

FEBRUARY 2013



Inside this issue

Beware of Scams	2
Training Tutorials	2
Buying Guides	3
What is Capital Equipment	3
HP Toner Contract	3
Contract Savings	4
Library Vendor Contract	5
Lowes State Contract	5
P-card Training	6
Student Response Systems	6
Delivery Site Locations	7
New & Deleted Whse Items	8
Empty Toner Cartridges	9
Postal Rate Change	9

Happy New Year 2013!

A new year brings with it opportunities for positive changes and new beginnings. The Purchasing Department continues to look for new ways to assist District staff with their purchasing needs. Please contact us to help you find the best price for the products and services you need. We are here for you...to help you stretch your budget dollars a little further, to make sure we are in compliance with purchasing policies and statutes, and to hopefully make your job a little easier. Please share this newsletter with others in your building. As always, we appreciate your questions, comments, and feedback.

Beware of Scams

Recently our office was contacted by an office supply company who claimed they were going out of business and had a handful of different office products that they were trying to liquidate at very low prices. When asked to send a quote providing details of the available products and their pricing the caller stated that she had no access to email (red flag) and that she would be happy to share the information on the phone (red flag). She was then asked to send the information in a fax. The fax did arrive, but with no pricing (red flag) and it looked very similar to the document we had received from this same company over a year ago (red flag).

A search on the internet revealed many complaints about this company and their deceptive sales practices. The Better Business Bureau has given them an "F" rating with 72 complaints. The truth about this company is that they are not going out of business and the pricing that they provide their customers is typically more than the going market price for the product.

Here are some tips to protect you and your school/department::



**SCHEMING
CRAFTY
AGGRESSIVE
MALICIOUS**
DON'T LET THEM CON YOU

Beware of Scams (continued)

1. Use the district warehouse and our district and state contracts.
2. Never agree to a verbal order. Be skeptical of "cold" or unsolicited calls and practice saying "no" to high pressure sales tactics. Legitimate companies don't use pressure to force a snap decision.
3. Always request three written quotes as required by Administrative Memorandum #9 that includes freight costs as a separate line item.
4. Always provide the vendor with a purchase order or pay voucher number.
5. Check all documentation. When merchandise arrives, verify that it matches the shipper's bill of lading and our purchase order.
6. Exercise our rights. If you receive supplies or bills for services you didn't order, **don't pay** for them. Don't return the unordered merchandise either. Call them and tell them that you will not be paying and that they may pick their product up.
7. Report fraud. If you think you've been scammed, contact Jared Gardner in Purchasing at 385-646-4562. We can report the fraud to the FTC or Better Business Bureau.

Remember you are the gatekeeper of the public's funds and trust. We cannot afford to be the pawn in a scammer's game to deceive. Remember, if it sounds too good to be true...

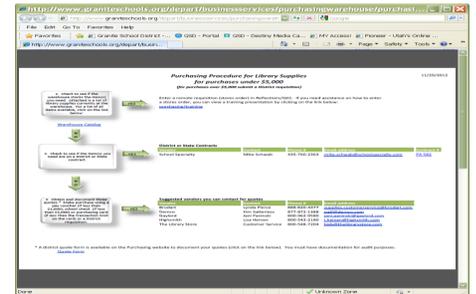
Training Tutorials- (QCC, P-cards, Receiving)

Tutorials are available on the purchasing website for QCC, Reflections, P-cards, and purchase order receiving instructions. These tutorials provide step by step instructions on how to create and print requisitions, create warehouse orders and administrative sign off. Please look at these videos if you have questions in these areas.

"Our greatest weakness lies in giving up. The certain way to succeed is always to try just one more time.." -
Thomas A. Edison

Buying Guideline Help

In addition to district contracts we have also created buying guides. These buying guides have been designed to help take the guess work out of product sourcing for different departments inside your schools. They contain step by step procedures for obtaining the needed products whether it be through the district warehouse, district or state contracts, or through a quote process. An example of the Arts and Ceramic Guide is found under the **“Buying Guides”** section of our web page. Other buying guides will be made available in the future for additional areas such as Clothing and Uniforms, Industrial Arts, Library, Science, and Sports Equipment. Please distribute the buying guides to the appropriate people in your school that are at the “end of the row”. Your input is requested as we try to shape these documents to be valuable tools for you and your co-workers.



