# Placing Orders in Spring of Current School Year

- Any purchase order requests submitted before the spring ordering cut-off deadline will be processed and charged to your current school year instructional funds budget.
- Each year your director will inform you of the ordering deadline. All funding must be used by this date. The funding does not roll over from one year to the next.
- No subscriptions can be ordered for the following year. Only curriculum for the following school year can be purchased using remaining instructional funds from the current school year.
- No non-core subject consumable items can be purchased (office supplies, arts and craft supplies, etc.).
- Before Summer break begins, the Book Mart pre-ordering window will open and parents/ES's will be allowed to request their students' curriculum for the next school year. At this point, funding will come out of their student budget for the upcoming school year and will not come from the current school year's budget.
- If any families inform you during the summer that they will not be enrolling for the fall semester, immediately contact the purchasing department and ask for any pending orders to be cancelled. You are also responsible for collecting any materials that the family may have.
- It is highly recommended that materials purchased for the next school year not be checked out until the start of the new school year. We do not want to deliver materials that then retrieve them from "no- show" students