

AUGUST 2021

Purchasing Newsletter



Welcome Back!

As we prepare to begin the new school year, the Purchasing Department continues to send out updates and information as needed. In this newsletter you will find reminders, tips, news and updates. If you have any questions or concerns, please do not hesitate to contact our staff - we are here to help!

P-Card

- Monitor your budget - transactions do not hit your budget until charges are reconciled.
- Transaction notes must be completed for all transactions. The notes should include a brief description of the item purchased.
- Before you can receive your P-Card you must submit the required form and attend the mandatory P-card training. The request for new P-cards must come from your campus principal or director.

Check Requests

- All request for checks should be entered by Friday at 4:00 p.m. for processing in the following week's check run. This includes requisitions entered into Munis that require a check for payment and/or processing. If requisitions requiring checks are entered after the Friday deadline, they may not be processed in the upcoming scheduled check run.
- Requests for Checks should include contract numbers if applicable.



Cont...

Requisition Entry

- All requisitions should reference contract numbers except for hotels and registrations. For the full list of contracts please visit the Purchasing webpage Campus/Department Resources.
- If using a coop contract, make sure to verify contract is still valid
- Free shipping for School Specialty purchase requires a minimum of a \$49.99 purchase
- Don't forget to enter notes on how to process the PO.
- All requisitions for registrations must have registration form and detailed line item descriptions (attendee, location, date).

Non-Contracted Vendors

Non contracted vendors are reviewed and/or approved on a case-by-case basis. Please contact Liz Ostrovsky (461) or Amy Spain (199) for approval under \$3,000 prior to entering the requisition or making the purchase. Purchases over \$3,000 require three quotes and the Explanation of Purchase-Non Contracted Vendor form signed by the Purchasing Director.

Contracts

- All contracts must be signed by principal/director prior to sending the contract to the Business Office for review.
- Please be sure to include all required forms.
- Non-Contracted vendors over \$3,000 require 2 additional quotes.

CTPA

- As members of the Central Texas Purchasing Alliance (CTPA), Pearland ISD has the ability to "piggy-back" off other member districts contracts for vendors not on an approved PISD contract or Coop. If you have a vendor that is not an approved vendor, contact our office to determine if the vendor can be used under a CTPA approved contract.

News & Updates:

Electronic PO Change Order roll out

Electronic PO Change Order will go live the week of August 9th - sign up for the training on Eduphoria. Dates coming soon!

PISD Master Vendor List

The Purchasing Department has rolled out the new easier to navigate list of approved vendors now available on the Purchasing webpage. You can search by vendor number or name to find the contract number and expiration date.

PCPC Direct

As of June 30th PCPC Direct closed down permanently.

Recently Approved Bids

- District-Wide Contracted Services
RFP# 21-0505-05
- Special Programs Catalog Discount
RFP# 21-0602-09

Upcoming Bids

- Fundraising Products & Services
- Food Truck Vendors

If you have any vendors you would like to have participate please send vendor information to Liz Ostrovsky

Sam's Club

Sam's Club membership can be purchased with a P-Card. The membership must be in the campus/department name. When purchasing the membership, take the tax exempt form, the exemption will be connected to the account. Please be aware the use of the Sam's Club membership is only for district purchase any personal use is strictly prohibited. We will not reimburse for Sam's Club memberships.

Purchasing Staff

- **Moniki Mason** - Director of Purchasing Ext. 66192
- **Liz Ostrovsky** - Purchasing Coordinator Ext. 66110
- **Amy Spain** - Purchasing Specialist & P-card Administrator Ext. 66189
- **Mickie Jackson** - Purchasing Clerk Ext. 74977