



## Update Purchasing cutoff date



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

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

The screenshot shows a web interface for 'Options > Purchasing/Warehouse' under 'District Administration'. At the top left is a 'Save' button with a black arrow pointing to it. Below the header are two tabs: 'CURRENT YEAR' (selected) and 'NEXT YEAR'. Under the 'CURRENT YEAR' tab, there are 'Retrieve' and 'Print' buttons. The main area contains a list of 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"/>