

Memorandum

To: Purchasing Staff

From: Heather A. Obora
Chief Purchasing Officer

Date: April 11, 2005

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 *December 2004 through June 2006*. 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.

Submittal Month	OBD Deadline	Purchasing Deadline	Board Deadline	Presidents Briefing	Board Meeting
December 2004	November 2	November 12	November 23	December 8	December 15
January 2005	December 14	December 24	January 4	January 19	January 26
February 2005	January 11	January 21	February 1	February 16	February 23
March 2005	February 8	February 18	March 1	March 16	March 23
April 2005	March 15	March 25	April 5	April 20	April 27
May 2005	April 12	April 22	May 3	May 18	May 25
June 2005	May 10	May 20	May 31	June 15	June 22
July 2005	June 7	June 17	July 5	July 20	July 27
August 2005	July 12	July 22	August 2	August 17	August 24
September 2005	August 9	August 19	September 6	September 21	September 28
October 2005	September 6	September 16	October 4	October 19	October 26
November 2005	October 4	October 14	October 25	November 9	November 16
December 2005	November 1	November 11	November 29	December 14	December 21

Department of Procurement & Contracts
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Submittal Month	OBD Deadline	Purchasing Deadline	Board Deadline	Presidents Briefing	Board Meeting
January 2006	December 13	December 23	January 3	January 18	January 25
February 2006	January 10	January 20	January 31	February 15	February 22
March 2006	February 7	February 17	February 28	March 15	March 22
April 2006	March 7	March 17	April 4	April 19	April 26
May 2006	April 11	April 21	May 2	May 17	May 24
June 2006	May 9	May 19	June 6	June 21	June 28

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.