



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Purchasing Department

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MEMORANDUM

TO: All Administrators
FROM: Jackie Haeg, Head Supply Buyer
RE: Purchase Order Deadlines

Requisition entry deadlines are as follows (administrator approval required by these dates):

Grant Orders *	April 1
Equipment Orders	April 1
Repairs	June 1

Grant purchase orders will be closed (received, invoiced, and paid) by June 30, 20**.

*Please include the following statement on all grant purchase orders:

Merchandise and invoice(s) must be received by June 15, 20. Funding lapses June 30, 20**.**

If any of the above dates fall on a Saturday or Sunday, the deadline will be extended to the following Monday.