

**PURCHASE ORDER  
APPROVAL SCHEDULE  
2011-2012**

MONTH	PURCHASING MONTH	PRINCIPAL/DEPARTMENT APPROVAL DATE	PURCHASING AGENT REVIEW/APPROVAL DATE
JULY	Open	07/01/2011*	07/05/2011**
	Open	07/05/11	07/06/11
	Open	07/12/11	07/13/11
	Open	07/19/11	07/20/11
	Open	07/26/11	07/27/11
AUGUST	Open	08/02/11	08/03/11
	Open	08/09/11	08/10/11
	Open	08/16/11	08/17/11
	Open	08/23/11	08/24/11
	Open	08/30/11	08/31/11
SEPTEMBER	Open	09/06/11	09/07/11
	Open	09/13/11	09/14/11
	Open	09/20/11	09/21/11
	Open	09/27/11	09/28/11
	OCTOBER	Closed	10/04/11
Closed		10/11/11	10/12/11
Closed		10/18/11	10/19/11
Closed		10/25/11	10/26/11
NOVEMBER		Closed	11/01/11
	Closed	11/08/11	11/09/11
	Closed	11/15/11	11/16/11
	Closed	11/21/2011***	11/22/2011***
	Closed	11/29/11	11/30/11
DECEMBER	Open	12/06/11	12/07/11
	Open	12/13/11	12/14/11
	Open	12/20/11	12/21/11
JANUARY	Open	01/03/12	01/04/12
	Open	01/10/12	01/11/12
	Open	01/17/12	01/18/12
	Open	01/24/12	01/25/12
FEBRUARY	Closed	01/31/12	02/01/12
	Closed	02/07/12	02/08/12
	Closed	02/14/12	02/15/12
	Closed	02/21/12	02/22/12
	Closed	02/28/12	02/29/12
MARCH	Closed	03/06/12	03/07/12
	Closed	03/13/12	03/14/12
	Closed	03/20/12	03/21/12
	Closed	03/27/12	03/28/12
APRIL	Closed	04/03/12	04/04/12
	Closed	04/17/12	04/18/12
	Closed	04/24/12	04/25/12
MAY	Closed	05/01/12	05/02/12
	Closed	05/08/12	05/09/12
	Closed	05/15/12	05/16/12
	Closed	05/22/12	05/23/12
	Closed	05/29/12	05/30/12
JUNE	Closed	06/05/12	06/06/12
		** As needed	**As needed

\*Friday

\*\*Tuesday due to July 4th holiday on Monday

\*\*\*Monday and Tuesday due to Thanksgiving Holiday

I:POOL1/PURCHASING AGENT/PURCHASE ORDER APPROVAL SCHEDULE (4/15/11) *NTS*

**MARLBORO CENTRAL SCHOOL DISTRICT  
PURCHASING SCHEDULE  
2011-2012**

MONTH	SCHEDULE	EXCEPTIONS	DATE OF PO'S
JULY	OPEN		07/01/11 or CURRENT DATE
AUGUST	OPEN		CURRENT DATE
SEPTEMBER	OPEN		CURRENT DATE
OCTOBER	CLOSED	<b>EMERGENCIES ONLY</b>	CURRENT DATE
NOVEMBER	CLOSED	<b>EMERGENCIES ONLY</b>	CURRENT DATE
DECEMBER	OPEN		CURRENT DATE
JANUARY	OPEN		CURRENT DATE
FEBRUARY	CLOSED	<b>EMERGENCIES ONLY</b>	CURRENT DATE
MARCH	CLOSED	<b>EMERGENCIES ONLY</b>	CURRENT DATE
APRIL	CLOSED	<b>EMERGENCIES ONLY</b>	CURRENT DATE
MAY	CLOSED	<b>EMERGENCIES ONLY</b>	07/01/12 or CURRENT DATE
JUNE	CLOSED	<b>EMERGENCIES ONLY</b>	07/01/12 or CURRENT DATE

I: POOL1/PURCHASING AGENT/PURCHASING SCHEDULE (4/15/11) *JK*