

PURCHASING DEPARTMENT

Memorandum

Date:

To:

From:

Subject: 2023/2024 Ordering Deadlines

We encourage you to submit your orders as soon as possible and we are implementing earlier ordering deadlines in an effort to receive deliveries prior to year-end.

Orders over \$10,000 using federal funds require 3 quotes if not using an existing bid/contract.

2023/2024 ORDER DEADLINES:

Shopping PO

Shopping PO's are only intended for items that cannot be easily