



2021-2022
*Purchasing/Warehouse
Department*

ROLE OF PURCHASING

TO PROVIDE THE PROPER PRODUCT
AT THE PROPER PRICE
AT THE PROPER PLACE
AT THE BEST COST
WHILE ADHERING TO LOCAL, STATE, AND FEDERAL REGULATIONS
PCC, EC, GCC, BP, LCP, DVBE

PURCHASING SERVICES

Day-to-day Purchases

Bidding

Contracts

Centralized Receiving

Site Delivery

Returns/exchanges

Asset Tracking - Destiny Software

Surplus/E-Waste – **Enter School Stream Request for Service Form**

Product Evaluation

Mail/Shipping

Supplies

Equipment Inventory

Print Shop

Pick up boxes for Shredding

STAFF

Molly Aguilar
Director of Purchasing/Warehouse
(760) 848-1105

Mailroom (760) 848-1097

Purchasing Staff

Hours: 8:00 a.m. – 4:30 p.m.

| Job title | Name | Phone # |
|-----------------------|-------------------|----------------|
| Construction Analyst | Marcela Valdez | (760) 848-1103 |
| Buyer (NS/Purchasing) | Ricardo Gonzalez | (760) 848-1080 |
| Buyer | Maribel Rodriguez | (760) 848-1099 |
| Office Technician | Susanna Herrera | (760) 848-1102 |

Warehouse Staff

Receiving Hours: 7:00 a.m. – 3:00 p.m.

Warehouse Hours: 7:00 a.m. – 3:30 p.m.

| Job title | Name | Phone # |
|------------------|--------------------|----------------|
| Storekeeper | Jose Martinez Jr. | (760) 848-1100 |
| Storekeeper | Erik Orduno | (760) 848-1100 |
| Storekeeper | Ramiro Rosales Jr. | (760) 848-1100 |

TYPES OF REQUISITIONS:

- O = Open = Open PO's, Annual PO's
- N = Normal = Regular = Line Item PO

Open PO

There are two types of Open PO's:

Open PO - To be used for reoccurring purchases, going shopping and picking up items at retail stores such as Costco, Smart & Final, Home Depot, etc.

Open PO FY- Open Purchase Order for the Year (i.e. Office Depot, Southwest, Sierra's Kustom Karts, Mowers Plus, Rentals)

Open Custodial - Open PO for the year, which is exclusively for the purchase of Custodial Supplies. (Advantage West)

To Avoid Any Delays or Issues Regarding OPEN PO's Always Consider the Following:

- When entering a requisition, ***purpose of the Open PO*** must be indicated on the notes: (i.e. Office and/or Instructional supplies, food, paper goods, custodial supplies, etc.) The Authorized Purchaser may only purchase items that the PO was intended for. ***No equipment, electronics, gift cards and/or furniture may be purchased with an Open Purchase Order.***
- ***Object Code 5800 may not be used for any Open PO's (per District Auditors)***
- *Open PO's are valid for one year only (current year).*
- ***All Open PO's must have an Authorized Purchaser but no more than three per Open PO.*** Names of authorized purchaser(s) must be entered in the Modify Open Purchase Requisition screen in Galaxy on the Authorized Purchaser Tab. If there are no authorized purchasers listed, your requisition will not be processed.
- Check your PO balance before making any purchase(s) to avoid over spending. ***PO dollar amount may be increased thru the end of the fiscal year*** by entering another Req. You must enter your current Open PO # to link your Req to/ You cannot have more than one Open PO to the same vendor under the same budget code. NOTE: ***if your total amount for your PO is \$10,000 or more, it must be presented to the Board for approval before entering a Requisition.*** Please plan ahead to avoid delays.
- ***Online Ordering on an Open PO:*** Our District has worked closely with several vendors to establish Online Ordering thru your Open PO for the Year such as Office Depot, Southwest School Supply, Advantage West, etc.) In order to maintain the budget and minimize errors; ***only one user*** will be set up ***per Open PO*** for the online ordering.

