



Purchasing Post

December 2012

Purchasing, Contracting, E-Rate,
Print, Mail & Warehouse
Services Newsletter

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*Seasons Greetings and Happy Holidays
From all of the Purchasing Services Divisions*



*Wishing You The
Happiest of Holidays*



Purchasing:

Reminders:

- ◆ Purchase Order cut off dates happen in late March / early April. Plan ahead for getting orders in before the deadlines.
- ◆ Need help with pricing? Call Purchasing to get contract pricing or help with quotes. We can save you \$\$\$\$
- ◆ Using the District Printing Services or Printing to copiers instead of desk top printers will save on your overall printing costs. The cost of ink for Desktop printers can cost up to \$.17 per page. Call Purchasing to find out about lowering your copy costs.

Warehouse:

- ◆ SCOE will be closed December 24th—January 1st.
There will be no County Mail Run during this time frame.



- ◆ If you have not yet indicated a designated delivery location at your site:
Please respond to, Sue.Toledo@twinriversusd.org with a copy of your site map, indicating where you would like your incoming deliveries to be staged. Please keep in mind the location needs to be accessible to our delivery truck and have a opening wide enough for pallets to go through.

Print Shop & Mail Room:

Print Services:

- ◆ Hours of Operation during the Winter Break:
Wednesday-Friday December: 26th, 27th & 28th from 8:30 AM—4:30 PM.
January: 2nd, 3rd & 4th from 8:30 AM— 4:30 PM



Mail Services:

- ◆ Please “cross out” old labeling when using recycled Inter-District envelopes. It helps avoid any sorting confusions.

Contracting & E-Rate:

- ◆ Contact for District Cell Phones—Cookie Brakebill @ ext: 50268
- ◆ Please remember to send all Contracts, MOU's and Service Agreements to Debbie Gordon for review.
Email: Debra.Gordon@twinriversusd.org

