GSD Purchasing/Warehouse

Buying Power

MARCH 2020

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Year-End Procedures and Deadlines

Deadlines for 2019-2020 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 June30th**.*
*To use **new-year funds**, the goods/services **may not be received until July 1stor 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
$0 to $999.99		
• Warehouse issue	Submit by May 8, 2020	starting May 22, 2020
• Pay voucher[1]	Submit by June 19, 2020	starting July 1, 2020
• Purchasing card[2]	Charge posted by June 25, 2020	starting June 26, 2020
• District requisition	Submit by May 8, 2020	starting May 12, 2020
• Teacher Supply Card	Charge posted by April 15, 2020	TBD[5]
$1,000 to $4,999.99		
• Warehouse issue	Submit by May 8, 2020	starting May 22, 2020
• District requisition	Submit by May 8, 2020	starting May 12, 2020
$5,000 and up		
• District requisition	Submit by May 8, 2020	starting May 12, 2020

[1] *If you have an emergency need to submit a Pay Voucher after June 19th, you will need special permission. Please call Accounts Payable 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 25th will use old-year funds. Charges thereafter will use new-year funds.*

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

Accounting will send you a report (on June 1st for Elementary and Junior High Schools and on June 15th 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, liabilitize, 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.

District Mail Services

Granite School District Memo 61 states that in-house "district mail" is provided for the exclusive use of school and district personnel. District mail may be used only for the distribution of inter-office and inter-school mail, district materials and supplies, U.S. Mail, and for work-related communication among employees of the district.

District Mailing Guide

A couple of years ago we introduced the *District Mailing Guide*. We created this guide, and included it on our website to help take some guesswork out of your part in the mailing process. The guide is simple and provides the end user with only the essential information needed to make your mailing a success. Other suggestions to help in processing of district mail include:

- Label all mail according to USPS marking guidelines.
- Do not place any writing in spaces needed for postage placing.
- When possible, keep sealed and unsealed envelopes separated when sending out for mailing.
- Properly label all inter-office envelopes with the first + last name and department of envelope destination.
- When sending items larger than all inter-office envelope, try to fit in as small a box as possible.
- Only send items that are work related.
- When having orders sent through package carriers, make sure they are marked with the fist + last name, department name, and room number. This will ensure smoother delivery.

Bulk Mailing

A couple of common issues with bulk mail that we have been seeing and what you can do to help:

- **We recommend using district Print Services for the creation of your bulk post cards. They know the mailing requirements and will ensure that your mail piece is created correctly to obtain the bulk rate.**
- In addition to the bulk mail requirements, please rubber band the pieces together and mark them with a sticky note indicating "Bulk Mail".
- Ensure that post cards are at least 3-1/2 inches high x 5inches long x 0.007 inch thick. No more than 4-1/4 inches high x 6 inches long x 0.016 inches thick. **The basis weight should be no less than 75 lbs. The postcard paper should be light in color and allow for the red ink of the postal meter to show.**
- If you have a question about whether your mail will qualify for a specific class of mail, like bulk, please show your driver a draft of your mailing. If they ar unable to assist, please contact Purchasing at 385.646.4518.

Bulk Mailing (continued...)

- Bulk mail requires the use of “Return Service Requested” or “Or Current Resident” as described in the mailing guide.
  - The use of “Return Service Requested: should only be when you want the piece returned with notice of the forward address. **Please note that returned pieces will incur a postal fee for the return service. The current rate is $0.55.**
  - The use of “Or Current Resident” is preferable when you do not de sire to receive notice of the failed delivery. The piece will remain at the residence and no fee will be incurred.

- **If you haven't thanked your District Mail Carrier lately, tell them THANK YOU! today.**

District and State Contracts: A Review

Alan Shepard, the first American to journey into space, once said, “It’s a very sobering feeling to be up in space and realize that one’s safety factor was determined by the lowest bidder on a government contract.” Shepard may have felt sobered by NASA’s contracts but you can rest assured that district and state contracts will add the greatest value to your organization.

