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Student Fundraising, Resource Development Activities, and Donations

Our office has begun to receive a decent number of phone calls and emails with questions regarding student fundraising, resource development activities, and donations. These activities are different from each other and this brief article provides a few reminders regarding the policy and process for each, but is not a replacement for review of both Board of Education policies [Article V.C.11 \(Student Fundraising\)](#) and [Article V.C.8 \(Donations and Other Resource Development\)](#).

School Fundraising

1. A fundraising activity becomes a school fundraising activity rather than resource development when it:
 - a. involves active promotion by the school; or
 - b. involves the participation of students.
2. All fundraising events must be pre-approved by the fiscal administrator of the school (principal) or department (director) prior to beginning. This ensures that the principal is aware of the fundraiser and allows the principal to correct any potential shortfalls in the fundraising plan before any commitments have begun. Approval is received by completing the [School-Sponsored Fundraiser Application Form](#).
3. Third-party fundraising vendors must be on the District's preapproved fundraising partner list. That list is located [here](#).
4. The application for a third-party fundraising vendor is located [here](#). Approval of vendors is a quick process if the vendor is properly registered with the State of Utah and they correctly and completely apply.
5. Please review the entire policy.

School Fundraising (continued)

6. Additional details regarding Student Fundraising may be found in section 3 of the District Fiscal Policy Manual.

Other Resource Development

1. May include donations, passive income programs, incentive or reward points programs, advertising, business partnerships, school stores and concessions, vending machines, and grants.
2. Except for donations, all resource development activities should be approved in advance by the fiscal administrator. Approval is received by completing the [Resource Development Application Form](#).
3. Additional details regarding other resource development may be found in section 4 of the District Fiscal Policy Manual.

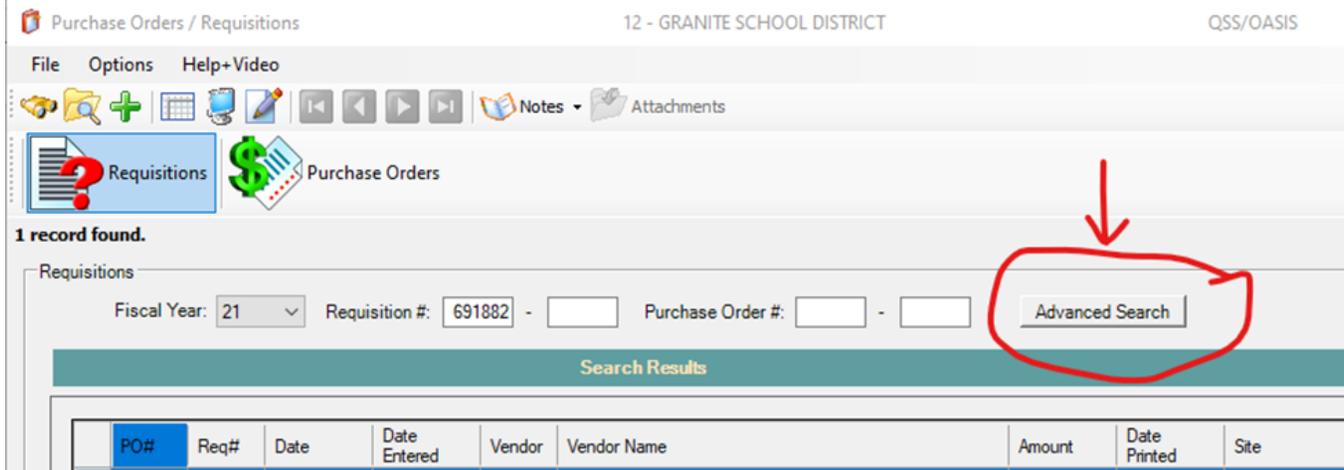
Donations

1. Donations may be received by the District or one of its schools and is not considered a fundraising activity.
2. Students may not be involved in the direct solicitation of donations, but the Granite Education Foundation (“GEF”), Board of Education, fiscal administrators, and teachers may directly solicit donations consistent with state laws and administrative rules.
3. The district Donation/Contribution/Sponsorship/Volunteer Form is to be used for all donations greater than \$500 in value.
4. Donation approval thresholds:
 - a. \$0 - \$9,999 may be accepted by a fiscal administrator or the GEF without additional approval.
 - b. \$10,000 - \$50,000 may be made directly to the district/school after receiving approval from the Superintendent. Donations within this threshold may also be made to the GEF without prior approval of the Superintendent. These donations require the GEF to report the donation to the Superintendent within 45 days.
 - c. \$50,000 or greater made directly to the district/school require receiving approval from the District Board of Education. Donations within this threshold may also be made to the GEF without prior approval of the Superintendent or Board of Education. These donations require the GEF to report the donation to the Superintendent Education within 45 days.
5. Additional details regarding donations may be found in section 4 of the District Fiscal Policy Manual.

