



Madeline Parker <mjparker@burnetcountytexas.org>

FY 25 Year end Purchase Orders

1 message

Cindy Dalrymple <cdalrymple@burnetcountytexas.org>

Tue, Jul 8, 2025 at 4:48 PM

To: Department Heads <deptheads@burnetcountytexas.org>

Cc: Donna Fritsch <dfritsch@burnetsheriff.com>, Bailey Rogers <brogers@burnetcountytexas.org>, Helen Cummins <hcummins@burnetcountytexas.org>, Jolene Mock <jolenem@burnetcountytexas.org>, Amber Greer <agreer@burnetcountytexas.org>

Good afternoon,

In order to close out the current fiscal year & prepare for FY 26, the only POs we will issue after August 1, 2025 will be those needed for emergency situations. Please begin to review your budgets, request any line item transfers, and request any non-emergency year end purchases before this date. Please encourage your staff to look at their supplies and inventory and begin to plan ahead. We will be handling open POs for September on a case by case basis.

Please let Kelley know how you would like to clear up any negative balances in your budget as soon as possible, then submit your purchase requests by August 1.

Please continue to send all requests to: porequest@burnetcountytexas.org

Thanks a lot, we appreciate your help in this process! Cindy

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