

DULCE INDEPENDENT SCHOOLS

FY 2022 REQUISITION DEADLINE SCHEDULE

July 1 – September 30, 2021	Federal Programs – Spend down 100% of prior year’s balance
July 1 – December 31, 2021	Federal Programs and other Special Grants Spend down <u>minimum</u> of 50% of grant
January 14, 2022	Teacher & Counselor Supply allowance (amount to be determined) Note: this does not include field trips or professional development <u>SUPPLIES ONLY!</u>
February 28, 2022	Special Programs, including programs that flow the Operational funding <i>Example - Fine Arts</i> Federal Programs - <u>NOTE: ABSOLUTE DEADLINE</u> Office & Principal Supply
MAY 25, 2022	Maintenance, Custodians and all admin offices – all 240 staff
June 10, 2022	Summer Food Program

Please Note: Requisitions submitted in June will be returned to originator! Submitting requisitions late does not provide adequate time for items to be delivered and paid by June 30. Budgets are intended to impact student outcomes in the current school year. THANK YOU FOR YOUR COOPERATION! HAVE A GREAT SCHOOL YEAR!

