

## Memorandum

**To:** Purchasing Staff

**From:** Opal L. Walls  
 Chief Purchasing Officer

**Date:** May 28, 2009

**Re:** **BOARD REPORTS DEADLINE SCHEDULE**

In an effort to better serve all schools and departments, below is a calendar to assist you with your planning from *May 2009 through August 2010*. While the deadlines may appear aggressive please note that often revisions are requested, as well as review and approval by other departments prior to submission to the Board Office. To ensure timely consideration all Board Reports should be received in Purchasing by the dates listed below.

If you have any questions please call 553-2919.

<b>Submittal Month</b>	<b>OBD Deadline</b>	<b>Purchasing Deadline</b>	<b>Board Deadline</b>	<b>CEO Briefing</b>	<b>Presidents Briefing</b>	<b>Board Meeting</b>
<b>May 2009</b>	April 14	April 24	May 5	May 13	May 20	<b>May 27</b>
<b>June 2009</b>	May 12	May 22	June 2	June 10	June 17	<b>June 24</b>
<b>July 2009</b>	June 9	June 19	June 30	July 8	July 15	<b>July 22</b>
<b>August 2009</b>	July 14	July 24	August 4	August 12	August 19	<b>August 26</b>
<b>September 2009</b>	August 11	August 21	September 1	September 9	September 16	<b>September 23</b>
<b>October 2009</b>	September 1	September 11	October 6	October 14	October 21	<b>October 28</b>
<b>November 2009</b>	October 6	October 16	October 27	November 4	November 10	<b>November 18</b>
<b>December 2009</b>	November 3	November 13	November 24	December 2	December 9	<b>December 16</b>
<b>January 2010</b>	December 15	December 28	January 5	January 13	January 20	<b>January 27</b>
<b>February 2010</b>	January 12	January 22	February 2	February 10	February 17	<b>February 24</b>
<b>March 2010</b>	February 9	February 19	March 2	March 10	March 17	<b>March 24</b>
<b>April 2010</b>	March 16	March 26	April 6	April 14	April 21	<b>April 28</b>
<b>May 2010</b>	April 13	April 23	May 4	May 12	May 19	<b>May 26</b>
<b>June 2010</b>	May 11	May 21	June 1	June 9	June 16	<b>June 23</b>
<b>July 2010</b>	June 15	June 25	July 6	July 14	July 21	<b>July 28</b>
<b>August 2010</b>	July 13	July 23	August 3	August 11	August 18	<b>August 25</b>

*Please note that the Board deadline means all board reports for the designated Board meeting must be completely signed by all Chiefs and in the Board Office on the specified date. Exceptions to the above time frames will require approval from the CEO's office via David Pickens.*