

## 2022 PURCHASE ORDER PROCESSING SCHEDULE

<u>* PURCHASE ORDER DUE DATE</u>	<u>CHECKS READY</u>
January 10, 2022	January 13, 2022
January 24, 2022	January 27, 2022
February 7, 2022	February 10, 2022
*February 18, 2022	February 24, 2022
March 7, 2022	March 10, 2022
March 21, 2022	March 24, 2022
April 4, 2022	April 7, 2022
April 18, 2022	April 22, 2022
May 2, 2022	May 5, 2022
May 16, 2022	May 19, 2022
*May 27, 2022	June 2, 2022
June 13, 2022	June 16, 2022
June 27, 2022	June 30, 2022
July 11, 2022	July 14, 2022
July 25, 2022	July 28, 2022
August 8, 2022	August 11, 2022
August 22, 2022	August 25, 2022
*September 2, 2022	September 8, 2022
September 19, 2022	September 22, 2022
October 3, 2022	October 6, 2022
October 17, 2022	October 20, 2022
October 31, 2022	November 3, 2022
November 14, 2022	November 17, 2022
November 28, 2022	December 1, 2022
December 12, 2022	December 15, 2022
*December 23, 2022	December 29, 2022

\* Indicates Holiday, PO's will need to be turned in early

**DEMANDS NOT TURNED IN ON THE DUE DATE WILL BE PROCESSED ON THE FOLLOWING DUE DATE UNLESS PRIOR APPROVAL FROM THE BOARD'S OFFICE IS RECEIVED.**

**CHECKS CAN BE PICKED UP AFTER 4:00 P.M. ON THURSDAY**

