

**SAN MARCOS UNIFIED SCHOOL DISTRICT  
PURCHASING DEPARTMENT**

**Memorandum**

**TO:** District Office Administrators  
Principals and Office Managers  
**FROM:** Nick Brizeno, Director of Purchasing  
**DATE:** January 17, 2024  
**RE:** **2023-2024 YEAR-END DEADLINES**

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**23-24                    ELECTRONIC REQUISITIONS FOR OUTSIDE VENDORS                    Friday, April 26**

**All requisitions must have a valid Budget Status and a Request State of "Approved" by 4:00 pm on this date.**

The req may require routing through multiple approvers, so please check the req status in PeopleSoft often in the final days before the deadline to make sure all your reqs keep routing through the final approver. Any reqs approved or submitted after the deadline need approval by the Director of Purchasing for processing before the end of the current fiscal year. Items ordered with special funding may be canceled if continuing on backorder status after May 31st. **Please allow sufficient time for the approval, ordering and delivery of your orders since certain items like textbooks and furniture take several weeks to fulfill.**

**23-24                    EXISTING OPEN PURCHASE ORDERS WILL BE CLOSED                    Wednesday, June 5**

All receipts/invoices/packing slips for all other Open POs are due to Accounting for current fiscal Open POs.

**23-24                    ONLINE AMAZON ORDER ENTRY DEADLINE                    Wednesday, June 5**

This is the last day to enter online Amazon orders under existing open POs. **Orders need to be approved by Friday, June 7** to allow time to receive them before June 30. **Amazon Open PO increase deadline is May 23.**

**23-24                    ELECTRONIC REQUISITIONS FOR W/H INVENTORY                    Thursday, May 23**

**All requisitions must have a valid Budget Status and a Request State of "Approved" by 4:00 pm on this date.**

Please limit warehouse orders to quantities needed through June 30th. At the end of each school year, the quantity of a stock item may be depleted and replenishment may not arrive by May 31st to fulfill the quantity you ordered. In this case, the item will be canceled from your order, and you will need to wait to reorder until the warehouse reopens in July.

**24-25                    ALL REQUISITIONS FOR NEW FISCAL YEAR                    Date TBD**

Once 2024-2025 budgets are in place, Purchasing will notify requestors when they may begin early entry of 24-25 requisitions for outside vendors before July. Please await further instruction before entering early orders since this involves a slightly different process.

**24-25                    MEMBERSHIPS                    Friday, May 31**

All memberships approved in 2023-2024 will be taken to the Governing Board in June 2024 for renewal in 2024-2025. **If you DO NOT want to renew a membership**, notify Maribel Suarez via email by May 31st. Requisitions should be submitted prior to June 30th for 24-25 membership renewal. A draft copy of the 2024/2025 list of memberships is attached for your review.