

## Ordering Deadlines

### FY2022 Deadlines for Online Order Submission

All orders must allow one full business day prior to pickup/delivery day for review and order preparation. Please use the following as guidance for ordering timeframes:

GENERAL WEEK (NO HOLIDAYS/CLOSINGS)		
For Pickup day:	Order can be opened on:	Order must be submitted by Midnight:
Monday	Tuesday (prior week)	Thursday (prior week)
Tuesday	Wednesday (prior week)	Friday (prior week)
Wednesday	Thursday (prior week)	Monday
Thursday	Friday (prior week)	Tuesday
Friday	Monday	Wednesday

KNOWN HOLIDAYS/CLOSINGS IN FY2022				
Closing:	Depts. Closed	Reason:	Orders for:	Submit order by Midnight:
Monday, Oct. 11, 2021	Offices, Warehouse	Native American	<b>Tuesday, Oct. 12</b>	Thursday, Oct. 7
Thursday & Friday, Nov. 25 & 26, 2021	Offices, Warehouse	Thanksgiving	<b>Monday, Nov. 29</b>	Tuesday, Nov. 23
Friday, Dec. 24, 2021 – Friday, Dec. 31, 2021	Warehouse CLOSED: 12/24–12/31/21 Online Ordering CLOSED: 12/29 & 12/30 Online Ordering OPEN: 12/31/21 Offices also closed: 12/24/21 & 12/31/21	Holidays, Cleaning, Inventory	<b>Monday, Jan. 3</b> <b>Tuesday, Jan. 4</b>	Monday, Dec. 27 Tuesday, Dec. 28
Monday, Jan. 17, 2022	Offices, Warehouse	Martin Luther King, Jr. Day	<b>Tuesday, Jan. 18</b>	Thursday, Jan. 13
Monday, Feb. 21, 2022	Offices, Warehouse	Presidents' Day	<b>Tuesday, Feb. 22</b>	Thursday, Feb. 17
Wednesday & Thursday, Mar. 30 & 31, 2022	Warehouse & Online Ordering System	Inventory	<b>Friday, Apr. 1</b>	Monday, Mar. 28
Monday, May 30, 2022	Offices, Warehouse	Memorial Day	<b>Tuesday, May 31</b>	Thursday, May 26
Monday, June 20, 2022	Offices, Warehouse	Juneteenth	<b>Tuesday, June 21</b>	Thursday, June 16
Monday, Jun. 27—Monday, Jul. 4, 2022	Warehouse CLOSED: 6/27 - 7/4/21 Online Ordering CLOSED: 6/29 & 6/30 Online Ordering OPEN: 7/1/21 Offices also closed: 7/4/21	Inventory, Independence Day	<b>Tuesday, Jul. 5</b>	Tuesday, June 28
Monday, Sep. 5, 2022	Offices, Warehouse	Labor Day	<b>Tuesday, Sep. 6</b>	Thursday, Sept. 1
Thursday & Friday, Sep. 29 & 30, 2022	Warehouse & Online Ordering System	End of Year Inventory	<b>Monday, Oct. 3</b>	Tuesday, Sept. 27