

SEPTEMBER 2015

## Inside this issue

Toner Contract	2
P-Card EMV Chips	2-3
Check Warehouse	3
Screen Print & Embroidery Contract	4
Empty Cartridges	4
District Mail Services	5
Contract for Sweeping Parking Lots	6
Sales Tax	6
Amazon.com Orders	6
P-Card Training	7
District Contracts on Purchasing Website	7
New & Deleted Warehouse Items	8
Looking for Help	9



## 🍎 Welcome Back!

We hope everyone had a wonderful summer break and spent it with family and friends. As a reminder we are committed to finding quality products at the lowest price in an effort to save you time and money. We welcome and encourage your questions and comments regarding: Purchasing, Contracts, Surplus, or any other Purchasing related issues.

## 🎺 Tooting Our Horn!

The Purchasing and Warehouse Department has been nationally recognized for acquiring the best possible value and quality in the products and services purchased for District use.

Granite received the 2015 Annual Achievement of Excellence in Procurement Award by the National Procurement Institute. The Institute's continuously evolving criteria are designed to measure "state-of-the-art practices."

Granite School District is one of only 3 agencies in Utah, and one of only 25 school districts in the U.S. and Canada to receive the award. We are thankful for the recognition and for the excellent staff who have worked hard daily to make it possible. We are committed to continue seeking to incorporate industry best practices and innovation to help accomplish the mission of the school district.



## HP Printer Toner Contract Change



If you want OEM (HP) toner not remanufactured, the contract vendor is Office Depot.

Our contract for HP toner has recently changed. Office Depot is the contract vendor for OEM toner and inks, not remanufactured. You can order online, call Trevor Hirschi at 801-736-7380 or email [trevor.hirschi@officedepot.com](mailto:trevor.hirschi@officedepot.com). You will need an Office Depot account to be able to see district pricing online. If you don't have an account, please contact Trevor. Remanufactured toner is available from Marlo Products/Tonerman. The current pricing for most remanufactured toner can be found on the purchasing web page under Contracts. If you can't find the item you need, contact Heather at 801-546-2357 or email [heather@marloproducts.com](mailto:heather@marloproducts.com). If you have additional questions regarding this contract, please contact Debbie Smith at 385-646-4565.

*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.*

## P-Cards- EMV Chip Cards and PIN Numbers

### What are “EMV” or “Chip Cards”

In the never-ending effort to combat credit card fraud the credit card industry has adopted a new technology often termed “EMV” or “Chip Cards”. The technology places a microchip in the card that is read by the point of sale card reader and transmits a unique encrypted security code along with the transaction back to the processing bank. The migration to chip technology will make a significant difference in the security of the U.S. payment system overall by addressing the largest point-of-sale fraud category – counterfeit card fraud.

Many of our P-card users have already received a new “chip card”. These will be rolled out to cardholders as cards are replaced at the time of expiration. In order to utilize the technology there must be a chip reading point of sale terminal at the merchant. Over the coming months we will begin to see more and more of them. Eventually they will be the standard. You should look for chip card point of sale terminals and use them when available.

**\*\*Please note that the Teacher Supply Cards do not have chip technology\*\***

## P-Cards- EMV Chip Cards and PIN Numbers continued

### PIN Numbers

As a part of the new system U.S. Bank will be issuing a PIN number for your chip card. In the United States the PIN number is rarely used in a chip card transaction, therefore the PIN is of little use. We recommend storing the PIN number in a secure location and should it be required you will have it. This PIN number is new and has been confusing many of our cardholders.

### Using the Card

Follow these easy steps to pay at a chip-enabled terminal:

		
<p><b>Insert</b> the chip end of your U.S. Bank card into the chip-enabled terminal with the chip facing up.</p>	<p><b>Keep</b> your card in the terminal throughout the transaction and follow the prompts on screen. You may need to sign.</p>	<p><b>Remove</b> your card from the terminal when prompted and take your receipt.</p>
<p><b>Please note:</b> If you remove your card too soon, your purchase will be canceled.</p>		

*We recommend storing the PIN number in a secure location and should it be required you will have it. This PIN number is new and has been confusing many of our cardholders.*

### Check Warehouse Before You Order Outside

Before placing an order with outside vendors for products such as; engravable brass bells, digital minute timers, student learning boards, please check the warehouse first to see if the products are available there.





Contract Vendor:

Tower Sports

Mike Hightower

[mike@towersports.org](mailto:mike@towersports.org)

801-580-2089



## Screen Printed & Embroidered Clothing Contract

A new and improved contract for screen printed and embroidered apparel is now in place. This contract includes many more items and colors than were previously available. You can now order shirts, polos, hoodies, sweat pants and cinch bags without having to get multiple quotes!

The [new contract](#) can be accessed through the Purchasing Contracts page. The contract summary details all of the products available on the contract along with colors, pricing, and specifications.

