

Club Requests and Processing Calendar – Spring 2024

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:
February 13	February 23 (restaurant orders only)
February 13	March 1
February 20	March 8
February 27	March 15
March 5	March 22
March 12	March 29
Any requests submitted after 5pm Mar. 12 will not start processing until Mar. 27 due to Spring Recess	
March 26	April 12
April 2	April 19
April 9	April 26
April 16	May 3
April 23	May 10
April 30	May 14* or After
May 14* *Last day to hold student events	