

Purchasing \$en\$e



Fall 2018

Dear Reader,

After a hot and dry summer, I think we are all ready to welcome in the fall season with the cool, crisp air and a brand new school year! Here in Purchasing we are excited to bring you this information and updates.

What's New?



Uniform Contracts

The State of Utah has new uniform contracts in place. Search under Athletics Equipment, Uniforms and Performance Clothing. Eighteen vendors were given contracts that cover uniforms, under gear, footwear, sports equipment, accessories, letter jackets, letter sweater, strength training, cardio, athletic equipment, costumes, dance/cheer uniforms.

<https://statecontracts.utah.gov/Home/Search>

Enter the Keywords: Uniforms, View Details, Full Contract. Find list and what vendor is on contract for and percentage of discount off of catalog pricing.

Contact Vicki Woodward x27810 or Courtney Fresh x27804 if you have any questions.



The One Card has **Moved**...

The One Card processing has been moved from the Purchasing Dept. to the Accounts Payable Dept. All inquiries, changes, etc. should be directed to Karen Larsen at x25613.

Just a Reminder:

- All out-of-state student travel must be bid out by Purchasing. In-state travel under \$25,000 requires two written bids and can be obtained by any District personnel.
- Amazon for Business purchases are for **District Use Only**. All purchases made should have a District address for delivery. **No personal purchases and no home addresses should be used.**

Purchasing did it again...for the 3rd consecutive year!



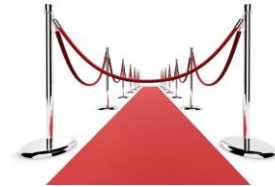
The Purchasing Dept. has once again been given the National Purchasing Institute's (NPI) 2018 Award of Excellence in Procurement. This prestigious national award is earned by organizations who demonstrate excellence based on criteria that measures innovation, professionalism, productivity, e-procurement and leadership attributes of the procurement organization.

Way to Go Purchasing Team!!

We're inviting you to a...

RED CARPET EVENT

[Click Here for Video](#)



aka

Purchasing Training

(Choose One Date and Time)

Wednesday, October 24, 2018

1:00 pm – 4:00 pm

This half day training is for those who want a refresher on purchasing policies and procedures. This session is geared towards District & Secondary Secretaries. Click here to register for this class:

[Purchasing Training Class](#)

Friday, November 9, 2018

8:30 am – 11:30 am

1:00 pm – 4:00 pm

These refresher half day sessions are geared towards Elementary Secretaries. Click here to register for this class:

[Purchasing Training Class](#)

Friday, October 26, 2018

8:30 am – 3:30 pm

We invite you to this full-day in-depth step-by-step instruction of how to enter requisitions, review bidding procedures, complete old purchase orders, request new vendors and understand how to use District and State Contracts. This training is geared toward New Secretaries and New Administrators.

Click here to register for this class:

[Purchasing Training Class](#)

Don't wait to register! Classes are filling up fast.

Note: You are welcome to attend any session that fits your schedule.