What is Capital Equipment

Capital equipment is defined as those items which are not permanently attached to buildings or grounds and have an individual cost of more than \$5,000 (exclusive of freight and installation) and have a useful life of one year or more. Please note that **“control risk”** assets are handled differently. If you are not sure what they are or need additional information you can view additional information here:

[Control Risk Assets](#)

Items that departments no longer use must be transferred to the Surplus Warehouse so the District capital asset records can be updated and the items can be redistributed to other departments, sold, or scrapped. The Surplus Warehouse manages this program to ensure that federal acquisition, funding and disposal regulations are met.



HP Toner/Ink Contract

In September, the district started a new contract for all HP printer toner. Rasix Computer dba Academic Supplier was awarded the contract for all OEM and remanufactured laser toner cartridges. Their vendor number is 139446. Marlo Products was awarded a contract for all ink cartridges, vendor number 108640. Please remember to order your toner from the appropriate vendor. You can view them on our web contracts page: [HP toner contracts](#)





“..explore alternatives before purchasing goods, including utilizing district and state contracts to determine which one will result with the best savings.”



Small Ways to Save Big Money

You probably know that the district has contracts in place for office supplies. You might not know that many departments don't always use those contracts. If you're in one of the departments that buys office supplies with non-contract vendors, it's probably for one of two reasons. Maybe you didn't realize we had contracted pricing, or maybe you

thought you could get a better deal with a non-contract vendor. If you're part of the second group, please see the sampling of P-card office supply orders from November. We compared orders placed with noncontract vendors with our contracted vendors' pricing. We think you'll agree that there was a potential for some significant savings.

	Qty.	O. Depot		Contract or Warehouse	
Toner	4	\$ 61.33	\$ 245.32	\$ 51.64	\$ 206.56
Staples	2	\$ 1.70	\$ 3.40	\$ 0.48	\$ 0.96
Labels	4	\$ 22.50	\$ 90.00	\$ 4.53	\$ 18.12
			\$ 338.72		\$ 225.64

SAVINGS:

\$ 113.08

	Qty.	O. Depot		Contract	
950 BLACK	2	\$ 25.64	\$ 51.28	\$ 19.43	\$ 38.86
88 BLACK	3	\$ 18.35	\$ 55.05	\$ 17.03	\$ 51.09
88 3/PK COLOR	2	\$ 37.73	\$ 75.46	\$ 33.82	\$ 67.64
CE505A 2/ PK	1	\$ 143.21	\$ 143.21	\$ 130.39	\$ 130.39
61 TRI-COLOR	2	\$ 15.18	\$ 30.36	\$ 14.09	\$ 28.18
60 COMBO	1	\$ 25.48	\$ 25.48	\$ 26.33	\$ 26.33
96/97 COMBO	7	\$ 59.99	\$ 419.93	\$ 56.45	\$ 395.15
940 BLACK	13	\$ 20.91	\$ 271.83	\$ 19.41	\$ 252.33
940 TRI-COLOR	11	\$ 47.86	\$ 526.46	\$ 43.08	\$ 473.88
951 COMBO	2	\$ 45.47	\$ 90.94	\$ 41.03	\$ 82.06
15,810c	6	\$ 27.73	\$ 166.38	\$ 25.74	\$ 154.44
17 color	6	\$ 30.22	\$ 181.32	\$ 28.05	\$ 168.30
61 black	1	\$ 11.88	\$ 11.88	\$ 11.03	\$ 11.03
CE278A	1	\$ 70.24	\$ 70.24	\$ 59.16	\$ 59.16
TOTAL:			\$ 2,119.82		\$ 1,938.84

SAVINGS:

\$ 180.98

Library Book Contract Renewed-#10-302

The approved library book vendors contract was renewed for another year. You can view the complete list of approved vendors on our web page or clicking [here](#). It is valid until 1/31/2014.

New State Contract

Lowe's Home Improvement Store is a great place to buy "stuff" for your school or department if you need stuff and as long as you're buying stuff at Lowe's why not get a discount.

The State of Utah Purchasing Department has put in place a contract with Lowe's (contract number MA087) which Granite School District can use to receive a 5% discount off the current retail price on anything in the store.

To get the discount you do have to get an identifier/savings card but that's not hard to do. To get the card go to www.lowesforpros.com/wsca and follow the prompts. Your cards will come in the mail in 2 or 3 weeks. Have the sales clerk at any Lowe's store swipe your savings card at the register and alert them of our district's Tax Exemption number (1792902023STC) or just take a copy of the [Tax Exemption Form](#) and pay for the purchase with your district purchasing card.

