Purchasing Training

April 7th Middle Schools – District Office Rm 129

April 12th Elementary Schools – ASB Auditorium

April 13th High Schools – District Office Rm 129

Receiving Freight and Freight Damage Process

- When receiving freight, inspect boxes. If there is any noticeable damage on the box, please note on the paperwork that the driver has you sign, i.e. “Outside damage to box(es), possible internal damage”.
- Count the boxes received. Note on paperwork if the quantity is different than what paperwork says, i.e. “Received 13 of 14 boxes”
- If you see drivers mishandle your package, note “possible internal damage” on paperwork if box does not appear damaged.

Freight Damage Process

- Report damage or missing boxes ASAP to Purchasing & Vendor. Vendors usually have 30 days to file freight claims or lost materials or damage to the distributors/manufacturers.
- Take pictures before opening boxes
- Get serial numbers of computers, Chromebooks, etc.
- Keep all packaging materials until claim is completed. Don’t throw these away!
- If a claim is filed, do not use the items in the meantime. Usually these items need to be returned to the vendor.

Freight Damage Process

- Once a RMA is issued and return labels sent, please repackage items and ship back ASAP.
- We typically receive an email back from the vendor once RMA is issued, and replacement items are ordered and sent.
- Let Accounts Payable know you have freight damage or missing items on the invoice, and that you are working on it. Please do not sign invoices until replacement items have delivered.
- Check replacement items, make sure they are not damaged.

Technology Supply Chain & Order Lead Times

- COVID variants continue to impact China. New manufacturing shut downs are in place.
- These factory shutdowns will mostly impact technology and some other sectors such as auto parts.
- Lead times have been improving the past 6 months for some items, but this could extend again with the new shutdowns or new models.
- Printers and docking stations are still on extremely long order lead times.
- Apple iPads are coming a little faster. 5-7 weeks

Requisition Entry and Order Reminders

- Multiple account numbers are allowed on a single requisition. You no longer need separate requisitions for each accounting code.
- Please add the name of the end user in the Attention line in the Master Section, so that Purchasing knows who to contact regarding that order if we have questions. Please add email and school phone number in this field
- Please note if you require the items by a certain date (i.e. “Please deliver by May 5, 2022”. Plan ahead and order your items early.
- Please let teachers know when you have received the Goldenrod copy of the PO. Consider giving them a copy of the order.

Requisition Entry and Order Reminders

- Please attach all quotes that have been received for the order to the requisition.
- When ordering Chromebooks, computers, laptops, iPads, etc. with licenses (Google, Jamf, etc.), if software licenses are received before the equipment arrives, these licenses will need to be paid for, even though we may not have the equipment yet. Please contact Purchasing and IT to determine if we have the licenses so you can sign the invoices.
- Notify Purchasing ASAP if you receive Re-Delivery, Liftgate or Inside Delivery fee invoices from shippers like Fed-Ex, UPS, etc. We can sometimes work with the vendors to get these fees waived or paid by the vendor, but we need to know before they are significantly past due.

Travel and Travel Requests

Inputting a Travel Request - Tutorial

Reminders for Employee Overnight Travel:

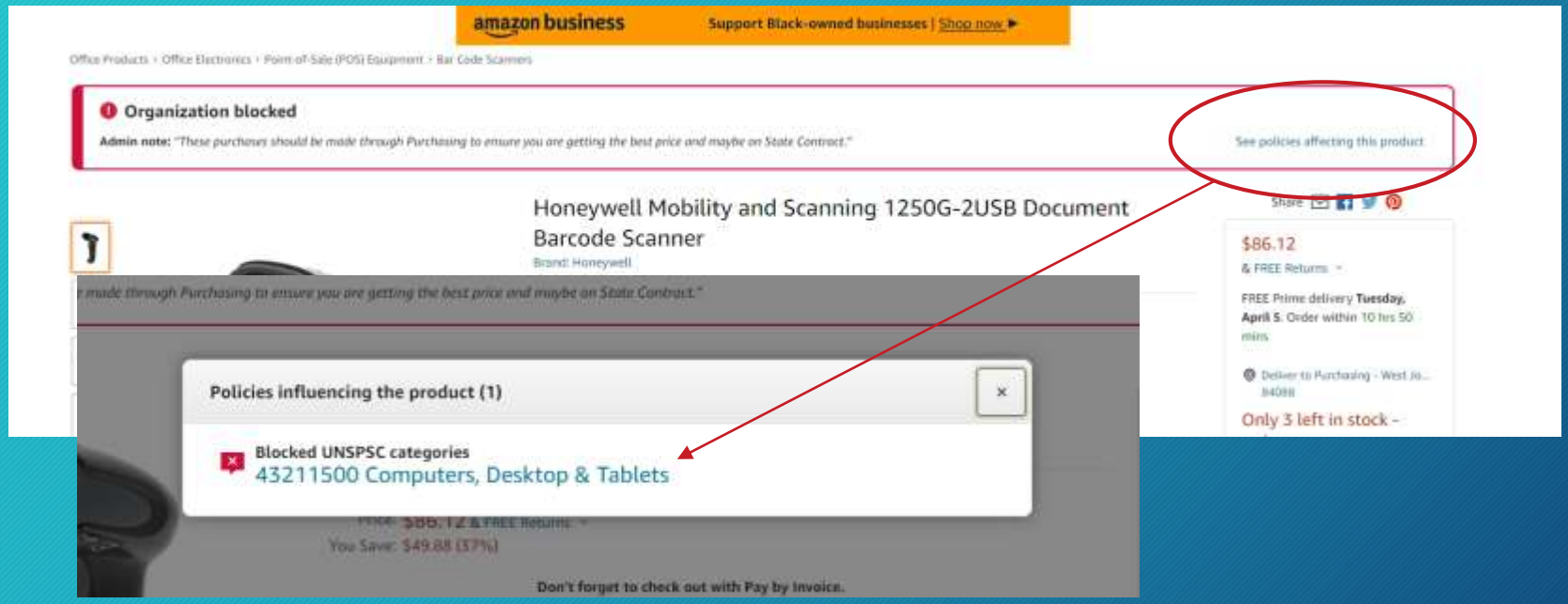
- Travel Requests must be submitted at least 45 days in advance
- Travel less than 50 miles from the employees normal work assignment should not include hotel costs or per diem costs
- Regardless of how the travel is paid for, the travel must follow the same rules (e.g. grant/non grant; department/school, etc.)
- Receipts for airport parking fees, luggage fees, ground transportation (Uber, Lyft, or cabs) or other costs must accompany the reimbursement request after the travel occurs. (The Travel Buyer cannot get a copy of the luggage fees and the airlines will not send a copy so the traveler must not lose this receipt)
- The State Auditor has prohibited government entities from booking or paying for non-employees' travel even when there is a plan to reimburse the government entity.

Amazon Blocks – Why so many ? ? ? ?

- We only block categories
  - Things you should buy from the warehouse
  - Technology items should not be purchased through Amazon
  - Items that don't qualify for P-Card purchases
- Vendors choose their own codes (UNSPSC Code)
  - They will put their products where they think they will get the most visibility.
- What to do if you find a product that is block?
  - Email the buyer over that commodity – if you click the block box it will tell you why it is being blocked
  - Central Warehouse item – Brenda
  - Computers or technology items – Tonya
  - Don't know call Kris (801) 567-8708

Amazon Blocks

If you see a block come up click the See policies affecting this product.
The a box will open and tell you exactly what code it comes under.



P-Card Reminders

- Reconciliation statements must have receipts, signatures and be to Accounting by the 19th of each month.
  - ❖ You must have all signatures before you send it to Accounting. If it needs to go to the AOS or Student Services please send it with enough time for them to sign them and get them over to Accounting.
  - ❖ Please staple or paperclip your receipts to the statement
- You must reconcile your statement on US Bank's website before the 19th because the transactions will lock after the 19th and you can't change it. To make changes after they are locked you will need to do journal entries to move everything where it needs to go.
- You can begin reconciling your transactions as soon as they post to your account. You don't have to wait to the last minute. The only thing you have to wait for is to print the statement so that it shows the statement closing date on it. It can't say OPEN

