RICHLAND ONE
PROCUREMENT SERVICES

TRAINING AND UPDATES

Procurement Services

August 6, 2025

Current Procurement Staff

- Procurement Services
  - Carolyn (Leigh) Hodges, Interim Director of Procurement, Warehouse, and Printing Services and Construction Contracts Manager
  - Timika Beaver, Procurement Manager
  - Stephanie Conrad, Procurement Specialist
  - Peyton Flewelling, Procurement Specialist & P-Card Administrator
  - Caroline Connare, Administrative Assistant
- Warehouse
  - Brian Albert, Interim Warehouse Manager
- Printing Services
  - Paul Turner, Printing Services Manager

Reminders

- **Never order, start production, or receive goods/services without a purchase order** – this is unauthorized and requires ratification.
- **Do not sign vendor documents** (contracts, agreements, etc.).
- **Buyers are final approvers** – requisitions move to our queue only *after* all prior approvals. Check where it's held up before contacting your buyer (instructions later).
- **Procurement doesn't pay invoices** – Accounts Payable handles payment to maintain separation of duties.
- **Purchase order terms and conditions** are posted on the Procurement Services website.

Reminders

What Procurement *Does* Do

- Review and approve requisitions for accordance with Procurement Code, State Guidelines, and Federal Law
- Process Change Orders
- Process Ratifications
- Enter and manage the MUNIS Vendor System
- P-Card Administration (training, monitoring, monthly statement accounting, etc.)

What Procurement *Doesn't* Do

- Process or pay invoices
  - Accounts Payable processes invoices to maintain separation of duties
- Assist with technical MUNIS issues
  - IT handles this, please submit a One-to-One Plus ticket
- Provide guidance on budget questions
  - Budget Services can assist with any questions about which budget code, including which object code within the budget code, you should use

A Review of the Thresholds

- Purchases **under $5,000** (aka “small dollar” purchases)
  - No “competition” required, i.e. you don’t have to solicit multiple quotes
  - Must have an attached VALID quote (more on valid quotes later)
- Purchases **between $5,000.01 to $25,000.00**
  - Must obtain three written quotes *OR* utilize a valid contract (district, state, co-operative, etc.)
  - All three quotes or the contract should be attached to the requisition
- Purchases **over $25,000.01**+
  - Require a valid contract (district, state, co-operative, etc.) otherwise, a competitive solicitation must be done



Note:
Never split purchases to bypass limits

Example: A table and chairs total $6,000 (over the $5,000 limit). Submitting two $3,000 requisitions is considered splitting and violates Procurement Code.

Start the right way: Quotes Part 1

What we are looking for in a quote:



- Shows vendor name clearly
  - Vendor name on the quote matches the vendor name in MUNIS
- Quote is on a quote form or letterhead
  - Not an email
  - Not a shopping cart (unless from ODP Business Solutions or Staples)
  - Preferably from the customer service representative for R1
- Quote should be dated and include an expiration date (if applicable)
  - If expiration date is past, or if it's 30 days past the date the quote was requested (standard expiration), we will reject the requisition.
  - Quote clearly describes what is being purchased, a time frame for delivery, and delivery details

Start the right way: Quotes Part 2

Contracts & Quotes

- If using a contract, ensure the quote lists the contract number.
- *Note: A vendor having a contract ≠ the items you want to order being on that contract.*

Shipping and Handling

- Always add this as a line item, even if it's $0.

Taxes

- *Always include a tax line!* The district is not tax exempt. We pay tax on everything except tax-exempt items (textbooks, library books, PD Services, etc.) Contact your buyer if the vendor requests a tax-exempt form.
- Quotes may omit taxes- sometimes vendors charge them later, sometimes they don't charge them at all. We still owe taxes either way.
- Calculate tax at 8% of the total charges BEFORE SHIPPING AND HANDLING.

A clear and detailed quote + a clear and detailed requisition = a clear and detailed purchase order → less change orders and ratifications!

General Guidelines for Requisitions

Before You Buy

- Contact your buyer BEFORE an issue arises
- Quotes must be official (no carts, emails, or invoices- except auto-renewals for things like membership)
- Double check the vendor before you release the requisition. Once a PO is issued, the vendor cannot be changed.



IMPORTANT: MUNIS automatically emails the PO to the vendor, not your quote. This is why it's so important to reference the quote number on the PO and to enter line items correctly.

General Notes Section

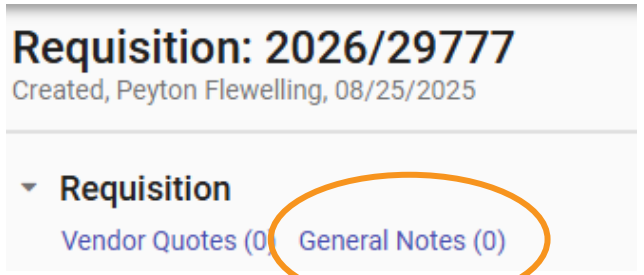
The notes section of a requisition is a great place to store relevant information about the requisition and purchase order! Some of that information should be printed on the PO. Some of it should not. Because purchase orders are ***contracts***, we only want things the vendor needs to know to be printed on the PO.

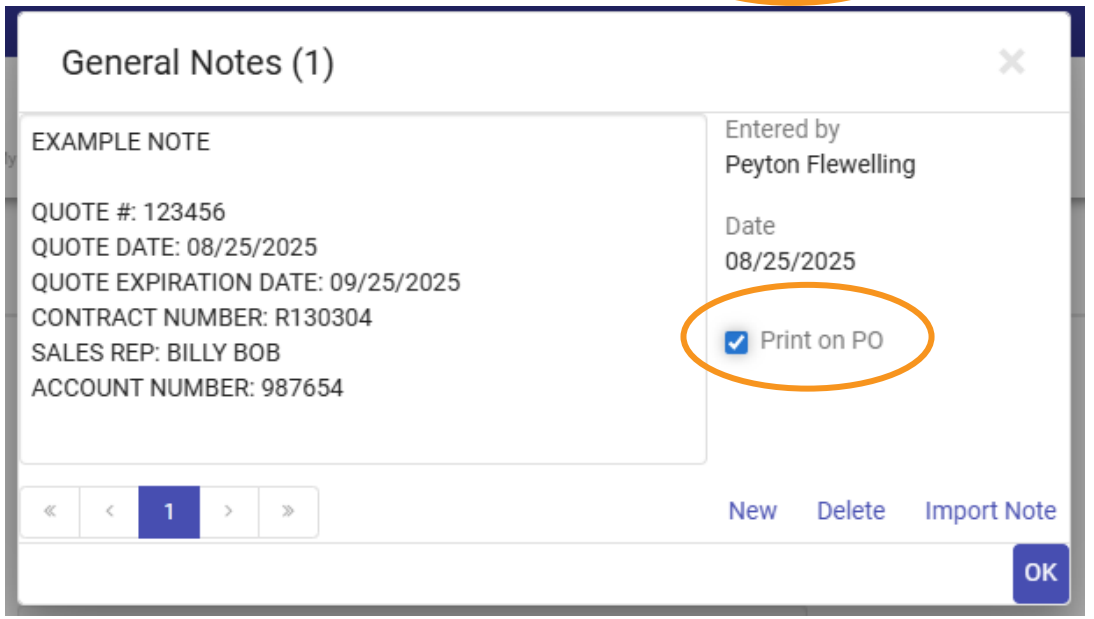
Print to PO

- Quote number
- Quote date
- Quote expiration date
- Contract number
- Sales Rep name
- Account Number
- Any other relevant information listed on the quote that the vendor would potentially need to reference