So why not get a savings card and get to Lowe's.

Thank you for saving district funds!

If you have questions about this contract you can contact:

Larry Thacker
State of Utah Purchasing Department
801-537-9272
lthacker@utah.gov

Michelle Halverson
Lowe's
704-758-5421
michelle.m.halverson@lowes.com

Dean A. Pope
Granite School District Purchasing Department
Ext. 4563
dapope@graniteschools.org

Remember, as always, Granite School District [Administrative Memorandum Number Nine](#) procedures apply to these and all purchases.



You can search state contracts by going to this site:

www.purchasing.utah.gov

We hope this will help you save money and more effectively provide the best service to you. If you need help in finding the best price, please contact the purchasing department and we will do the research for you.

Please do not hesitate to ask us, if you have any questions.



P-Card Training

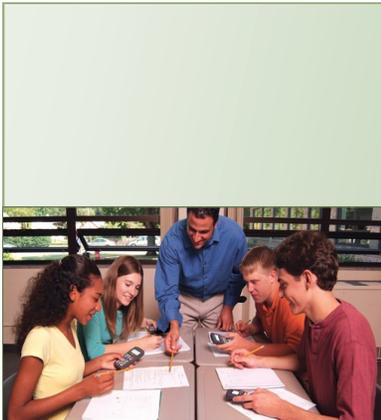
The following dates have been set for P-Card training. They are held at 9:00 a.m. in the Purchasing Conference Room C-105. Please R.S.V.P. Rose Elkins at 385-646-4562 if you would like to attend one of these sessions:

February 6, 2013

March 6, 2013

April 2, 2013

If you need to have a budget number changed on a requisition, contact Purchasing (385-646-4518) and we can change it for you.



Student Response Systems Contract—13-221, 13-223

A Student Response System (SRS) is a wireless response system that allows faculty to request information and for students to respond by using a “Clicker or hand-held response pad. The instructor is able to ask objective and subjective questions of each student. The questions come from a computer, and are displayed for each student to view. Each student can answer their test questions at their own pace and respond with a remote control device (“clicker”). A radio or infrared transmitter picks up the student's response and sends it to the computer, which stores the responses and can provide detailed reports. This system allows instructors to obtain immediate feedback from each student. The system keeps a log of every class session, so student records are always available. The main goals of the Classroom Performance System are to “Engage, Assess, and Achieve” in a variety of learning environments.

Purchasing has put together a contract for discounted pricing on several of these systems currently being used in the district. The contract includes:

Promethean ActivExpressions and ActivVote
Smart Response SRP
Pulse and Spark
iRespond
NXTC and RF Solutions

The exact pricing and contact information are posted on our [web page](#).

“Tell me and I forget,
teach me and I remember,
involve me and I learn.”
– Benjamin Franklin

Warehouse Orders—Delivery Site Locations

When entering a Stores Issue or Requisition, it is good to keep in mind the various delivery sites that a location has. For most District locations there is just one site, such as 0900 for Purchasing. But for school locations there are usually multiple delivery sites—one for the office, one for the custodian, and so forth. This is done to keep the orders separated as the Warehousemen are pulling and building the orders, as well as delivering the orders to the correct locations.

For example, Academy Park Elementary has several delivery sites. When Stores Orders are to be delivered to the Office, the site used is 2101—note the “1” at the end of the location. If the order is to be delivered to the Custodian, the site is 2102—note the “2” at the end. The secretary would make sure she differentiated the sites so that the orders would not get all mixed in together—the paper with the floor cleaner. Plus the orders would be delivered in two different locations. This makes things more convenient for those at the schools having to distribute all the Warehouse orders.

The yellow paperwork that comes with deliveries includes a “Summary” of all the orders with the same site number. The Summary “summarizes” all items to be pulled onto one list for the Warehousemen. The order also comes with “Delivery Slips” that separates the orders. The delivery slips that come with the Warehouse orders are always separated into separate stores issues, such as different teacher names.