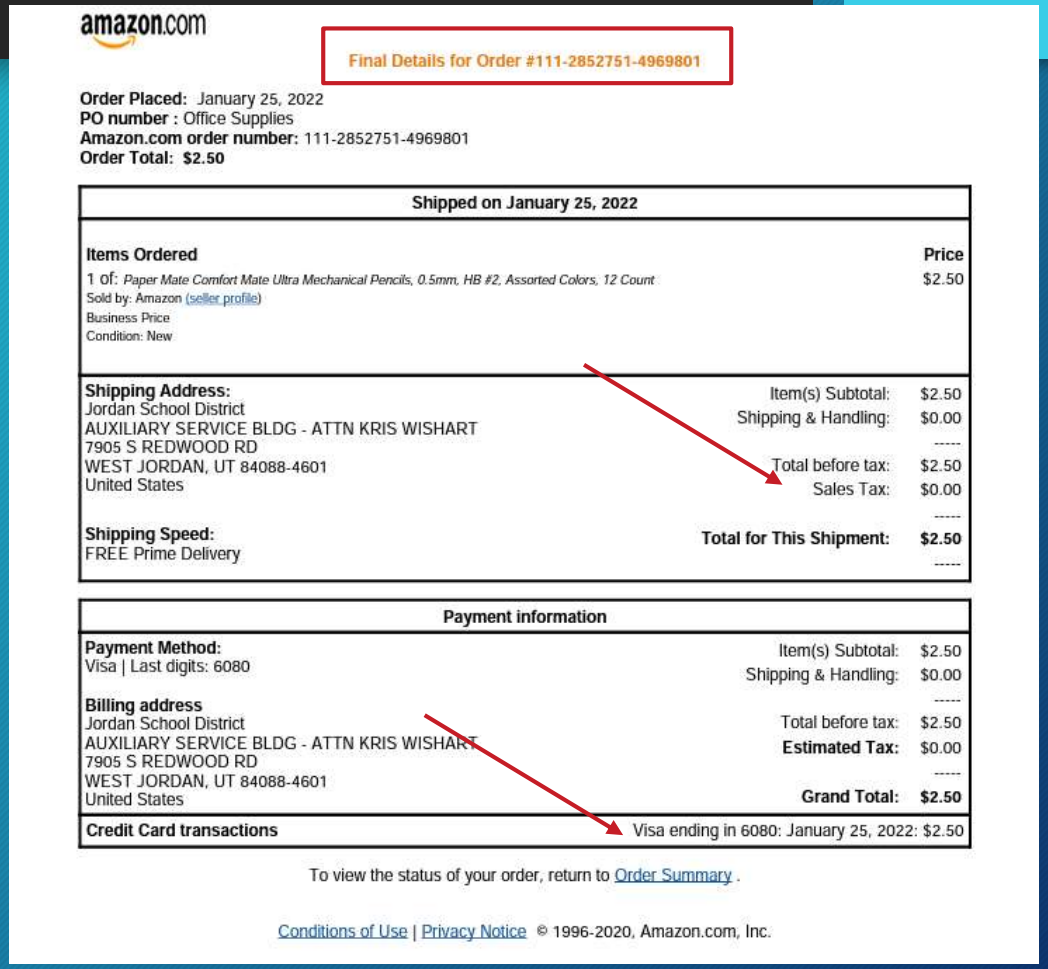
P-Card Reminders

What is a good receipt for Amazon?

The “Final Details for Order #XXX-XXXXXX-XXXXXX”

This will have to be printed after the order from Amazon has shipped and charged to your P-Card.

Many times large orders are billed in smaller groups as they ship so your receipt will only match your P-Card if you go in and print the “Final Details for Order” Email order confirmations or email shipping confirmations are not considered receipts and are not acceptable.



amazon.com

Final Details for Order #111-2852751-4969801

Order Placed: January 25, 2022
PO number : Office Supplies
Amazon.com order number: 111-2852751-4969801
Order Total: **$2.50**

Shipped on January 25, 2022

Items Ordered	**Price**
1 of: *Paper Mate Comfort Mate Ultra Mechanical Pencils, 0.5mm, HB #2, Assorted Colors, 12 Count* Sold by: Amazon (seller profile) Business Price Condition: New	$2.50

Shipping Address: Jordan School District AUXILIARY SERVICE BLDG - ATTN KRIS WISHART 7905 S REDWOOD RD WEST JORDAN, UT 84088-4601 United States	Item(s) Subtotal: Shipping & Handling: Total before tax: Sales Tax: **Total for This Shipment:**	$2.50 $0.00 --- $2.50 $0.00 --- **$2.50** ---
Shipping Speed: FREE Prime Delivery		

Payment information

Payment Method: Visa | Last digits: 6080	Item(s) Subtotal: Shipping & Handling:	$2.50 $0.00
Billing address Jordan School District AUXILIARY SERVICE BLDG - ATTN KRIS WISHART 7905 S REDWOOD RD WEST JORDAN, UT 84088-4601 United States	Total before tax: **Estimated Tax:** **Grand Total:**	$2.50 $0.00 --- **$2.50**
Credit Card transactions	Visa ending in 6080: January 25, 2022: $2.50	

To view the status of your order, return to Order Summary .

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Purchasing Website

Lets take a quick look at the website

https://purchasing.jordandistrict.org/

Any Questions?