



Purchasing Post

October 2012

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

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HAPPY FALL



We hope your school year is off to a great start. The Purchasing, Contract & E-rate, Printing, Mail, and Warehouse Services have been busy processing orders, delivering materials and supplies, and securing contract pricing for our schools.

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 procurement 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. *Ruth*

DID YOU KNOW????

TRUSD is the lead agency for the Nor-Cal Schools Joint Powers Authority. www.norcaljpa.org

Through this JPA we are able to secure bulk pricing for items such as paper, classroom supplies, PE equipment, Janitorial and First Aid Supplies.

Examples:

Paper – 8 ½ X 11 White Bond Copy Paper
92% Brightness, 500 sheets/ream, 10 reams per case
TRUSD Price \$24.37 / cs Office Depot Price \$41.99 /cs Staples \$41.99 / cs

Crayons – Crayola, 8 color box
TRUSD Price \$.22 ea Wal-Mart Price \$.79 ea Staples \$2.49 ea

Trash Can Liners – 33 Gallon size, 2.0 mill, Polyethylene
TRUSD Price \$29.09 / cs Office Depot \$46.99 /cs Staples \$32.47 /cs

SEASON CHANGES

Best Wishes

Penny Dominguez, Secretary for Purchasing and Contract & E-Rate Services, will be leaving to pursue new horizons after 11 years of dedicated service to our schools. Penny has been a key member of our department, providing the organizational resources, data tracking, and customer service needed for each of our department functions. Not the least of which has been the primary point of contact for ordering and administering the District's cellular phone program for employees. Penny will be greatly missed by our staff and many others who know her throughout the district, but we all wish her the best in her future.

Welcome

Debbie Gordon, has joined our department as the Manager of Contracts and E-rate Services. Debbie comes to us from the private sector with extensive knowledge of the Federal E-rate Program and experience in contracting from working at Apple Computer. We are excited to have Debbie join our team as we move forward with reviewing and updating district contracts and as we get closer to receiving long awaited E-rate funds. Welcome Debbie!

Cookie Brakebill, will soon be joining our team, filling the position of Secretary for Purchasing and Contract & E-Rate Services. Cookie comes to us from Facilities so she won't have far to travel and her knowledge and experience will make for an easy transition to our side of the building. Don't worry – she already has the cell phones under control! Please join us in welcoming Cookie to Purchasing.



Purchasing:

Purchase Order Copy Changes

We are making a change to our purchase order copies to better serve your site/dept.

1. Each site/dept will receive one golden rod colored copy of your purchase order generated from a requisition. The office or dept staff will receive this copy.
2. If a teacher or any other person who had originated the requisition would like a copy they will need to ask the office staff for a copy or they may e-mail Purchasing the PO# and request a PDF copy.
3. A green copy of a purchase order will go to a receiving school/dept that has had a Department order items for them and the site/dept receiving is not paying for it out of their site funds.

Example: ECE Department placed an order for Morey Ave preschool, ECE will get the golden rod copy and Morey Ave will get a green copy of what they will be receiving.

Please let us know if you have any questions and we are hoping this will better serve you.

Thank You, MaryAnn, Tina, Cathy & Alicia

Purchasing Services

Warehouse:



- ◆ 2012-2013 Warehouse Supply Order is now updated with current pricing and available under the on-line forms icon on the District Website
- ◆ Need advice or assistance logging site e-waste? Email or contact Sue Toledo or Vince Navarrete
- ◆ Have an item to Return for Credit or Exchange? Please be sure you notify the Warehouse Receiving staff, Steve Hernandez or Adam Jones, within 30 days of receipt. Most vendors have a 30 day return policy. After that time they may not accept the return and/or charge re-stocking fee's. Warehouse can give credit on returned items ordered in the same fiscal year, if a warehouse supply item is returned after June 30th, credit can't be given.

Print Shop & Mail Room:



- ◆ Print Services: Trimester 1 Science Grades 4th and 5th will be delivered on October 22nd. Trimester 2 Elementary Math Assessments will be delivered October 17th and October 19th
- ◆ Mail Services: Reminder-please have inter district mail envelopes marked clearly. Cross out any other names on the recycled envelopes that are used, to help avoid sorting confusion.

Contracting & E-Rate:



- ◆ Please remember to send all Contracts, MOU's and Service Agreements to Debbie Gordon for review.
Email: Debra.Gordon@twinriversusd.org