

**PURCHASING CLOSEOUT CALENDAR**

<b>March 14, 2025</b>	Requisitions \$25,000.01 and over must be complete, i.e.: A. Entered into Banner B. Fully Approved in Banner C. All back-up documentation received
<b>April 18, 2025</b>	Requisitions from \$10,000.01 through \$25,000 must be complete.
<b>May 29, 2025</b>	All requisitions \$10,000 and below must be complete.
<b>June 9, 2025</b>	All incomplete requisitions will be purged from the system.
<b>June 30, 2025</b>	End of fiscal year 2024-2025