

## *Memorandum*

**To:** Purchasing Staff

**From:** Heather A. Obara  
 Chief Purchasing Officer

**Date:** April 13, 2006

**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 *January 2006 through June 2007*. 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 me at 553-2280.

<b>Submittal Month</b>	<b>OBD Deadline</b>	<b>Purchasing Deadline</b>	<b>Board Deadline</b>	<b>Presidents Briefing</b>	<b>Board Meeting</b>
<b>January 2006</b>	December 13	December 23	January 3	January 18	<b>January 25</b>
<b>February 2006</b>	January 10	January 20	January 31	February 15	<b>February 22</b>
<b>March 2006</b>	February 7	February 17	February 28	March 15	<b>March 22</b>
<b>April 2006</b>	March 7	March 17	April 4	April 19	<b>April 26</b>
<b>May 2006</b>	April 11	April 21	May 2	May 17	<b>May 24</b>
<b>June 2006</b>	May 9	May 19	June 6	June 21	<b>June 28</b>
<b>July 2006</b>	June 6	June 16	July 4	July 19	<b>July 26</b>
<b>August 2006</b>	July 4	July 14	August 1	August 16	<b>August 23</b>
<b>September 2006</b>	August 8	August 18	Sept 5	Sept 20	<b>Sept 27</b>
<b>October 2006</b>	Sept 5	September 15	Oct 3	Oct 18	<b>Oct 25</b>
<b>November 2006</b>	Sept 26	October 6	Oct 24	Nov 8	<b>Nov 15</b>
<b>December 2006</b>	Oct 31	November 10	Nov 28	Dec 13	<b>Dec 20</b>

<b>Submittal Month</b>	<b>OBD Deadline</b>	<b>Purchasing Deadline</b>	<b>Board Deadline</b>	<b>Presidents Briefing</b>	<b>Board Meeting</b>
<b>January 2007</b>	Dec 5	December 15	Jan 2	Jan 17	<b>Jan 24</b>
<b>February 2007</b>	Jan 9	January 19	Feb 6	Feb 21	<b>Feb 28</b>
<b>March 2007</b>	Feb 6	February 16	March 6	March 21	<b>March 28</b>
<b>April 2007</b>	March 6	March 16	April 3	April 18	<b>April 25</b>
<b>May 2007</b>	April 3	April 13	May 1	May 16	<b>May 23</b>
<b>June 2007</b>	May 8	May 18	June 5	June 20	<b>June 27</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.*