Independent School District

TO: All SISD Administrators & Assistants

FROM: Elizabeth Banks

DATE: July 2026

SUBJECT: 2026-27 Cut-Off Dates for Purchases & Payment Requests

As we approach the end of another fiscal year, we are encouraging budget managers to continue to observe fiscal stewardship, prioritize existing resources, and avoid obligating District funds to purposes that are not immediate needs.

Adherence to the following dates and guidelines is necessary for the success of the closing of Fiscal Year 2026-27, opening of Fiscal Year 2027-28, and the proper recording of revenues, expenditures, encumbrances, and budgeted funds. Please discuss this document with all employees who may be part of this process at your campus or department.

DEADLINES:

Friday, January 29: Last day to enter book order purchase orders.

Friday, April 30: Last day to enter any 2026-27 purchase orders without an extended timeline. Requests will continue to be reviewed and approved by Business Services. Please utilize line-item Purchase Orders (POs) instead of Blanket Purchase Orders (BPOs) to the extent possible. Make sure all budget managers approve all purchase orders from their queue on or before April 30th. Requisitions entered after April 30th will be rejected.

Friday, May 28: Last day to enter 2026-27 purchase requisitions for departments with an extended timeline. Current List of departments with extensions: Maintenance & Operations, Transportation, Curriculum, Communications, Student Services, Athletics, Career & Technology, Human Resources, Technology, Fine Arts, Summer School, Summer Professional Development, Business Services, and Child Nutrition.

Thursday, June 3: Last day to request goods from the warehouse.

Thursday, June 10: Last day to order from blanket purchase orders.

Thursday, June 10: Last day to use credit cards for transactions for 2026-27 needs.

Monday, June 14: Last day to submit receipts and invoices to Accounts Payable. Close all purchase orders.

It is the responsibility of the secretary to ensure that goods and services provided are received in the system and invoices are turned into the Accounts Payable Department in a timely manner. All purchase orders and payment requests entered in the 2026-27 fiscal year must be **received and used** for the 2026-27 school year operations. All goods and services received on or before June 30, 2027, will be charged to the 2026-27 budget. The budget for the new 2027-28 school year will open on July 1, 2027.

Extension Request
Departments requesting an extension for entering purchase requisitions past the respective deadline must submit the **EOY Extension Request Form**. The form includes the Campus/Department, person submitting the request, the reason the purchase is past the deadline, the goods/services requested, the dollar amount, the funding source, and a rationale for the purchase. This step is required for Purchasing to review the request for approval. Requests must be submitted to the Purchasing Department: Jennifer Martinez (jraskemartinez@seguin.k12.tx.us) and Susana Rodriguez (smenchaca@seguin.k12.tx.us). You will receive a notification when your request is approved.

Thank you for your attention to these deadline dates. If you have any questions, please contact Jennifer Martinez at 830-401-8621.