QSS Tip — Advanced Search

Have you ever entered a requisition and forgot to write down the number or received paperwork from your Admin and wondered if you already entered a requisition?

You can use “Advanced Search” in QSS. It is button located on the right hand side of the Purchase Orders / Requisitions screen.



Click “Advanced Search” and then enter information into any of the fields. I find the “Ordering Site” most helpful. Enter 0 and your site location # then click on the site location # and name of your location and then click the magnifying glass “Search” at the top of the page. This gives you a list of all of the requisitions entered for your site.

Waiting for that Warehouse Order?

Many times the reason an order has not been delivered to a location is simply that the order has not been approved in QSS. The location administrator must sign off the order on the Issue Approval screen before an order can be processed, picked, and delivered. The sooner this takes place, the sooner an order will arrive.

Please contact Skip Foster, ext. 5678, if you have any questions or need assistance.



Buying an HP Printer



Each month, we contact several vendors for HP printer quotes. You can find the monthly pricing awards and instructions on how to order a printer on the Printer Buying Guide found on [Purchasing's website](#).

Please remember that pricing expires on the last business day of each month (unless noted otherwise). The updated pricing is generally available on the buying guide by the 5th of each month.

Additionally, a note has been added to the printers designated as PCL5 compatible. A PCL5 is a driver used when printing from QSS. If you have questions regarding the driver or printing from QSS, please contact Information Services or your STS/LMETS.

Occasionally, it may be necessary to purchase a printer that is not listed on the buying guide. Dale Pitkin, in Information Systems, must approve the purchase of a non-approved or non HP printer. Dale can be contacted at 385-646-4161 or dkpitkin@graniteschools.org.

If you have questions regarding the instructions or purchasing an HP Printer, please contact Danielle Kitchen at x-8454 or Julie Fisher at x-4309.

Apple Computers



Do you need product information or pricing on Apple computers or products?

We use the State of Utah contract #PA2212 with Apple and order directly from them. Click [here](#) to find what you are looking for and obtain pricing. Note: you may want to bookmark this webpage.

Anything ordered using this contract will be shipped to you at no additional cost as all prices include freight. FYI, if you are submitting a Requisition, the vendor number for Apple is 004644. Thank you for saving district funds!

Facemasks with Logo

Multiple State of Utah contracts now contain facemasks with logos. These items can provide an excellent way to show school spirit or may be used in the school store to raise money. Below is contact information for the State of Utah vendors who currently hold a contract with facemasks. You can also receive more detailed information by going to the purchasing website and looking under “Buying Guides.”



007 Marketing

Shannon Bond

Shannon@007marketing.com

801-870-4597

State Contract MA2984

4Imprint

Taylor Urbaniak

turbaniak@4imprint.com

877-446-7746 X-8672

State Contract MA2985

BSN Sports

Joe Hillock

Joe.hillock@bsnsports.com

435-421-9029

State Contract MA2943

Inked Wear

Sales

sales@inkedwear.com

801-335-0399

State Contract MA2948

Tower Sports

Michael Hightower

Mike.towersports@gmail.com

801-580-2089

State Contract MA3134

Universal Athletic

Nick Morrow

nmorrow@universalathletic.com

801-870-7396

State Contract MA2990

Utah Correction Industries

801-576-7700

Do You Need An Ice Machine?



The first thing when selecting an ice machine for a school will be to determine what the ice will be used for. There are several different types of machines to choose from so selecting the appropriate one is key. For example, there are cubed and half cubed or diced machines which are typical to what you'd see in most restaurants or food service applications, there's the ever favorite chewable, or nugget ice that is great for drinks and sports injuries, and lastly there's flake ice that is great for injuries and you'll often see it in grocery stores and supermarkets to pack seafood or salad bars. The smaller the ice, the higher the water content or the quicker it will melt.

Once we've decided on a type of ice, we need to choose how we want to store the ice and do we want to add another component such as an ice / water dispenser. All ice makers dispense ice into some sort of bin. The countertop units are typically found with ice and water and a limited capacity of storage. Typically, around 20 lbs. per machine which really isn't that much when you consider one pound per 32 oz drink is standard. With that said an ice and water machine may sound nice in a breakroom but if all the staff will be using it, we may need to get something larger than a countertop machine to keep up. On the other hand, if we buy an ice machine "head only" as we call it you will get the machine that makes the ice but still need to buy a bin in which to store the ice. Ice machines range in size from 2-300 lbs. for a countertop up to several thousands of pounds in a 24-hour period. A typical school breakroom would be fine with a smaller machine if we have a large enough bin to hold the harvested ice. For example, if we produce 300 lbs. of ice in a 24-hour period and dispense it into a bin, the storage component is really what is going to provide us the ice we will need for the day. When the staff goes home, the machine will have a chance to catch up in the evening and refill the bin that may have been depleted during the day. If we have a sporting event and need several hundred pounds of ice for the injuries after the game, the ice will be gone all at once rather than periodically one cup at a time during the day and we may run out! Storage bins range in size from 300 lbs. up to 1600 lbs. in large arenas or hotels. Picking the right size machine and bin is key to having enough ice.

