

May 2021

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Earthquakes, Pandemics, and Global Shortages, Oh My!

With hope on the horizon for a far less scary year in 2021 we thought it would be appropriate to thank you, our customers, for your help and understanding as we did our best to find the products and services you needed to continue to educate students. The year presented our department with challenges that had never been faced by our staff. This resulted in confusion at times and extended wait times for products that had always been readily available.

We thank you for your patience, your confidence, your ingenuity, and your partnership as we rode out the storm together! We are glad to be on the same team as each of you!

We also want to thank our suppliers, also our customers, who took their service to the next level to help us source and receive products that the entire world was competing for.

And personally, I want to publicly offer kudos to my staff for their efforts to think outside of the box and to take the necessary steps to find and deliver the products to our customers!

Jared Gardner, Director of Purchasing/Warehouse

Moving from One School Location to Another During the Summer?

The Warehouse Services Department can help! The following guidelines are for getting school provided material moved.

- Individuals needing materials moved from one location to another due to a surplus situation or school grade level modification, should send a request to Skip Foster at safoster@graniteschools.org. This should include name, current location, and new destination.
- Moves will be made using wooden pallets with all materials packed in boxes. Pallets should be clearly marked with: Person's name, Move to location and Room # (if known).
- Warehouse crews will provide pallets to individuals and schools submitting move requests. Please limit pallet requests to reasonable sizes due to the large amount of anticipated requests.
- Due to the timing of supplies being needed during budget roll-over, the Warehouse will not be able to accept any returns of unused items or used boxes.
- Moving boxes can be ordered from the Warehouse:
Item #151320, 18"L X 12"H X 12"W at \$0.84/Each
- Boxing tape can be ordered from the Warehouse:
Item #151570, 36 Rolls/Case/Roll at \$0.83/Each
- When loaded pallets are ready to be moved to the new location, call Dave at ext. 5683 to set up moving appointment.
- Warehouse crews will move pallets from one location to another and will place the pallets by the door of the room/storage area requested.
- Due to the large number of pallets being moved, crews will not unload/unpack boxed pallets. For situations needing assistance moving materials within locations or on/off pallets, contact location Custodial Department personnel.
- When pallets have been emptied, contact the Central Warehouse for pick up.

If you have any questions or need assistance, please contact Skip Foster at ext. 5678.



Staff Shirts



Granite School District policy allows for staff members to purchase matching clothing if there is a clear purpose behind the purchase. The following three purposes are allowable:

- The item is either required or prudent to be worn for safety purposes by the employee to perform their duties.
- The item is part of an ensemble associated with a district team or function where specific employees need to be identifiable from others while representing the District.
- A common matching shirt, not to exceed \$20, for staff at a site/department to wear occasionally for a business purpose such as back to school night, SEP conference, etc.

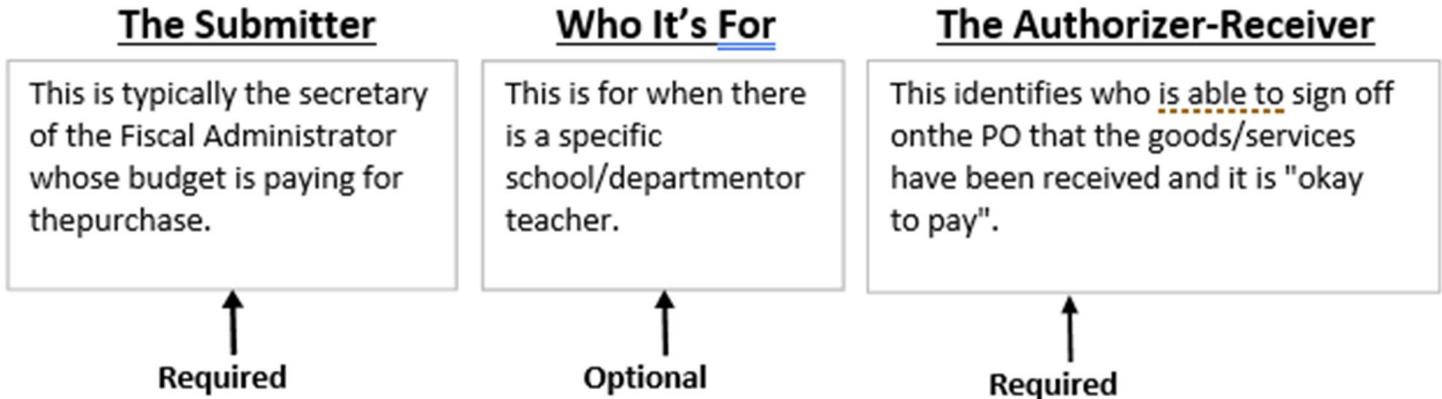
There are many vendors and even more options available for under \$20. Please contact Purchasing to obtain quotes if needed.

