

2023 PURCHASE ORDER PROCESSING SCHEDULE

<u>* PURCHASE ORDER DUE DATE</u>	<u>CHECKS READY</u>
January 9, 2023	January 12, 2023
January 23, 2023	January 26, 2023
February 6, 2023	February 9, 2023
**February 17, 2023	February 23, 2023
March 6, 2023	March 9, 2023
March 20, 2023	March 23, 2023
April 3, 2023	April 6, 2023
April 17, 2023	April 20, 2023
May 1, 2023	May 4, 2023
May 15, 2023	May 18, 2023
**May 26, 2023	June 1, 2023
June 12, 2023	June 15, 2023
June 26, 2023	June 29, 2023
July 10, 2023	July 13, 2023
July 24, 2023	July 27, 2023
August 7, 2023	August 10, 2023
August 21, 2023	August 24, 2023
**September 1, 2023	September 7, 2023
September 18, 2023	September 21, 2023
October 2, 2023	October 5, 2023
October 16, 2023	October 19, 2023
October 30, 2023	November 2, 2023
November 13, 2023	November 16, 2023
November 27, 2023	November 30, 2023
December 11, 2023	December 14, 2023
**December 22, 2023	December 28, 2023

** 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

