



## **Update Purchasing cutoff date**



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# Update Purchasing Cutoff Date

[District Administration](#) > [Options](#) > [Purchasing](#)

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

The screenshot shows the 'Options > Purchasing Options' configuration page. At the top, there is a 'Save' button and two tabs: 'Current Year' and 'Next Year'. Below these are 'Retrieve' and 'Print' buttons. The main configuration area contains several options:

- Use Blind Receiving:
- Allow Partial Receiving:
- Allow Receiving Overage:
- Print Extended Description:
- Allow for Approval Process:
- Use Req Number as JV Number:
- Percent of Items Over:
- Create Receiving Payables:
- Restrict Campus/Dept:

The 'Cutoff Date' field is circled in red and contains the value '05-30-2020'. Below the main options are two sections: 'Bundle Information' and 'Bid Information', each with an 'Auto Assign' checkbox checked and a 'Next Available' number input field.