Don't Print to PO

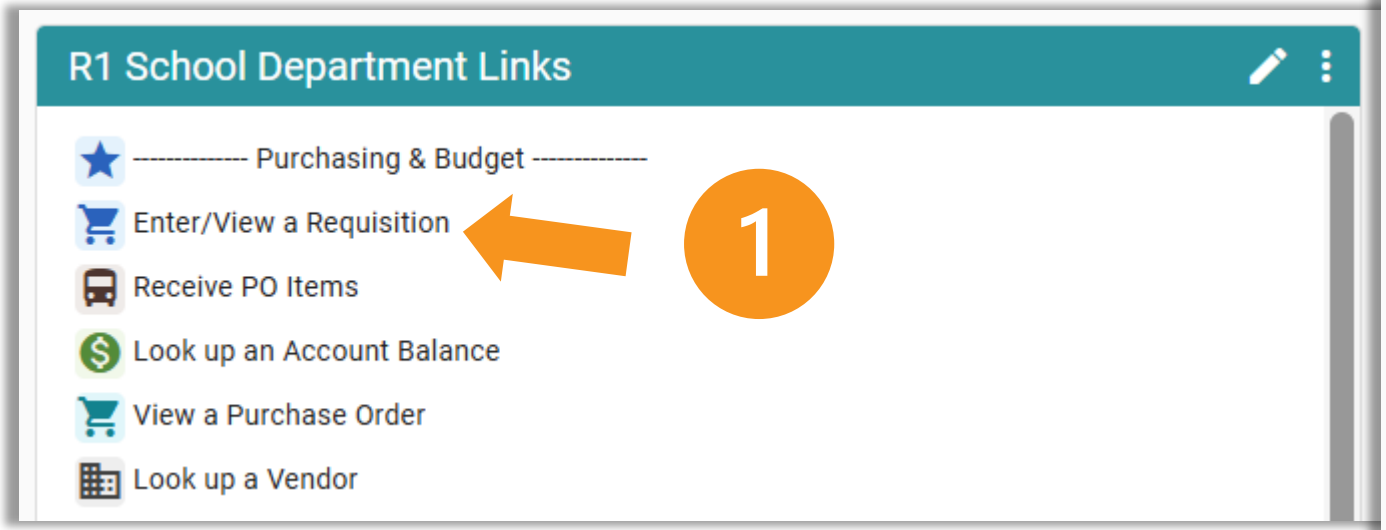
- Information for your buyer to know.
- Teacher's names. You can put information in the notes section to help track orders, but please do not have it print on the PO.

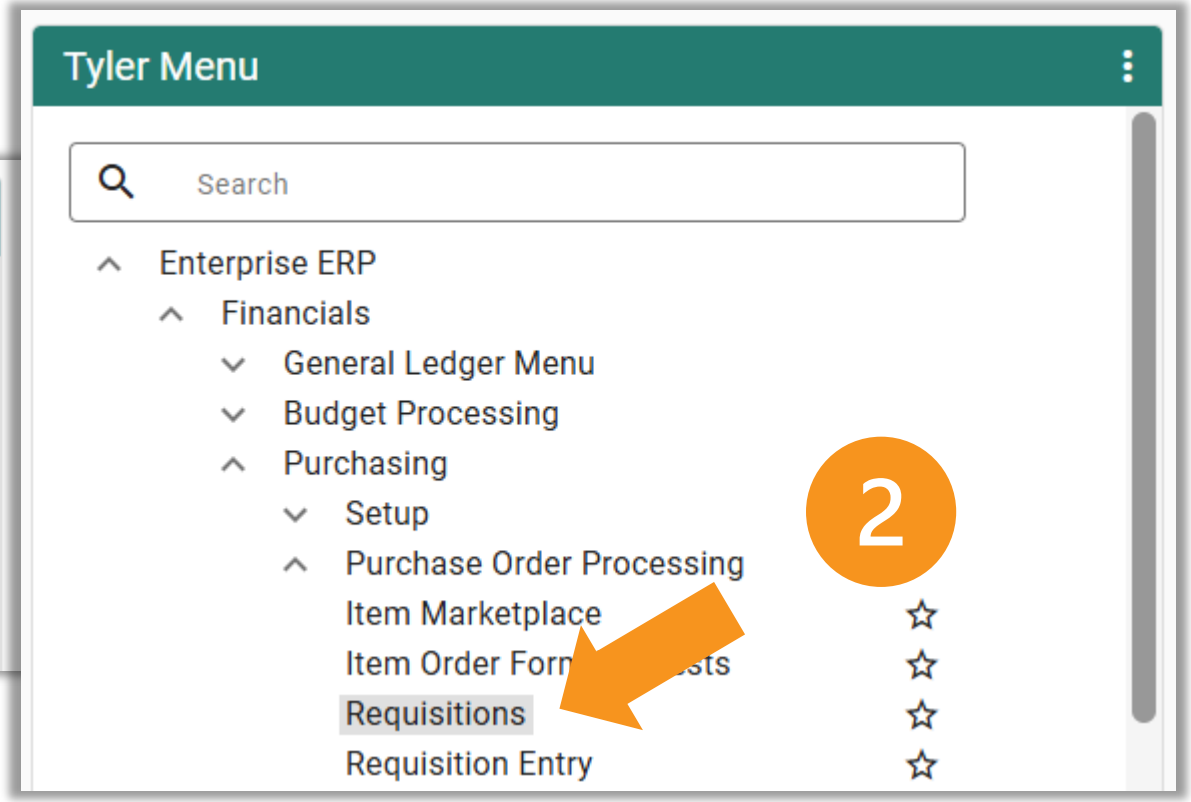




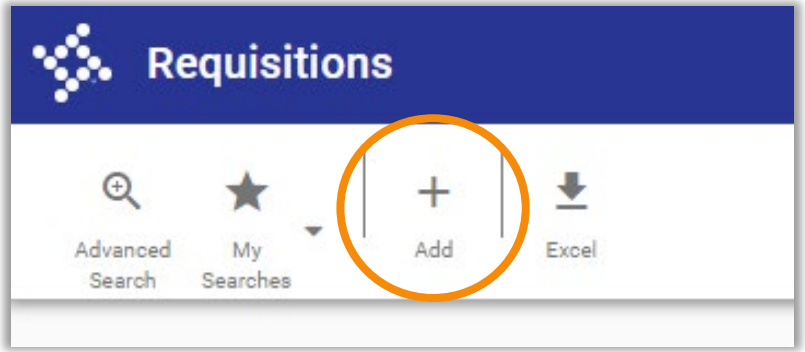
A Brief MUNIS Overview: How to Enter a New Requisition

There are two ways to enter a new requisition...

