

2026 PURCHASE ORDER PROCESSING SCHEDULE

	<u>* PURCHASE ORDER DUE DATE</u>	<u>CHECKS READY</u>
	January 5, 2026	January 8, 2026
**	January 15, 2026	January 22, 2026
	February 2, 2026	February 5, 2026
**	February 12, 2026	February 19, 2026
	March 2, 2026	March 5, 2026
	March 16, 2026	March 19, 2026
	March 30, 2026	April 2, 2026
	April 13, 2026	April 16, 2026
	April 27, 2026	April 30, 2026
	May 11, 2026	May 14, 2026
**	May 21, 2026	May 28, 2026
	June 8, 2026	June 11, 2026
	June 22, 2026	June 25, 2026
	July 6, 2026	July 9, 2026
	July 20, 2026	July 23, 2026
	August 3, 2026	August 6, 2026
	August 17, 2026	August 20, 2026
	August 31, 2026	September 3, 2026
	September 14, 2026	September 17, 2026
	September 28, 2026	October 1, 2026
**	October 8, 2026	October 15, 2026
	October 26, 2026	October 29, 2026
	November 9, 2026	November 12, 2026
**	November 19, 2026	November 25, 2026
	December 7, 2026	December 10, 2026
**	December 17, 2026	December 23, 2026
	**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 8:00 A.M. ON THURSDAY

***** DATES ARE SUBJECT TO CHANGE*****