



Desert Sands Unified School District

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January 25, 2019

To: Site Administrators/DEC Administrators/Administrative Assistants

From: Nancy Lavrusky, Purchasing Services

Subject: 2018/2019 Purchasing/Warehouse Deadlines & 2019/2020 Requisition Submittals

2018/2019 DEADLINES

Item	Activity	Deadline Date
Buy-out Requisitions Including categorical funds	Entered and approved at all levels	April 5, 2019
Expense Claims – Material & Supplies	Entered and approved at all levels	June 7, 2019
Expense Claims - Mileage	Entered and approved at all levels	June 14, 2019
Open Purchase Orders	Will be closed at end of business day	June 7, 2019
Warehouse Stock Requisitions	Must be entered by	June 4, 2019
Warehouse Stock Returns (Credits)	Must be received by	June 7, 2019
Warehouse	Closed for Inventory	June 24 - 28, 2019

2019/2020 REQUISITIONS

Item	Activity	Start Date
*Buy-Out Requisitions (Galaxy)	May be entered on (For delivery on or after July 2, 2019)	June 01, 2019
Warehouse Stock Requisitions (One Source)	May be entered on (tentative date, pending notification from RCOE)	July 01, 2019

Additional information:

*2019/2020 requisition submittal will require you to designate the 2020 fiscal year by selecting it from the fiscal year field drop down box. This will only be required until approximately July 1, 2019, after which it will default to the new fiscal year.

2018/2019 Summer School requisitions must be identified as such in the **external notes**.

For valid emergency requests after April 5, 2019, the site administrator must submit a justification email to Nancy Lavrusky, Director of Purchasing Services for consideration.