Once we select a machine and bin, we need to decide what kind of water quality is available at the school. Typically, we recommend

Do you need an Ice Machine? (continued...)

an in-line water filter or a filter that can be installed on a wall adjacent to or in a cabinet by the machine. The purpose of the filter is to help the water quality, remove scale and in some cases smells or odors associated with water. The better the filter and the more often the machine is serviced, the longer it's life. All water has minerals that will break down the machines with time.

Lastly the most critical part of any installation and often the limiting factor we see is the availability of utilities. Every ice machine will need a 3/8" water line, a floor sink or a way to indirectly drain the melt water from the bin and the machine between cycles. If we don't have a floor drain, we can pump it to sink or funnel drain, but will always require an air gap from the drain of the machine and the floor drain or sink. We cannot have the drainpipe directly connected to the drain (touching or glued) in case we have a sewer back up that could travel back into the machine and contaminate the ice. The indirect or air gap drain allows the separation that is required by the health department.

Electrical needs will vary depending on the machine chosen. A typical school will be fine on a basic 120 volt outlet that most offices have, but larger machines will go up to 208 volts which may be fine in the kitchen but in a breakroom, or lounge I would stick to a machine that's typically under 500 lbs. and we should be fine at 120 volts.

The last component is airflow. Most machines are air cooled, meaning they use air around the machine to blow across the motor to keep it cool and running correctly. We can't put an air-cooled ice machine in a closet as there's not enough air flow and it will overheat and burn out the machine. If we don't have a large enough room, we can-do water-cooled machines that has very little air flow as they use water running across the machine to keep it cold. The downside is it uses an insane amount of water and is not a great option if we can avoid it.

In brief, you need to ask these questions before purchasing:

- Type of use (full cube, half dice, nugget, flake)
- Ice machine size- pounds of production
- Ice bin – storage pounds of ice
- Space available (24"-30" minimum for floor models, 18" for counter tops)
- Water 3/8" water line
- Electrical 120 or 208 volt
- Floor or Indirect Drain

Northwest Textbook Depository DBA Mountain State School Book Depository

CHANGES:

The delivery fee for ordering books through Mountain State School Book Depository is 1.25%. As of February 3, 2014, they have also decided to charge a credit card convenience fee of 3%. Purchasing recommends ordering your product through them with a Pay Voucher or on a District Requisition. If you are paying by Pay Voucher, please check to see if the publisher is on Mountain State School Book Depository publisher list. Do not place the order with the publisher to avoid doing an authorized purchase. The publisher handling and shipping fees are usually higher. Mountain State School Book Depository shipping and handling fees are 1.25%. If the shipping and handling fees are higher or "TBD" place the order through Mountain State School Book Depository.



FISCAL POLICY 7.F.1:

You can submit Pay Vouchers up to \$50,000. This falls under the exceptions to thresholds, Instructional materials listed on the State's Recommended Instructional Materials Systems (RIMS List) and are available from a book depository within Utah are exempt from the thresholds up to \$50,000 and can be purchased directly by a school/department utilizing a Pay Voucher, School Purchase Order (secondary schools) or a District Requisition as appropriate. Orders in excess of \$50,000 must be submitted utilizing a District Requisition. The expenditure of any sum in excess of \$50,000 requires prior approval of the School Board.

ORDERING TIPS:

Please include ISBNs with the title of the item you are requesting, pricing, and shipping fee of 1.25% on all orders placed on requisitions. Please log in to Mountain State School Book Depository website for updated pricing to see if that item you are wanting to order is available through them. Please contact the publisher and request a quote if it is a large order. Sometimes the publisher is less than MSSD and offers free teaching materials such as free teacher editions and online subscriptions. The shipping is usually higher, but if it is a publisher that Mountain State School Book Depository works with, they will honor the quote. Change the shipping and handling fee to 1.25%. Also, publishers are listed on their website. The only publisher that is excluded from the list is Gibbs Smith because they are located here in Utah. You can find the sales representative by clicking on the publisher and it will provide you with the name, contact number and email address. If the publisher is listed and you cannot find the item, you can call them directly at 1-800-995-1444 and they can get you pricing, ISBNs on the book or item you are wanting to purchase. Their vendor number is 056986. Also, please feel free to contact Rose Elkins at 385-646-4562 with any questions regarding purchases from Mountain State School Book Depository.

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.

November 4, 2020

November 5, 2020

December 2, 2020

December 3, 2020



Sending P-Card Card Numbers through Email

A reminder that it is not secure to send your p-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 [here](#).

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 ajolsen@graniteschools.org

Thanks for reading!