

## DISTRICTWIDE FURNITURE ORDERING SCHEDULE

Bulk furniture orders are placed several times during the year, according to the timeline provided below. When we collect orders districtwide and send them to our contract vendors at the same time, we have the potential to save money, especially on shipping costs, due to the volume Anoka-Hennepin purchases.

**Please allow a minimum of 6-8 weeks for Purchasing to obtain quotes for larger projects that require site meetings, plan drawings, etc. Depending on the scope of the project, the timeline may need to be extended.**

Fiscal Year for expense	Deadline for furniture requests to Purchasing for price quotes	Price quotes sent to staff for Skyward entry	Requisitions entered in Skyward and approved by this date	Estimated Delivery date*
<b>2023-24</b>	<b>Wednesday, March 6</b>	<b>Wednesday, March 13</b>	<b>Thursday, March 22</b>	<b>By June 30</b>
<b>2024-25</b>	Wednesday, April 17	Thursday, April 24	Monday, April 29	<b>After July 1</b>
<b>2024-25</b>	Tuesday, May 28	Friday, June 7	Friday, July 5	<b>By mid-October</b>
<b>2024-25</b>	Friday, September 13	Wednesday, September 18	Wednesday, September 25	By end of November
<b>2024-25</b>	<sup>3</sup> Friday, January 10	Tuesday, January 14	Friday, January 17	By End March

\* Please note: these delivery dates are subject to change due to manufacturer delays

*The effects on the global market due to the pandemic have proven to be much stronger than anticipated and as 2024 unfolds we are seeing significant price increases across a broad spectrum of materials. It is not limited to one industrial sector, as tight supplies and unprecedented demand have had an inflationary impact on global markets and supplies. Plan in advance and order early to minimize these disruptions.*

**IF YOU HAVE ANY QUESTIONS PLEASE CONTACT TIFFANY AUDETTE, DIRECTOR OF PURCHASING,  
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