

APRIL 2015



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## Year-End Procedures and Deadlines

Deadlines for 2014-2015 purchases and warehouse orders. Please correlate the following table to the dollar amounts in Section 7.F.2 in the Fiscal Policy Manual.

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

Making Purchases	Deadline for Using Current-year Funds <sup>1</sup>	Using New-year Funds <sup>2</sup>
<p><b><u>\$0 to \$999.99</u></b></p> <p>Warehouse issue Pay voucher<sup>3</sup> School check Purchasing card<sup>4</sup> District requisition</p>	<p>Submit by May 8, 2015 Submit by June 8, 2015 Written by June 30, 2015 Charge posted by June 10, 2015 Submit by May 8, 2015</p>	<p>starting May 26, 2015 starting July 1, 2015 starting July 1, 2015 starting June 11, 2015 starting May 11, 2015</p>
<p><b><u>\$1,000 to \$4,999.99</u></b></p> <p>Warehouse issue School purchase order<sup>5</sup> District requisition</p>	<p>Submit by May 8, 2015 Issued by May 8, 2015 Submit by May 8, 2015</p>	<p>starting May 26, 2015 starting May 11, 2015 starting May 11, 2015</p>
<p><b><u>\$5,000 and up</u></b></p> <p>District requisition</p>	<p>Submit by May 8, 2015</p>	<p>starting May 10, 2015</p>

<sup>1</sup> To use current year funds, the goods/services must be **received** by June 30<sup>th</sup>.

<sup>2</sup> To use new-year funds, the goods/services may not be **received** until July 1<sup>st</sup> or after.

<sup>3</sup> If you have an emergency need to submit a Pay Voucher after June 8, 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 8 deadline to use current year funds.

<sup>4</sup> Pcard charges with a posting date through June 10<sup>th</sup> will use old-year funds. Charges

## Year End Procedures and Deadlines (continued)

July 1st is the deadline to return your report with old year purchase orders to Accounting.

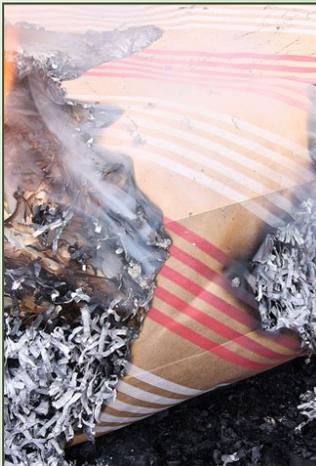
*thereafter will use new-year funds.*

<sup>5</sup> *This only applies if using school funds. The deadline is a recommendation.*

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

On June 12<sup>th</sup>, Accounting will send you a report 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. You will need to return this report to Accounting by July 1<sup>st</sup> so we can get your funds into the right year.

*Please remember to send your receiving paperwork directly to the Accounting Department. If you send it to purchasing, it will delay your purchase being paid and closed.*



The Central Warehouse provides document destruction services for large volume purges of documents containing confidential or protected information.

## Document Destruction Services

Many of you have likely utilized the Central Warehouse document destruction services, often referred to as the “burn” box. If you are unfamiliar with the service the Central Warehouse provides document destruction services for large volume purges of documents containing confidential or protected information.

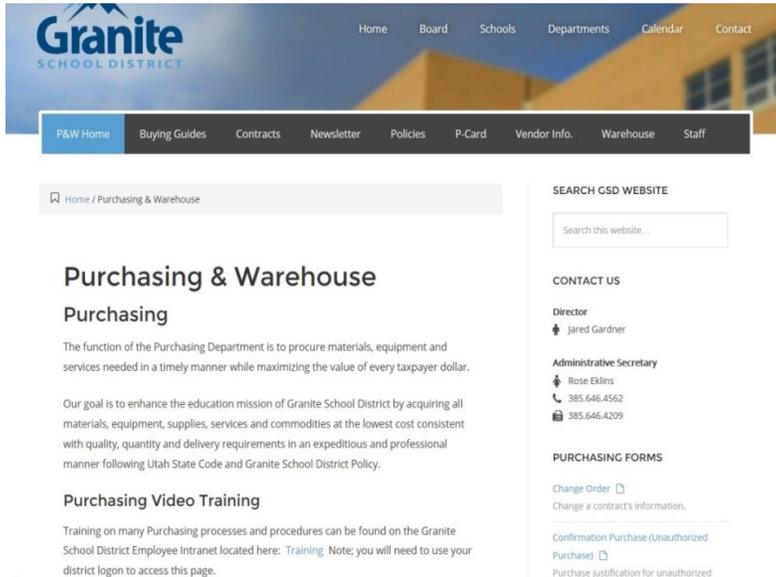
Recently we reviewed our current process and found a few weaknesses and inefficiencies that we have addressed with new procedures. This document, [Document Retention and Disposal-Destruction Procedure](#), provides a list of documents with their retention requirements. This document, [Document Disposal-Destruction Procedure through Warehouse](#), provides the procedure to properly prepare and schedule a large volume document destruction.