There is a \$150 minimum in order to receive the pricing listed on the contract. If your order is less than that you will need to get additional quotes to ensure that the pricing is competitive.

As you use this contract please provide feedback to Jason Steinmann. It is important to know how the contract is working in terms of product quality, customer service and adherence to contract pricing.

## What to do with your Empty Cartridges?

### Copiers:

The Canon and Océ copier cartridges are green friendly so you can throw them away. Sharp copier cartridges will be picked up by the Les Olson Company. You will need to contact them for pick up.

### Printers:

You have two options for recycling empty printer cartridges:

1. Marlo Products/TonerMan will pick up any empty printer cartridge when they make a delivery to your location and give you a small credit.
2. You can give them to the driver from Staples when they make a delivery to your location. It will earn HP points that benefits the Granite Education Foundation.

### Riso Duplicators:

Riso cartridges are green friendly and can be thrown away.





## New Contract for Sweeping the Parking Lots

**Having problems with unwanted parking lot and playground debris?** The Granite School District has established a new contract, SF16-203, with Hi-Point Property Services for the sweeping of parking lots and hard play surfaces at all

district properties. The contract will provide sweeping services twice per school year for each property. Please contact Skip Foster in Purchasing, extension 5678, with any questions regarding this contract.



## Sales Tax

Granite School District is a tax-exempt entity; therefore, we should never pay sales tax on any purchases that we make. Lately, we have had several receipts and invoices that were turned in with the reconciliation paperwork that had sales tax charges. When shopping please complete

the following: 1. Alert the vendor that you are tax exempt before they begin the transaction. 2. Review your receipt / invoice as soon as they hand it to you to ensure there was no tax charged. 3. If they did charge tax, have it corrected before you leave the store.



## Amazon.Com Orders

If you are like lots of other people, you enjoy the ease of shopping at Amazon.com for needed items. You can find most anything and have it within a couple of days. However, we must ensure that we are using Amazon.com as a last resource for purchasing items. You must adhere to all of the purchasing guidelines when purchasing from them, which also means the dollar threshold limit must be upheld. Please do not utilize

Amazon simply as a one-stop shop. If you are looking for a hard to find item, feel free to contact Purchasing to see if we can assist with alternate vendors to purchase from. If the item you need can't be located through another vendor, then proceed with the Amazon.com purchase and note your efforts on the invoice. Inform us that you did look at other vendors for the item and were unsuccessful in locating it.

## 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.

October 7, 2015

November 4, 2015

December 2, 2015

January 6, 2016



*When your fax machine is condemned, it is not replaced with district condemnation funds because it is under \$1,000. A new fax machine can be ordered by using any of the state contract vendors; Office Depot, Office Max or Staples. If you want to see additional information on recommendations, please visit the purchasing web page.*

## Did you Know District Contracts are Listed on our Website?

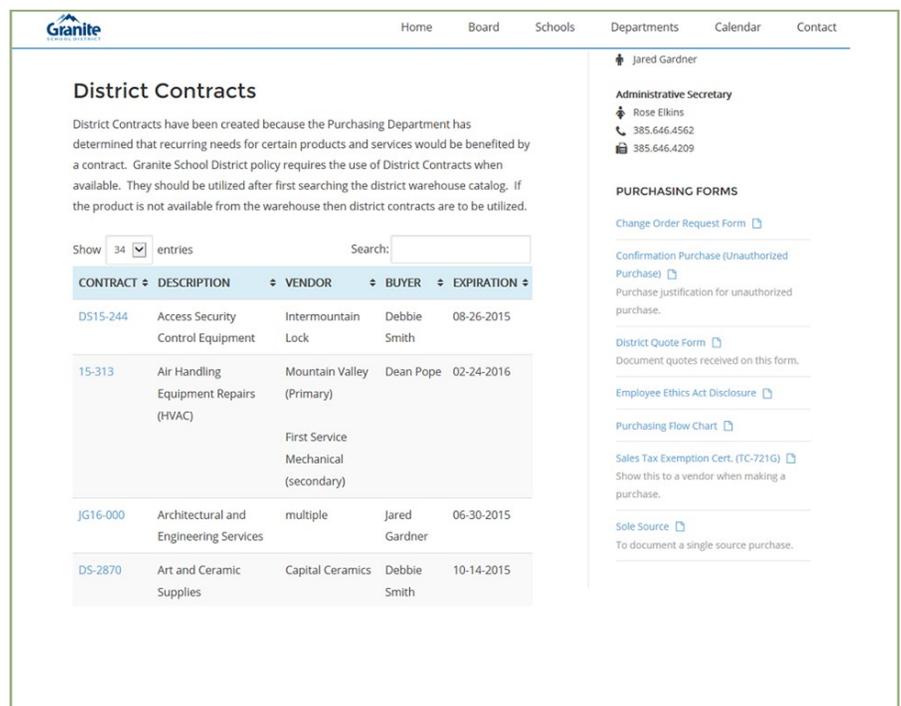
Did you know we maintain a list of current district contracts on the Purchasing Website?

