



CVUSD

CONEJO VALLEY UNIFIED SCHOOL DISTRICT

#1

BUSINESS SERVICES DISTRICT PURCHASING, WAREHOUSING, REPROGRAPHICS NEWS LETTER – OCTOBER 2017



WELCOME

VENDOR LISTS

UNCLAIMED PROPERTY

FREQUENTLY ASKED QUESTIONS

PROCESS FLOW FOR PURCHASING



Welcome to the first edition of the District's Purchasing Services newsletter. Our office is committed to providing information to our teachers, staff, and administrators that will assist them in obtaining goods and services. Purchasing procedures and processes can be a challenge to navigate, but we're here to provide service and support to help reduce the complexity where possible.

Purchasing met with the UACT team to review their recent Purchasing and Reimbursement Survey results and to hear concerns. This was excellent information that we are using to actively work on solutions, and to assist you with purchases. In addition, I have received some great feedback from the site visits that have been taking place over the past few weeks. We appreciate your assistance, cooperation, and patience as we move forward. Should you have any questions, please contact me at 497-9511 X 253 or Kelly Gilbertson at X 252.

Jon A. Aasted – Director of Purchasing

VENDOR LISTS

THE ATTACHED CATEGORY LIST WITH KEY VENDORS WAS GENERATED TO ASSIST WITH PURCHASES. IT'S A START. ALTHOUGH WE HAVE 100'S OF VENDORS, THE LIST IS A QUICK REFERENCE TO SOME OF THE KEY VENDORS THAT ARE USED MOST FREQUENTLY. IF YOU WOULD LIKE US TO ADD A VENDOR TO THE LIST, PLEASE CONTACT PURCHASING. WE WILL CONTINUE TO UPDATE AS NEEDED.

ALSO - PLEASE REMEMBER THE CVUSD WAREHOUSE STOCKS PAPER, BATTERIES, AND OTHER ITEMS. (Last fiscal year, paper was the first and second highest spend item – (totaling \$15,954) with Office Depot. The average cost per case paid was over \$36.00 and most cases were purchased at a price of \$39.50. The warehouse price last year was approx. \$32.30 and we've recently negotiated a case price of \$28.50 for their best grade paper.) If you want to save money, ordering from the warehouse is a simple way to do so. For larger schools, please consider ordering a full pallet (40 Cases) at one time for efficiency.

As we continue to consolidate spend with key vendors we can further drive down costs....

UNCLAIMED PROPERTY: Did you Know.....



YOU MAY BE ONE OF MILLIONS OWED MONEY BY THE STATE. THE STATE OF CALIFORNIA IS IN POSSESSION OF MORE THAN EIGHT BILLION DOLLARS IN UNCLAIMED PROPERTY. IF YOU HAVEN'T CHECKED RECENTLY, GO TO: <https://ucpi.sco.ca.gov/>

..... TO SEE IF YOU HAVE UNCLAIMED MONEY.