Requisitions for the 19-20 School Year

- Requisitions for the 19-20 school year can be entered under:
- **NEXT YEAR’S REQUISITIONS**

**ALL**

Purchases should be made through the Requisition-Purchase Order Process.
Contact Purchasing if Assistance is Needed

Open PO Report by Owner/Buyer

- Emailed once a week in excel format.
- Shows all information about open PO's.
- Easy reference to all PO info.

Formal Quotes

Contact a vendor, for a formal QUOTE for the items you are ordering. Attach the quote to the requisition with Qty of 1, price of quotation and “see attached quote for ….” in the description line of the requisition.

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**WELCOME SPRING!!**

**DASD Purchasing Thresholds**

As of Jan 1, 2019 the purchasing thresholds for the period through January 1, 2019-December 31, 2019 are as follows:
- Purchases from $0 to $4,999 do not require quotes or bids, but quotes are recommended to obtain the lowest price.
- Purchases between $5,000 and $20,599 require three quotes. The legal threshold for quotes is over $11,100 but DASD policy is over $5,000.
- Purchases of $20,600 or more require formal bid or purchase from a purchasing consortium vendor.

**2019 Ordering Deadline**

- As in the past, April 15, 2019 will be the last day to enter requisitions for the 2018-2019 school year.

**Mailing Envelopes Now Available Through the Print Center**

You are now able to order your school mailing envelopes through our print shop ordering system. We are offering three types of envelopes: the standard 4.125" x 9.5" white envelope, the standard 4.125" x 9.5" white envelope with a window, and the 9" x 12" booklet envelope for transcripts. The envelopes' return address will be in our new district-wide standard format and feature your school's logo. For additional questions, please contact Matt House at mhouse@dasd.org.

**RECEIVING OF PRODUCT REMINDER**

- All products and services must be physically received on or before June 30, 2019 in order to be paid out of the 18-19 budget.
- All invoices should be emailed by the vendor to ap.invoice@dasd.org.

**E-Finance Step by Step Purchasing Procedures Are Posted on the DASD Sharepoint Site:**

http://portal.dasd.org/districtadministration/business/eFinancePurchasing/Forms/AllItems.aspx
Multiple Quotes are encouraged for ALL purchases to ensure the District is getting the Lowest Price.

Please keep your eyes open for our surplus emails. We send them approximately twice a year. All surplus is reallocated on a first-come, first-serve basis and must be used for work purposes.

Just a reminder that all DASD employees are allowed to bid on District surplus once it listed on PublicSurplus.com.

Since July 1, we have received over $20,000 from our sales of surplus through technology RFPs and Public Surplus.

Approved Vendor Websites

Reminder: Per Downingtown board policy, $5,000-$20,599 require three quotes. $20,600 and over must be bid or purchased from an “approved” vendor. An approved vendor is part of a purchasing consortium that has been approved by the board of school directors. Purchasing from an “approved” vendor does not negate the requirement for three quotes over $5,000.

- Chester County Intermediate Unit-Percent Off Catalog/Store Discount Bid
  January 1, 2019 through December 31, 2019
  http://www.cciu.org/page/28 (click on category to see list of vendors/contacts)
  This link is easy to access and notes vendor contact information for quotes and Shipping and handling.
- PA Costars
  http://www.dgsweb.state.pa.us/COSTARSReg/WelcomePage
- PA State Contract
  http://www.portal.state.pa.us/portal/server
- PEPPUM
  http://www.peppm.org
- US Communities
  http://www.uscommunities.org
- Keystone Purchasing Network (KPN)
  http://thekpn.org
- Texas Cooperative Purchasing Network (TCPN)
  http://www.tcpn.org
- National Joint Powers Alliance (NJPA)
  http://www.njpacoop.org/

The Best Way to Determine if a vendor is an “approved” vendor is to ask them or email Laurie Peiffer at lpeiffer@dasd.org

Surplus Process

- Any surplus item in any building of the district must follow the disposal process. A disposal Formsite must be electronically submitted. Any person in the district can fill out the Formsite for disposal.
- The link to the Formsite can be found at the DASD home page under STAFF.
- Disposal Items no longer needed will be electronically approved, through the Formsite, by the principal and applicable department. Board approval is required.
- Items posted for sale on the Public Surplus Website can be viewed through the surplus link on the home page of www.dasd.org.
- Surplus item(s) will be scheduled for pick up in June, September, and December.

For additional questions, please contact Laurie Peiffer at lpeiffer@dasd.org or Matt House at mhouse@dasd.org.
Did you know that we have reallocated over 250 pieces of surplus and over 340 textbooks/teaching materials since July 1, 2018 through our district-wide inventory management?

Print Shop

Just a reminder that you can now order booklets, copies, business cards, carbon copies, posters, laminations, and mailing envelopes through the Print Center online order system. All black & white copies are not charged back to the schools, and all other products are priced at cost.

**How to place an order:**
1. Login at https://assistme.dasd.org using district credentials.
2. Locate and select “New Print Center Requests” to start a new order.
3. Select the building/department requesting the order. Add individuals you would like to be CC’d on the order.
4. Provide a description of the item you are ordering.
5. Select the order due date.
6. Select a delivery option. If “Delivery” is chosen a location must be selected from the dropdown.
7. Complete the “Printing Details” section, including the product type and quantity.
8. After reviewing the request, hit “Submit Request.”

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**FREQUENTLY ASKED QUESTIONS**

**Can I google a product and order from a vendor I locate on-line?**
- Try to order from an approved vendor first whenever possible.
- Check to see whether or not the vendor accepts Purchase Orders.
- Determine if the value of the item(s) to be purchased is under the required threshold.

**Can a new vendor be added to E-Finance?**
- Try to order from an approved vendor first whenever possible.
- If the vendor accepts purchase orders and the value is under the required threshold, email the name, address, telephone, fax number and email address of the vendor to purchasing.

**Can I order from a vendor that only accepts orders on-line with discounted pricing?**
- Try to order from an approved vendor first whenever possible.
- Determine if the vendor will charge tax on the item you want to order. If they do, we are not able to order from this vendor on-line. We are not able to pay now and get a refund later.
- If there is no tax, contact purchasing to discuss how the order should be placed.

**How do I add an attachment to a requisition?**
- Requisition screen, click attachment. Browse to location of scanned attachment and double click.

**How do I add or remove teachers from the on-line websites of Office Depot, School Specialty, Kurtz and Becker’s?**
- Email these names to Purchasing. Changes can normally be made quickly.

**How can I tell if a Purchase Order has been paid?**
- Go to the purchase order screen and enter the PO number. Double click on the purchase order and view the bottom of the screen. It will note total balance and total paid to date.

**What can I order from the Print Shop?**
- You can now order booklets, copies, business cards, carbon copies, posters, laminations, and mailing envelopes through the Print Center online order system.