

PURCHASING CLOSEOUT CALENDAR

March 15, 2024

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 19, 2024

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

May 31, 2024

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

June 10, 2024

All incomplete requisitions will be purged from the system.

June 30, 2024

End of fiscal year 2023-2024