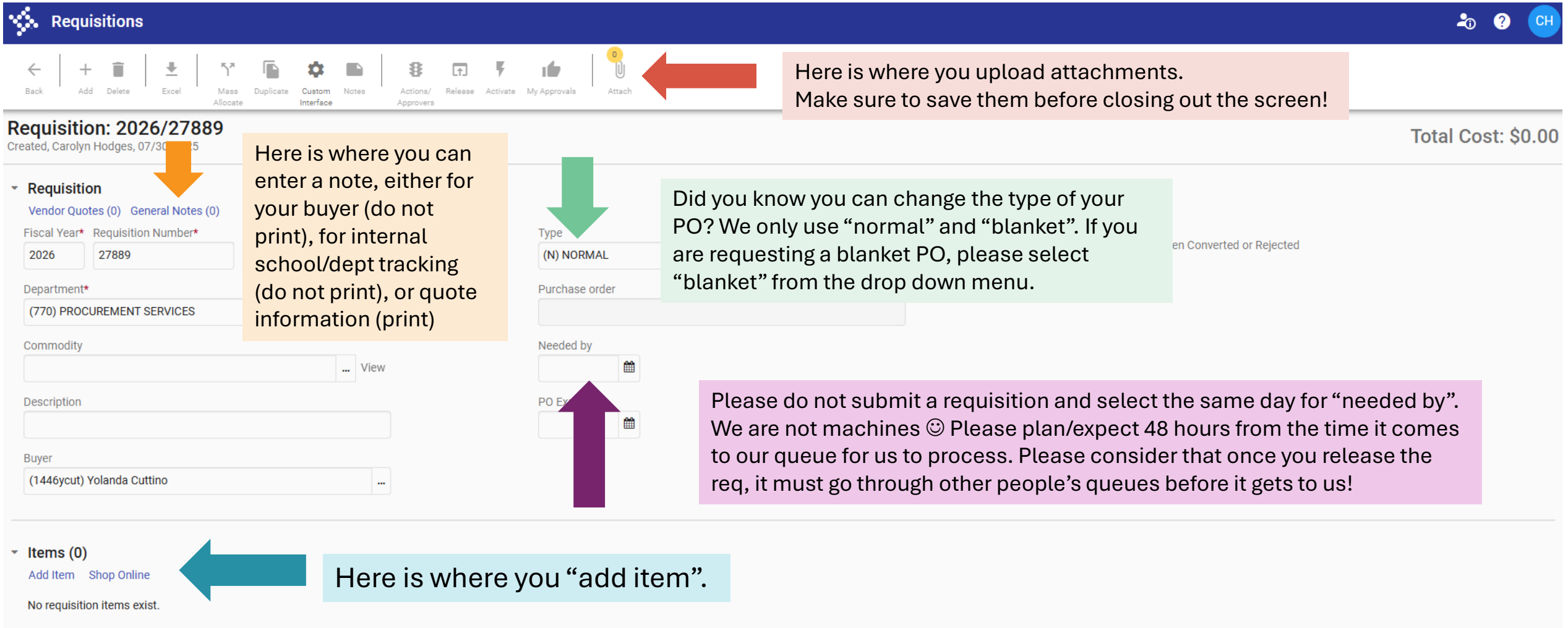




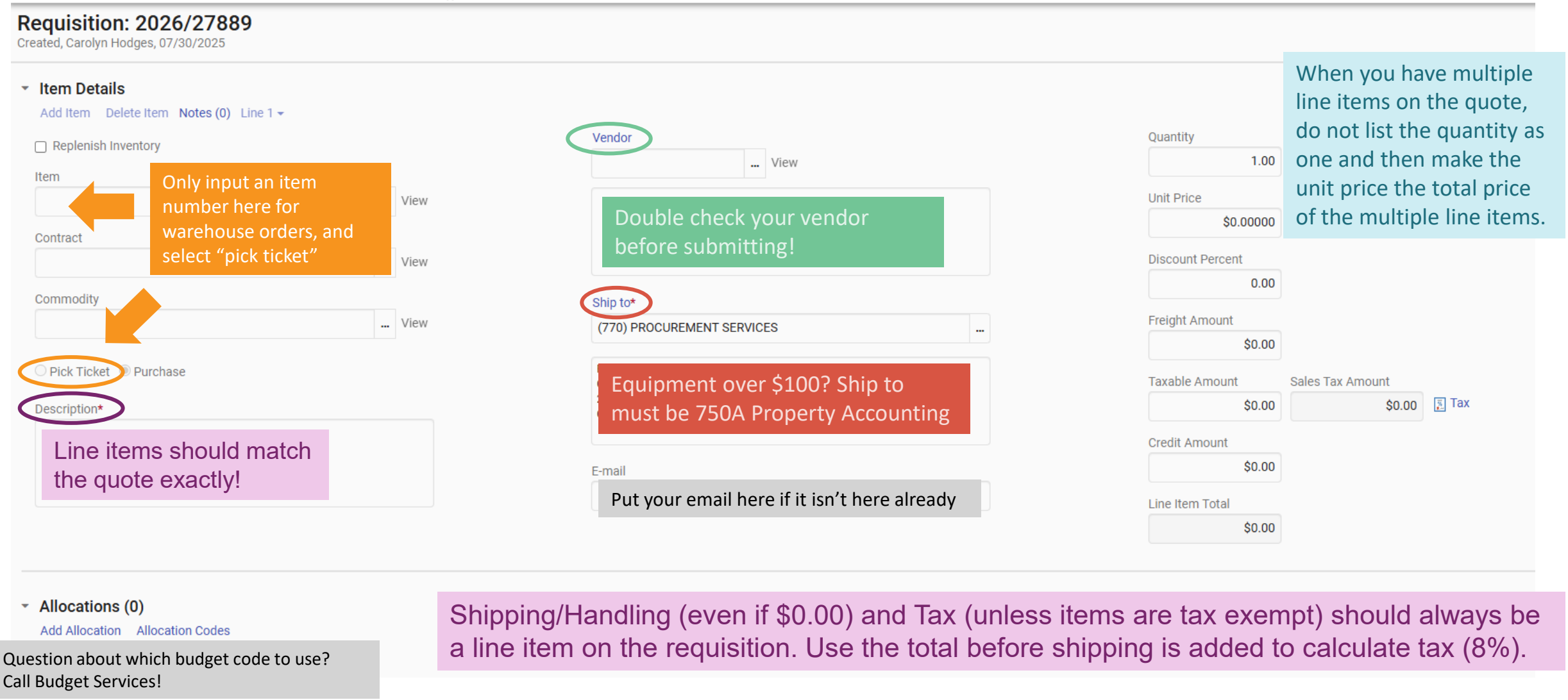
But they both bring you here!



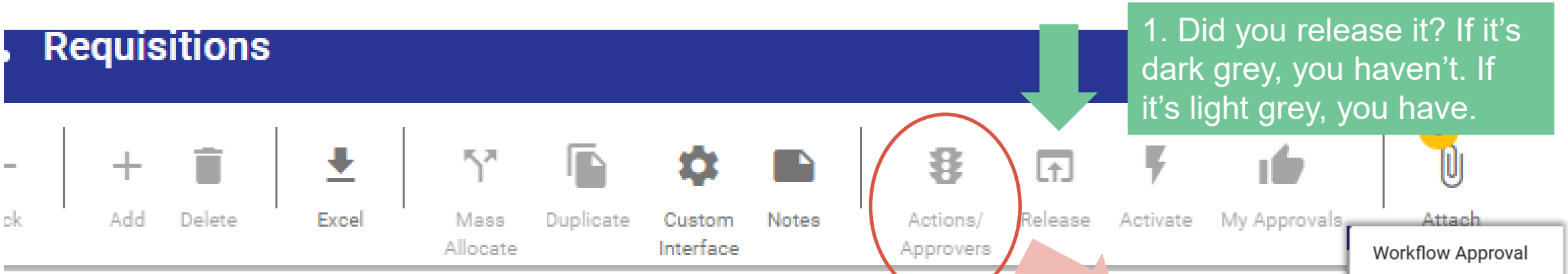
A Brief MUNIS Overview: How to Enter a New Requisition



