

*\*Online Orders include Home Depot and Office Depot.*

By **4/26/24**, follow “Requisition Listing Year-End Process” document to create year-end requisition listing and forward lists of requisitions to be closed or carried forward to Accounts Payable.

Warehouse closed for inventory from **6/24/24-6/28/24**.

All purchase order deliveries received by **6/30/24 must be received online by that date or will be charged against your 2024-25 budget.**

By **7/5/24**