



Purchasing Post

April 2012

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

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Looking to do some Spring Cleaning?

Helpful hints on E-Waste logging, and Surplus Property Request to Move from campus.

Please locate and use the Surplus Property Removal Log (available under the on-line forms of the District Website) for logging of E-waste. Be sure to supply all data as complete as possible as this list is forwarded to the District Board for approval to dispose/recycle. Palletize & stretch wrap equipment as you log. Contact Vince Navarrete by phone 566-1600 ext. 50683 or email vincent.navarrete@twinriversusd.org for pallets & to order stretch wrap. The stock # is 201660 and can be ordered on the supply order form.

Use the Request to move form (available under the on-line forms) to request pick up of surplus furniture, etc. This form initiates the pick up process for all items (except curriculum material).

Please know the warehouse is a valuable resource that will assist you with learning this process. If you need help please email sue.toledo@twinriversusd.org or call Sue Toledo at 566-1716 and she will schedule a time with a site rep. to train on this process.

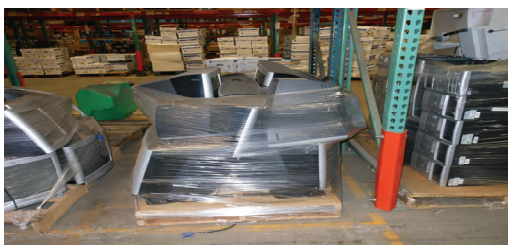
Link to Warehouse Request To Move:

http://www.twinriversusd.org/depts/files/392/Warehouse_Request_to_Move_120911.DOC

Link to Surplus Property Removal Log:

http://www.twinriversusd.org/depts/files/392/Surplus_Property_Removal_Log_2012.xls

How To Palletize & Stretch Wrap Sample



How NOT To Palletize & Stretch Wrap Sample



Contract & E-rate Services

Mary Talentinow, Director of Contract and E-rate Services

Mary has spent the past four years helping to lay the foundation for Contract and E-rate and the Purchasing Services departments. Her expertise established and implemented standard contracting policies and procedures, continued compliance and process activities in pursuit of new E-Rate funding, and absorbed the management of the district cell phone service. Schools and Departments have quickly learned that they can depend on Mary to provide much needed assistance with service agreements and contracts. Her skill and integrity has provided legal and financial protection for our schools.



Sadly, Mary will be leaving us at the end of April and moving to Oregon to be closer to family. We are very sorry to lose Mary as a member of our team but we wish her tremendous success in her future endeavors.



Purchasing:

- ◆ Requisition deadline submission April 13, 2012 (all others– NOT Categorical)
- ◆ Raley's Cards or requisitions should be turned in to MaryAnn no later than May 15, 2012. Please email MaryAnn McCarty if you have any questions



Warehouse:

- ◆ Please submit your 2012 - 2013 year supply order's by "Grade Level" and before you leave for summer break. If you wait until you return from summer break, the supplies may not be delivered before the 1st day of school.
- ◆ Reminder that the warehouse will be closed (no supplies can be issued/picked up) starting @ 3:00 p.m. on June 15 thru June 29, 2012. We will re-open for normal business July 2, 2012.
- ◆ Summer programs needing supplies, please submit the order no later than May 1, 2012.



Print Shop & Mail Room:

- ◆ Print Shop: Student Emergency Cards are now available for 12-13 School Year requests. Be aware that there is enough for all school sites student enrollment, **but please do not order more than 20% over** that amount. These ER cards are provided at **no charge** from the Communications Department.
- ◆ Mail Services: FAQ I have several letters to be posted, but they are not sealed. Do I need to seal them before I send them over?
Answer: No; the postage meter has a sealing capability.
We do require that you submit the envelopes with the flaps down.



Contracting & E-Rate:

- ◆ Don't forget to renew any upcoming 2012-2013 contracts early to be ready for the new school year
- ◆ Contract Consolidations –
In order to simplify contracting processes for our school sites, the CES Department would like to encourage our Neighborhood Networks and Principals to collaborate in the provision of services, where possible, for the coming school year. Where the sites have similar needs to hire outside vendors for common services (e.g., DJ services, field trip destinations, professional development services, and others), we may be able to create one master agreement for any particular vendor to be approved by the Board and used throughout the year – issuing P.O.'s on that contract to encumber funds for each individual need.

Please contact the CES Department for assistance in consolidating contracts for any of these vendors and services you may identify.