QSS/QCC Tips

When entering your requisition in QCC, please use **ALL CAPS**, and make sure all fields are filled out correctly. Your help is greatly appreciated and adds to the efficiency of the purchasing process.

When filling in the "Submitted by" field on a District Requisition...

Please enter up to 3 Email IDs of specific people separated by a "/". Which 3 people?



Whoever is listed will receive an email from Purchasing with a copy of the PO attached.

The submitter needs to communicate with the others with instructions on what their responsibilities are with this particular purchase.

If you don't fill in the "Who Its For", still use the "/". (The Submitter / / The Authorizer-Receiver)

Examples:

The Principal (Jane Doe) has authorized their secretary (Cinderella Johnson) to order a chair for a teacher (Ms. Smith). The chair is expected to be delivered to the front office.

cjohnson / Smith / cjohnson

A Director has authorized their secretary (Sara Jensen) to order textbooks for Washington Elementary. The books are to be delivered directly to the school. The secretary at Washington Elementary is Martha Call.

sjensen / Washington El/mcall

The AV Director has authorized their secretary (Mary Smith) to order AV equipment for Reed Jr High. The AV equipment is expected to be delivered to the AV warehouse. The technicians at the AV warehouse will then bring the equipment to the school to install it. There are 3 people who work for the district named Mary Smith (you have to know which one is the correct one.)

msmith2 / Reed Jr / msmith2

Equipment Transfer Forms

Many of the Equipment Transfer Forms that we receive in the Warehouse are hand-written. Many are not very legible or are written so lightly that it is not showing on all copies of the form.

We must be able to read the yellow copy and the pink copy of the form.

We are aware that numerous individuals make out these equipment transfer forms and so we are asking for your help on them. Please inform your custodians or any other individuals within your school/department of this.

Typing of information is preferred, but most locations no longer have typewriters; please write legibly so that all numbers can be read and **press hard** so that all copies are legible.

You may have several items for surplus. You can put them all on the same Equipment Transfer Form, but you **MUST** attach a list indicating what we are to pick up.

Always remember when filling out the Equipment Transfer Form that the school/department **ALWAYS keeps the white copy for their records**. Send the rest of the form to the Warehouse so that we can begin the process.

Equipment Transfer Forms Line 7:

Line 7: VERY IMPORTANT PART OF THE EQUIPMENT TRANSFER FORM.

When filling out an Equipment Transfer form, it is important to include the asset number, quantity, description of item, serial numbers, and **cost**. Items that have an assigned asset number are required to have the cost included on the form. These figures should be available on the fixed asset list of the location.

If you have multiple items, you may put "see attached" and attach a list of the items. Each serial number must be checked for identification purposes.

7. The following information can be obtained from your inventory:

Asset No.	Class Code	Quantity	Description	Serial No.	Model	Cost

8. **For Maintenance Use Only:** Condemned Used for parts Sent to Warehouse
Description of problem _____ Recommended Replacement _____ Estimated cost of repair: \$ _____

(Maintenance Department) _____ (Professional Signature) _____ (Date) _____

9. **For Warehouse Use Only:** Surplus Hold for redistribution Other: _____

(Signature) _____ (Date) _____

The Warehouse tracks all ETF's. Any items needing to be transferred or moved from your location **MUST** have an ETF for tracking.

Mail carriers are not authorized to pick up or transfer any equipment or materials.

The stock # for Equipment Transfer forms is #192061.

If you need help or have any question about the use of an ETF, please call the Central Warehouse at 385 - 646-4286.

Student Travel

Well, here we go again! Thanks to the pandemic, our students have not traveled for over a year. However, starting June 5th, teams and groups will be allowed to participate in overnight travel. In addition to the [policy](#) already in place, there are a couple other rules that must be followed. When arrangements are made, each student must have their own bed and students will be required to be tested within the two-week testing window.

Here is a quick overview/refresher of the student travel procedures...

If your students need non-school bus transportation or overnight accommodations, visit the Purchasing website and click on Student Travel. Read over the Student Travel Flow Chart and Student Travel Information document, it may answer questions you have.

