

MARCH 2019



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Year-End Procedures and Deadlines

Deadlines for 2018-2019 purchases and warehouse orders. Please correlate the following table to the dollar amounts in Section 7.F in the Fiscal Policy Manual

When spending funds around the end of the year, keep in mind the general cutoff rule:

To use **current year funds**, the goods/services **must be received by June 30th**.

To use **new-year funds**, the goods/services **may not be received until July 1st or after**.

(If you miss a deadline below, your only option will be to process it as a new-year purchase.)

Amount of Purchase • Available Tool	Deadlines for	
	Using Current-year Funds	Using New-year Funds
<u>\$0 to \$999.99</u> <ul style="list-style-type: none"> Warehouse issue Pay voucher¹ School check Purchasing card² District requisition Teacher Supply Card 	Submit by May 3, 2019 Submit by June 3, 2019 Issue by June 28, 2019 Charge posted by June 10, 2019 Submit by May 10, 2019 Charge posted by April 15, 2019	starting May 17, 2019 starting July 1, 2019 starting July 1, 2019 ⁴ starting June 11, 2019 starting May 14, 2019 TBD ⁵
<u>\$1,000 to \$4,999.99</u> <ul style="list-style-type: none"> Warehouse issue School purchase order³ District requisition 	Submit by May 3, 2019 Issue by May 3, 2019 Submit by May 10, 2019	starting May 17, 2019 starting May 6, 2019 ⁴ starting May 14, 2019
<u>\$5,000 and up</u> <ul style="list-style-type: none"> District requisition 	Submit by May 10, 2019	starting May 14, 2019

¹ If you have an emergency need to submit a Pay Voucher after June 3rd, you will need special permission. Please call Chris Lewis (646-4300) for instructions. Also, a caution...Pay Vouchers for reimbursement should only be submitted for items that have been received. You will need to coordinate with vendors to receive all items and an invoice/receipt so the PV can be submitted before the June 3rd deadline to use current year funds.

² P-card charges with a posting date through June 10th will use old-year funds. Charges thereafter will use new-year funds.

³ This only applies if using school funds. The deadline is a recommendation.

⁴ Only for schools who have not been converted to QCC for activity fund accounting.



Personal charges are to be on a personal Amazon account.



Year-End Procedures and Deadlines (continued)

Clearing Your Old-Year Purchase Orders (A Critical Step)

Accounting will send you a report (on May 31 for Elementary and Junior High Schools and on June 14th for High Schools) showing your current-year purchase orders that have not been paid. We will give you instructions on what to do with the report, but basically, you will be telling us how you want each one treated (close, liability, or roll over to the next year). You will need to return this report to Accounting by June 30th so we can get your funds into the right year.

Amazon Business Reminders

- **Please note, district warehouse items and items that are on State and District contracts should not be purchased through Amazon Business.** While Amazon's ordering process is very customer friendly, the pricing received is not always competitive especially when compared to the district warehouse and available contracts.
- **Purchases greater than \$500 require a second competitive quote.**
- You should only use the Amazon Business account for district purchases. **Personal charges are to be on a personal Amazon account.**
- Only district payment cards (P-cards and TSCs) may be set up as payment tools on your Amazon Business account. **Do not associate a personal credit card with this account.**
- All delivery addresses should be to Granite School District locations. **No home deliveries are allowed.**

Inventory

Please see dates below for the Warehouse and plan accordingly.

- Monday April 15: Deadline for Teacher Supply Card Orders
 - Friday May 3: Deadline for Warehouse Issues
 - Thursday May 16: Receiving Operations Close
 - **Monday May 20-Thursday May 23: Warehouse Closed for Inventory**
 - Friday May 24: Warehouse Reopens barring any complications
- Please contact Skip Foster, ext. 5678, if you have any questions.**

Office/Task Chairs



A task chair is one of the most important tools used in the workplace. A poorly designed task chair can create a multitude of negative health consequences such as back and neck pain, headaches, and even migraines. It is very important to ensure that employees are equipped with the right task chair to complete their jobs as productively as possible.