A Brief MUNIS Overview: How to Enter a New Requisition

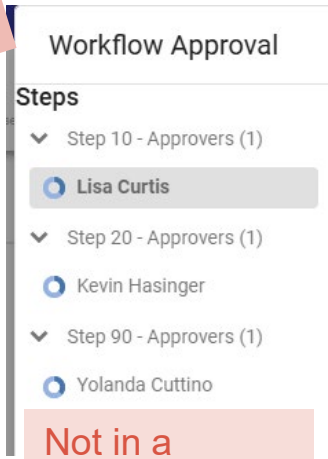


A Brief MUNIS Overview: How to Enter a New Requisition

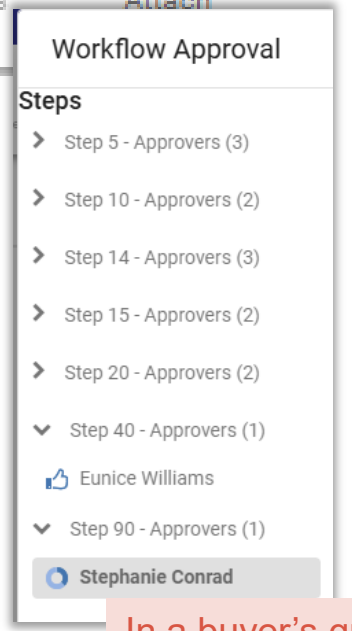


1. Did you release it? If it's dark grey, you haven't. If it's light grey, you have.

2. Click the stoplight to check the workflow.
The requisition is in whoever's queue has the blue circle. More often than not, there are multiple approvers that all must approve **before** the requisition comes to the buyer.
When fully staffed, standard turn around time is 48 hours. If you are waiting on a requisition, please check to see if the requisition is in the buyer's queue and check how long it's been in their queue before reaching out about a status update.



Not in a buyer's queue



In a buyer's queue

A Brief MUNIS Overview: Line Items

Budget / Object Codes for line items:

- Questions about these are best addressed by Budget Services: Bobbi Jean Flowers, Natasha Kelly or LaShannon Wilson
- We may reject if we clearly see it's wrong (if you have office supplies and it's a shirt)
- INK = TECHNOLOGY SOFTWARE SUPPLY OBJECT CODE

Times when line item descriptions are especially important:

- Certain vendors, like ODP, require one item number per line item
- Any equipment that must be tagged should have a very detailed line item

Exceptions to listing line items:

- Orders that are over 20 lines long- but you must make sure the quote cart reference number is on the PO

A Brief MUNIS Overview: Miscellaneous

Why can't I just copy the requisition that I did last time?

- Duplicating a requisition leaves ample opportunity for errors to occur

Oops – I need to change the vendor or "ship to" address!

- You will need to update every single line item, otherwise it will split the purchase order in two.

There are multiple vendors with the same name in Munis. Which vendor is correct?

- Check the quote – does the name and address match what's in MUNIS? If not, we probably need an updated W-9 and vendor application from the vendor before proceeding. More about vendors later!

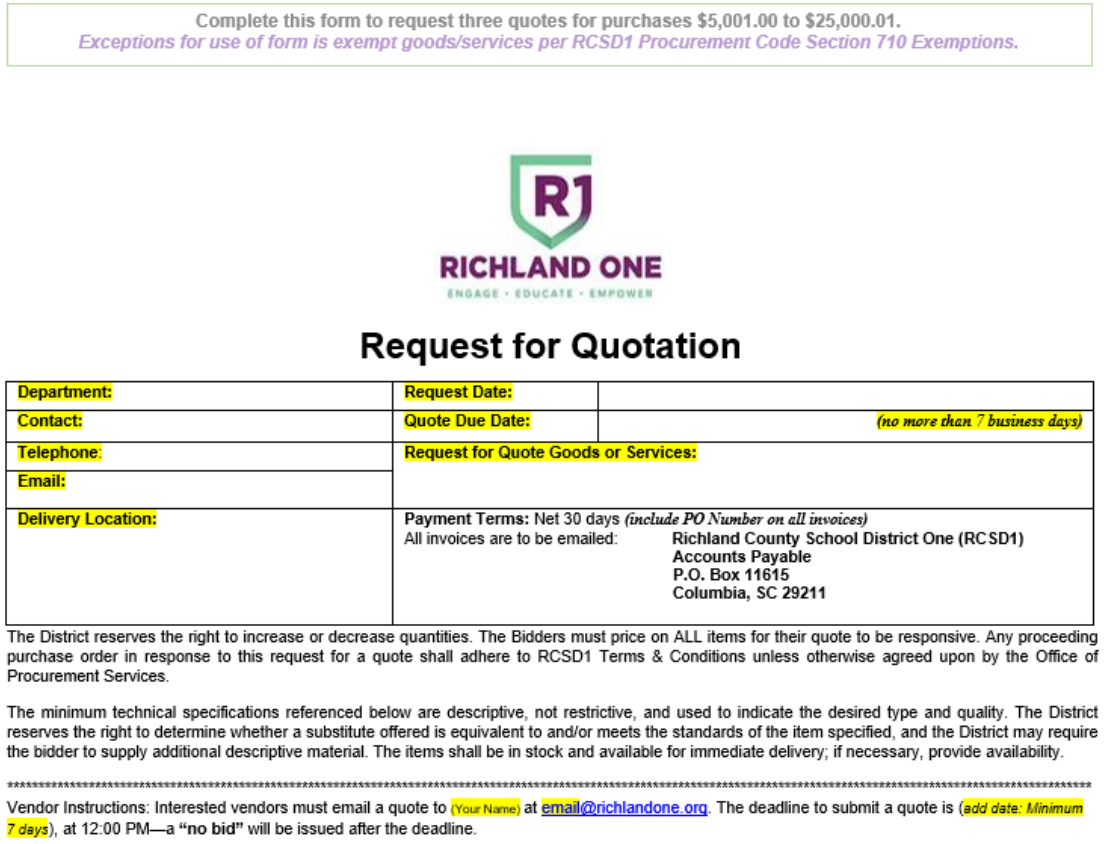
A Brief MUNIS Overview: Attachments to Requisitions

- Requisitions for software must have an approved DRAPE form from this current year
- Requisitions for meals must have a signed meal form
  - PER PERSON MEAL COST IS THE TOTAL INCLUDING ALL FEES AND TAXES
- Requisitions for professional development must have an approved PLA (Professional Learning Approval) form and an agenda
- Requisitions for travel (flights, registration fees) must have an approved RTA (Request to Travel)

Quotes

How to request quotes:

- Preferred: use the form on website
- Make sure to choose more than three vendors to ensure you get at least three responses (you can blind copy them all on the same email)
- Important: You must ask for same thing from all three vendors to ensure the quotes are bona fide.



Complete this form to request three quotes for purchases $5,001.00 to $25,000.01.
Exceptions for use of form is exempt goods/services per RCSD1 Procurement Code Section 710 Exemptions.

RICHLAND ONE
ENGAGE • EDUCATE • EMPOWER

Request for Quotation

Department:	**Request Date:**	
Contact:	**Quote Due Date:**	*(no more than 7 business days)*
Telephone:	**Request for Quote Goods or Services:**	
Email:		
Delivery Location:	**Payment Terms:** Net 30 days *(include PO Number on all invoices)* All invoices are to be emailed: **Richland County School District One (RCSD1)** **Accounts Payable** **P.O. Box 11615** **Columbia, SC 29211**	

The District reserves the right to increase or decrease quantities. The Bidders must price on ALL items for their quote to be responsive. Any proceeding purchase order in response to this request for a quote shall adhere to RCSD1 Terms & Conditions unless otherwise agreed upon by the Office of Procurement Services.

The minimum technical specifications referenced below are descriptive, not restrictive, and used to indicate the desired type and quality. The District reserves the right to determine whether a substitute offered is equivalent to and/or meets the standards of the item specified, and the District may require the bidder to supply additional descriptive material. The items shall be in stock and available for immediate delivery; if necessary, provide availability.

