Club Requests and Processing Calendar – Fall 2024 & Spring 2025

This calendar serves to help Bard student clubs navigate when to submit Purchase Requests so that the items requested are able to arrive on time so they are available for scheduled events. Bard College does not have control over vendor shipping timelines and/or vendor delays.

Please use the Approved Vendors Guide. If using a new vendor not listed in the guide, please make all requests at a minimum of four (4) weeks in advance.

All forms must be **completed in full** and submitted before 5PM through the Club Spending Submission Portal by:	If the food/item is needed by:
September 17	September 27 **(restaurant orders only)**
September 24	October 4
September 24	October 11
October 1	October 18
October 8	October 25
October 15	November 1
October 22	November 8
October 29	November 15
November 5	November 22
November 12	November 29
November 19	December 6
Any requests submitted after 5pm Nov. 19 will not start processing until Dec. 3 due to Thanksgiving Break	
November 19* ***Early deadline due to Thanksgiving Break**	December 13-15
November 26* ***Deadline for Purchase Requests and Money Transfers**	
December 3* ***Deadline for Check Requests and FOOD Purchase Requests**	
December 15* ***Last day to hold student events**	

All forms must be **completed in full** and submitted before 5PM through the Club Spending Submission Portal by:	If the food/item is needed by:
February 11	February 21 **(restaurant orders only)**
February 18	February 28
February 18	March 7
February 25	March 14
March 4	March 21
March 11	March 28
Any requests submitted after 5pm Mar. 11 will not start processing until Mar. 25 due to Spring Recess	
March 18	April 4
March 18* ***Early deadline due to Spring Recess**	April 11
April 1	April 18
April 8	April 25
April 15	May 2
April 22	May 9-13
April 22* ***Deadline for Purchase Requests and Money Transfers**	
April 29* ***Deadline for Check Requests and FOOD Purchase Requests**	
May 13* ***Last day to hold student events**	