

Old Deadline	New Deadline
3/14/2025 - All Funds Out of Town Deadline	3/27/2026 - All Funds Out Of Town Deadline
3/14/2025 - All Funds Amazon Orders Deadline	4/10/2026 - All Funds Amazon Orders Deadline
4/15/2025 - Open PO Status Report Due To Finance	5/8/2026 - Open PO Status Report Due To Finance
4/24/2025 - All goods to be received in SPS Warehouse	4/24/2026 - All Goods to be received in SPS Warehouse
4/30/2025 - All In Town Orders Deadline	4/28/2026 - All In Town Orders Deadline
5/22/2025 - All Invoices Due in Finance	5/20/2026 - All Invoices Due in Finance
<p>**Note to all requisition users. Please notice there are four deadlines for Amazon orders in the fall Oct. 8, Nov. 14, & Dec 10, Mar. 6; this is prior to us going on Fall break, Thanksgiving break and Holiday break to allow enough time for goods to arrive to our warehouse before we are out of school and no personnel at the SPS Warehouse to receive shipments.</p>	
<p>**Note the fourth Amazon Deadline is April 10, 2025 and this is all funds cut off deadline for any orders to be placed with Amazon.</p>	
<p>Please know that the Finance team is dedicated to helping with your purchasing needs. We have adjusted dates for FY 25-26 deadlines and this will be a trial run on the new dates. It could be adjusted for FY 26-27 according to how smoothly things run at the end of next year.</p>	