



BUSINESS SERVICES
DISTRICT PURCHASING, WAREHOUSING, PRINTING SERVICES
NEWS LETTER – MARCH 2018



What's happening?

We need your help!



Following is a summary of projects we're working on. Some will impact school sites in the near future. We are still finalizing details and appreciate the input we are receiving from Principals Office Managers and other staff. We're working on simplifying processes to make things more efficient and easier for the school sites.

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What's Happening

NOTE: This week we added Ariana Flynn (a part-time, temporary staff member) in the Purchasing Department. She recently worked at the Simi Valley Unified School District in Purchasing, and will be assisting us through fiscal year-end.

- 1) **TOYS "R" US** – As you may have heard, this company has filed for bankruptcy. (There is a chance that the CEO behind Bratz dolls / Little Tikes toys may try to save the failing retailer.) If you try to purchase from this retailer, be aware they may no longer take PO's. Many of their "liquidation sales" are still higher priced than other vendors. Purchasing's recommendation for now is to avoid using this vendor.
- 2) **AMAZON** – We are working through the set-up and processes associated with a "punch-out". (In short, a punch out is a process by which we enter the escape system, link to a vendors ordering web-site (like Amazon), create an order, then return to escape with the information that automatically populates a requisition. We will be among the first District's to use this process. It will be fully tested, and simple training materials will be generated before we implement. We're hoping to complete testing /roll out late summer 2018.

- 3) **COSTCO** – We now have a system to purchase from COSTCO’s business website. This means you can purchase items and have them delivered within 24-48 hrs. There is a minimum order of \$250, or there will be a \$25 delivery fee. Please don’t let the delivery fee discourage you from ordering. This is a very good alternative for purchases that would be made at Smart and Final and avoids employees having to pick up. Call or E-mail Purchasing for more information.
- 4) **TRAVEL** – We are reviewing the set-up process with the Department of General Services in Sacramento. Over 100 districts use their system. It is a simple way to book travel, and allows for cost savings. We plan to have an orientation meeting on May 9th with the office managers. Our goal is also to eliminate the issues associated with the CALCARD, and save time and complexity that’s associated with the current process. Anticipated Roll Out – Summer 2018.
- 5) **GRADUATION CHAIRS** – For those sites needing Graduation Chairs, please double check the Reservation Confirmation for the correct date of delivery, and pick-up date, in addition to school site contact name and phone number. If there’s an issue contact Purchasing ASAP.
- 6) **DISTRICT PHYSICAL INVENTORY** – A tentative inventory schedule by site has been sent out. We’re planning to start the inventory on April 30th and conclude May 11th. We’ve adjusted the schedules to work around testing at the schools. If the date listed for your school’s inventory conflicts with a test date, let Purchasing know ASAP.
- 7) **ASSET TAGGING** – Effective 7/1/18, the Purchasing Department will be responsible for all asset tagging. We will no longer be sending out Asset Tags and all of the paperwork associated with gathering information on the asset. This will help eliminate some work at the school sites.
- 8) **MAIL and PACKAGES** – We are no longer ordering stamps. Once inventory runs out at your school site, please send the mail to the Warehouse for processing. We are currently working out the details and processes, and will make a decision on how this will be handled from a budget perspective shortly. We are also looking into a better process for Fed-X, and UPS shipments. More to follow....
- 9) **AP and PURCHASING MEETINGS** – We have been meeting monthly to review processes and our impact on school sites. In a recent meeting, a principal provided some feedback on how things are going and collectively we brainstormed some ideas to make things better. If you want to attend one of these meetings let me know, we welcome the input.
- 10) **WAREHOUSE STORES CATALOG** - Over the next few weeks, we will be sending out a hard-copy of the Warehouse catalog with recent updates. We will also provide a 2018 / 2019 catalog this summer after we receive updates from our Custodial and Maintenance dept.
- 11) **2018/2019 RESOURCE GUIDE** – We’ve been working on the components of a resource guide to help consolidate information and processes that will assist school sites. While much of the information has been sent out in newsletters, we want to consolidate it and include simple help guides for new processes such as Travel, Costco, Amazon, Mail / Package Handling, Asset Tagging, etc. Our plan is to provide this during the summer of 2018.



- 1) **PRINT SHOP** - We've been processing a few requisitions for outside print jobs. We encourage you to use the print shop whenever possible. Please call Printing Services so we can assist you with your order and/or confirm that it would be appropriate to use an outside service. Please call John Henrikson 499-2102 for assistance.
- 2) **YEAR-END PURCHASES** – Purchases for fiscal year-end 2018 must be made by April 20, 2018. Purchases after this date can be made for emergencies, things related to graduation or year-end activities that could not be planned for in advance. If items are received after 6/30/18 they will be charged to the next fiscal year budget.
- 3) **CONFLICT OF INTEREST** – There's been several situations where a vendor (who is a relative of a district employee) has approached the Purchasing department to solicit business. As a reminder, it is extremely important to have these types of relationships disclosed to the District so that we can make a determination on how best to proceed. If there is a question, please contact Purchasing for guidance.
- 4) **CAL-CARD** – Unfortunately, we can't determine when the use of a CAL-CARD will be declined for fraud. In a recent situation, a hotel put through several \$1.00 "test" purchases which prevented some teachers from paying for their hotel bill and checking out. If there is an emergency situation, please call me at 661-219-5061, so I can help resolve the situation.
- 5) **CLOSING OUT PO's / PAYMENT** – AP and Purchasing would like to thank you for your efforts in confirming receipt of goods and signing / returning invoices authorizing the payment. We are working on some reports to help keep up on this critical task, and need for everyone to continue to complete the necessary authorizations within a few days of receipt of an invoice. We are always trying to avoid a situation where a vendor declines the use of a PO for lack of payment.

HAVE A GREAT SPRING BREAK.....

