



Update Purchasing cutoff date

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[District Administration](#) > [Options](#) > [Purchasing/Warehouse](#) > [Current Year](#)

Update the Purchasing **Cutoff Date** to allow users to create purchasing requisitions.

It is recommended to also update the Budget **Amendment Cutoff Date** on the [Finance](#) > [Tables](#) > [District Finance Options](#) > [Finance Options](#) tab at this time.

Options > Purchasing/Warehouse District Administration

Save

CURRENT YEAR NEXT YEAR

Retrieve Print

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:	08-01-2026
Allow Receiving Overage:	<input type="checkbox"/>	Percent of Items Over:	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"/>