

JSD Purchasing

NEWSLETTER

May 2024

Year-end Reminders

Greetings from the Purchasing Department!

We are quickly approaching the end of another school year! I don't know about you, but the older I get the faster time passes by.

Before time passes too quickly, I would like to remind you of a few important dates that will help the end of the school year run smoothly.

- **May 3rd** — Any expected 2023–24 budget expenditure greater than \$80k must be submitted to Purchasing to begin the Bid/RFP process.
- **May 10th** — New year 2024–25 purchase requisitions can be entered. Remember that these goods or services *cannot* be received until after July 1st.
- **June 3rd** — Last day for P-card purchases to post to 2023–24 budgets. Any purchase after this date may be posted in the next billing cycle and will be deducted in the new year 2024–25 budget allocation.
- **June 5th** — Last day for 2023–24 purchase requisitions to be entered and approved in Skyward.

The Financial Calendar sent out in a recent JAM lists all the other departments' crucial year-end dates for a more comprehensive review. I encourage you to insert in your personal District calendar any date that would be helpful for your current job responsibilities. Using the "Task" tab when creating a calendar event is a valuable tool I use regularly to keep me on track with important dates and deadlines.

Also, stay tuned in the next few weeks as the Purchasing Department will send out a customer service survey. Valuable feedback from schools, departments, and all employees of the District are critical in our efforts to improve our performance and better serve you.



Kurt Prusse
Director of Purchasing

If you have purchasing questions, please feel free to contact us! We are here to help and support you.

If you don't know who to talk to, call Kris Wishart (801-567-8708 or ext. 88708) and she will direct you to the right person.



Kris Wishart
Administrative Assistant

P-cards and Amazon and Commodities – oh my!

P-card Reminders

All P-cards should be reconciled and reports signed (by both the P-card holder and their supervisor) by the 19th of each month. The P-card statement and receipts should be sent to Kaylei Jones in Accounting, not Purchasing.

During reconciliation, please enter a detailed description — such as “pens, paper, and Post-Its,” not just “office supplies” (if you have put the accounting object code as 610, we already know it’s for supplies). The detailed description helps us know exactly what you bought and will eliminate audit calls from Purchasing.

Please remember that fixed assets, software not on the Learn Platform, and any travel (hotels, airfare, shuttles) are *not* permitted on your P-card. The *only* travel items allowed on P-cards are Uber/Lyft fees (only from airport to hotel and hotel to airport), standard baggage fees, and airport parking fees.

If you have any questions regarding your P-card or how to reconcile, contact me for help!

How Do Amazon Blocks Work?

Each Amazon vendor assigns their items a UNSPSC code that reflects what product category it falls under. The vendor-assigned code is often correct . . . but not always.

When you encounter a block, the message at the top will give a brief explanation. Please check the [Central Warehouse Catalog](#) for office supplies (pencils, staplers, paper, etc.) before requesting the block be removed.

When you select a blocked Amazon item, copy the URL link at the top of your web browser and send it to the buyer over that commodity (see below). If you do not know which buyer is over the item, send the link to Kris Wishart or Rachel Mariano and they will get the request sent to the correct buyer. Please allow a little time for these emails to be answered. You will receive an email stating the block has been removed.

All unblocked Amazon orders must be made within a couple of hours of you being notified. Purchasing leaves the office at 4:00 p.m. and all blocks will be reinstated at that time, if not earlier.

Commodity Quick Reference

- **Tonya Hodges** — furniture, technology, and computer-related purchases.
- **Brenda Veldevere** — office supplies and small office equipment such as laminators, binding, or cutting machines (including Cricut).
- **Lisa Cook** — CTE supplies (ice machines, ice cream machines, microwaves, etc.), custodial supplies, and dancewear.
- **David Burbridge** — tools of any kind for CTE or Maintenance.