

2024 PURCHASE ORDER PROCESSING SCHEDULE

	<u>* PURCHASE ORDER DUE DATE</u>	<u>CHECKS READY</u>
	January 8, 2024	January 11, 2024
	January 22, 2024	January 25, 2024
	February 5, 2024	February 8, 2024
**	February 16, 2024	February 22, 2024
	March 4, 2024	March 7, 2024
	March 18, 2024	March 21, 2024
	April 1, 2024	April 4, 2024
	April 15, 2024	April 18, 2024
	April 29, 2024	May 2, 2024
	May 13, 2024	May 16, 2024
**	May 24, 2024	May 30, 2024
	June 10, 2024	June 13, 2024
	June 24, 2024	June 27, 2024
	July 8, 2024	July 11, 2024
	July 22, 2024	July 25, 2024
	August 5, 2024	August 8, 2024
	August 19, 2024	August 22, 2024
**	August 30, 2024	September 5, 2024
	September 16, 2024	September 19, 2024
	September 30, 2024	October 3, 2024
	October 14, 2024	October 17, 2024
	October 28, 2024	October 31, 2024
**	November 8, 2024	November 14, 2024
	November 25, 2024	November 27, 2024
	December 9, 2024	December 12, 2024
**	December 20, 2024	December 26, 2024
	**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

2025 PURCHASE ORDER PROCESSING SCHEDULE

	<u>* PURCHASE ORDER DUE DATE</u>	<u>CHECKS READY</u>
	January 6, 2025	January 9, 2025
**	January 17, 2025	January 23, 2025
	February 3, 2025	February 6, 2025
**	February 14, 2025	February 20, 2025
	March 3, 2025	March 6, 2025
	March 17, 2025	March 20, 2025
	March 31, 2025	April 3, 2025
	April 14, 2025	April 17, 2025
	April 28, 2025	May 1, 2025
	May 12, 2025	May 15, 2025
**	May 23, 2025	May 29, 2025
	June 9, 2025	June 12, 2025
	June 23, 2025	June 26, 2025
	July 7, 2025	July 10, 2025
	July 21, 2025	July 24, 2025
	August 4, 2025	August 7, 2025
	August 18, 2025	August 21, 2025
**	August 29, 2025	September 4, 2025
	September 15, 2025	September 18, 2025
	September 29, 2025	October 2, 2025
**	October 10, 2025	October 16, 2025
	October 27, 2025	October 30, 2025
	November 7, 2025	November 13, 2025
**	November 21, 2025	November 26, 2025
	December 8, 2025	December 11, 2025
**	December 19, 2025	December 24, 2025
**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 *****