The next step is to complete the Student Travel Quote Request. Send the quote request to Danielle with an itinerary. If needed, a template is available on the web page. The itinerary is an important piece of the request. It ensures vendors have the information they need to provide an accurate quote.

Please be aware that 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. Typically, forms will be processed in the order they are received. Quote requests received with less than 30 days before departure will be difficult to complete and the travel request may be denied.

Once all the quotes are gathered, Danielle will send the estimated costs to the teacher overseeing the trip, the financial secretary and the principal. The travel quote that you receive must be attached to the Application for Overnight Travel form. Failure to submit this may delay the final approval for the trip.

After the final approval has been given for the trip, Danielle can move forward and sign contracts or agreements with the vendors. The sooner this happens the better, nothing is guaranteed until the contract is in place.

If you have any questions, contact Danielle Kitchen at 385-646-8454

Chromebooks in our Warehouse, Supply Chain Stabilization

As you are probably already aware, Chromebooks were in short supply this last year and difficult to get. The touchscreen model was nearly impossible to source because of the high demand across the entire nation and the limited output of manufacturing. Believe it or not, we have actually fared better than some because we had several orders placed early last year so we were towards the front of the waiting queue and our price was locked-in at the old, lower price.

While no one has an accurate crystal ball, we are anticipating the supply will be somewhat more plentiful next fiscal year. Our current status shows we have 3,907 on hand of the standard Chromebook 11 (warehouse stock #400900) and we are planning on ordering 5,000 within a week. The news regarding the touchscreen model (warehouse stock #100950) is not as rosy. While we did receive 1,329 over the fiscal year, they went out to the schools as fast as we received them, and we are currently out of stock. We do have 800 on order and are keeping our fingers crossed they will arrive shortly. We also plan to order another 1,000 within a week.



Buying Guide—Software Online Resources

The following instructions were added to the Buying Guides listed at:

<https://www.graniteschools.org/purchasingwarehouse/buying-guides/>

Software and Online Resources are any resource that will be accessed online using the GSD network or any resource that will require district technical support.

Step 1: Work with your STS, LMETS, TSS or other technology staff to determine if the resource is listed on the Academic Technology Site at <https://academictechnology.graniteschools.org>

If the resource is listed, please skip Step 2, and continue with Step 3. ***Step 3 is required because a resource being listed DOES NOT indicate a purchasing process has been completed.***

Step 2: If the resource is not listed, enter a request. See:

<https://academictechnology.graniteschools.org/process.aspx>

Once entered, the request will be electronically routed through the following processes:

1) Technology staff – resource will be reviewed to verify it will function in our network environment, firewall, iBoss, and if applicable Portal.

2) Educational Specialist – resource will be reviewed by a curriculum, CTE, or Technology specialist to determine it meets GSD and state requirement.

3) Student Data – if yes was marked indicating student data is shared with the software vendor, the vendor will be contacted to obtain agreement to the Data Privacy Terms and Conditions. This requirement is due to legislation (Utah Code 53E Chapter 9). This process could take some time as the vendor reviews with its legal support. If the vendor will not agree to protect student’s information, we will be unable to use the resource in our district.

4) Final Technology approval – this review looks at items 1-3 to verify all reviews were completed correctly and provides final approval.

STS, LMETS, TSS, other technology staff, or person entering the request can log in to the data manager to see where the request is at in the process. Person entering the request will receive an email once the process is complete.

If you have questions regarding Steps 1 or 2, contact desktopadmin@graniteschools.org.

Step 3: Once Steps 1 and 2 are complete, depending on the dollar amount of your purchase, place your order within established thresholds using PCard or Pay Voucher OR enter a Requisition. If you are purchasing on your own, make sure to follow purchasing policies. This may include: locating and obtaining a quote from a GSD or State of Utah contract holder; if there is not a contract, using the district quote form to obtain and document at least two quotes; or if there is not a contract in place and you are unable to obtain quotes because the item is unique, completing an “Award of Contract Without Engaging in a Standard Procurement Process Request Form” (aka Sole Source Form).

If you submit a requisition, please email a copy of the quote(s) and any other supporting documentation to the buyer.

If you have questions regarding Step 3 (purchase/ordering process) please reach out to the current buyer, Julie Fisher at (385) 646-4309 or jfisher@graniteschools.org.



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 jbgardner@graniteschools.org

Thanks for reading!