COSTCO/HOME DEPOT CARDS

- For your own benefit and in consideration of other users, call Purchasing for card availability to Costco and/or Home Depot and have the authorized purchaser bring a copy of their Open PO.
- Only the authorized purchaser(s) listed on the PO can pick up the credit card. Authorized purchasers may only go to the store branch listed on the PO, for example, you cannot purchase in La Quinta Smart & Final if your PO is for the Coachella branch.
- Cards can be checked out and returned from Monday thru Thursday, 8:00 – 4:00 p.m. **Cards must be returned within 24 hours with an itemized original receipt signed by the authorized purchaser.** Card(s) CANNOT be kept over the weekend/holiday.
- A user may lose their privilege of being an Authorized Purchaser, should they fail to follow procedures.
- Only District membership/credit cards can be used to make purchases with District PO's.

ONLINE ORDERING on an OPEN PO

- Ricardo Gonzalez is in charge of Office Depot and Southwest online ordering account for office supplies.
- Once you have submitted your online order, Ricardo will review, modify if necessary and release all orders to Office Depot and to Southwest School. You may NOT order warehouse stock items or custodial items with your Open PO for Office/Instructional Supplies. Orders should not be processed without prior approval from site administrators.
- No store pick up orders. All orders must be placed online and delivered to your site.
- For your Southwest account, taxes are backed out of your running balance, meaning that the total dollar amount reflects your total balance available. There is no minimum dollar amount when you place your order(s). Deliveries are done on Mondays, Wednesdays, and Fridays before 3:00 p.m.
- For your Office Depot account, the minimum order amount is \$ 50.00. Orders less than \$ 50.00 will NOT be released.
- Advise Ricardo Gonzalez ASAP for any Returns, Exchanges, Damaged Goods or issues.
- All **SIGNED** packing slips MUST be sent to Accounts Payable within 24 hours of delivery
- **If you will be out, please do not place orders. Someone must be available to receive and sign for orders on your delivery date.**

ONLINE ORDERING FOR CUSTODIAL SUPPLIES

- **Advantage West** is the vendor for custodial supplies
- The secretary at each site is the administrator and responsible for placing order orders on the Waxie Web@Work website:
<https://shop.waxie.com/mStorefront/pendingOrderTracking.do?action=view&status=P>
- For login issues or Web@work issues, please contact:
ROSA JIMENEZ
(760) 343-4410
rjimenez@waxie.com
- Maribel Rodriguez will be releasing all custodial orders
- **The minimum order amount is \$200.** Any order for less than that amount will be denied
- **All signed packing slips must be forwarded to Accounts Payable within 24 hours of delivery.**
- Please make sure no orders are placed near a holiday or when the site is not in session to avoid any unsuccessful delivery attempts. Someone in the office needs to be available to receive all shipments.
- Attached is the most recent order form which was emailed to sites 11/2/21 by Marcela.
- **FOR RETURNS:** please email Vanessa vguerra@waxie.com and cc Jeff jolinger@waxie.com and Maribel maribel.rodriguez@cvusd.us with the following information: order number/item number/item description/quantity/reason for return.
- Please note that returns will not be reflected on your running balance online. **Each site is responsible for keeping their own balance sheet after each purchase or return to ensure that the PO amount is not exceeded.** Neither vendor or Purchasing staff is keeping tab for you.

N = Normal = Regular = Line Item PO

All other categories other than the Open PO's must be entered as a Normal Requisition, including Contracts.

To Avoid Any Delays or Issues Regarding Normal PO's Always Consider the Following:

