



Purchasing and Warehouse Operations

NEWSLETTER

Volume I, Issue 4, October 2009



Sylvia G. Zapata, Director of Purchasing and Warehouse Operations

Director's Note:

October is National Breast Cancer Awareness Month and in remembrance of family and friends that have experienced breast cancer or have passed on as a result of it, we, at the Purchasing and Warehouse Operations Department will honor them by wearing pink every Tuesday during the month of October.



On October 13, 2009, the Purchasing and Warehouse staff toasted to Breast Cancer survivors and remembered those who lost their battles with the disease. The staff enjoyed Krispy Crème Pink Ribbon donuts, drank strawberry milk and also sported a Dallas Cowboys Breast Cancer Awareness Pink Ribbon Pin. The NFL, in partnership with the American Cancer Society, supports the fight against breast cancer through their campaign "A Crucial Catch", and one dollar from every dozen pink ribbon donuts sold benefits screening, treatment and breast cancer education.

We urge and encourage everyone to get checked for breast cancer.

Purchasing Tips and Notes

Helpful Points to Avoid Disapprovals



READING MATERIALS: Object code 6329 must be used to classify all expenditures for magazines subscriptions and newspaper subscriptions that are placed in classrooms, offices or libraries. Included are reference books and other reading materials placed in a classroom or office. Additionally, this code also includes library books and media that do not meet the capitalization criteria of the District and have a per unit value of less than \$5,000 and/or a useful life of one year or less.

SOFTWARE LICENSES: Software and software licenses (including online software) are to be procured using object code 6399 (if the single use, per unit cost is \$5,000 or more and the license will last longer than one year, then the object code 6639 must be used).

EDUCATION SERVICE CENTER SERVICES: Services provided by an education service center shall be coded with object code 6239.

STUDENT RELATED TRAVEL:

Use object code 6412 for student registrations, travel and off-site food consumption for out of district events.

Use object code 6498 for in-district food consumption, requiring the use of either Child Nutrition Services or bid vendors available through the Food & Paper Goods Catalog Bids.

Warehouse Department Notes

We got some new items at the warehouse.

Check it out!

Mohawk Brite-Hue Card Stock, 5 Colors, 65lb, Ltr, 125 Sheets

(Sea Blue, Ultra Lemon, Ultra Lime, Ultra Orange, Ultra Pink)

1/2 Inch Red Presentation Binder



Warehouse Delivery Procedures

The Warehouse Operations Department mail/delivery staff delivers supplies to a designated area in the schools and departments, the delivery staff then obtains the authorized receiving party's signature on delivery picking tickets, these tickets are then returned to the warehouse to be filed.

If you encounter a discrepancy in your order, please call Robert Cortina at ext. 6077.

Purchasing Training

A **mandatory** training session for all principals, secretaries and clerks that process purchase order requisitions (except new principals and secretaries who attended the September session). Participants will gain knowledge of purchasing and accounting procedures.

Date: October 22, 2009

Site: Transportation Complex

1st Session: 8:30 am-11:30 pm

2nd Session: 1:30 pm- 4:30 pm

Sign up through ERO for either session.



Asset Management Department

An Asset Adjustment Form must be completed for the removal and disposal of assets (including Capital Assets, General Assets and furniture/equipment with a unit cost of less than \$500.00). A Technology Asset Adjustment Form (AM-1a) must be used for technology related items and must be submitted to the Director of Instructional Resources and Technology for approval or denial. A Non-Technology Asset Adjustment Form (AM-1b) must be used for non-technology related items and must be submitted to the Asset Management Department for a for approval or denial.

Non-technology assets in good condition that are of no use to a particular campus/department shall be reported on the respective Asset Adjustment Form as indicated above. Assets awaiting removal from a campus/department will be maintained by each campus/department until collection is coordinated by the Asset Management Department. Any property that is disposed of, without following proper procedures, will constitute direct violation of School Board CLB Local Policy.

Forms are available through: <http://www.lajoyaisd.com/dept/AdmFin/AssetsMana/index.php>