

**Sylvia G. Zapata, Director of Purchasing and Warehouse Operations**

**Director's Note:**

*From all of us at the Purchasing and Warehouse Operations Department, we wish you a blessed Holiday Season and a joyous New Year*



**Purchasing Highlights:**

Along with providing training to administrative and clerical staff, the Purchasing Department also provides onsite training. Maggie Flores, Purchasing Secretary, recently assisted Nazaria Ramirez, Clinton Elementary Secretary, with the purchase order procedures. Maggie has been conducting one-on-one specialized training for district staff to facilitate the purchasing process.

The La Joya High School Choir presented the Purchasing and Warehouse Operations staff with its annual Christmas caroling on December 4, 2009. For approximately ten years, our staff has been entertained by this joyous and inspiring event. These talented students sang holiday carols and were treated to cookies and hot chocolate afterwards. The Library Media and Child Nutrition staff joined the Purchasing and Warehouse Operations staff for this traditional event.



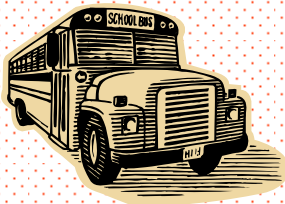
**INSURANCE REQUIREMENTS:**

Workers' compensation is required for vendors wishing to perform services on district property. Insurance Certificates must be submitted by perspective vendors on an Acord form.

The La Joya I.S.D. Purchasing Department will forward all Certificates of Insurance to the Risk Management Department for review. Vendors are required to maintain in full force and in effect the following types of insurance:

- a) Worker's Compensation.....100/500/100
  - b) Comprehensive General Liability.....1,000,000 p/o
  - c) Bodily Injury Liability (CSL)\*.....300,000
  - d) Property Damage Liability (CSL)\*.....300,000
  - e) Automobile Bodily Injury Liability.....300,000
  - f) Automobile Property Damage Liability.....100,000
  - g) Professional Liability Insurance .....1,000,000
- \*Combined Single Limit

**Purchasing Tips**



**Student Travel**

Student travel requires the use of the 6412 account object code. Please refer to the current Student travel guidelines for requirements and forward respective authorization documents to the Purchasing Department.



**PURCHASING TIPS ON SOLE SOURCE LETTERS**

A "Sole Source" purchase is allowed by state law if an item is available from only one source.

Sole Source letters shall be provided by the requestor and must include the information delineated in the Sole Source Procedures available online at: [www.lajoyaisd.com/purchasing](http://www.lajoyaisd.com/purchasing) follow link to Purchasing Procedures