- **Category** - Check the appropriate category. Make sure you have an Updated Category List. Categories will change as needed. Select a Category based on type of item you ordering NOT based on vendor, purpose, funding or department.
- **Vendor** - Indicate the vendor number and also the correct address as to where payment needs to be sent to. Try to always use active current vendors. You can easily search for a vendor in Galaxy to ensure that they are active. View Vendor, type *One word or part of vendor name* , Find. Example: Vendor Name: *TESTING* , Find. A list of all vendors that contain the word "Testing" will appear. If the vendor you are looking for is not listed or active and you would like to proceed with a Requisition to this vendor, use vendor #30115(NEW VENDOR) , however you must follow these guidelines:
 - Contact the vendor and ask if they would accept our Purchase Orders as a form of payment before submitting a Requisition.
 - If they accept our Purchase Orders you need to obtain a current signed W-9 form and submit it with your backup. **W-9 must be dated within the current calendar year. If vendor uses a Social Security number on W-9 instead of Tax ID number, a copy of the Social Security Card and ID must be submitted with W-9, vendor can bring or mail copies of these documents to Purchasing directly.**
 - In the Galaxy Internal Notes tab, indicate the Name of the New Vendor, their Address, Phone Number, Fax Number, e-mail, sales contact information, etc.
- You must indicate the **P.R. Requestor** (yourself or principal) and also the **Routing** (who should the items be delivered to).
- **Item** - Line items should be limited to no more than 20 lines per Requisition. Please ensure you put the item # in the "Item Name" tab and a description of the item in the "Description" tab. If there are more than 20 lines, enter only one(1) line and use "SEE ATTACHED LIST" in the description and use "LOT" in the Quantity. **PLEASE NOTE** if you are ordering from any "**categorical funds (Fund 06)**" you may NOT use "See Attached List", please enter multiple requisition and do not exceed 20 lines per requisition.
- Any combined purchases within the current FY using the same vendor and totaling \$10,000 or more must be Board-approved.
- **Shipping & Handling** - If you are not sure about a Freight Charge, you must add 10% of your subtotal dollar amount. If Shipping and Handling is not added to your Requisition and if in fact there is a Shipping and Handling fee, the PO may go into override, thus delaying the ordering process.
- **Taxes** - We are not tax exempt so enter "Y" for Tax. (Labor, some software, and E-Waste, are not taxed so you may indicate "N").
- **Notes** - Your internal notes will not be displayed on the PO and it should be utilized to provide information to your site, enter as much information as possible for approvers and purchasing to facilitate the process. All external notes will be displayed on the actual PO, so please keep this in mind for Quote/Invoice #, Pre-Pays, Delivery Instructions, etc.) Please check for spelling errors.

Contracts

There are two types of contracts:

1. Contracts for Services that Require Student Involvement .

A contractor that will be in contact with our students in any type of service will have to be cleared thru an **Independent Contract Service Agreement (ICSA)** that you will have to submit to Karina Rios, Secretary at Business Services **thru a School Stream form** in order for the contractor to be cleared. The contractor will have to provide a copy of the following:

- Business License/Social Security Card
- Consultant/Contractor Certification (Fingerprint Affidavit)
- Certificate of Insurance – Liability and Workers Compensation
- Credential/Degree
- W-9 Completed Form

A Contract will not be processed if an ICSA has not been cleared by Business Services. A contractor should not be allowed to work without a contract in place. Vendor Info must match vendor info in Galaxy.

RCOE as well as other school districts, as public agencies, have already been thru the fingerprinting process, which means that any contracts of this type do not require an ICSA. You can still use the "CONTRACTS" Category in Galaxy, use the signed agreement/contract as backup instead of the ICSA.

NOTE: There are no taxes on contract. Please indicate "N" for taxes.

2. Contracts - (No Student Contact). Most of these contracts do not require an ICSA form, since they will have no contact with students.

For Services, Agreements, Proposals, Professional Development, etc. (i.e. Workshops, Maintenance and Facilities Projects, Architectural, Legal Services)

NOTES:

- ❖ When entering a Requisition for a contract, based on the above; make sure you determine what category the contract falls under, and if it should in fact be a contract or a Normal PO for Professional Services.
- ❖ You must state and be specific about the **start and end date**, contracts can also be Multi Year, make a note of it if this is the case.
- ❖ For Multi Year contracts enter a Line for Each Fiscal Year and/or for various services on the contract.
- ❖ All Contracts of \$10,000 and over, MUST be Board Approved BEFORE Purchasing can issue a Contract.
- ❖ Board information (Board date and item #) MUST be indicated on the requisition, a copy must be included with your backup.
- ❖ For contract roll-over procedures, please contact the Purchasing Department.
- ❖ Only Asst. Superintendent of Business and/or Superintendent are allowed to sign agreements.