Currently the district has over 60 contracts on commodities ranging from art supplies to Zagg covers. Not only do you have access to these contracts but the State of Utah has over 400 additional contracts that are for use at the district. Each contract has been priced and negotiated to provide the most favorable terms to you and in effect the students we serve. Those favorable terms include discounted pricing, warranty extensions, freight responsibility, quality requirements and a plethora of other benefits.

A common scenario we see in purchasing is when a product that is currently on district or state contract is purchased from a noncontracted vendor at a lower price. On the surface this seems like a wonderful thing, but as you dig deeper, you find that although the product was less expensive, the warranty, freight terms, quality, and service were all inferior to those on the contract, thus adding to the overall cost of the product.

We always encourage you to use the district and state contracts so as to receive the best possible value for public funds. District contracts can be found at the link below. If you are ever in doubt about whether an item is on a contract, do not hesitate to call purchasing at 385.646.4518.

http://purchasing.utah.gov/ purchasing/ statecontractsearch.html

Approved Hardware list

Please do not order computers (desktop, laptop, Chromebook, etc.) without first checking the District Approved Hardware list.

Computers that are not on this list may or may not be compatible with our district network and may or may not connect to our network. Also, our Information Systems Department will not support, troubleshoot or repair equipment that is not on the approved list.

You can find that list here. We recommend bookmarking this link to make it easy to find and to make sure you are looking at the current list.

Disposable Plates, Bowls, Cups & Cutlery

If you are planning a staff meeting or event and need disposable plates, bowls, cups, cutlery and napkins, we have them available for purchase at the warehouse. They can be found in section 35 of the catalog.

Stock 351001 Styrofoam 9” plate

Stock 351002 Styrofoam 6” plate

Stock 351003 Styrofoam 12 oz. bowl

Stock 351004 Styrofoam 5 oz. bowl

Stock 351005 Paper Cup, 9 oz, cold

Stock 351006 Styrofoam Cup 8 oz, hot

Stock 351007-351009 Plastic Utensils

Stock 351010 Napkins, 1 ply, 1/8 fold

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.

To Sign or Not to Sign?

We regularly see contracts, agreements, memorandum of understanding (MOU), memorandum of agreement (MOA), and other types of contract documents in our office with the signature of either a school/department administrator or sometimes a teacher or department employee. Very often these signatures are a violation of district fiscal policy because the employee has entered a contract with a vendor for a product or service that exceeds their delegated authority before the proper purchasing processes have occurred. We often only become aware of the signed document when documentation is requested to support the purchase.

When an employee signs these type of agreements, the documents become legally binding contracts to which the district must comply with due to the implied authority to contract you possess as an employee of the district. The problem being that the employee usually has no authority to commit the district under district policy.

District fiscal policy provides that purchasing authority is granted by the Board of Education to employees of the district through policy. That authority is managed by both dollar thresholds and employee job positions. Specifically, fiscal policy 7.C Restricted Authority reads:

> *1. No purchase shall be made and no indebtedness shall be incurred by any officer or employee of the district that exceeds the authority given in this policy except those authorized by the Board of Education.*
>
> *2. The Business Administrator/Treasurer and the Director of Purchasing or designated agents are the only persons authorized to engage in the following procurement-related activities:*
>
> > *a. obligate the district for the purchase of goods and services, which includes any type of leasing agreement (the only exception to this the event of an emergency wherein loss or harm will result without immediate action)…*
>
> *3. Fiscal administrators are authorized by the Board of Education to enter into contracts or agreements that obligate the district to the end of the current school/fiscal year. These must be within the threshold limits established in 7.E. Vending and concession contracts are an exception to the one-year restriction and may have a term up to three years.*

