

CONTACTS

Purchasing

Jennifer Sandoval, 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

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 (per item)...	4400
Equip over \$5,000 (per item).....	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

July 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