Requisitions/Backup

- **ALL** Normal Requisitions **must have backup**. Whether it be a Quote, an invoice, a flyer, e-cart, contract, ICOSA, Conference Request, W-9, etc. No Requisition will be processed into a PO unless the proper backup is attached to a Requisition Input Form (please ensure you are using the most updated form). Do use your Requisition Input Form to note any special instructions you would like us to follow, more information is always welcome.
- Purchasing will obtain a **Quote**, however if you provide a quote, please ensure **it is not expired** and that your **requisition entered in Galaxy reflects the Quote #, amount and description**.
- There should be NO Confirmations. Vendors should NOT be providing goods and/or services without a Purchase Order/Contract in place, according to District Board Policies.
- If your requisition requires **Board Approval** please indicate in the Galaxy external notes tab **the Board meeting date and the Item #**. You must also submit a copy of your agenda item as part of your backup.
- Before contacting Purchasing and/or Accounts Payable to inquire on the status of your requisition, please check Galaxy to track where your Requisition is in the approval process and/or if you have in fact submitted a requisition along with the proper backup to Purchasing. **Failure to provide any/all of the above will result in a delay issuing a PO for your Requisition**. As a Requisitioner, it is your responsibility to follow your requisition thru and ensure that it gets fully approved. Buyers can NOT process your requests unless they are fully approved AND they have received corresponding backup.
- You can check the status of your Requisition to see if a PO has been processed. In Galaxy go to View Purchase Requisition, P.R. Status – an “F”- Finalized will indicate the Requisition has been processed into a PO. Go to items, scroll right to last column which will indicate the PO #.
- Once you have a PO #, you can print the information from your PO if you go to View PO and go to print. The PO will not print as an official PO and will of course not have an authorized signature but you can obtain the information for your records. Do NOT send or fax this copy to any vendor.
- Purchasing is always happy to assist you with any questions or concerns you may have. **Please contact us and let us know what we can do on our end to facilitate the process**.
- Your site staff should be going thru the requisitioner for status on a PO. Requisitioner should contact the Buyer for status and/or questions. Please do not contact the vendor.
- All orders must be shipped to District Warehouse.

T-Shirts RFQ's (Request for Quotes)

- All RFQ's for t-shirts, polo shirts, shirts, PE uniforms, etc. should be emailed to Marcela marcelav@cvusd.us .
- Attached is a revised REQUEST FOR QUOTES (RFQ) FORM (Revision Date 02/2021). The form is pretty self-explanatory and contains all the information needed to process your request. Please make sure that the form is completely filled out and signed by your site administrator.
- Minimum lead time from form submission to delivery date is four (4) weeks, please plan accordingly and submit your forms in a timely manner.

Destiny

- Destiny is the System in which we enter physical goods information in order to maintain a proper inventory control.
- If you are ordering physical goods \$500.00 and over, please ensure you use object code 4400. Physical good costing \$5,000.00 and over, should be entered under object code 6400.
- Warehouse staff will asset tag all goods purchased under object codes 4400 and 6400.
- Warehouse staff will also asset tag and enter info in Destiny for any electronics, equipment, vehicles, etc.
- It is important that items get asset tagged in order to maintain a proper inventory of District assets.
- Considering the above, items should be delivered to the District Warehouse so that they are asset tagged, **before** going to a facility and/or site.

Other Services

➤ Shredding

Only documents that need to be shredded should be placed in Bankers Boxes or empty Xerox boxes. Boxes should be marked “SHRED” on the outside. Do not include trash, binder clips, CD’s, film or binders.

➤ E-Waste

Electronic items that are broken, beyond repair or obsolete.

➤ Surplus

Items that are still in working condition. Submit a Request for Service in School Stream make sure to include asset tag #'s if applicable.

- U.S. Mail must be accompanied by Daily Postage Log form. Site/Dept abbreviations should be written or stamped on all e

Airline Ticket Purchases

Carefree Vacations can be used to purchase airline tickets. Please keep in mind that this vendor does not take purchase orders. Tickets must be paid with a District Credit Card. In order to encumber the funds, a requisition must be entered in Galaxy and approved the very same day that it is entered, since payment must reach CAREFREE VACATIONS within 24 hours of reservation. If payment is not received within 24 hours, reservation may be lost and the price may increase.

To book a reservation, please contact:

Tracy Anderson | Regional Manager | Carefree Vacations Vendor # 102086

Direct 760.479.4324 | Main 760.479.0022

Toll-Free 800.788.5844

73950 El Paseo Suite B | Palm Desert, CA 92260

tracy.anderson@frosch.com



After you make the reservation thru CAREFREE VACATIONS, the following must be done:

- Enter a requisition in Galaxy to CAREFREE VACATIONS and indicate on the requisition and the Requisition Input Form the following info:
 - Traveler name(s)
 - Reservation/itinerary number
 - Destination and travel dates
- Email backup (reservation information plus the REQUISITION INPUT FORM) to Marcela Valdez immediately after the requisition is entered.
- Email all your approvers so that your requisition is approved the very same day it is entered. Indicate “TIME SENSITIVE” on the email subject.
- Follow up on your requisition approvals. If necessary, please call your approvers if you see that the requisition is stuck in someone’s queue. In case that person is out for the day, follow up with his or her supervisor to see if someone else can approve the requisition.
- **Notify Marcela when all approvals have been received.**
- Marcela will then contact vendor to pay with District’s Credit Card. You will receive an email confirming that the payment was made.