We are currently in the process of redesigning this page from a simple alphabetical list to a table of searchable information.

Why would you want to use a contract? If you use a contract you are not required to get additional quotes - which will save you time. We know you are busy.

We hope this is helpful. If you have a question please call us at 385-646-4564. If we have overlooked something

that would be of value to you, please contact us.



The screenshot shows the Granite School District Purchasing Website. The header includes navigation links: Home, Board, Schools, Departments, Calendar, and Contact. The user is logged in as Jared Gardner, Administrative Secretary, with contact information for Rose Elkins (385.646.4562) and a fax number (385.646.4209). The main content area is titled "District Contracts" and includes a brief explanation of their purpose. Below this is a search bar and a table of contracts. The table has columns for CONTRACT, DESCRIPTION, VENDOR, BUYER, and EXPIRATION. The table lists four contracts: DS15-244 (Access Security Control Equipment), 15-313 (Air Handling Equipment Repairs (HVAC)), JG16-000 (Architectural and Engineering Services), and DS-2870 (Art and Ceramic Supplies).

CONTRACT	DESCRIPTION	VENDOR	BUYER	EXPIRATION
DS15-244	Access Security Control Equipment	Intermountain Lock	Debbie Smith	08-26-2015
15-313	Air Handling Equipment Repairs (HVAC)	Mountain Valley (Primary) First Service Mechanical (secondary)	Dean Pope	02-24-2016
JG16-000	Architectural and Engineering Services	multiple	Jared Gardner	06-30-2015
DS-2870	Art and Ceramic Supplies	Capital Ceramics	Debbie Smith	10-14-2015



Obsolete



## New Warehouse Stock Items

151470	MARKER, SHARPIE PERMANENT, BLACK, ULTRA FINE	12/BX	\$4.95
173062	POSTER PAINT, LIQUID, ORANGE, 16 OZ.	EACH	\$1.48
173063	POSTER PAINT, LIQUID, PURPLE, 16 OZ.	EACH	\$1.48
311121	WOOD FLOOR SURFACE PREP, BONA PREP, 5 GAL/CAN	CAN	\$139.20
331004	T-BAR, 24", LIGHT WEIGHT, FOR WATER BASE FLOOR FINISH APPLICATION	EACH	\$369.81
331005	APPLICATOR SLEEVE, 24", FOR WATER BASE FLOOR FINISH APPLICATION WITH T-BAR	EACH	\$14.75

## Items Deleted from Warehouse Stock

171854	RUG YARN, BROWN
182200	SHARP 2035 SERVICE KIT
182210	SHARP 2035 UPPER ROLLER
182215	SHARP 2540 CLEANING ROLLER
192005	FORM, NCS SCANNER, ANS. E
192006	FORM, NCS SCANNER, ANS F
192009	FORM, NCS SCANNER, SUR B
192017	FORM, NCS SCANNER, ANS M
192049	FORM, REQUISITION OF TEACHER
192055	FORM, LOCKER RULES
192370	LEARNER'S HANDBOOK SECONDARY
192377	SECONDARY NOTICE OF TRANSFER
222624	LAMINATING FILM, 25" X 1000' W/2 1/4" CORE
302006	LAMP, PROJECTOR/STUDIO BHC/DYS/DYV
302015	LAMP, PROJECTOR BRP
302033	LAMP, PROJECTOR BVE
302168	LAMP, STUDIO EGJ
302195	LAMP, PROJECTOR ELH
302200	LAMP, PROJECTOR, EYB
302203	LAMP, PROJECTOR EXR
302215	LAMP, PROJECTOR FAL
311197	DISINFECTANT QUATERNARY CLEANER, "TERMINATOR"
331185	WRINGER MOP, 8-16 OZ.
621226	ROLLER COVER, 1-1/4" X 9"
621227	ROLLER COVER 1" X 9"
651133	OUTSIDE CORNER, BROWN
651224	OUTSIDE CORNER, GREY



## 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, surplus disposal contracts, and school foods.

### 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, magazines, DVD's

### Skip Foster – ext. 5678

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

### Debbie Smith – ext. 4565

- Arts & crafts, blinds, copiers, markerboards, office supplies, printers, security, software, stage drapes, trophies, warehouse catalog sections 15-18, 22-25.

### Jason Steinmann – ext. 4552

- Appliances, athletics, audio/visual, fund raisers, furniture, lockers, lunchroom tables, music, planners, playground equipment, printing, science, warehouse catalog sections 10-14, 19-21, 26, 48 and 52.

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

*Thanks for reading!*