

*DASD
Purchasing Newsletter
January 2021*

**CCIU New Website
% Off Catalog Bid**

- www.cciu.org
- Administrators & Educators
- Joint Purchasing Board
- Catalog/Store Discount Bids

Furniture

All furniture must be planned, approved and purchased through the Capital Furniture Budget.

PPE Supplies

All PPE Supplies should be requested by building custodians through the FMX System.

**Open PO Report by
Owner/Buyer**

- Emailed once a week in excel format.
- Easy reference to all Open PO info.

Quotations

- A formal quotation is required to be attached to ALL requisitions.
- Any requisition \$5,000 or more must have additional quotes or a word document explanation (saved as a PDF) in the V_OTHER_QUOTES drop down.

HURRY SPRING!!

DASD Purchasing Thresholds

As of Jan 1, 2021 the purchasing thresholds for the period January 1, 2021 through December 31, 2021 are as follows:

- Purchases from \$0 to \$5,000 do not require quotes or bids, but quotes are recommended to obtain the lowest price.
- Purchases between \$5,000.00 and \$21,300.00 require three quotes per DASD policy.
- Purchases of \$21,300.00 or more require formal bid or purchase from a vendor that is part of an approved purchasing consortium.

Surplus Process

- Any surplus item in any building of the district must follow the disposal process. A disposal formsite must be filled out and submitted. Any person in the district can fill out the formsite for disposal.
- ***The estimated age of the item is a required field for the Board.**
- Surplus will be reallocated to our buildings whenever possible.
- The link to the formsite can be found at the DASD home page under STAFF.
- Disposal Items no longer needed will be electronically approved, through the formsite, by the principal and applicable department. Board approval is required.
- Items posted for sale on the Public Surplus Website can be viewed through the surplus link on the home page of www.dasd.org.
- All items should be moved to the loading dock for pick up.

Next Year's Requisitions

- As in the past, requisitions for the 21-22 school year can be entered the end of January 2021. Be on the lookout for an email confirming the date that efinance can accept "Next Year's Requisitions".

RECEIVING OF PRODUCT REMINDER

- All products and services must be physically received on or before June 30, 2021 in order to be paid out of the 20-21 budget.

**E-Finance Step by Step Purchasing Procedures As Well as
The Purchasing Manual are Posted on the
DASD SharePoint Site:**

<http://portal.dasd.org/districtadministration/business/eFinancePurchasing/Forms/AllItems.aspx>

<p style="text-align: center;">ALL</p> <p>Purchases should be made through the Requisition-Purchase Order Process. Contact Purchasing if Assistance is needed.</p>	<h2 style="margin: 0;">Approved Vendor Websites</h2>
<p>Print Center The Cyber Academy has been added to the print center ordering system. (Agiloft)</p>	<ul style="list-style-type: none"> • Chester County Intermediate Unit-Percent Off Catalog/Store Discount Bid January 1, 2021 through December 31, 2021 http://www.cciu.org /Admin&Educators/Joint Purchasing/Catalog Store • PA Costars http://www.dgsweb.state.pa.us/COSTARSReg/WelcomePage • PA State Contract http://www.portal.state.pa.us/portal/server • PEPPUM http://www.peppm.org • Omnia Partners http://www.uscommunities.org • Keystone Purchasing Network (KPN) http://thekpn.org <p>The Best Way to Determine if a vendor is an “approved” vendor is to ask them or email Laurie Peiffer at lpeiffer@dasd.org E-Finance vendors are NOT all purchasing consortium vendors. Home Depot Quotes: prodesk_4137@homedepot.com Sales Reps: Office Depot-Kathleen.lare@officedepot.com; Kurtz-jboate@kurtzbros.com; School Specialty-Jacquelyne.berrier@schoolspecialty.com</p>
<h2 style="margin: 0;">FREQUENTLY ASKED QUESTIONS</h2>	

Can I find product and order from a vendor I locate on-line?

- Try to order from an approved vendor first whenever possible.
- Check to see whether or not the vendor accepts Purchase Orders.
- Determine if the value of the item(s) to be purchased is under the required threshold.

Can a new vendor be added to E-Finance?

- Try to order from an approved vendor first whenever possible.
- If the vendor accepts purchase orders and the value is under the required threshold, email the name, address, telephone, fax number and email address of the vendor to purchasing.

Can I order from a vendor that only accepts orders on-line with discounted pricing?

- Try to order from an approved vendor first whenever possible.
- Determine if the vendor will charge tax on the item you want to order. If they do, we are not able to order from this vendor on-line. We are not able to pay now and get a refund later.
- If there is no tax, contact purchasing to place order using the district p-card.

How do I add an attachment to a requisition?

- Requisition screen, click attachment. Browse to location of scanned attachment and double click.

How do I add teachers to on-line websites of Office Depot, School Specialty, Kurtz and Becker’s? What if teachers have forgotten their username and password?

- Email the names of teachers to be added or teachers that have lost their username and password to purchasing.
- **How can I tell if a Purchase Order has been paid?**
- Go to the purchase order screen and enter the PO number. Double click on the purchase order and view the bottom of the screen. It will note total balance and total paid to date. If the PO number does not appear on your Open PO report, it has been paid and closed