A few reminders about the program:

1. The services are for school and business documents only, no personal documents should be included.
2. The service is established for large volume document purges. Small amounts of documents should be destroyed with a shredder at your location.
3. Allow about one week in your planning for the pickup by the Central Warehouse after you have called in the pickup.
4. Please adhere to the provided procedures to ensure efficient service levels.
5. Please do not include garbage of any kind in the boxes.

## Are You Using Our Website?

If yes, GREAT. If not, why not?



We have put much thought and effort into designing this site and have tried to post information that will help you save time and money. 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 get what you need and product and sourcing recommendations.

The **Contracts** page has an alphabetical listing of current contracts available for your use. Why would you want to use a contract? If you use a contract you aren’t required to get additional quotes - which will save you time. We know you are busy.

Example: If you click on Laminators in Buying Guides you will find recommendations on several different sizes of laminators, approximate pricing and how to place an order. If you look for Laminators on the Contracts page you won’t find anything because at this time there is no contract for laminators. If we do establish a contract for laminators it will be posted on the Contracts page.

We hope this is helpful. If you are confused or have a question, please call us at 385-646-4564.

*Buying Guides list “how to proceed” information and sourcing recommendations.*

*The Contracts page has current contracts available so you don’t have to get additional quotes which will save you time.*



## Thank You!

I have the opportunity of working with so many good people who work very hard to accomplish a very important and difficult mission of educating our children. In my daily conversations with many of you it is not lost on me that much of what you hear from my department is directive and sometimes corrective. I can't count the number of times where I have made a call to a department or school and before I can even utter a word the person on the other end asks me "Oh no, have I done something wrong?"—thanks a lot caller ID :)

So instead of writing you another corrective or directive newsletter article I wanted to personally thank each of the employees who strive to diligently follow the many laws, policies, and procedures we are responsible to enforce. I know there is much to remember and that for many of you purchasing is a small part of your job responsibilities. Please know that we are doing our very best to understand your needs, be flexible, and to implement changes to make for better processes where possible.

On behalf of the staff of the Purchasing and Warehouse Department please accept our thank you for all you do and for our opportunity to serve you. As always we welcome your feedback to help us understand how we can better accomplish our objective to support the great departments and schools of the Granite School District.

Sincerely,

Jared Gardner  
Director of Purchasing/Warehouse

## New Library Book Contract

We have a new contract for library books. An Invitation for Bid, 15-250 was sent out and was awarded to two different vendors. You can place orders directly with these vendors for orders under \$1,000 using a pay voucher or a purchasing card if the total is under \$499.

Advanced Educational Products - Trade Binding  
Jennifer Maiorana Library Binding from Paperback  
800-311-1522, ext. 23

Bound to Stay Bound - Library Binding from Hardback  
David McPhee  
800-637-6586



## Sprinkler Maintenance Contracts

While sprinkler systems are relatively low-maintenance, they do need periodic servicing and repair to continue working effectively. Leaks, breaks, and seasonal maintenance are part of the territory even with perfectly installed systems.

The State of Utah has multiple award contracts for sprinkler maintenance parts and products. The following is a list of companies with their contract number.

- Turf Equipment and Irrigation MA904
- Mountain States Supply MA987
- Sprinkler Supply Co. MA1274
- RMT Equipment MA1275
- Sprinkler World MA2079

Each contract provides a simple “percentage off” of the current commercial catalog price listing. Price lists and catalogs are available for distribution upon request at no cost.

Please contact Skip Foster, ext. 5678, if you have any questions or need assistance purchasing sprinkler parts for your location.

## HP Toner Contract Change

Our contract for HP toner has recently changed. The new vendor for OEM toner is Office Depot, vendor number 112940. You can order OEM toner online or you can contact Trevor Hirschi at 801-736-7380 or email him at [trevor.hirschi@officedepot.com](mailto:trevor.hirschi@officedepot.com). You will need an account to be able to see the district pricing online. If you don't currently have an account, please contact Trevor.

Our contract for remanufactured toner remains the same. Please contact Heather with Tonerman/Marlo Products at 801-546-2357 or email [heather@marloproducts.com](mailto:heather@marloproducts.com). She will be happy to get you a price if it is not listed on our web site.

You can view current pricing for most remanufactured toner on our web page under Contracts. If you have additional questions regarding this contract, please contact Debbie Smith.



The vendor for OEM toner has changed. It is now Office Depot.

## New Price Agreement for Oce VL9522 Copier Supplies

A new price agreement has been made for Oce Variolink 9522 copier toner and developer. You can contact Michael Peterson with Canon Solutions, at 847-706-3423 or email [mpeterson@csa.canon.com](mailto:mpeterson@csa.canon.com) to order these supplies at the following prices:

Toner, #485-6 OEM           \$ 51.00

Developer, #022M OEM   \$177.00

These prices include shipping. It is recommended that you purchase these with a district P-Card or pay voucher.



