

## Club Requests and Processing Calendar – Fall 2023

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.

If the food/item is needed by:	All forms must be <b>completed in full</b> and submitted before 5PM through the Club Spending Submission Portal by:
September 29 ( <b>restaurant orders only</b> )	September 19
October 6	September 19
October 13	September 26
October 20	October 3
October 27	October 10
November 3	October 17
November 10	October 24
November 17	October 31
<b>*Any requests submitted after 5pm Nov. 14 will not start processing until Nov. 29 due to Thanksgiving break*</b>	
November 24	November 7
December 1	November 14
December 8	November 14* <b>*Shortened due to the Thanksgiving break</b>
December 15-17	November 28
<b>December 17*</b> <b>*Last day to hold student events</b>	