MEMO



DATE: June 2, 2025

TO: All Schools and Departments

FR: Mark Mathers and Andrea Sullivan

RE: Purchase Requisitions for Services and Goods

for Next Fiscal Year (FY2025-26)

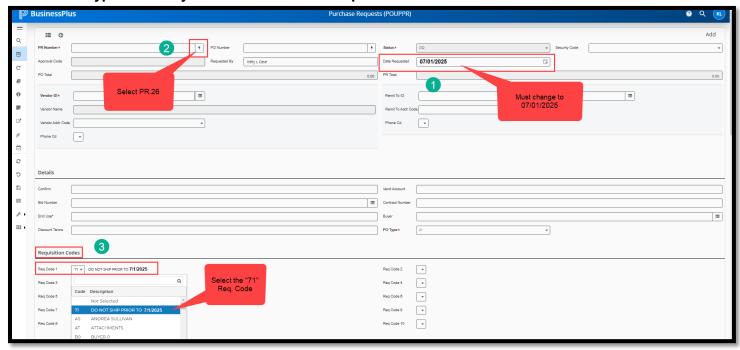
Beginning June 09, 2025, purchase requisitions may be entered into the BusinessPLUS system for goods and services needed for the next fiscal year, which will be charged against your FY2025-26 General Fund budget. This will allow you to begin the purchasing process for **essentials only**, including textbooks and other supplies that need to be ordered in advance so that they arrive by the beginning of the new school year. **Please do NOT take delivery of products or services prior to July 1, 2025** (if you do, the charges will go against your FY2024-25 budget).

Purchases of goods and services using grant funds should be entered as soon as possible to ensure all items are purchased and received prior to the end of the grant award period. Please do not take delivery of these items prior to July 1, 2025. Questions regarding grant funds should be directed to the Grants Department.

Please follow the steps below to ensure that your FY2025-26 budget is charged:

- 1. Date Requested: PLEASE DO THIS FIRST. The requested date field MUST be changed to 07/01/2025.
- 2. PR Number: When selecting the PR number (seed), choose PR.26 for FY2025-26
- 3. Requisition Codes: In the first box, click the dropdown and select 71 Do not ship prior to 7/1/2025.

Proceed with typical PR entry after these items are completed.



For PR questions please contact Melissa Lewis at <u>purchasing@washoeschools.net</u> or 775-850-8025.