

## 2024 PURCHASE ORDER PROCESSING SCHEDULE

	<u>* PURCHASE ORDER DUE DATE</u>	<u>CHECKS READY</u>
	January 8, 2024	January 11, 2024
	January 22, 2024	January 25, 2024
	February 5, 2024	February 8, 2024
**	February 16, 2024	February 22, 2024
	March 4, 2024	March 7, 2024
	March 18, 2024	March 21, 2024
	April 1, 2024	April 4, 2024
	April 15, 2024	April 18, 2024
	April 29, 2024	May 2, 2024
	May 13, 2024	May 16, 2024
**	May 24, 2024	May 30, 2024
	June 10, 2024	June 13, 2024
	June 24, 2024	June 27, 2024
	July 8, 2024	July 11, 2024
	July 22, 2024	July 25, 2024
	August 5, 2024	August 8, 2024
	August 19, 2024	August 22, 2024
**	August 30, 2024	September 5, 2024
	September 16, 2024	September 19, 2024
	September 30, 2024	October 3, 2024
	October 14, 2024	October 17, 2024
	October 28, 2024	October 31, 2024
**	November 8, 2024	November 14, 2024
	November 25, 2024	November 27, 2024
	December 9, 2024	December 12, 2024
**	December 20, 2024	December 26, 2024
	**Indicates Holiday, PO's will need to be turned in early	

**DEMANDS NOT TURNED IN ON THE DUE DATE WILL BE PROCESSED ON THE FOLLOWING DUE DATE UNLESS PRIOR APPROVAL FROM THE BOARD'S OFFICE IS RECEIVED.**

**CHECKS CAN BE PICKED UP AFTER 8:00 A.M. ON THURSDAY**