Please remember that it is the site/department’s responsibility to collect all information and provide it to vendor (full name of travelers, DOB, Drivers License Number, airport, travel dates, etc.)

T-SHIRT & UNIFORM RFQ FORM

Please note that this process is not limited to "T-shirts" it is applicable to all printed/customized apparel such as polos, sweaters, jerseys etc., etc.

Please complete all the boxes. If no answer, enter "none", "not applicable" or "attached" but please don't leave any blank spaces.

SITE AND DEPARTMENT _____ JOB NAME: (i.e. Health Academy shirts/PE uniforms/ASES Football Jerseys etc.)

CONTACT PERSON: (for questions regarding this order) _____ PHONE NO. _____ EMAIL ADDRESS _____

| | Information Requested | Answers | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------|---|--|-------------|---|-----------|-------------|-------|----|--|--|--|--|---|--|--|--|--|---|--|--|--|--|---|--|--|--|--|----|--|--|--|--|----|--|--|--|-----|----|--|--|--|-----|----|--|--|--|-----|--------------|--|--|--|--|
| 1 | Date shirts are needed by. (Allow 4 weeks) | (ASAP IS NOT A DATE) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Brand and product # i.e. Hanes # 5170 / Gildan 2000 / Gildan 8000 etc. This is necessary to ensure that all vendors bid the same product and you get the quality you expect. | If none specified, Gildan 8000 DryBlend (50/50 cotton/poly) will be used | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Color of shirt | Please google the Brand/Style of the selected product and provide the exact color name, as it appears – colors differ depending on brand/style | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Type: polo, jersey, t-shirt, button shirt, etc. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Number of shirts/items by size. (In the event additional quantities are needed beyond the ones listed on this form, the winning vendor shall be used. Prices may be adjusted depending on number of additional items requested) | Enter quantity for each size in the appropriate box- NOT ALL BRANDS ARE AVAILABLE ON ALL SIZES, so please verify the size needed is available | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | <table border="1"> <thead> <tr> <th>SIZE</th> <th>UNISEX</th> <th>ADULT MEN</th> <th>ADULT WOMEN</th> <th>YOUTH</th> </tr> </thead> <tbody> <tr> <td>XS</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>S</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>M</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>L</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>XL</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2X</td> <td></td> <td></td> <td></td> <td>N/A</td> </tr> <tr> <td>3X</td> <td></td> <td></td> <td></td> <td>N/A</td> </tr> <tr> <td>4X</td> <td></td> <td></td> <td></td> <td>N/A</td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | SIZE | UNISEX | ADULT MEN | ADULT WOMEN | YOUTH | XS | | | | | S | | | | | M | | | | | L | | | | | XL | | | | | 2X | | | | N/A | 3X | | | | N/A | 4X | | | | N/A | Total | | | | |
| SIZE | UNISEX | ADULT MEN | ADULT WOMEN | YOUTH | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 3X | | | | N/A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4X | | | | N/A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Screenprint/Embroidery Information. Specify front or back, number of colors in screen print or embroider. Provide photo and or rough sketch or specifications. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Attach PDF version of artwork to this form | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Is this order being paid with ASB funds? | <table border="1"> <tr> <td>YES _____</td> <td rowspan="2">If "yes" must have club approval and submit SchoolStream Form for ASB funding approvals</td> </tr> <tr> <td>NO _____</td> </tr> </table> | YES _____ | If "yes" must have club approval and submit SchoolStream Form for ASB funding approvals | NO _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| YES _____ | If "yes" must have club approval and submit SchoolStream Form for ASB funding approvals | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NO _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Additional Comments. If no comments, enter "none" | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Approvals: _____ Name of site administrator _____ Signature _____ Date _____

This form needs to be completely filled out and signed-approved by site administrator before being considered for posting by the Purchasing Department.

Scan your completed form and email it along with any attachments to Marcela Valdez, Purchasing Department marcelav@cvusd.us, Phone No. 760 848-1103, Fax No. 760 399-1458. Please allow enough time for processing as shown above.