

Children's Court Purchasing Schedule

(As of September 2019)

This schedule is based on the OCA's fiscal year (September 1st thru August 31st).

Starting with your first supply order of the fiscal year, please order:

- Enough supplies to last until your next scheduled order date; or
- Up to enough supplies to last until your first order date of the next fiscal year

Please clearly indicate in your **email subject line** if you have an emergency or rush order.

Child Protection Courts (All Courts):

November 1st

February 1st

May 1st

*July 15th

**Due to end-of-fiscal-year processing, we ask that you submit your request a little earlier than normal.*

Child Support Courts (Even # Courts):

September 1st

December 1st

March 1st

June 1st

Child Support Courts (Odd # Courts):

October 1st

January 1st

April 1st

July 1st

Please submit the documents to the appropriate email address:

Office Supply Order Forms: Purchasing@txcourts.gov

Registration Requests: Anissa.Johnson@txcourts.gov

Receiving Reports: AccountsPayable@txcourts.gov