Purchasing

Business Training – Fall 2022

Purchasing Website
purchasing.jordandistrict.org

Rachel Mariano

What's new?

- **Menu** organization
  - Bids (primarily for vendor use)
  - Contracts & Pricing
  - Policy & Forms
  - Central & Maintenance Warehouse
  - Surplus & Fixed Assets
  - Travel
  - Contact Us
- **Regularly updating** forms, training, & info

Any suggestions?

- We want the website to be a reliable resource for YOU!
  - Is anything confusing? Is anything missing?
  - Let me know: Rachel Mariano, ext. 88714

Amazon & P-Cards

Kris Wishart

Amazon Highlights

- Total Spend over the past 12 months
  = $2,181,107.13

- Total Shipping Cost Savings over the past 12 months
  = $50,531.92

- Number of employees using Amazon Business
  = ~720

Benefits of a JSD Amazon Business Account

- Business Prime account
- Tax exempt vendors
- Business analytics
- Teacher groups
- Delivery preference

Amazon Business Account

business prime

- Pay by Invoice
  - What is this, & how does it work?
- Amazon blocks
- Amazon Business account vs. personal account

P-Card Reminders

- Please do not give your P-Card number to other employees

- Reconciliation Reports must be submitted to Accounting by the 19th of each month

- Please do not use your P-Card for monthly recurring charges

- P-Card fraud

- Reasons to have your P-Card suspended

If you ever have questions...

- Visit the Purchasing website & review the P-Card Policy Manual & Online Training

- If you can't find an answer there, please feel free to call me: Kris Wishart, ext. 88708

Technology Purchases

Tonya Hodges

Technology Updates

- It's wise to plan ahead

- Supply chain & logistics disruptions continue to affect technology purchases

  - There will likely be setbacks during the upcoming fall/winter months

  - There are recent improvements for some sectors (such as Apple)

HP Updates

- Chromebooks
  - Basic / ~3 weeks
  - Touchscreen / 4-6 weeks
  - Touchscreen & Flip / 12+ weeks
- Desktops & Desktop Minis
  - Stock models / 4-8 weeks
  - Custom models / 8-12 weeks
- Mounting Brackets & Docking Stations / 12-20+ weeks
- Monitors
  - Varies by model
  - P27h / 2-4 weeks
  - Other models / may be 4-6 months
- Laptops / 8-20 weeks
- Printers / 6-9 months (some models longer)

Apple Updates

- **iPads** / 2-5 weeks
  - Varies by model
- **MacBook Airs** / 2-4 weeks
  - M2 Chip 5-packs / 4-6 weeks
- **MacBook Pros** / 2-4 weeks
  - 14-inch 5-packs / 7-9 weeks
- **Mac Minis** / 2-4 weeks
- **iMacs** / 2-4 weeks

Purchase Orders

Kurt Prusse

What is a purchase order?

- **Purchase orders (POs)** are documents sent from a buyer to a supplier with a request for an order, identified by a PO number

- Each PO will outline the specifics of a purchase request, including:

  - An order description
  - Quantity of items
  - Agreed-upon price & payment terms

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A purchase order:

- Is a legally binding contract

- Lists terms & conditions offered by the buyer

  - Terms & conditions can be accepted or rejected by the supplier

- Protects both the buyer & supplier

What types of purchase orders do we use?

- **Standard PO**
  - Individual item(s) as a one-time purchase
  - Individual service(s) as a one-time purchase
  - Under a specific contract for goods/services where multiple expenses or invoices will be both paid & received
- **Complete for Payment PO**
- **Open Purchase Order**
  - Multiple orders under a certain $ amount & multiple payments for a period of time

Open PO requirements

- Term of the PO must be included

- Maximum not-to-exceed $ amount must be included
  - Maximum dollar amount may either be encumbered or listed in the body of the PO with a $0 in the line item (department/school preference)

- No invoice may be over $5,000 dollars (unless under a district or state contract)

Things to consider when submitting a requisition

- If over $5,000, 3 quotes must be referenced or attached
  - If at least 3 quotes are not attached, what should the buyer do?
    - Get additional quotes
    - Needs specification
    - Justification/reason for not having proof of competition
    - Is it a sole source?
    - For payment only (does not excuse the need for competition)
- Indicate if it is a Standard PO, Complete for Payment, or Open PO
- Shipping costs must be included
- Shipping date or expected delivery date should be addressed

Please contact us
if you have questions!

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