

GASBO Cooperative Purchasing Program Coordinated by Genesee ISD 2026 – 2027

2026–2027 Ordering Instructions

Overview

The 2026–2027 GASBO Cooperative Purchasing District Order Forms are provided as separate attachments. Each district may coordinate this process differently; however, it is recommended that one person gathers input from buildings or departments and submits one final order.

Order Documents

Two versions of the order form are included. The unprotected version may be used internally to build and organize your order. The protected version must be used to submit your final order. Only the Quantity Ordered column should be completed in the protected version.

Each workbook includes three worksheets: district contact information, a paper order form, and a form for all other items. Paper items have been separated and simplified to commonly ordered options, with color swatches provided for reference.

A vendor contact document is also included for preparing purchase orders and contacting vendors directly if needed.

Submitting Your Order

Complete the protected order form, ensure your contact information is entered, and save the file with your district name. Submit the protected form by Friday, May 15, 2026, to svasquez@geneseeisd.org.

Requirements

Orders must be placed in whole units only. Do not alter pricing, formulas, or item details. GASBO membership dues must be paid prior to submitting your order.

After Submission

Vendor sheets and purchase order instructions are expected to be provided around May 25, 2026. Please report any vendor issues so they can be addressed.

Shipping

Deliveries will begin on or after July 6, 2026. Please include this date on your purchase orders. If your district requires a later delivery date, include that information on your purchase orders.

Additional Information

Vendors may apply shipping charges or decline orders under \$250. Additional bid documents, including the calendar and instructions for bidders, are available on the GISD Cooperative Purchasing webpage.

Contact

For questions or concerns, please contact Sarah Vasquez at svasquez@geneseeisd.org or 810-591-4412.

Thank you for participating in the GASBO Cooperative Purchasing Program.