



**IMPORTANT**  
**2023-2024 CUT OFF DATES**  
**2024-2025 ORDER ENTRY DATES**

	Last day to <b>INPUT &amp; APPROVE for FY23-24</b>	First day to <b>INPUT &amp; APPROVE for FY24-25</b>
PO Requests	Friday, May 10th 2024	Monday, May 13th 2024
Amazon Orders	Friday, May 10th 2024	Monday, July 1st 2024
Warehouse Requests	Friday, June 21st 2024	Monday, July 1st 2024

**Orders placed during the months of May and June for FY23-24 should be limited to emergency repairs, printer toner, or pick up orders only.**

**Please Note**

Please contact Purchasing with emergency requests. Receiving information must be processed by Purchasing **no later than 7/14/24** for 2023-2024 budgets.

**Encumbrance Dates for FY24-25 Requisitions**

As you begin to enter FY24-25 orders in May, you must change the fiscal year to reflect the correct date on purchase orders to outside vendors for the expenditure to post to the next budget year.

**Direct Ship, Pick-Up, and Blanket Purchase Orders**

It is crucial that packing lists and receipts are sent to Purchasing immediately. Please sign and date your receipt so it can be accounted for in the proper budget year.

All purchase orders for the new budget year will be held by Purchasing until after July 1st. If your order needs to be sent out prior to July 1st or if you need the merchandise over the summer, please add a note in the PO description field.

Please contact Purchasing with any questions.

763-506-1300

[purchorders@ahschools.us](mailto:purchorders@ahschools.us)