

PURCHASING CLOSEOUT CALENDAR

March 13, 2026	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
April 17, 2026	Requisitions from \$10,000.01 through \$25,000 must be complete.
May 26, 2026	All requisitions \$10,000 and below must be complete.
June 8, 2026	All incomplete requisitions will be purged from the system.
June 30, 2026	End of fiscal year 2025-2026.