



# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

## Purchasing Department

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### MEMORANDUM

TO: All Administrators  
FROM: Bette Gilliland, Head Buyer, Purchasing Department  
RE: Purchase Order Deadlines

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

<b>Software Orders</b>	<b>November 15</b>
<b>Grant Orders *</b>	<b>February 1</b>
<b>Equipment Orders</b>	<b>March 1</b>
<b>Repairs</b>	<b>June 1</b>

**There is no deadline for 100 funds**

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.