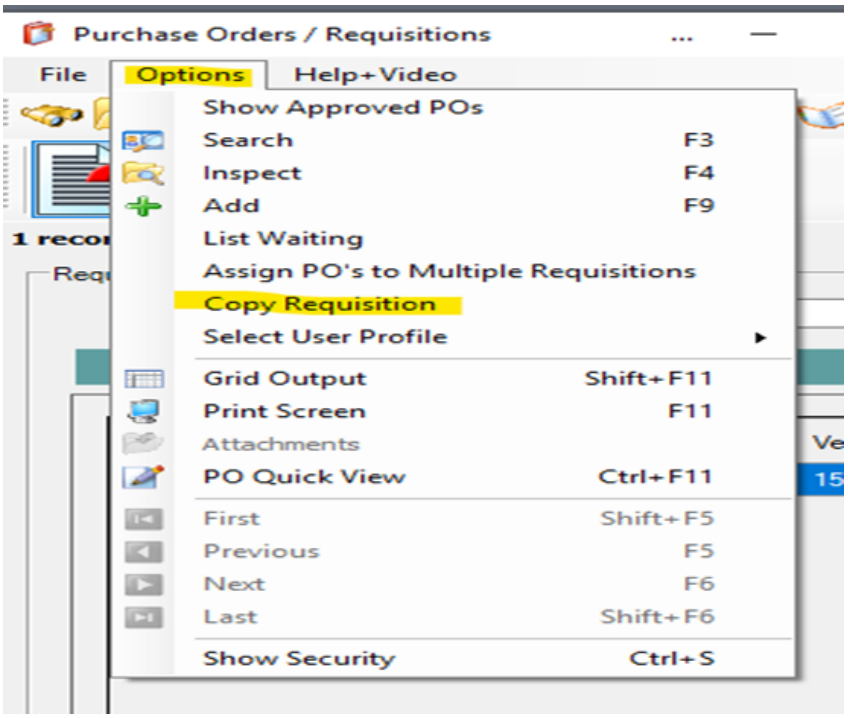
The purchasing thresholds establish the dollar limits that employees outside of the Purchasing Department can obligate the district. Except for vending and concessions contracts, the limit is $5,000 for schools and district departments. So, before any contract type of document is signed by a school/department fiscal administrator it should be reviewed to determine if it is below the threshold. If it is not, you are not authorized to sign the document. Please contact us and we are happy to review the document with you and to determine next steps.

Finally, please don't sign any agreement until you have read the document. This sounds too basic, but many do not do this and then are left with unfavorable contract terms because they have already signed the agreement.

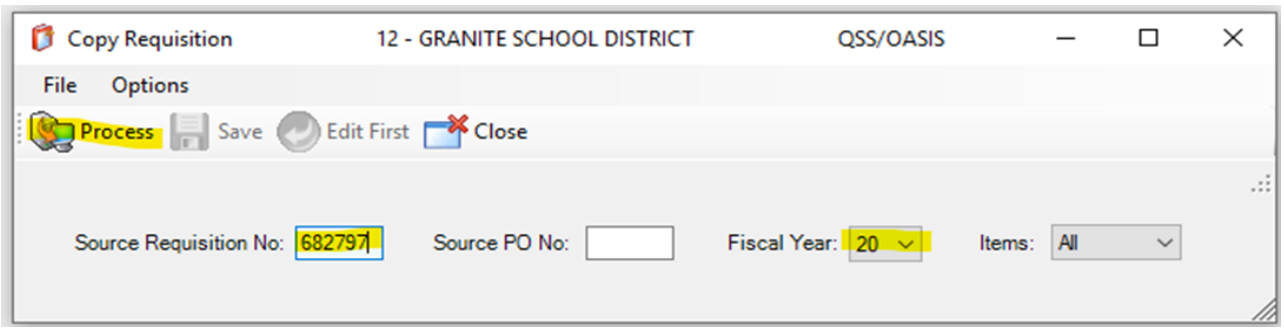
QSS/QCC Tip

Do you purchase the same product each year or even several times during the year? Did you know you can copy the information from a previous requisition?