****

Vendor Instructions: Interested vendors must email a quote to (Your Name) at email@richlandone.org. The deadline to submit a quote is (*add date: Minimum 7 days*), at 12:00 PM—a **"no bid"** will be issued after the deadline.

Quotes with Contracts

If the vendor you're working with submits their own contract/MOA with their quote, here's what to do:

1. Purchase orders are contracts. They come with their own terms and conditions (available on Procurement's webpage). Ask if they will accept our PO as contract in lieu of the district signing off on their contract/MOA.
2. If they will, great! We can move forward normally.
3. If they won't, one of the two authorized signatories in the district must sign off on the document before services begin.
    - Only the Director of Procurement and the Superintendent have the authority to sign off. DO NOT SIGN ANY CONTRACTS, AGREEMENTS, OR TERMS AND CONDITIONS ON BEHALF OF THE DISTRICT.
4. Submit the document with your requisition.
    - If Procurement can sign off on it, we will, and the requisition can move forward.
    - If there are clauses in the document that Procurement doesn't have the authority to sign off on, we will ask you to submit it to for legal review through SoftDocs. Sometimes legal will need to red line certain parts of the terms and conditions that the district cannot legally agree to. Once that's done, it will be approved by the Superintendent and then the vendor will have to agree to whatever may have been red lined. If they do, we can move forward with the PO. If they don't, it's time to find a new vendor.

Purchase Orders

- Once a requisition is approved, a purchase order is generated. MUNIS automatically sends an email to the vendor's email listed on their profile with the purchase order. The email comes from the buyer's email address, but technically, MUNIS sends the email, not your buyer.
- Remember: quotes are not sent with the purchase order.
- If the vendor's profile is not up to date with their current email, the vendor may not get the purchase order. There is a delicate balance the end user must strike between ensuring the vendor gets the PO, and ensuring the vendor doesn't duplicate the order. Try reaching out to the company rep or your contact to ensure they received the PO from your buyer.



Richland County School District One

RICHLAND ONE

PROCUREMENT SERVICES
201 PARK STREET
COLUMBIA, SC 29201

PURCHASE ORDER

FISCAL YEAR 2026 PAGE: 1 of 2

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

PURCHASE ORDER # 20261017

DELIVERY MUST BE MADE WITHIN DOORS OF SPECIFIED DESTINATION.

FOR INVOICE INQUIRIES CALL: (803) 231-7515.
FAX TO AP: (803) 231-7545

BILL TO
750B
RICHLAND COUNTY SCH DIST ONE
ACCOUNTS PAYABLE
P.O. BOX 11615
COLUMBIA, SC 29211

VENDOR
COAST TO COAST COMPUTER PRODUCTS INC.
COAST TO COAST COMPUTER PRODUCTS
4277 VALLEY FAIR STREET
SIMI VALLEY, CA 93063

SHIP TO
396
FOREST HEIGHTS ELEMENTARY
2500 BLUE RIDGE TERRACE
COLUMBIA, SC 29203
EMAIL: COURTNEY.FULTON@RICHLANDONE.ORG

VENDOR PHONE NUMBER	VENDOR FAX NUMBER	REQUISITION NUMBER	DELIVERY REFERENCE
(800) 223-8890	866-977-8596	27896	

DATE ORDERED	VENDOR NUMBER	DATE REQUIRED	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION
07/31/2025	45833			FOREST HEIGHTS ELEMENTARY

NOTES

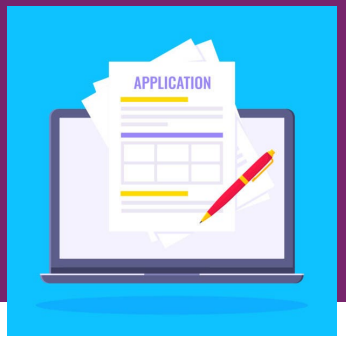
BY ACCEPTANCE OF THIS PURCHASE ORDER, THE DISTRICT SHALL NOT BE RESPONSIBLE FOR ANY ADDITIONAL COST UNLESS PRE-APPROVED; PRICE IS CONSIDERED FAIR AND REASONABLE

THE PURCHASE ORDER NUMBER MUST BE REFERENCED ON ALL INVOICES

QUOTE# 629959
QUOTE DATE 7/24/2025
QUOTE BY PAUL NOLFO
SHIPPING FREE PER PAUL NOLFO'S QUOTE

ITEM #	DESCRIPTION / PART #	QTY	UOM	UNIT PRICE	EXTENDED PRICE
1	COAST TO COAST COMPUTER PRODUCTS...INK PART # CE410A HP LASERJET M451NW 305A BLACK TONER (YIELD 2200 PAGES) GL Account: 39601775 - 445000 - 00001 $69.99	1.0	EACH	$69.99	$69.99
2	OEM PART# CE411A HP LASERJET M451NW 305A CYAN TONER (YIELD: 2600 PAGES) GL Account: 39601775 - 445000 - 00001 $79.99	1.0	EACH	$79.99	$79.99
3	OEM PART# CE412A HP LASERJET M451NW 305A YELLOW TONER (YIELD:2600 PAGES) GL Account: 39601775 - 445000 - 00001 $79.99	1.0	EACH	$79.99	$79.99
4	OEM PART# CE413A HP LASERJET M451NW 305A MAGENTA TONER (YIELD:2600 PAGES) GL Account: 39601775 - 445000 - 00001 $79.99	1.0	EACH	$79.99	$79.99

