

WEST COVINA UNIFIED SCHOOL DISTRICT

PURCHASING YEAR-END CALENDAR REMINDER 2014-2015 School Year

February 6, 2015	All Graduation needs (diplomas, certificates, special equipment, graduation rentals)
April 29, 2015	<u>DEADLINE FOR 2014-2015 REQUISITIONS (REQ OR BLANKET) TO BE SUBMITTED</u>
May 6, 2015	Deadline for Graduation Printing requests (programs, awards, etc.) 2014-2015
May 27, 2015	DEADLINE FOR 2014-2015 ON-LINE RANCHO JANITORIAL AND OFFICE DEPOT ORDERS
May 27, 2015	Deadline for Summer School/ESY Supplies (Rancho Janitorial and Office Depot)- Instructional Services to order for ALL Sites – must be delivered to all sites
June 26, 2015	Deadline for all printing requests during summer break for guaranteed delivery by July 29
July 3, 2015	Deadline ALL REGISTRATION PACKETS; <u>must meet US Postal bulk mailing regulations (see attached)</u>

May 18, 2015

**2015-2016 Requisitions may be entered on Escape –
(orders will not be processed until July 1)**

PLEASE MARK THESE DATES ON YOUR CALENDAR
THANK YOU