

FOR YOUR INFORMATION

News & Updates brought to you by Purchasing & Central Services

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Top stories



Happy New Year 2021 ! 2020 was a rough year and I know most of us are happy to see the year gone. Hoping 2021 is better.

I hope you find this newsletter and the ones to come helpful. We receive the same questions from many sites so this is my effort to centralize answers and information. The newsletter will also be made available on the Purchasing & Central Services website.

Stay well & healthy! - Cricket

STAPLES

Staples accepts Lodi Unified School District Itemized Purchase Orders and Blanket Purchase Orders.

Business Advantage

Lodi Unified School District entered in to publicly solicited bid Sourcewell contract #012320-SCC with Staples for Office Supplies.

Staples Advantage must be used for ALL Office Supplies. You may find an item “cheaper” somewhere else (even at the Staples.com website) but keep in mind that Office Supplies were bid as a whole not on individual items. For example:

	STAPLES	OTHER
Crayola Crayons 24pk	\$1.49	\$1.53
7” Stainless Steel Scissors	\$4.99	\$4.29
Uni-ball Roller Grip Rollerball Pen, Dozen	\$21.49	\$23.49
Ticonderoga Pencil 18 pack	\$ 5.29	\$5.29
Expo Chisel Markers 12pk	\$17.49	\$16.99
	SUBTOTAL \$50.75	\$51.59

Even though scissors and expo markers are cheaper at another store, the overall bid price is cheaper at Staples. Bids/contracts are based on overall price of estimated purchases, not individual unit price items. Even if you find an item “cheaper” somewhere else, we have a contract with Staples for all Office Supplies. All exceptions must have prior approval from Purchasing Buyer.

AMAZON **does not** accept Lodi Unified School District Itemized Purchase Orders, and only accepts BPO’s. BPO’s are subject to maximum dollar limits and several program funding guidelines do not authorize the use of BPO’s.

Due to required approvals, books for classrooms may not be purchased at Amazon.



Reminder: Use Amazon as a LAST OPTION Vendor. Use established preferred vendors (coming soon to the Purchasing website) prior to using Amazon.



- BPO’s vs. Itemized
Several laws, codes and funding require requisitions to be itemized. The only exception is BPO’s to vendors with established contracts. BPO’s may not exceed the micro-purchase threshold aggregate per vendor.

- For faster processing of requisitions, use established vendors.
- Requisition deadline is 4/1/2020. Get your requisitions in early!

- ⇒ Requirements for purchases over the micro-purchase threshold
- ⇒ Giftcards and incentives
- ⇒ Updated warehouse order forms