Vendors

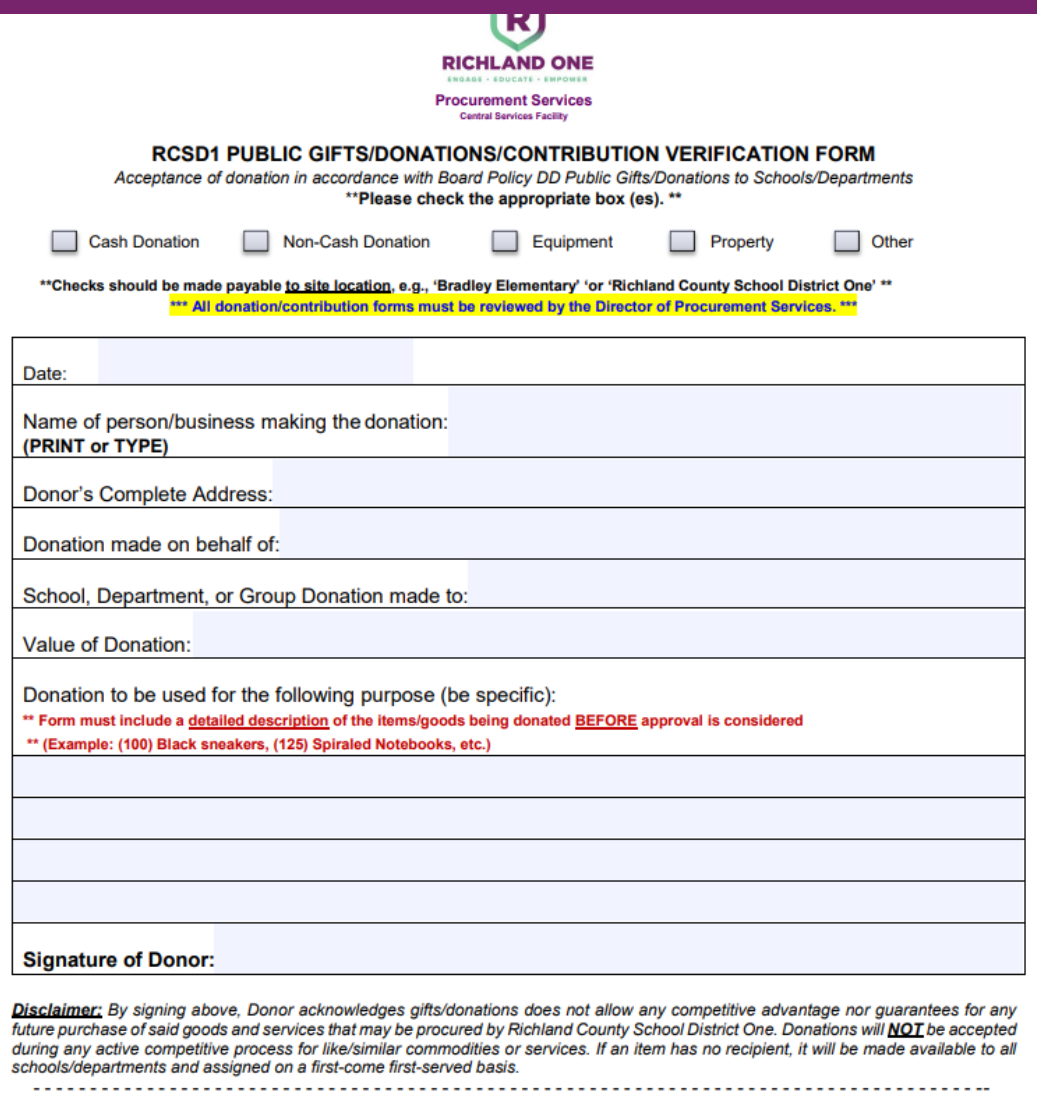


- Before requesting a vendor be added, please check for existing district vendors who provide this good/service
- Vendor applications must:
    - Come from a sponsoring school or department
    - Have a specified good or service provided
    - Have a W-9 that is live signed and less than six months old
- Procurement may require additional information from certain vendors such as liability insurance, business or food handling licenses, certifications, etc.
- Employees must be separated for 366 days to become a vendor
- Per board policy, no vendor should be related to District employees
- Make sure they are an established and responsible firm- please use good judgement and make ethical choices when choosing a vendor

Send applications to: Procurement@richlandone.org

Donations

- Form is on the website and should be used any time someone donates anything to the school (from a box of donuts to a tv to a check)
- Please be detailed in the description section. (supplies vs. instructional supplies such as pencils, erasers, scissors, and pens to be distributed evenly amongst all 1st grade teachers at Brennen Elementary School)
- Have the donator sign! If they refuse, just make note of that.
- Send to: Procurement@richlandone.org



RICHLAND ONE
ENGAGE · EDUCATE · EMPOWER
Procurement Services
Central Services Facility

RCSD1 PUBLIC GIFTS/DONATIONS/CONTRIBUTION VERIFICATION FORM

Acceptance of donation in accordance with Board Policy DD Public Gifts/Donations to Schools/Departments

****Please check the appropriate box (es). ****

☐ Cash Donation ☐ Non-Cash Donation ☐ Equipment ☐ Property ☐ Other

****Checks should be made payable to site location, e.g., 'Bradley Elementary' 'or 'Richland County School District One' ****

***** All donation/contribution forms must be reviewed by the Director of Procurement Services. *****

Date:
Name of person/business making the donation: **(PRINT or TYPE)**
Donor's Complete Address:
Donation made on behalf of:
School, Department, or Group Donation made to:
Value of Donation:
Donation to be used for the following purpose (be specific): ** Form must include a detailed description of the items/goods being donated BEFORE approval is considered ** (Example: (100) Black sneakers, (125) Spiraled Notebooks, etc.)
Signature of Donor:

Disclaimer: *By signing above, Donor acknowledges gifts/donations does not allow any competitive advantage nor guarantees for any future purchase of said goods and services that may be procured by Richland County School District One. Donations will **NOT** be accepted during any active competitive process for like/similar commodities or services. If an item has no recipient, it will be made available to all schools/departments and assigned on a first-come first-served basis.*

Ratifications

Ratification: An agreement, a commitment, or an order for goods or services, or changes to existing contracts by any person who does not have express written procurement authority to bind the District.

Ratification Requirements:

1. Letter to Director of Procurement Services
2. Expenditure Request
3. Corresponding Invoices
4. Approval by Procurement Director

Who has authority to bind the district? Only TWO people:

1. **Director of Procurement**
2. **Superintendent**

Note:

1. ***Excessive ratifications may result in disciplinary action, loss of purchasing rights, or reimbursement to the District.***
2. ***Ratifications delay payments to vendors and can result in the district being placed on a "hold" for other orders.***
3. ***NEW: Quarterly reports of ratifications will be sent to Exec Directors.***

Send to Procurement@richlandone.org- not your buyer!

Change Orders

Change Order: A written modification or amendment to an **EXISTING** contract (Remember: POs are contracts!)

Important:

- If you are adding items, you need a new PO! You cannot use a change order to add line items to your order or to increase the quantity of what you're ordering.
- If you know the invoice is going to be more than your purchase order, complete the change order *before* you get the items, not after.
- AP can close out a PO with the last invoice for the PO if you do it through PO receiving. If it's not done then, Procurement will need a change order to close it out.
- If you have to do a change order to close out a PO, please wait until the invoices have been paid *before* you submit it.
- Purchase Orders are not automatically reprinted after change orders are completed. If a vendor requests a new PO before proceeding, contact your buyer.

