



Update Purchasing cutoff date

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District Administration > Options > Purchasing

Update the Purchasing cutoff date to allow users to create purchasing requisitions.

Options > Purchasing Options

Save

Current Year | **Next Year**

Retrieve | **Print**

Use Blind Receiving: Use Req Number as JV Number:

Allow Partial Receiving: **Cutoff Date:**

Allow Receiving Overage: Percent of Items Over:

Print Extended Description: Create Receiving Payables:

Allow for Approval Process: Restrict Campus/Dept:

Bundle Information

Auto Assign Bundle Number:

Next Available Bundle Number:

Bid Information

Auto Assign Bid Number:

Next Available Bid Number: