

PURCHASING DEADLINES FOR 22 - 23 SCHOOL YEAR

To: All GUSD Schools and Departments
From: Barbara Howard
Date: December 14, 2022



CATEGORICAL DEADLINES:

March 3, 2023 - Audio Visual and Computer orders, including Chromebooks

March 24, 2022 - Supplies/books/materials

Please see next page for more info.....

PURCHASING DEADLINES

Please plan ahead and adhere to these dates in order for us to serve you better and to ensure all supplies are received accordingly.

All start-up requisitions for the 2022/23 school year must be submitted in June so deliveries can be received before students return to school.

There will be no WAREHOUSE ordering or deliveries during December 22-31, 2022 and after June 09, 2023.

Audio Visual: Please refer to procedures from ETIS & FASO

Graduation Orders (diplomas, certificates, programs, special equipment, etc): deadline 4/14/2023.

June 2, 2023 final deadline to order against Blanket Purchase orders with Amazon, Office Depot, Lakeshore, School Specialty, Southwest School Supply, etc.