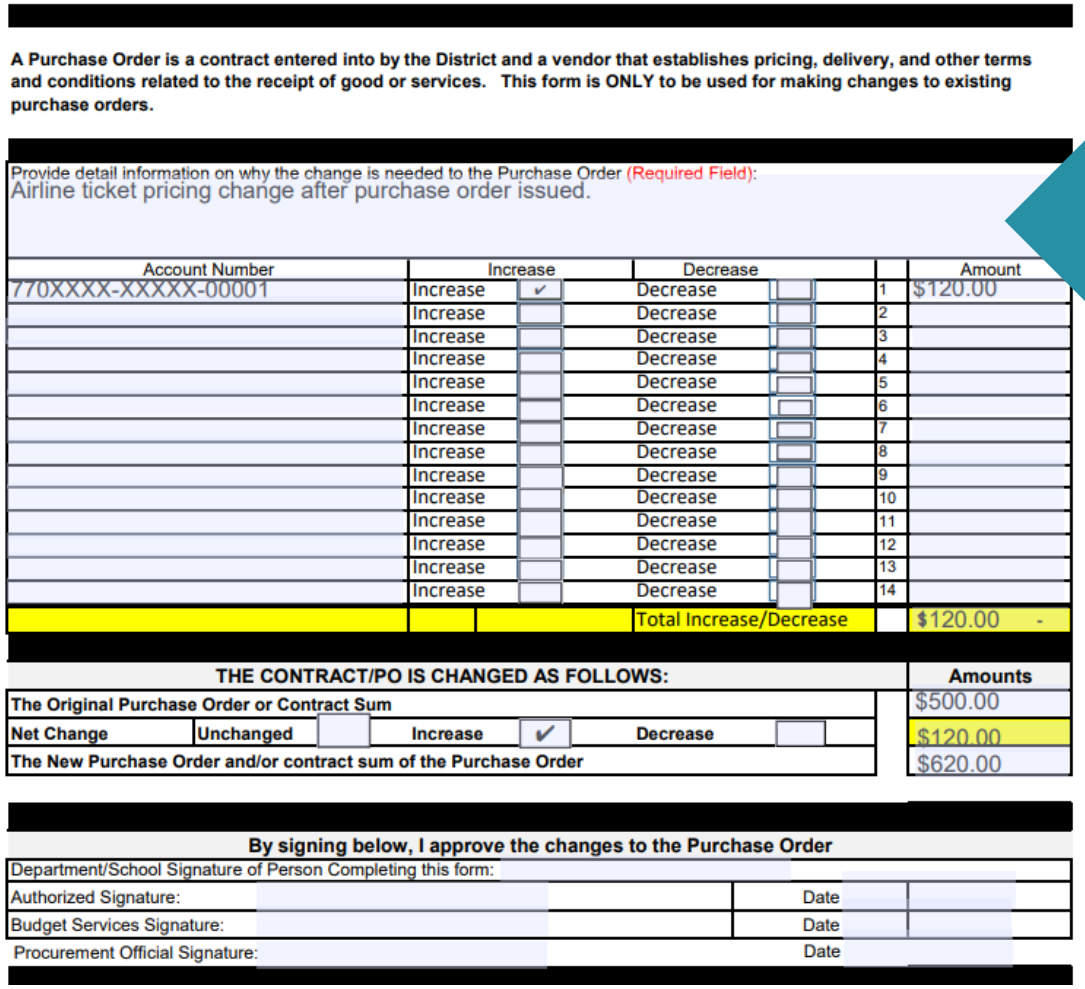
Change Orders

Naming Sequence
PO Number/Vendor/Dept Code
“2223XXXX.DellComputers.770”

Budget must approve BEFORE Procurement can approve it and make the changes. Send these to R1Budget@richlandone.org. Budget will send to Procurement.

Note: Differences of Invoices +/- $300.00 do not require a written change order; approve and send to AP through PO Receiving.

Change Orders



A Purchase Order is a contract entered into by the District and a vendor that establishes pricing, delivery, and other terms and conditions related to the receipt of good or services. This form is ONLY to be used for making changes to existing purchase orders.

Provide detail information on why the change is needed to the Purchase Order (Required Field):
Airline ticket pricing change after purchase order issued.

Account Number	Increase		Decrease			Amount
770XXXX-XXXXX-00001	Increase	✔	Decrease		1	$120.00
	Increase		Decrease		2	
	Increase		Decrease		3	
	Increase		Decrease		4	
	Increase		Decrease		5	
	Increase		Decrease		6	
	Increase		Decrease		7	
	Increase		Decrease		8	
	Increase		Decrease		9	
	Increase		Decrease		10	
	Increase		Decrease		11	
	Increase		Decrease		12	
	Increase		Decrease		13	
	Increase		Decrease		14	
			Total Increase/Decrease			$120.00 -

THE CONTRACT/PO IS CHANGED AS FOLLOWS:						Amounts
The Original Purchase Order or Contract Sum						$500.00
Net Change	Unchanged		Increase	✔	Decrease	$120.00
The New Purchase Order and/or contract sum of the Purchase Order						$620.00

By signing below, I approve the changes to the Purchase Order

Department/School Signature of Person Completing this form:			
Authorized Signature:		Date	
Budget Services Signature:		Date	
Procurement Official Signature:		Date	

Our goal= Decrease changes orders & <u>get submitters to add more detail to the description of their change order.</u>

"Increase PO to pay invoice" vs "Airline ticket pricing change after purchase order was issued"

Change Orders

Airline ticket pricing change after purchase order issued.

Account Number	Increase		Decrease			Amount
770XXXX-XXXXX-00001	Increase	✓	Decrease		1	$120.00
	Increase		Decrease		2	
	Increase		Decrease		3	
	Increase		Decrease		4	
	Increase		Decrease		5	
	Increase		Decrease		6	
	Increase		Decrease		7	
	Increase		Decrease		8	
	Increase		Decrease		9	
	Increase		Decrease		10	
	Increase		Decrease		11	
	Increase		Decrease		12	
	Increase		Decrease		13	
	Increase		Decrease		14	
			Total Increase/Decrease			$120.00 -

THE CONTRACT/PO IS CHANGED AS FOLLOWS:						Amounts
The Original Purchase O						$500.00
Net Change	Unchanged		Increase	✓	Decrease	$120.00
The New Purchase Order and/or contract sum of the Purchase Order						$620.00

By signing below, I approve the changes to the Purchase Order

Department/School Signature of Person Completing this form:			
Authorized Signature:		Date	
Budget Services Signature:		Date	
Procurement Official Signature:		Date	

How much you need the PO to be increased or decreased for the account number listed on the left.

The grand total of how much you need the entire PO to be increased or decreased.

How much the PO was when it was first cut.

The total amount that you want increased or decreased from the PO.

The new amount you want the PO to be (see next slide for example).

Change Orders

Provide detail information on why the change is needed to the Purchase Order (Required Field):
Airline ticket pricing change after purchase order issued.

Account Number	Increase		Decrease			Amount
770XXXX-XXXXX-00001	Increase	✓	Decrease		1	$120.00
	Increase		Decrease		2	
	Increase		Decrease		3	
	Increase		Decrease		4	
	Increase		Decrease		5	
	Increase		Decrease		6	
	Increase		Decrease		7	
	Increase		Decrease		8	
	Increase		Decrease		9	
	Increase		Decrease		10	
	Increase		Decrease		11	
	Increase		Decrease		12	
	Increase		Decrease		13	
	Increase		Decrease		14	
			Total Increase/Decrease			$120.00 -

THE CONTRACT/PO IS CHANGED AS FOLLOWS:						Amounts
The Original Purchase Order or Contract Sum						$500.00
Net Change	Unchanged		Increase	✓	Decrease	$120.00
The New Purchase Order and/or contract sum of the Purchase Order						$620.00

By signing below, I approve the changes to the Purchase Order

Department/School Signature of Person Completing this form:			
Authorized Signature:		Date	
Budget Services Signature:		Date	
Procurement Official Signature:		Date	

The new amount you want the PO to be.
****This number should match the total of all invoices that will need to be paid out of this PO.**
Example: You have a PO for $100.00. You have already paid one invoice for $99. You have $1 left on the PO. You now have another invoice, this time for $100. You need to increase your PO. Your new total should equal the $99 plus the $100, so that both invoices can be paid from the PO, leaving it completely liquidated.

