

REMINDER!

ONTARIO-MONTCLAIR SCHOOL DISTRICT Ontario, California

DEADLINES FOR END OF YEAR 2024-25 ORDERS

2024-25 REQUISITIONS MUST BE IN THE PURCHASING DEPARTMENT
BY THE FOLLOWING DATES:

CAPITAL OUTLAY - INDIVIDUAL ITEM(S) OVER \$5,000

APRIL 11, 2025

Deadline to request purchases of Capital Outlay items.

EQUIPMENT - INDIVIDUAL ITEM COSTING \$4,999 OR LESS

MAY 16, 2025

Deadline to request equipment, such as cameras, televisions, computers, projectors

TEXTBOOKS AND SUPPLY ITEMS – IN AND OUT OF STATE

MAY 30, 2025

Deadline to request supply purchases from vendors shipping from in and out of the state. This includes orders sent to California sales representatives for companies shipping from another state.

ALL OPEN POs

JUNE 6, 2025

This includes online orders from ODP, Staples and Southwest School

WAREHOUSE SUPPLIES

JUNE 13, 2025

REIMBURSEMENT REQUESTS

JULY 3, 2025

PLEASE REMEMBER - these deadlines are to ensure materials and merchandise will be received by the "cut-off" date of June 30, 2024 for payment in the 2024-25 fiscal year.

When you have special needs, please contact the Purchasing Department with these requirements as soon as possible, but not later than June 15, of any fiscal year.

***These deadlines apply to all orders – unless ONE of listed conditions exists:**

**SCHOOL CLOSURE
SAFETY/THREAT TO STUDENTS
PROMOTIONAL ACTIVITIES
GRANT EXPENDITURE**