

PURCHASING GUIDELINES FOR SCHOOLS

Office and School Supplies Current Contracts

<u>Catalog</u>	<u>Contact</u>	<u>Phone #</u>
Office Depot	Sandy Saltaformaggio	504-419-7920
School Specialty	Joel Stensberg	920-243-5256
Staples	Nick Tartaglia	504-400-4999

Warehouse

To order instructional supplies (copy paper, erasers, pencil sharpeners), technology or janitorial supplies from our warehouse, enter a MUNIS "PickTicket" requisition. For copy paper or technology supplies, send a check for the amount of the requisition to the Central Office to the attention of Peter Tesvich. Principals will have to approve requisitions in MUNIS entered at their school.

Capital Outlay Order Instructions

To have a request for purchasing equipment using "Pay-as-you go" funds placed on the committee agenda, you must present the following to Bret Schnadelbach:

A PAGO form explaining the justification for the purchase, along with a signed requisition.

If it is for technology equipment, send this information first to the Technology Department to Mike Diaz's attention for approval. When approved by the Technology Department, then forward it to Bret Schnadelbach.

If purchasing off of State or Bid Contract, list the contract number.

If under \$30,000 and not on State or Bid Contract, you **must** include three quotes.
If over \$30,000, we will have to receive approval to bid it out.

REMEMBER, WE MUST FOLLOW BOARD POLICY WHEN MAKING PURCHASES.

IF YOU HAVE ANY QUESTIONS CONTACT PETER TESVICH AT 748-2426