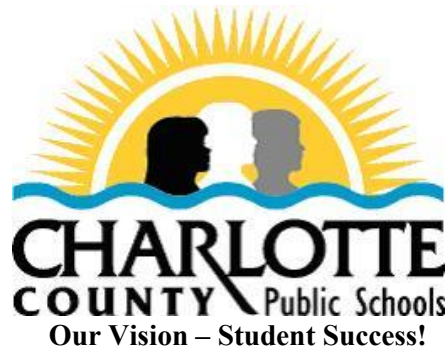


Stephen Dionisio
Superintendent



School Board

Cara Reynolds, Chairman
Wendy Atkinson, Vice-Chairman
Kim Amontree
Bob Segur
John LeClair

MEMORANDUM

To: All Principals, Directors, Coordinators and Supervisors

From: Debbie Faber, Director of Procurement ^{DSF}
Janice Scott, Director of Finance _{JS}

Date: April 3, 2023

Subject: Warehouse - Year End Closing and New Year Opening Information
For Fiscal Years 2022/2023 and 2023/2024

WAREHOUSE ORDERS

- June 14, 2023** **2022/2023 Warehouse Orders**
The cut-off date for ordering supplies from the Warehouse for the 22/23 fiscal year is Wednesday, June 14, 2023. **All orders must be approved no later than Friday, June 16, 2023 by schools/departments for delivery by Tuesday, June 20, 2023.**
- June 26, 2023** **2023/2024 Annual Warehouse Orders for Schools**
Fiscal year 23/24 warehouse orders may be entered beginning Monday, June 26, 2023*. Requested date **070123 must be** entered in the **Date Field** in the center box in the bottom section of the form. Order numbers for 2023/2024 begin with "24". Orders will be packaged according to the information entered on the description line of your order. Orders will be filled on 7/5/23 and delivery will begin on 7/6/23.
- June 26-30, 2023** **2022/2023 Warehouse Inventory Schedule**
The School District Warehouse will be **closed** for inventory from June 26 through June 30, 2023. **No warehouse requests will be filled during inventory.**

*Again this year we are going to allow New Year (23/24) orders to be entered while we are doing inventory counts. This is based on the assumption that all 22/23 orders are completed and processed on Friday, June 16, 2023 and we can extract our inventory records on Tuesday, June 20th. If for some reason we do not complete this process you will all receive an email on Wednesday, June 21st that the input of 23/24 orders will be delayed.

As soon as the count process is complete and inventory is reconciled in the system, we will begin processing your 23/24 orders and pulling for delivery.