

**Lansing Central Schools
Annual Purchasing Deadlines**

OCTOBER:

- 1) ALL Purchase requisitions for the year must be submitted to the DO by the end of the month.
- 2) Requisitions should be specific to vendor and as specific as possible to all other details as outlined in the regulation (R-5320). “Amount not to exceed” is often acceptable here.
- 3) Exceptions must be rare: Even for year-end athletic trips, we need to see some monies encumbered.

DECEMBER:

- 1) All regular instructional purchases must be made by this time excluding only
 - a) Those items known to be perishable
 - b) Year-end awards
- 2) **Open POs for perishables should include in the description: “perishables”**
- 3) **All exclusions should still have been encumbered in October. It is critical for budget planning that we know what is being spent by this time.**

JANUARY:

- 1) The Business Office will be closing all open POs that are not designated “perishable items” or “year-end awards”, any monies thus released may be designated to other budget areas.

MAY 15:

- 1) All year-end items must be purchased by this date. Any exceptions (planned perishables) must be discussed with the Purchasing Clerk.
- 2) Open POs (for perishables) must be made more specific to amount needed at this time. That means a blanket for ‘lab supplies’, for instance, must be modified to more appropriately reflect the actual amount that will be required prior to the end of the fiscal year.
- 3) **THE BUSINESS OFFICE WILL CLOSE ALL PO's THAT REMAIN OPEN AND ARE NOT APPROPRIATELY MANAGED AFTER MAY 15th, IN ORDER TO PREPARE FOR THE FISCAL YEAR TURN-AROUND AND YEAR-END FINANCIAL AUDIT.**