

How to Order Business Cards

Enter Requisition to **SOUTHWEST PRINTING AND COPY INC.**

Once Purchase Order has been approved, a **Business Order Form** will need to be submitted to Purchasing. Go to www.duncanvilleisd.org to access the form.

Click the “Departments” link>”Purchasing”>”Purchasing Forms & Documents”.

The screenshot shows the Duncanville ISD website. At the top, there is a navigation bar with links for DISTRICT HOME, OUR SCHOOLS, and TRANSLATE. On the right, there are links for My PassKeys, Edit Account Settings, and Sign Out. The main header features the Duncanville ISD logo and the tagline "Writing success stories, one student at a time." Below the logo is a search bar labeled "Find it Fast" and a search input field. To the right of the search bar are icons for Skyward Family Access, Contact Us, and Jobs. A secondary navigation bar contains links for Home, About Us, Schools, Parents, Students, Staff, Departments, Board of Trustees, and Photos. The "Departments" link is highlighted with a red box and a white arrow. A dropdown menu is open under "Departments", with "Purchasing" highlighted in a red box and a white arrow. Under "Purchasing", the "Purchasing Forms & Documents" link is highlighted in a red box and a white arrow. The main content area displays the "Purchasing and Warehouse Services" page, which includes a welcome message, a description of the purchasing process, and contact information for Christi Courson, Julie Karonka, and Angela Alvarez. The "Hours of Operation" are listed as M-F 7:30 am - 4:00 pm, and the "Address" field is present but empty.

DISTRICT HOME OUR SCHOOLS TRANSLATE My PassKeys | Edit Account Settings | Sign Out

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Writing success stories, one student at a time.

Find it Fast > Search... Q

Skyward Family Access Contact Us Jobs

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Purchasing

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- > Current Bids / RFPs
- > Federal Funds Purchasing
- > **Purchasing Forms & Documents**
- > Records Retention
- > Technology Purchasing
- > Surplus Property Auction
- > Conflict of Interest
- > W-9 Form
- > Sole Source

Home > Departments > Purchasing

Purchasing and Warehouse Services

Welcome to the Duncanville Independent School District Purchasing web page! We hope you find this site to be a valuable tool in your quest for procurement-related information.

Duncanville ISD, and all other school districts in the State of Texas, is governed by state purchasing law. The majority of our purchasing is accomplished via competitive bids and proposals. Our goal is to purchase the best products, materials, and services at the lowest practical prices within relevant statutes and policies. Duncanville ISD is committed to fair and equal competition among all vendors. In addition, state purchasing law does not allow favoritism to be shown to any vendor.

The Duncanville ISD Purchasing Department provides guidance regarding purchasing choices for all district organizations. This website offers information regarding vendor registration, bid opportunities, ordering, and other useful items.



Christi Courson
Director of Purchasing & Warehouse Services
ccourson@duncanvilleisd.org

Julie Karonka
Purchasing Coordinator
jkaronka@duncanvilleisd.org

Angela Alvarez
Warehouse Supervisor
analvarez@duncanvilleisd.org

Hours of Operation:
M-F 7:30 am - 4:00 pm

Address:

Click the "Business Card Oder Form" Link.

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Amazon eCommerce
<https://www.duncanvilleisd.org/cms/lib6/TX01917816/Centricity/Domain/80/Amazon eCommerce.docx>

Amazon Ordering Instructions
<https://www.duncanvilleisd.org/cms/lib6/TX01917816/Centricity/Domain/80/Amazon Ordering Instructions.pptx>

Bar Coded Property Transfer Form
<https://www.duncanvilleisd.org/cms/lib6/TX01917816/Centricity/Domain/80/Bar coded items transfer form.pdf>

Business Card Order Form
https://www.duncanvilleisd.org/cms/lib6/TX01917816/Centricity/Domain/80/Duncanville ISD BC Order Form_.pdf

Costco Process
<https://www.duncanvilleisd.org/cms/lib6/TX01917816/Centricity/Domain/80/PROCESS FOR SHOPPING AT COSTCO.pdf>

[More »](#)

Contact Us:
710 S. Cedar Ridge Dr. | Duncanville, TX 75137
Phone: 972-708-2000 | Fax: 972.708.2020
webmaster@duncanvilleisd.org | [Site Map](#)

Connect with Us...

   

Complete the PDF Form>File Print to PDF>Save File with Full Name and email to Julie Karonka at jkaronka@duncanvilleisd.org.



DUNCANVILLE ISD

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Business Card Order Form

To place an order complete the form, save file with full name and email to jkaronka@duncanvilleisd.org

Instructions

First Name*

MI

Last Name*

Business Title*

Street Address*

City, State Zip*

Phone Number*

Fax Number

Email*

Quantity*

Purchase Order Number*

(1 Box = 500 BC's)

Sample / Front

Sample / Back



Proof of Business Cards will be sent to requestor for approval.