

Requisitions for 2019-2020

Requisition requests for the 19-20 school year need to be received in the office either by paper or by the online ordering system by May 15, 2019. This deadline needs to be followed for budgeting purposes.

Purchasing procedures are necessary for the uniform tracking of expenses and to satisfy the Accounting Standards Board Internal Control requirements. Purchasing Procedures:

1. Discuss needs and requested items with the principal.
2. Use the online ordering system in Smarter and submit to the district office electronically, or complete a paper requisition form found on the website.
3. Completely fill out the requisition form in black or blue ink with the name of the vendor, complete address, phone, fax and website.
4. Fill out your department, grade, catalog page number, item number, description, quantity, price, shipping and handling.
5. Sign your name in the requested by space, designate the building you need items sent to and if SDS sheets are needed.
6. Requisition forms can be turned into the district office for transfer to a computer generated purchase order.
7. All requests will be reviewed by administration and must be approved by Mr. Heidelberger before an order can be placed.
8. Upon receipt of your order, check off with the packing slip, sign and return to Annette.

Online ordering can be a time saving tool for you and me. ***The SMARTeR website enables you to review your payroll data AND place orders for supplies.*** You may enter the SMARTeR website under our school website under District Office, staff, SMARTeR **or** under your browser bookmarks in the KMS favorites **or** by internet browser at <https://swscer.swsc.org/smarter/login.aspx?dn=0775> click on the online ordering icon and enter the items you would like to requisition by clicking directly on their name or enter item numbers out of a catalog onto the online order form. The prices shown online are the lowest price bid contract. The online ordering system connects directly to School Specialty, Innovative Office Solutions and Office Max. Ordering online automatically creates a purchase order in our system.

Special Education must complete the Special Education Requisition Form in addition to the regular requisition form. These can also be found on the website under District Office, then Forms, Requisition forms and procedures.

Requisition forms are available on our website at: www.kms.k12.mn.us, click on District Office, then Forms, Requisition forms and procedures. Download and print or Complete as an excel document requisition requests. Forward these to your building principal so orders can be presented to Mr. Heidelberger for review by May 15.

Express Cooperative Purchasing in Smarter is our contracted vendor website which includes all contracted vendors at our discounted pricing. This includes Innovative Office Solutions, School Specialty, Really Good

Stuff, Nasco, Lakeshore Learning and many other vendors. It is a great way to search for items and see pricing from multiple vendors to choose the best products at the lowest prices.

FunExpressLLC is owned by Oriental Trading Company and new to the school vendor list. They provide discounted pricing at their corporate website www.funexpress.com/corporate, username KMSSAINTS@ISD775.ORG and password Saints775. You will be unable to purchase but can add items to your shopping cart. You can email or print and send your shopping cart with purchase order to the district office.

If the items you need are not supplied by a vendor that gives the school a discounted price, please check on these few items before you order.

1. Is there a minimum order amount? If there is and we do not reach that amount we may be charged an extra “small order fee” along with that item and freight.
2. Is there an amount that gives us a bonus – such as an order over \$49 from Classroom.direct gives free shipping. If we have several orders for this company smaller than \$49, we can combine them to create an order large enough to ensure the extra freight savings. However, Classroom.direct.com is owned by School Specialty so most of the items may be found at nearly the same price (after 20% discount) in the School Specialty catalog.
3. Does the catalog say how much freight will be charged by the pound, per item, or by total \$\$ of order? Sometimes the item from a “cheaper company” will not be “cheaper” once the freight and small order charges are added.

Software/Technology Orders:

Please note: All software/technology requisitions must be verified by the technology coordinator to be compatible with our current computer systems and be submitted by the May 18th deadline. *As soon as you receive the software, give the "unopened" software to the technology coordinator to install.*

Allergy Alert:

Please note: Staff and students may suffer from allergies that are irritated by the products we purchase. A list of recommended products from A.L.E.R.T is available in the District office or online at: <https://www.aafa.org/latex-allergy/>

Catalogs from several companies are available from district and elementary offices or look at online catalogs (pricing in these will not reflect our discounts).

► Reminder – When completing a paper requisition, please use a black or blue ink pen. This is best for scanning and copying. Thank you!