Requests often come through purchasing for inexpensive chairs purchased through Office Depot or Staples. Often times these chairs have not been designed with ergonomics in mind and could do more harm than good. Additionally, these chairs are low quality and do not carry critical warranties that extend the life of the product.



The State of Utah has several contracts for task chairs that, although more expensive than those at office stores, are of higher quality, come with a 10-year warranty and are designed to be ergonomically beneficial. Recently purchasing created a buying guide, which can be found on the purchasing website, which lists several task chairs and options along with pricing and vendor information. Please refer to that guide when you are determining your next task chair purchase.

[Buying Guide-Chairs](#)

*****When entering your requisition in QCC, please use ALL CAPS. Your help will be greatly appreciated and will add to the efficiency of the purchasing process.***

Choosing the Right Laminator

Before you purchase a new laminator, you may want to consider the following

What size laminator do we need? 18", 25" or 27"? Will you be laminating smaller projects like bookmarks or larger sized projects like posters? It is important to choose a laminator that will accommodate the largest item you may want to laminate. The industry standard is the 27" laminator with the capability to adjust the width to accommodate a smaller size roll of film.

Do you want an option to adjust the temperature and/or the speed? Some laminators have adjustable temperature/speed controls.

The speed controls how fast your project moves through the laminator rolls, which can prevent curling and bubbling. A laminator with adjustable speed is a good option because it allows you to slow down the rolls so that the project is heated longer. This allows for thicker media like cardstock and construction paper. A laminator with a fixed speed is normally less expensive but generally does not allow for multiple types of media

****If a Granite Technician condemns your existing laminator and the original purchase was over \$1,000, you may be eligible to use district condemnation funds to purchase a replacement. Please contact Diana Pennington to determine eligibility and to obtain the correct budget number.**

Please see the Buying Guide titled "Laminator" on our website. The buying guide lists historical pricing and suggested laminator options. Purchasing will obtain quotes from various vendors depending on which laminator you choose.

If Diana approves the use of district condemnation (0991) funds, email her a copy of the GSD Condemnation/Equipment Transfer form indicating the status of condemned. Purchasing will send the pink requisition to Diana to obtain approval from the Capital Outlay Committee. The committee meets each Wednesday.**



Choosing the Right Laminator (Continued)

We currently stock the following laminating films rolls at the GSD Warehouse

WRHS ITEM #	DESCRIPTION
222616	LAMINATING FILM 27" X 500', 1" CORE, 1.5 MIL THICK, HIGH GLOSS
222619	LAMINATING FILM, 12" WIDE X 500' LONG 1" CORE 1.5 MIL THICK
222620	LAMINATING FILM, 12" WIDE X 500' LONG 2-1/4" CORE 1.5 MIL THICK
222621	LAMINATING FILM, 18" WIDE X 500' LONG 1" CORE 1.5 MIL THICK
222622	LAMINATING FILM, 18" WIDE X 500' LONG 2-1/4" CORE 1.5 MIL THICK
222623	LAMINATING FILM, 25" WIDE X 500' LONG 1" CORE 1.5 MIL THICK

Lakeshore Learning Discount Pricing

When purchasing from Lakeshore Learning Materials under state of Utah contract MA2924, please make sure the following discounts are applied:

- Educational Toys and Games (Minimum 7% off list price)
- Curriculum Materials (Minimum 7% off list price)
- Education Supplies (Minimum 7% off list price)
- Scientific Curriculum Supplies (Minimum 7% off list price)
- Curriculum Art Supplies (Minimum 7% off list price)
- Miscellaneous Items related to Educational Supplies (Minimum 7% off list price)
- NO shipping and handling charges

(Our previous discount was 5%. Please make sure you receive the correct discount.)

Please note this contract and discount off does not apply to furniture.

