



Liberty Office Products

We have set up Liberty Office Products as a punchout.



Office Depot V#10132

The company has developed a new brand called “ODP Business Solution.” Still Office Depot Products and Solutions, just newer company tactics. We have set up the new vendor name and number in Teams and punchout works exactly the same as before. We are making you aware that the vendor name and number is different. The new name and number are available now ODP Business Solutions V# 305240.

Michael's

Blanket purchase orders for Michael's are **not allowed**. Only use **Traditional** requisitions when placing Frontline/Teams orders in system. Shop Michael's online, receive a 25% discount and tax exemption where applicable. Place a traditional requisition in Teams for the online order. You can shop at Michael's stores using the district procurement card. You will not receive the 25% on-line discount. The store management has the sole discretion and option to grant tax exemption status for the purchases. District procurement card charges are processed through Bank of America, not through accounts payable.

Rewards (Items)

Many of the vendors have creative ways to market the purchase of their products by offering reward points and memberships. While these are great processes and practices, consider when you participate. When you make purchases using district/federal/grant/local/state money to pay for the purchases, the products (items) belong to the district. **The reward items must go toward the intended source of the funding being used (students and or teachers).**