

## CONTACTS

### Purchasing

**Britney Bertalotto, Senior Buyer: 238-1904**  
*Administration, Child/Family Services, Graphics*

**Elizabeth Gutierrez, Senior Buyer: 238-1929**  
*Educational Options, Instructional Support Services*

**Angie Cooper, Senior Buyer: 238-1906**  
*Business Services, Human Resources, Special Education, Technology/Learning Resources*

**Jennifer Sandoval, Purchasing Tech: 238-1925**  
*Gas & Merchant cards, Vendor Maintenance, Revolving Cash Fund, Assist Buyers*

**April Marin-Colon, Facilities & Purchasing Specialist: 238-1907**  
*Independent Contracts and all other Accounts Payable contracts that require a PO.*

### Shipping & Receiving

**Javier Salazar, Receiving/Warehouse Tech.: 238-6950**  
**Steven Yen, Receiving/Warehouse Tech.: 238-6950**

## OBJECT CODE QUICK REFERENCE

Textbooks—State Adopted .....	4100
Electronic Curriculum/Textbooks.....	4104
Other Books.....	4200
Electronic Reference Books.....	4204
All Supplies & Equip Under \$500 .....	4300
Equip from \$500-\$4,999 ( <b>per item</b> )...	4400
Equip over \$5,000 ( <b>per item</b> ).....	6400
Food for Meetings .....	4350
Food-Setup, Service, Cleanup .....	5850
Travel, Mileage, In Person Conference	
Registration.....	5200
Dues & Memberships.....	5300
Utilities, Pest Control, Laundry .....	5500
Repairs, Maint. of Site, Labor .....	5600
Maintenance Agreements .....	5608
Rentals/Leases (Bldg/Equip).....	5670
Professional/Consulting Services, Tickets,	
Fees, Janitorial, Landscaping Services,	
Virtual Conference Registration .....	5800
General Software Licenses .....	5804
Communications, Phone Services,	
Postage, Fed Ex.....	5900
Building Improvements over \$5,000...	6200

**SCOE IS NOT RESPONSIBLE FOR  
PURCHASES MADE WITHOUT  
AUTHORIZATION.**

**ALL PURCHASES MUST BE  
AUTHORIZED IN ADVANCE AND  
REQUIRE A PURCHASE ORDER.**



# INTERNAL BUSINESS SERVICES

## Purchasing



## CUSTOMER SERVICE GUIDE

### Business Services Purchasing

January 2024

## Guidelines

### Types of Purchases

#### **Bids:**

Purchase of materials, supplies, and non-construction services (including professional services & consultants) exceeding \$50,000 or construction work to be done exceeding \$114,500 must be formally bid. Informal and formal bids requires a minimum of 60 days. Please contact your buyer for assistance.

#### **Quotes:**

Contact your buyer if you are planning an expenditure exceeding \$5,000. **SCOE policy requires 3 quotes.** Please contact your buyer for assistance.

#### **Labor Contracts:**

When the total cost of a project that includes labor exceeds \$15,000, a **Field Contract** is required. Vendors are not allowed on a project site until a **Field Contract** is completed. Contact Sara Venicombe (209) 238-1923 for assistance.

#### **Independent Contractors:**

An independent contractor is defined as an individual who is not an employee of a business or government entity but receives compensation or executes a contract for services performed for that business or government entity either in or outside of California. The packet is available online on the Business Forms web page.

#### **Direct Deliveries:**

In some instances (e.g. Office Depot, Staples, Warden's Office) deliveries are made directly to the site and do not pass through Shipping/Receiving. When the delivery has been completed please sign & date the packing slip and send it to Accounts Payable. The vendor cannot be paid unless this procedure is completed.

#### **Return of Merchandise:**

Returns must be accompanied by a Return Merchandise Form. The form is available online on the Business Forms web page. Shipping/Receiving provides "return" service for merchandise that has been received through Shipping/Receiving only. **Direct Delivery returns are the responsibility of the department.**

#### **SCOE Vehicles:**

When using SCOE vehicles keep in mind the gas cards are also equipped to be used for emergency roadside services (number is on the back).

## Purchasing Helpful Hints

### **Staples/Office Depot (office supplies)**

Provides a discount of approximately 40 percent and may be ordered online with next day delivery. Direct Delivery is optional.

### **Health Supplies**

Health supplies are bid annually. Please contact your buyer for assistance and pricing.

### **Computers/Printers**

**Complete the Technology Quote Request located at <https://lfformssvr.stancoe.org/Forms/technology-quote-request>. All new technology equipment purchases require this form prior to your submission to purchasing.**

### **Copiers**

Order copiers from approved vendors listed on website <https://helpdesk.stancoe.org/staff/kb/articles/80-approved-vendors-for-copy-machines> Only.

### **Surge Protectors**

Surge protectors are listed on the Approved Equipment List page on the Technology Services Website <https://helpdesk.stancoe.org/staff/kb/articles/82-approved-surge-protectors>

### **Gift Cards**

Gift cards must be purchased through the SCOE RaiseRight page. Cards are limited to vendors & amounts available at time of order.

### **Registrations**

Conference/Event registration for offsite, in person events use object 5200 and submit a Travel Authorization form. If a PO is needed to secure registration contact the travel dept. in Business Services. For virtual conference/event registrations use object 5800 and process a PO, no Travel Authorization is needed.

### **Contracts**

Please forward contracts requiring Tami Thomason and/or Julie Betschart's signature to April Marin-Colon via the Contracts In folder in Laserfiche. If you have any questions regarding this process, please contact April at (209) 238-1907.

## PRIORITY VENDORS

Amazon: Miscellaneous (**not able to find at any of our priority vendors, work with your buyer first**)

Art Supplies/Toys: School Specialty, Discount School Supply, Lakeshore, Kaplan Early Learning Co.

Books: Books-A-Million, Bulk Bookstore (25+), Brookes Publishing, Barnes & Noble

Classroom Furniture/Seating: School Specialty, School Outfitters, Lakeshore, Community Playthings

Computers: Sterling Computers

Copiers: Mo-Cal and Lucas

Copying and Finishing (flyers, business cards, letter-head, brochures, programs, reports, etc.): SCOE Graphics

Gift Cards: RaiseRight

Graphic design work: SCOE Graphics

Groceries: Save Mart, Smart & Final (standing PO's)

Health Supplies/PPE: Current Bid Winner, Young Specialties, School Health, School Nurse Supply

Large format printing (posters): SCOE Graphics

Office Supplies: Office Depot and Staples

Paper (copy paper, colored paper, card stock, NCR, Crack & Peel, Envelopes): SCOE Graphics via Digital Storefront

Printers: Sterling Computers

Restaurants/Catering: Panera, Piccadilly, La Morenita, Blodgett Catering, Greens Market, O'Brien's Market, Sandwich Shop