There are multiple toys, games, and curriculum contracts. For additional information, please see pages 4, 5 and 6 of the October 2018 Newsletter

Are You Using Our Purchasing Department Website?

If yes, GREAT. If not, why not?

Granite School District

STUDENTS & FAMILIES COMMUNITY SCHOOLS DISTRICT CALENDAR CONTACT

P&W Home Amazon Business Buying Guides Contracts Fundraisers Newsletter Policies P-Card Staff Student Travel

Teacher Supply Card Vendor Info Warehouse

Granite School District > Purchasing & Warehouse

Purchasing & Warehouse

Search this Website

Search website... SEARCH

Purchasing

Achievement of Excellence in Procurement 2018 Award Winner

The function of the Purchasing Department is to procure materials, equipment and services needed in a timely manner while maximizing the value of every taxpayer dollar.

Our goal is to enhance the education mission of Granite School District by acquiring all materials, equipment, supplies, services and commodities at the lowest cost consistent with quality, quantity and delivery requirements in an expeditious and professional manner following Utah State Code and Granite School District Policy.

Purchasing Video Training

Training on many Purchasing processes and procedures can be found on the Granite School District Employee Intranet located here: [Training](#) Note, you will need to use your district logon to access this page.

Contact Us

Director
Jared Gardner

Administrative Secretary
Rose Elkins
385.646.4562
385.646.4209

Purchasing Forms

[Change Order Request Form](#)

[Confirmation Purchase \(Unauthorized Purchase\)](#)

We have put much thought and effort into designing this site and have tried to post information that is helpful. If we have overlooked something that would be of value to you, please contact us.

One thing we would like to point out is the difference between the Buying Guides tab and the Contracts tab.

[Buying Guides](#) lists “how to proceed” information, step-by-step instructions on how to find and purchase what you need and product and sourcing recommendations.

The [Contracts](#) page has an alphabetical listing of current district contracts available for use. Why would you want to use a contract? Well, we are required to use a state or district contract if one is available and if you do use a contract, usually you aren’t required to get additional quotes - which will save you time. We know you are busy.

Who you gonna call? If you cannot find the answer to your question, you could always click our [Staff](#) page to see our smiling faces and to get contact info on who can answer your question.

Speaking of Staff, we have a new addition to our department.



Lafo Tonga,
Purchasing
Secretary

Lafo has been with Granite School District since 2007. She was at Taylorsville High School for most of her years with the district before joining the Purchasing Department as one of their secretaries in November 2018. Lafo is the secretary to Dean Pope, Debbie Smith, Jason Steinmann, and Julie Fisher.

Lafo is the proud mom of her son, Natanielu Pensimani Tomasi Nu'ufa'aola Tauanu'u but he just goes by Nate. He's 19 years old, is her 'WHY' and will be starting college this Summer at SLCC. Lafo herself is at SLCC finishing up her Criminal Justice degree and then she will be going to graduate school to become a School Counselor. She is anticipating starting her graduate program in the Spring of 2020.

Lafo enjoys spending time with family and friends just hanging out. She also enjoys to veg out with her doggies Smurfette & Milo watching Netflix. When she's not vegging out, she loves to read and if she's not reading, she has been known to put on some '80s music and may dance like no one is watching (bad dancing), but like the Yeti or Loch Ness monster, it cannot be verified.

Lafo is enjoying meeting and getting to know most of you in the District. If you need to contact her, call (385) 646-4564 or email her at lktauanuu@graniteschools.org

P-Card Training

The following dates have been set up for P-card training. They are held at 9:00 a.m. in the Purchasing conference room, C-105. If you would like to attend one of these sessions, please contact Rose Elkins at 385-646-4562.

