



Purchasing and Warehouse Operations

NEWSLETTER

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Sylvia G. Zapata, Director of Purchasing and Warehouse Operations



Director's Note:



I want to begin by thanking everyone who participated in our recent purchasing survey. We are pleased with the level of participation and feedback. Every concern and suggestion is being addressed and discussed. Our goals revolve around improving service and communication with campuses and departments. If you have an item of interest that you would like to see featured in our newsletter, please email s.zapata@lajoyaisd.net or i.bourbois@lajoyisd.net.

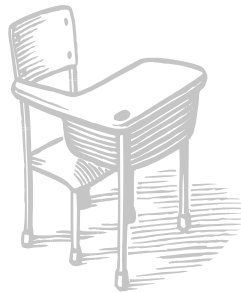
We would like to highlight our new Purchasing Buyer, Ana Laura Peña. Laura has been a member of the Purchasing Staff and was recently promoted as a Purchasing Buyer. She will be highly involved with the Purchase Order Requisition process. We wish her all the best as she will now contribute in an administrative capacity.



Asset Management Department

We have limited furniture inventory available for campuses and departments. To view and request furniture, please email George Barreiro, Asset Management Specialist, at g.barreiro@lajoyaisd.net.

Mr. Barreiro will advise if the furniture being requested is available and will schedule an appointment to view furniture.



WAREHOUSE DEPARTMENT

THE WAREHOUSE DEPARTMENT MAKES A DELIVERY TO EACH CAMPUS/DEPARTMENT ON A DAILY BASIS. THE WAREHOUSE DELIVERY SCHEDULE IS AS FOLLOWS.

AM SCHEDULE

EMILIO FLORES, JR.- (ROUTE 1 & 5) FORDYCE, JFK, FLORES, BENAVIDES, LEO, ARMS, ESCANDON, PENA, CAMARENA, REYNA, GARCIA, MEMORIAL MS, PALMVIEW HS, PALMVIEW HS AC

EDDIE COMPEAN- (ROUTE 4) GONZALEZ, BENTSEN, PEREZ, CAVAZOS, CLINTON, CHAPA, GARZA, DE LA GARZA, SEGUIN, DR. SAENZ MS, DIAZ-VILLARREAL, ZAPATA, PAREDES

PM SCHEDULE

EMILIO FLORES, JR.- (ROUTE 2 & 3) LA JOYA HS AC, ATHLETICS, TABASCO ELEMENTARY, DEPARTMENTS, HOPE, COLLEGE AND CAREER

EDDIE COMPEAN- (ROUTE 2 & 3) DE ZAVALA, LA JOYA HS, JUAREZ-LINCOLN HS, JUAREZ-LINCOLN HS AC, J.D. SALINAS MIDDLE, DEPARTMENTS

JOSE DE LA GARZA, MAIL/DELIVERY CLERK, SUBSTITUTES IN THEIR ABSENCE.

Purchasing Procedures Updated

In order to streamline the requisitioning process, please become familiar with the updated purchasing procedures available on the Purchasing Department website.

<http://www.lajoyaisd.com/dept/AdmFin/PurchasingWarehouse/index.php>

New Bid Vendor Awards

New fiscal year bids are now in effect. Log on to the web link below. Follow the link to "Purchase Order Requisition Resource Material" then select your bid of choice.

<http://www.lajoyaisd.com/dept/AdmFin/PurchasingWarehouse/ResourceMaterial.php>

New Quotation Forms

The quotation form has been updated to better meet district needs. Please discard the older version of the quotation form and use the new one. This new form is available online in both Excel and Pdf format, under Purchase Order Requisition Resource Material (Purchasing Forms).



Beverage companies and the [Alliance for a Healthier Generation](#)—a joint initiative of the American Heart Association and the William J. Clinton Foundation—are bringing the National School Beverage Guidelines to schools across America.

Starting this year at La Joya ISD, Pepsi will make changes regarding beverages sold in vending machines. These changes are in line with the Texas Nutritional Guidelines.

The link below will help you with information as to what beverages are now sold at LJISD.

<http://www.ameribev.org/nutrition--science/school-beverage-guidelines/>

TRAINING UPDATE

Purchasing / Accounting and Warehouse Sessions

September 22, 2009

Mandatory Training Session for all NEW Principals, Secretaries and Clerks

AM Session 8:30 a.m. - 11:30 a.m. (Presentation)

Warehouse/Purchasing/Accounting "Hands-On" Training Session

PM Session 1:30 p.m. - 4:30 p.m.

Location: Staff Development Lab (LJHS ACE Old Library)

PLEASE REGISTER ONLINE THROUGH ERO