

PURCHASING CLOSEOUT CALENDAR

March 13, 2023

Requisitions over \$30,000 must be complete, i.e.:

- A. Entered into Banner
- B. Fully Approved in Banner
- C. All back-up documentation received

April 17, 2023

Requisitions from \$10,000 through \$29,999 must be complete.

May 31, 2023

All requisitions \$10,000 and below must be complete.

June 12, 2023

All incomplete requisitions will be purged from the system.

June 30, 2023

End of fiscal year 2022-2023