Blanket Purchase Orders

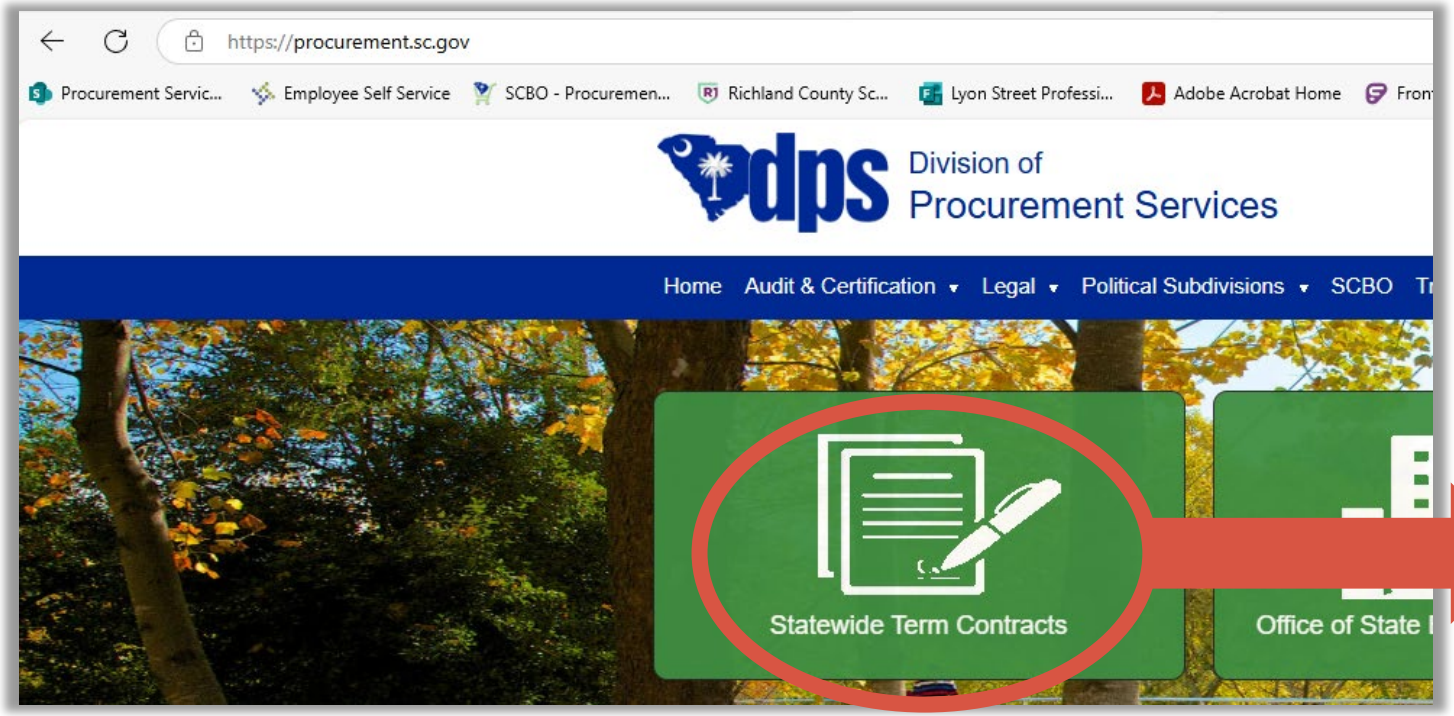
- Used on a very limited/necessary basis
- Only should be requested when there is a genuine need to facilitate emergency or immediate response
- Approved on a case-by-case situation
- Buyers retain the right to deny blanket PO requests to departments that consistently exceed their blanket PO limits
- Department **MUST** track spending to ensure limit is not exceeded
- In most cases, exceeding the dollar amount results in a ratification
- We **HIGHLY** recommend tracking spending by calls/receipts, **NOT** by the invoices in MUNIS
- All requests for blanket POs should list the following in the line item:
    - Services or goods description
    - Time frame PO is valid for
    - Who has authority to use the PO
    - Amount that should not be exceeded
    - Language about gift card and electronic purchases being prohibited

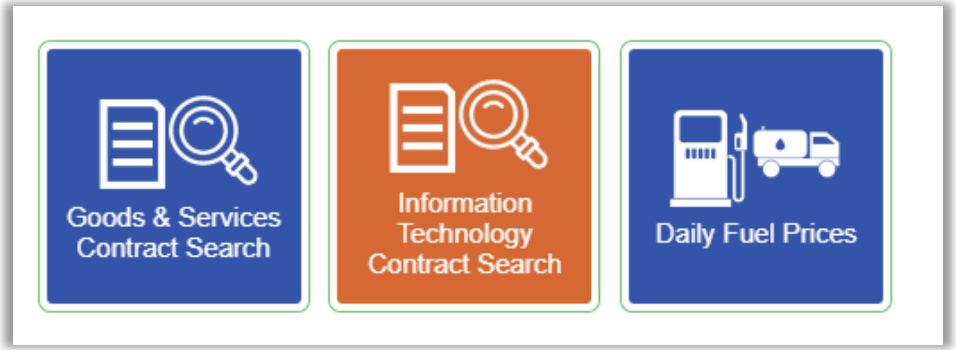
Federal Funds

- Federal law requires the application of the most restrictive code to all Federal spending. Our exemptions are not the most restrictive, so we cannot use them.
- A competitive solicitation is required when the *cumulative* total the district spends with a vendor is over $5,000.
- **TIP**: Use a state contract or other valid cooperative contract that has already been competitively solicited so you don't have to.
- Questions? Reach out to State and Federal Programs for guidance.

South Carolina Contracts

What is a statewide "term" contract? A statewide "term" contract is a contract for the indefinite delivery of an indefinite quantity of specific supplies or services to be furnished as needed and upon request during a fixed period.





SC State Contracts

These contracts are competitively bid by State Fiscal Accountability Authority (SFAA) which means:

- The pricing is set; no negotiating or competitive quotes necessary
- Terms and conditions are tailored to SC- this protects the district from risk
- Can be used with Federal Funding
- Vendors' feet are held to the fire; doing bad business with us means they risk losing their contract with the state

Note: There is a different between a vendor having a contract vs. the item you want to buy from them being on that contract.

Procurement Resources- Please Review!

Procurement Forms

*** The Procurement Services Forms are best viewed using Chrome or Microsoft Edge browsers. ***

MEAL PURCHASE JUSTIFICATION FORM

SOLE SOURCE DETERMINATION FORM 9-09-24

VENDOR APPLICATION REV 4.2021

VENDOR COMPLAINT FORM

CHANGE ORDER FORM

EMERGENCY PURCHASE DETERMINATION FORM

PLO REQUEST FOR PROFESSIONAL DEVELOPMENT FUNDS

RCSD1 GIFTS/DONATION FORM

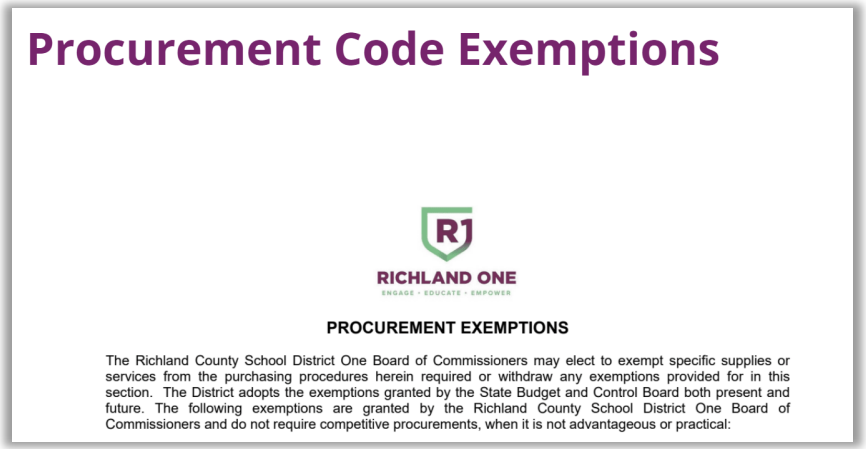
INTERGOVERNMENTAL AGENCY AGREEMENT FORM (REV)

EQUIPMENT TRANSFER FORM.FILLABLE

(RFQ) REQUEST FOR QUOTE



Procurement Code Exemptions





Warehouse

- School Dude is now “Brightly Asset Essentials”
- Staff are still working through implementation and setup
- Brian.Albert@richlandone.org is the correct contact for Movement Services
- Need something moved? Request it early! The schedule fills up fast
- Mr. Albert can also help if you have issues with or questions about pick tickets for Warehouse fulfillment

Print Shop



Printing Services can assist with all kinds of printing needs- not just printed copies! They can do coil binding, posters, banners, yard signs, sandwich boards, business cards, letterhead, invitations, brochures, and more!

Call 803-231-6950 if you need assistance with getting an account set up for your department or have questions about their services.

Questions? Want more information?

- Call or email your buyer (buyer assignments on the webpage)
- Call or email Procurement Services (803-231-7033, VOIP 9-1733)
- Set up a time to meet with your buyer virtually or in-person
- Consult the Procurement Code
- Review resources and previous training materials at: https://www.richlandone.org/departments/procurement-services/home

Thank you!