Go to the Purchase Orders / Requisition screen where you generally enter a new requisition and click “Options” then “Copy Requisition”



Then enter the previous requisition that you would like to copy and change the Fiscal Year if it is from the previous year. Then click “Process” and then once QSS/QCC has located the requisition click “Edit First”



Then you can edit the information as you normally would. For example, you may need to change the budget #, fiscal year, ship to location, or description of the item. Then click same like you normally would, write down the newly assigned requisition #, and pass the information on to your Administrator to Sign Off to Purchasing.

Texas Instrument Calculators

Did you know that you can purchase Texas Instrument Scientific & Graphic Calculators & Related Accessories using the state of Utah contract PD1891 with RH Enterprises dba Valley Business Machines (QSS vendor #088255)

Prices vary depending on the quantity that you are purchasing. The vendor can provide quantity discounts below the pricing listed on the contract.

To view the pricing and contact information, click on the "State Contract Lookup" button on the Purchasing & Warehouse Contracts page and then enter PD1891 or Calculator to search

In addition, some basic calculators can be purchased at a lower price using the state of Utah Office Supply contracts. Office Depot and Staples will generally put calculators on sale at the beginning of each school year. You can check current pricing by logging in to your Office Depot or Staples account. If you don't have an account, please email Julie Fisher at jlfisher@graniteschools.org

Student Travel Update

The first year of our new student travel procurement process is almost complete. Overall, the process seems to be working. We are very interested in your perspective. If you have any suggestions, please contact Danielle Kitchen at 385-646-8454 or dfkitchen@graniteschools.org

A couple reminders…

- The process of obtaining quotes may take several weeks. As soon as you know you may be traveling, complete and submit the Student Travel Quote Request. Quote requests received with less than 30 days before departure will be difficult to complete and the travel request may be denied.
- The travel quote that you received from Danielle must be attached to the Application for Overnight Travel form. Failure to submit this may delay the final approval for the trip.

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.

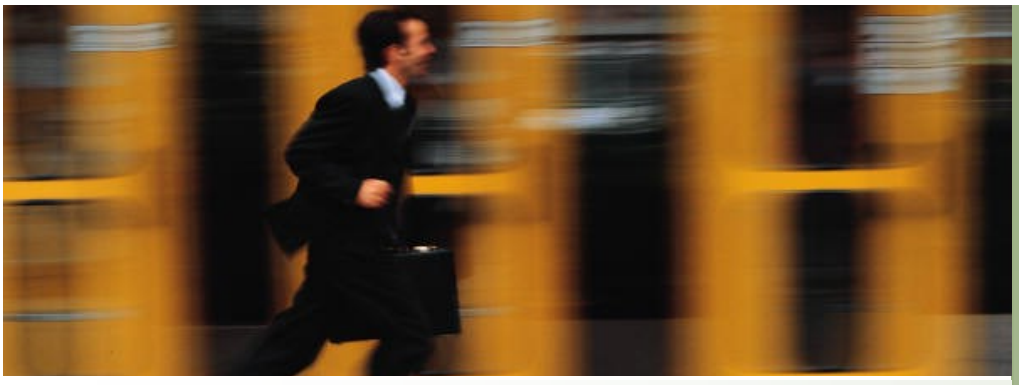
April 1, 2020
April 2, 2020
May 6, 2020
May 7, 2020
June 3, 2020
June 4, 2020
July 1, 2020
August 5, 2020
August 6, 2020
September 2, 2020
September 3, 2020
October 7, 2020
October 8, 2020
November 4, 2020
November 5, 2020
December 2, 2020
December 3, 2020

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.



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.

Danielle Kitchen - ext. 8454

- Student Travel

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 lktonga@graniteschools.org

Thanks for reading!