

COMING SOON!

We're inviting you to
Purchasing Training

Watch for an email with dates
and times.

Purchasing \$en\$e

FALL 2022

Who's New?

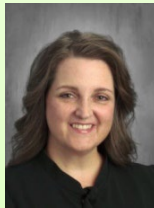
We have 3 new faces in Purchasing.

Please welcome:



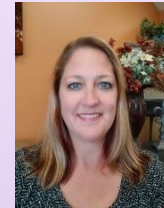
David Bundy
NIGP-CPP,
CPPB

David has been working in procurement for the last 5 years. He started with the State of Utah and has recently transitioned to Davis School District as a Senior Buyer. He took over for Dee Rice who retired in May 2021



Kelli Hall

Kelli joins DSD Purchasing as a Senior Buyer after working as a Buyer at Weber School District. Kelli also worked in Otolaryngology - Head & Neck Surgery at the University of Utah School of Medicine. She took over for Joan Tuttle who retired in June 2022



Angie Stephenson

Angie is a Purchasing Technician. She joined Purchasing in July 2021. Her responsibilities include PO Processing, Webmaster, and Front Office Duties

Q: Which came first: The Product or the PO?

A: The PO of course. Please remind faculty and staff they must obtain a Purchase Order before they order the product.

Do you want to know if an item is under contract? Click the link below to find out.

<https://www.davis.k12.ut.us/departments/purchasing/contractsapproved-vendor-list>

Reminder: When requesting a new vendor, you should include the following:

- ❖ W-9 Signed with complete mailing address
- ❖ Email address for electronic purchase orders
- ❖ Email address for remit notifications
- ❖ ACH Banking information for Direct Deposit

For questions about requesting a new vendor, email Sharma Johnson smjohnson@dsdmail.net

Have you ever wondered... What does purchasing bidding vs. location bidding mean when you push the order button in your requisition?

The Answer is... Location bidding means YOU are getting bids for your purchase. Purchasing bidding means WE are getting bids for your purchase.

Who loves Amazon = We all love Amazon! Just remember - 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.**

Bid Thresholds

Type of Bid	Amount	How Many Bids	By Whom**
None	\$0.00 - \$1,000.00	0	School/ Dept
Phone	\$1,000.01* - \$3,500.00	2	School/ Dept
Written	\$3,500.01 - \$25,000.00	2	School/ Dept
Written	\$25,000.01 - \$50,000.00	2	Purchasing
Formal	\$50,000.01 & UP	3	Purchasing

*If a single procurement item is \$1,000.00 or more, bids must be obtained

** Purchasing is happy to obtain bids for any \$ amount

Here's Some Tips to Help Us All...

Credit Card Reconciliation: Taking time to do the following up front helps the auditing process in the end

- Detailed comments regarding your purchase
- Make sure the receipt matches the charge
- Make sure your attached receipt shows the entire detailed purchase

Claim vs PO: How do we know?

- Claim = Small \$ reimbursement to parents/guardians
- PO = Vendor gets a PO; or use your Credit Card if transaction is within the Credit Card threshold

How do your line-item descriptions look on your requisition?

- Put as much detail in your descriptions as you can
- Pay attention to the Unit Type. Are you ordering each? Is your Unit Price in each?

Do you want your quote to be sent with the PO?

- Be sure in your attachment screen you check the box to include attachment with PO

WHEN IN DOUBT... GIVE PURCHASING A SHOUT! WE'LL DO OUR BEST TO HELP YOU FIGURE IT OUT.



The DSD Purchasing Dept., for the seventh year in a row, has been given the National Purchasing Institute's (NPI) 2022 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.