There are some specific site location numbers for stores orders. Not all schools have all of these site numbers for their locations. The most used delivery site locations are:

- Office—site number + **1** (ex: 2101)
- Custodian—site number + **2** (ex: 2102)
- Media Center—site number + **3** (ex: 2103)
- Applied Technology/Industrial Arts—site number +**5**
(used for junior and high schools for delivery of wood, metal,
and shop (Applied Tech) orders)
- Pre-school---site number + **7**
- Special Ed---site number + **8 or 9**

Again, the purpose of having different site location numbers is to keep warehouse supplies separated and sent to the correct delivery location. Make sure if you enter a site number that says “Do Not Use” or “Invalid” that you correct the error before entering the order. If you have a question about your site locations, please contact Barbara Hunter at 385-646-4286 or at bshunter@graniteschools.org.

```
00 Cnfrm msg: 0
Shipping loc: 5413
Printed: N/A
Misc:
Rm:
Pr:
```

Do you need a copy of the warehouse catalog?

The warehouse catalog is found on our web site.

You can download the catalog using Acrobat Reader by clicking on this link: [warehouse-catalog](#).

After you open the document, you can search by stock number or search the index alphabetically. The catalog is updated twice a year. If you need help, contact the warehouse, 385-646-4286 and they will be happy to assist you.

New Warehouse Stock Items



151447	Pencil Beginners, Triangular w/eraser	Gross	\$ 9.35
151497	Flutophone, Grover #401	each	\$ 1.80
151501	Student Method Book for Recorder w/CD	each	\$ 8.59
151502	Flutophone Case (goes with 151497)	each	\$ 0.72
155700	ID Badge Holder, Vertical Rigid Plastic	each	\$ 0.43
173008	Acrylic Art Paint, Red, Non-toxic	1/2 Gal.	\$ 12.95
253035	Butt Hinge, Brass Plated	10/Pkg	\$ 1.78
312002	Comet, Disinfect Closed Loop Concentrate	3/Cs	\$ 62.02
312003	Febreeze DP 5x Closed Loop for Dispenser	2/Cs	\$ 138.28
312004	P&G Disinfectant Floor Cleaner Close Loop	4/Cs	\$ 78.67
312005	Spic & Span 3 in 1 Cleaner	2/Cs	\$ 99.12
351001	Plate, Styrofoam, Black, 10", Laminated	125/Pkg.	\$ 6.74
351002	Plate, Styrofoam, White, 6", Unlaminated	125/Pkg	\$ 2.48
351003	Bowl, Styrofoam, White, 12 oz. Unlaminated	125/Pkg	\$ 2.48
351004	Bowl, Styrofoam, Black, 5 oz. Laminated	125/Pkg	\$ 2.51
351005	Paper Cup, 9 oz. Cold	100/Pkg	\$ 2.80
351006	Styrofoam Cup, White, 8 oz.	25/Pkg	\$ 1.00
351007	Plastic Spoon, Black, heavy-duty	1000/Cs	\$ 12.24
351008	Plastic Fork, Black, heavy-duty	1000/Cs	\$ 12.24
351009	Plastic Knife, Black, heavy-duty	1000/Cs	\$ 12.24
351010	Napkins, Dinner, White, 1 ply	350/Pkg	\$ 1.65

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

Items Deleted from Warehouse Stock



101016	Paper, Bond 17 x 22, pink
171822	Speedball Pen, Chisled tip #C-1
171823	Speedball Pen, Chisled tip #LC-O
302198	Lamp, Projector ENX
541080	Carpet Adhesive, 4 gal/can
891255	Wire, 4 pr. Plenum, cat 6



What do you do with your empty toner cartridges?

Copiers:

The Imagistic copier cartridges are green friendly so you can throw them away. Sharp copier cartridges will be picked up by the Les Olson Company or you can add them to the Academic recycling box.

Printers:

You have three options for recycling empty printer cartridges:

Marlo Products will pick up any empty OEM cartridges when they make a delivery to your location and give you a credit.

Academic Supplier will supply your location with a shipping box and prepaid call tags. Place your empty cartridges in the box. When the box is full, contact your nearest UPS facility to arrange for a pick-up. They will offer a refund on returned cartridges.

You can give them to the Staples driver when they make a delivery to earn HP points for the Granite Education Foundation.

USPS Postage Rates and District Mail Changes

Please take a few minutes to review the document [found here](#) on our web page. It includes important information on new USPS postage rates and new district mail processes to save postage on your first class letters, flat pieces, and parcels.

Purchasing Staff:

Jared Gardner, Director

Rose Elkins

Aaron Cameron, Mgr.

Sandy Cummings

Dean Pope

Caryn Martin

Paul Worthen

Debbie Smith

Rosemary Frenchwood

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 dlsmith@graniteschools.org

Thanks for reading!