April 3, 2019

May 1, 2019

June 6, 2019

July 3, 2019



Sending P-Card or Teacher Supply Card Numbers through Email

A reminder that it is not secure to send your p-card or teacher supply card via email. Email was not created with data security in mind, so sending credit card information through it is quite risky. We recommend contacting the vendor by phone or through a secure internet webpage to provide the card information whenever possible. When this is not possible, and an email is the tool that needs to be utilized you should secure the email with the Barracuda Networks encryption tool that is available within Outlook. Instructions on how this is done can be found at this link:

<https://graniteschools.sharepoint.com/sites/helpdesk/Pages/764.aspx>

By you taking this simple step you can help deter fraud from occurring on your card.

Items Deleted from Warehouse Stock

Obsolete



<u>STOCK #</u>	<u>DESCRIPTION</u>
171607	LEATHER TOOLING BOARD, RUBBER
192003	FORM, NCS SCANNER #19626, ANSWER SHEET C
192004	FORM, NCS SCANNER #19634, ANSWER SHEET D
192010	FORM, NCS SCANNER #19629, BALLOT A
192012	FORM, NCS SCANNER #19630, ANALYSIS
192020	FORM, NCS SCANNER #73290, ANSWER SHEET K
192022	FORM, NCS SCANNER #77120, ANSWER SHEET O
192023	FORM, NCS SCANNER #77121, ANALYSIS 50/50
192039	PRINTED FORM, ELEM. DISCIPLINARY REPORT
192052	PRINTED FORM, WORK ORDER FORM FOR MAINTENANCE
192080	ORDINANCE DECAL, SL COUNTY, ENGLISH
192085	ORDINANCE DECAL, SL COUNTY, SPANISH
192090	ORDINANCE DECAL, WEST VALLEY, ENGLISH
192095	ORDINANCE DECAL, WEST VALLEY, SPANISH
192305	INDEX CARD SET FOR REGISTRATION ROLODEX
192325	WINDOW DECAL, RED STOP SIGN, "ALL WEAPONS PROHIBITED" ENGLISH, BACK ADHESIVE
192330	WINDOW DECAL, RED STOP SIGN, "ALL WEAPONS PROHIBITED, SPANISH, BACK ADHESIVE
202103	CASSETTE TAPE, 60 MINUTES, BLANK
212363	WICKS FOR ALCOHOL BURNERS
481146	BASKETBALL SCOREBOOK, SPIRAL BOUND
481316	SOFTBALL BAT, HIGH SCHOOL & JR. HIGH, METAL



Looking for Help?

Sometimes it can be confusing figuring out which buyer to call for questions. This is a list of general product assignments:

Skip Foster – ext. 5678

- Batteries, carpet, custodial, fire extinguishers, lamps, pest control, snow plows and snow removal, surplus disposal contracts, warehouse catalog sections 30-34, 60-94.

Dean Pope – ext. 4563

- Computers, construction, iPads, marquees, relo's, scanners, scoreboards, tree trimming, and warehouse catalog sections 40, 50-51.

Rose Elkins – ext. 4562

- Books, magazines, DVD's

Julie Fisher – ext. 4309

- Arts & crafts, bleachers, blinds, copiers, duplicators, flags, library supplies, tack/markerboards, nursing supplies, office supplies, phones, printers, software, stage drapes, telephones, warehouse catalog sections 15-18, 22-25.

Debbie Smith – ext. 4565

- Cafeteria food and equipment, family consumer science equipment and supplies, ice machines, security, transportation equipment and repairs, two-way radios, vehicles, warehouse catalog sections 35, 36.

Jason Steinmann – ext. 4552

- Appliances, athletics, audio/visual, clothing, fund raisers, furniture, lockers, lunchroom tables, music, planners, playground equipment, printing, science, warehouse catalog sections 10-14, 19-21, 26, 48 and 52.

You can view a complete list on our web page by clicking on this link:

[Buyer Responsibilities](#) (Printable Directory)

What Do You Think? . .

What kind of information would you like to see in future issues? We want this to be useful to you, so please send your comments and/or suggestions to dsmith@graniteschools.org

Thanks for reading!