

Club Requests and Processing Calendar – Fall 2025 & Spring 2026

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 Registered 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 18	September 26 (restaurant orders only)
September 18	October 3
September 25	October 10
October 2	October 17
October 9	October 24
October 16	October 31
October 23	November 7
October 30	November 14
November 6	November 21
November 13	November 28
November 20	December 5
Any requests submitted after 5pm Nov. 20 will not start processing until Dec. 4 due to Thanksgiving Break	
December 4*	
*Deadline for ALL Purchase Requests and Budget Transfers	
December 11*	
*Deadline for Check Requests, Payroll Requests, Reallocation Requests	
*Extension Deadline for Purchase Requests with Treasurer Permission ONLY	
December 14*	
*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 12	February 20 (restaurant orders only)
February 12	February 27
February 19	March 6
February 26	March 13
March 5	March 20
March 12	March 27
Any requests submitted after 5pm Mar. 12 will not start processing until Mar. 26 due to Spring Recess	
March 26	April 10
April 2	April 17
April 9	April 24
April 16	May 1
April 23	May 8
April 30*	
*Deadline for ALL Purchase Requests and Budget Transfers	
May 7*	
*Deadline for Check Requests, Payroll Requests, Reallocation Requests	
*Extension Deadline for Purchase Requests with Treasurer Permission ONLY	
May 12*	
*Last day to hold student events	