

2009-2010 PURCHASING GUIDELINES FOR SCHOOLS

Office and School Supplies Current Contracts

<u>Catalog</u>	<u>Contact</u>	<u>Phone #</u>
Dixie Office Products Hammond, LA	Alan Butler	985-320-9496
Unity Harahan, LA	Ken Ash	318-773-7505
School Specialty Milwaukee, WI	Al Molaison	985-845-4745

Warehouse and Delegation Order Instructions

To order instructional supplies (copy paper, erasers, pencil sharpeners) or janitorial supplies, from our warehouse, enter a MUNIS "PickTicket" requisition. For copy paper only, send a check for the amount to the Central Office to the attention of Peter Tesvich. Principals will have to approve requisitions entered in MUNIS at their school.

To have a request for purchasing equipment using "Pay-as you go" funds placed on the delegation agenda, please present the following to Ron Caruso:

A memo explaining the justification for the purchase, along with a signed requisition

If it is for technology equipment, send this information first to the Technology Department to Vicki Blackwell's attention for approval. When approved by the Technology Department, then forward it to Ron Caruso.

If purchasing off of State Contract, list the contract number.

If under \$20,000 and not on State Contract, please include three quotes.
If over \$20,000, we will have to receive approval to bid it out.

Website for State Contracts:

<http://www.doa.louisiana.gov/osp/siteIndex.htm>

Roll pointer over Contracts on the left side and click Contract Search

REMEMBER, WE MUST FOLLOW BOARD POLICY WHEN MAKING PURCHASES.

IF YOU HAVE ANY QUESTIONS CONTACT PETER TESVICH AT 748-2426

