

**Pasadena Unified School District**  
**Division of Procurement & Contracts**

**Date: February 2, 2012**

**To: School Site Office Manager/Secretary**  
**Individual Responsible for Ordering Supplies**

**From: Christine Ward, Administrator, Procurement & Contracts**

**RE: ORDERING SUPPLIES USING AN OPEN PURCHASE ORDER**

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Prepare an open purchase order(s) to Office Depot and/or Southwest School Supply for your office and classroom supply needs. I suggest you budget for the full school year for each vendor with a "not to exceed" dollar amount to cover your classroom and office supply needs. This will allow you to order from a primary vendor and have an alternate for those times when your primary vendor does not carry a particular item or they have a backorder that will not meet your timeline.

Using the open purchase order process is cost effective and it will expedite your order; you should receive your order within 1-2 days.

**Unless otherwise cleared by Purchasing, supply orders using an outside requisition for line item ordering from Office Depot and Southwest School Supply will be returned. Ordering from these vendors for office and classroom supplies requires the open purchase order process.**

**REMINDER: Open purchase orders cannot be used to purchase equipment! Use a buy out requisition for line item ordering of equipment.**

You have access to the customer service representatives (CSR) for each vendor who are excellent resources for questions related to product comparability and finding products not listed on the "user-friendly" catalog. Contact information for the customer service representatives:

**Southwest CSR:** 1-909-980-7777 / Fax: 1-909-980-7159

**Office Depot CSR:** 1-866-660-0000 / Fax: 1-562-427-1423 / **Account #89096446**

**Smart & Final: PUSD Account #~~604246000~~16305011** (required for in-store pick-ups)

**DELIVERY**

Your order will be delivered directly to your site. Therefore when delivery is made make certain that the number of boxes you are signing for are indeed present and that they are marked appropriately with the correct address information.

1. Check contents against the packing slip. Check for quantity, description, etc.
2. If there is a discrepancy contact the customer service representative (CSR) using the contact information provided above. These individuals will assist you in resolving any discrepancies.

**RECEIVING PROCEDURE - This process shall be completed within 2-3 days of delivery**

**Send signed receiving document(s) to Accounts Payable**

Print your name, sign, date and note the purchase order number on the receiving document.  
Send this signed document directly to accounts payable.

If you have any questions regarding this project or any procurement needs please do not hesitate to contact purchasing at 396-3600 X88503.

## PROCUREMENT AND CONTRACTS

February 2, 2012

### **MANDATORY BLANKET ORDER PROCEDURE:**

Items that are routinely purchased using object code 4310 should be placed on a blanket purchase order.

The purpose of a blanket purchase order is to consolidate frequent and repetitive purchases from a single vendor. Under no circumstance may an item **that exceeds \$499.99 per unit (including applicable sales tax) be purchased using a blanket purchase order (this dollar threshold requires the use of the object code 4400-equipment).**

Compliance with this mandatory procedure will be monitored to ensure that proper use of blanket purchase orders is being adhered to.