

ORDERING INFORMATION

- 1) Locate our specially created order form online at: http://www.asdk12.org/Depts/career_technology
Click on "Budget forms" on the left side of window. Look for "order forms". You can type in there and then print or print off & then write on it.
 - a) Use a separate order form for each vendor.
 - b) **Use a separate order form for each category of items you are ordering, even if it's to the same vendor:**
 - 4040 – Supplies (consumables, any cost)
 - 5400 – Equipment under \$500 per individual item
 - 5440 – Equipment \$500 or over per individual item
- 2) If the catalog you order from or the rep you talk to says "no shipping" or "shipping included in price", please write NO SHIPPING AS PER VENDOR on the shipping line. If you are using a local vendor, there will not be any shipping (except with furniture orders).
- 3) Submit backup material for all orders. Either copy the page from a **current** catalog or print out online description page. Be sure to **highlight or circle item** being ordered. If Ellie has a catalog page of 40 items on it, she doesn't have time to hunt through the whole page for the item you want to order.
- 4) Include a **complete** description. Tell us what the item is. (book, posters, game, software, etc.) Things that are familiar to you are not always familiar to Ellie.
- 5) When placing book orders, be sure to give the ISBN # and author's name.
- 6) Corporate Express is ASD's vendor for office/teaching supplies.
- 7) **Do not pick up merchandise or ask a vendor** to hold merchandise with the promise of a purchase order to follow.
- 8) We can only purchase Lexmark printers. If you need a specialized one that Lexmark doesn't carry, please let Ellie know so we can request special permission to order it. You must have justification written on your order explaining why you can't use the Lexmark printer.
- 9) **Do not order remanufactured ink cartridges.** AV does not want us ordering them as it voids the warranties. In the long run, they mess up printers and end up costing more money than you can save by ordering them rather than new ones. CompuCom has a contract with ASD for Lexmark printer cartridges. So CompuCom should be your vendor for printer cartridges. Go to <https://shop.lexmark.com/nep>; search for the correct cartridge by part number to find the list price. The part number is on the old cartridge. If you don't know the part number search by printer and it will give it to you. The part number should look like C5242KH NOT C524, C532, C534 etc...
- 10) "Do Not Substitute" is meaningless to the Purchasing Dept. **without justification.** You must also specify what you do not want to be substituted, i.e. vendors or items. You must also give a compelling reason why you can't or don't want the item or vendor substituted. There are many manufacturers who make identical equipment. Specific reasons must be shown why one manufacturer's product is superior to all other manufacturers' identical products. If this is to go with existing equipment you already have, then please state on your order form: "Goes With Existing Equipment". If you add this phrase, please provide the order number that the existing equipment was purchased with.

11) When ordering ANY electronic devices, please look at Apple and Dell first. They don't charge the school district shipping for any products they sell to us.

- a) Be sure to submit a hard copy of your quote from Apple or Dell with your order, no matter what you are ordering from them. I need the page that lists individual part numbers for everything. For example, with Dell you can click on "view order details" and your quote will come up with part numbers on it. That's what I have to have to place your order. (I need a hard copy from you with the part numbers listed.)
- b) For computer orders use forms provided at the Aug 09 inservice. You do not need an eQuote or Web Quote.

12) Talk to your school's tech coordinator about any required software for new computers. Check with Oregon Educational Technology Consortium (OETC) for all software: www.oetc.org/. When ordering from OETC, you may not need to order the CD if your school has a copy available. You may just need the license. Check with your school tech coordinator. If they don't carry something, then you can use another vendor.

Please use a separate form for computers and a different one for software.

13) Ordering Furniture:

"Furniture" includes such articles as desks, chairs, file and storage cabinets. Complete and detailed descriptions must be provided or the requisition will be returned to the teacher to complete. You should allow ample time for delivery of furniture, approximately 6-10 weeks after it gets through the purchasing process. Below is a list of information needed to place the order:

- Name of item
- Color/Finish
- Fabric:
- Size/Dimension:
- Brand:
- Model:

A Standard Furniture Catalog has been developed by the ASD Furniture Standards Committee in collaboration with an expert contractor. The Catalog can be viewed on the internal ASD website (home.asdk12.org), ASD Forms and Publications Library; Purchasing Warehouse Category. This catalog includes the most frequently purchased items and all District schools and units **must** use this catalog when ordering new furniture. Contact Purchasing (742-8629) with questions or if any assistance is needed.

When ordering furniture, be sure to get a quote from the vendor (including shipping) and attach to your order.

14) When your order is complete, give to your dept. head. Dept. head & the school principal both need to sign each order form, showing their approval to process your order. The dept. head will fill out a budget summary sheet to turn in with your order(s). Dept. heads are responsible for turning in all orders to our office. We won't accept orders turned in to us by individual teachers.

15) PLEASE keep a copy of the orders you turn in. When Ellie types the orders up, she sends a copy of the requisition to your dept head. The dept head should give you a copy for your files. It would be a good idea to attach your order to the corresponding requisition. Some teachers write "complete" on their orders when everything has arrived. ****If you ever have a question regarding an order, please refer to the requisition number (PR#) that is located in the upper left-hand corner of the requisition. Orders are filed in our office by that requisition number.****

16) We NEED the original shipping receipt inter-school mailed to us as soon as you receive your order on orders shipped directly to you. This is very important as the vendor will not get paid until I receive the receipt.