

**PURCHASING CLOSEOUT CALENDAR**

**March 14, 2025**

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 18, 2025**

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

**May 29, 2025**

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

**June 9, 2025**

All incomplete requisitions will be purged from the system.

**June 30, 2025**

End of fiscal year 2024-2025