

# **DULCE INDEPENDENT SCHOOLS**

## **FY 2023 REQUISITION DEADLINE SCHEDULE**

<b>July 1 – September 30, 2022</b>	<b>Federal Programs – Spend down 100% of prior year’s balance</b>
<b>July 1 – December 31, 2022</b>	Federal Programs and other Special Grants Spend down <u>minimum</u> of <b>50%</b> of grant
<b>January 16, 2023</b>	Teacher & Counselor Supply allowance (amount to be determined) Note: this does not include field trips or professional development <b><u>SUPPLIES ONLY!</u></b>
<b>February 28, 2023</b>	Special Programs, including programs that flow the Operational funding <i>Example - Fine Arts</i> Federal Programs – <b><u>Follow State deadline with exception to purchase of software with May 1<sup>st</sup> deadline.</u></b> Office & Principal Supply
<b>MAY 25, 2023</b>	Maintenance, Custodians and all admin offices – all 240 staff
<b>June 9, 2023</b>	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!***