



**Band Uniform Order Procedure**

If funds are available in the budget, the following timelines should be followed:

***It is imperative that you attend to the uniform ordering process in a timely fashion.***

**August:** Notification to schools regarding the amount of available funds

**September:** Communicate with Purchasing Agent (Ricky Hunter) indicating your desire to purchase (uniforms and/or instruments) and learn about updated procedures (including the bid process)

**September:** Communicate with Uniform representative (if appropriate)

**October 15<sup>th</sup>:** Uniform specification and quote from representative should be provided to Purchasing Agent for state bid to be initiated

**December 15<sup>th</sup>:** Purchase Order for uniforms and/or instruments submitted to Budget Manager (Sr. Director, Middle School Programs) for approval, signatures, and routing

**April 15<sup>th</sup>:** Delivery of Uniforms and/or instruments – close out of purchase orders

**Any deviation from the timeline may forfeit our ability to pay for your requests.**

Any request beyond the central office allocation per school will need to be covered by another budget code (school code, band boosters, etc.)

**Tentative Rotation Schedule**

2016-17	Apex/ Leesville / Sanderson	2023-24	Apex Friendship / Apex / Leesville
2017-18	Millbrook / Enloe /Wake Forest	2024-25	Sanderson / Millbrook / Enloe
2018-19	Cary / Heritage / E. Wake	2025-26	Wake Forest / Cary / Heritage
2019-20	Broughton / Southeast / Middle Creek	2026-27	E. Wake / Brought / Southeast
2020-21	Knightdale / Athens Drive / Rolesville	2027-28	Middle Creek / Knightdale / Athens Drive
2021-22	Panther Creek / Holly Springs / Garner	2028-29	Rolesville / Panther Creek / Holly Springs
2022-23	Wakefield / Green Hope / Fuquay	2029-30	Garner/ Wakefield / Green Hope
		2030-31	Fuquay / Apex Friendship