



**SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE**

FINANCE TAM: 2001-006
CONTACT: Vince Windham, Buyer
TELEPHONE: 833-7640

TO: All Bookkeepers and Requisition Personnel
FROM: Patricia Wascom, Chief Financial Officer *Patricia Wascom*
DATE: April 11, 2001
SUBJECT: Purchasing Update - Office & Classroom Consumable Supplies for School Year 01-02

We are approaching the time of the year where each of you will begin planning your Bulk Office & Classroom Consumable Supply orders for the 2001-2002 School Year. In an effort to continue to improve our overall ordering system for this contract, we have established an Internet-based online ordering system with the awarded vendors listed below. Each vendor will be able to process your orders electronically through their online catalogs, and the catalog will reflect our contract pricing. You will be able to access these catalogs through the Purchasing Web Site under the "Online Catalogs" link. All purchases through the online catalogs will be Visa transactions. Training/Review classes will be held for the online catalogs on May 11, 2001, from 8:00 am - 11:30 am at the Technology Lab behind Edge Elementary in Niceville. Call Purchasing to sign up for the training class. Representatives from both companies will be on hand to demonstrate how to use the catalogs as well as answer any questions. If you are a new bookkeeper and do not have an online account with either of the awarded vendors, call Vince Windham prior to the training class and he will set up an account for you.

We recently awarded the Office & Classroom Consumables Contract for the 2001-2002 School Year to the following vendors:

Group I:	Office Consumable Supplies	Group II:	Classroom Consumable Supplies
Vendor:	Gulf Coast Office Products	Vendor:	School Specialty

We will begin mailing out blank order forms with the new pricing around the first of May in order for you to get these forms to your teachers and staff to be working on their orders for next school year. After completion of the order forms, each form will need to be entered into the online catalog. We will be increasing the credit limits for your Visa cards effective June 30, 2001 thru September 1, 2001 to handle the additional charges to your card. All online orders will need to be entered prior to July 17 to guarantee delivery by July 31. More information will be available in the training classes pertaining to procedures for entering orders. If you do not have a Visa card and would like to get one, please contact Purchasing to get a Request Form to be completed by your Principal/Dept Head. You will also need to attend a Visa training class. The training class and approval is all that is required to open a Visa account. Your account will be active approximately 10 business days after approval is sent to Purchasing.

For those of you who wish to use the AS400 purchase order system for your 2001-2002 supply orders, you will be able to begin entering requisitions in early June for 01-02 orders, but your purchase orders will not print until after the first of July. The only problem you may have is timing as we will not know exactly when the files will be opened in July and you may run into problems with delivery times. A Technical Assistance Memo will be sent out to all of you with the procedures to log on to the new fiscal year. You may also want to enter requisitions for next year's supplies on the AS400 from this year's budget if you have the money to do so. You will be able to do this through May 23, 2001, when the files will close for the fiscal year.

If any of you have any questions or need assistance with any of the above processes, please call Vince Windham at 833-7640 or email: windhamv@mail.okaloosa.k12.fl.us.