



Update Purchasing cutoff date

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

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

The screenshot shows a web application interface for 'District Administration'. The breadcrumb trail is 'Options > Purchasing/Warehouse'. A 'Save' button is highlighted with a black arrow. Below the breadcrumb, there are tabs for 'CURRENT YEAR' and 'NEXT YEAR'. Under the 'CURRENT YEAR' tab, there are 'Retrieve' and 'Print' buttons. The configuration section includes several options with checkboxes and input fields:

Use Blind Receiving:	<input type="checkbox"/>	Use Req Number as JV Number:	<input checked="" type="checkbox"/>
Allow Partial Receiving:	<input checked="" type="checkbox"/>	Cutoff Date:	<input type="text" value="08-01-2026"/>
Allow Receiving Overage:	<input type="checkbox"/>	Percent of Items Over:	<input type="text" value="0%"/>
Print Extended Description:	<input checked="" type="checkbox"/>	Create Receiving Payables:	<input checked="" type="checkbox"/>
Allow for Approval Process:	<input checked="" type="checkbox"/>	Restrict Campus/Dept:	<input type="checkbox"/>