

Ordering Deadlines

FY2024 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 FY2024				
Closing:	Depts. Closed	Reason:	Orders for:	Submit order by Midnight:
Monday, Oct. 9, 2023	Warehouse & Offices CLOSED: 10/9/22	Native American Peoples Day	Tuesday, Oct. 10	Thursday, Oct. 5
Thursday & Friday, Nov. 23 & 24, 2023	Offices, Warehouse	Thanksgiving	Monday, Nov. 27	Tuesday, Nov. 21
Monday, Dec. 25, 2023 – Monday, Jan. 1, 2024	Warehouse CLOSED: 12/25/23–1/1/24 Online Ordering CLOSED: 12/28 & 12/29 Online Ordering OPEN: 12/30/23 Offices also closed: 12/25/23 & 1/1/24	Holidays, Cleaning, Inventory	Tuesday, Jan. 2 Wednesday, Jan. 3	Tuesday, Dec. 26 Wednesday, Dec. 27
Monday, Jan. 15, 2024	Offices, Warehouse	Martin Luther King, Jr. Day	Tuesday, Jan. 16	Thursday, Jan. 11
Monday, Feb. 19, 2024	Offices, Warehouse	Presidents' Day	Tuesday, Feb. 20	Thursday, Feb. 15
Thursday & Friday, Mar. 28 & 29, 2024	Warehouse & Online Ordering System	Inventory	Monday, Apr. 1	Tuesday, Mar. 26
Monday, May 27, 2024	Offices, Warehouse	Memorial Day	Tuesday, May 28	Thursday, May 23
Wednesday, June 19, 2024	Offices, Warehouse	Juneteenth	Thursday, June 20	Monday, June 17
Thursday, Jun. 27—Thursday, Jul. 4, 2024	Warehouse CLOSED: 6/27 - 7/4 Online Ordering CLOSED: 6/27 & 6/28 Online Ordering OPEN: 7/1 Offices also closed: 7/4	Inventory, Independence Day	Friday, Jul. 5	Tuesday, June 25
Monday, Sep. 2, 2024	Offices, Warehouse	Labor Day	Tuesday, Sep. 3	Thursday, Aug. 29
Friday, Sep. 27 & Monday, Sep. 30, 2024	Warehouse & Online Ordering System	End of Year Inventory	Tuesday, Oct. 1	Wednesday, Sep. 25