## Returns and Damaged Product

Many vendors have strict guidelines for returning product when you've received the incorrect item or there has been concealed damage. When you receive an order, please open it immediately and make sure that the product is correct and in perfect condition. If you receive an incorrect or damaged item please contact the vendor immediately to exchange the product. If there is a delay, you might not be able to return the item. Please help us by opening your deliveries upon receipt and reporting any issues as soon as possible.



## Beware of Toner Pirates

Ok, so maybe toner pirates aren't so easy to identify. Nevertheless, please be advised that we are receiving reports from end users that toner pirates are out there trying to do what they do best, trick you into thinking you buy toner from them. These people represent companies that call unsuspecting businesses and attempt to sell printer toner or ink cartridges over the phone using high pressure tactics. Usually Toner Pirates claim to be calling from your "supplier" and mention special prices that you must take advantage of that day or that prices will be going up and you must buy now. They may even know the models of equipment your school/department uses. The problem is that most Toner Pirates are selling overpriced and/or low quality products.

Our HP toner contract is with Marlo Products (reman) or Office Depot (OEM).

## 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. Please R.S.V.P. Rose Elkins at 385-646-4562 if you would like to attend one of these sessions:

May 6, 2015

June 3, 2015

July 1, 2015



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*If you have an order that needs to be received by a certain date, please add a remark to the remote requisition providing us with this information. This will give the Purchasing Department a “heads up” to track the order and to work with you and the vendor to ensure timely delivery.*

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## 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 non-contracted 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 on the purchasing webpage and state contracts can be found at the link below. If you are ever in doubt about whether or not an item is on a contract, don’t hesitate to call purchasing.

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



...you can rest assured that district and state contracts will add the greatest value to your organization.



Obsolete

## New Warehouse Stock Items

<u>Stock #</u>	<u>Description</u>	<u>Unit</u>	<u>Price</u>
155552	Kleenslate Whiteboard Paddle with Markers and Cleaning Cloth, 6 colors	Set/12	\$60.00
151399	File Folder, 1/3 cut, Green Color, 100/Bx, 11 pt.	Box	\$ 9.14

## Items Deleted from Warehouse Stock

<u>Stock #</u>	<u>Description</u>	<u>Unit</u>
151336	Chalk, Soft Yellow, Dustless	Gross
232726	Latex Gloves, Small, Disposable, No Powder	Box

*Do you have an Item that you would like to have stocked at the Warehouse?  
[Request to stock new item form](#)*



## Twin Pocket Portfolios vs Report Cover

Recently we have had some confusion regarding the report cover and twin pocket portfolio stocked at the district warehouse. What is the difference between them? Report covers have three fasteners on the inside. Report covers with interior pockets are referred to as twin pocket folders. A shipment was sent to us by mistake that had report covers with the three fasteners and the twin pockets on the inside. After they were depleted we found that end users preferred the twin pocket folders with fasteners. The correct stock numbers and descriptions are:

Stock #151400 - Twin Pocket Portfolio, No Prongs, 11 3/4" X 9-1/2" assorted colors, 25/Box.

Stock #151401 - Report Cover, With Prongs (Twin Pocket Portfolio with Prongs) 8-1/2" X 11", assorted colors, 25/Box.

If you have any questions regarding these products, please contact Debbie Smith.



You make a living by  
what you earn; you make  
a life by what you give.” -  
*Winston Churchill*

## Looking for Help?

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

### Aaron Cameron – ext. 4286

- Ice machines, school foods. and surplus disposal contracts.

### Dean Pope – ext. 4563

- Computers, I-pads, marquees, relo's, scanners, tree trimming, new construction and warehouse catalog sections 40, 50-51.

### Rose Elkins – ext. 4562

- Books, DVD's and magazines.

### Skip Foster – ext. 5678

- Batteries, carpet, custodial, fire extinguishers, lamps, maintenance shops, pest control, tires, transportation equipment, upholstery, vehicles, and warehouse catalog sections 30-35, 60-94.

### Debbie Smith – ext. 4565

- Arts & crafts, blinds, copiers, fax machines, graphics equipment, markerboards/tackboards, office supplies, printers, security, software, stage drapes, trophies, warehouse catalog sections 15-18, 22-25, part of 65.

### Jason Steinmann – ext. 4552

- Appliances, athletics, audio/visual, commercial art and printing, freight questions, fund raisers, furniture, industrial arts (CTE), lockers, lunchroom tables, music, paper, planners, playground equipment, science, sound systems, and warehouse catalog sections 10-14,19-21, 26, 48 and 52.

## *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](mailto:dsmith@graniteschools.org)*

*Thanks for reading!*