

Club Requests and Processing Calendar – Fall 2026 & Spring 2027

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 17	September 25 (restaurant orders only)
September 17	October 2
September 24	October 9
October 1	October 16
October 8	October 23
October 15	October 30
October 22	November 6
October 29	November 13
November 5	November 20
November 12	November 27
November 19	December 4
Any requests submitted after 5pm Nov. 19 will not start processing until Dec. 3 due to Thanksgiving Break	
December 3*	
*Deadline for ALL Purchase Requests and Budget Transfers	
December 10*	
*Deadline for Check Requests, Payroll Requests, Reallocation Requests	
*Extension Deadline for Purchase Requests with Treasurer Permission ONLY	
December 13*	
*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 18	February 26 (restaurant orders only)
February 18	March 5
February 25	March 12
March 4	March 19
March 11	March 26
March 18	April 5
Any requests submitted after 5pm Mar. 18 will not start processing until Apr. 1 due to Spring Recess	
March 25	April 9
April 1	April 16
April 8	April 23
April 15	April 30
April 22	May 7
April 29	May 14
April 29*	
*Deadline for ALL Purchase Requests and Budget Transfers	
May 6*	
*Deadline for Check Requests, Payroll Requests, Reallocation Requests	
*Extension Deadline for Purchase Requests with Treasurer Permission ONLY	
May 18*	
*Last day to hold student events	