbursements Furniture Requisitions for September delivery
July 5, 2010	Resume Warehouse orders