Requisitions for the 16-17 School Year
- Requisitions for the 16-17 school year can be entered under:
- NEXT YEAR’S REQUISITIONS

CCIU % Off Catalog Bid
- The easiest approved vendor list to use:
- CCIU.ORG; RFP/Bids; Joint Purchasing Catalog Bid.

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.

SURPLUS Equipment
Removal of surplus items must be approved by the principal, curriculum and technology and the DASD Board of Directors. Facilities picks up approved surplus items from the buildings in June and December.

DASD Purchasing Thresholds
As of July 1, 2016 the purchasing thresholds for the period through January 1, 2017 are as follows:
- Purchases from $0 to $5,000 do not require quotes or bids, but quotes are recommended to obtain the lowest price.
- Purchases between $5,000.00 and $19,400.00 require three quotes. The legal threshold for quotes is $10,500.00 but DASD policy is now $5,000.00.
- Purchases of $19,400.00 or more require formal bid or purchase from an approved vendor.

What is an “Approved” Vendor?
- An “approved” vendor is a vendor that has bid competitively as part of a National or State approved purchasing contract or purchasing consortium.
- The vendor must contact the appropriate contract or consortium administrator to become an “approved” vendor.
- Contact a vendor, whenever possible, for a formal QUOTE on the items you would like to order. This ensures DASD pricing discounts and the inclusion of any shipping and handling costs. Correct encumbrance of funds.
- Office Depot, School Specialty, Kurtz and Becker’s are all approved on-line vendors.
- There are hundreds of purchasing consortiums and the list of vendors changes.
- We recommend buying from an “approved” vendor whenever possible, but purchases can be made from other vendors.
- A vendor being in the system does not ensure that they are an “approved” vendor.
- Contact purchasing when assistance is needing in identifying “approved” vendors

RECEIVING OF PRODUCT REMINDER
- All products and services must be physically received on or before June 30, 2016 in order to be paid out of the 15-16 budget.
- All invoices should be emailed to ap.invoice@dasd.org by the vendor.

E-Finance Step by Step Purchasing Procedures
Are Posted on the DASD Sharepoint Site:
http://portal.dasd.org/districtadministration/business/eFinancePurchasing/Forms/AllItems.aspx
Approved Vendor Websites

- Chester County Intermediate Unit-Percent Off Catalog/Store Discount Bid
  January 1, 2016 through December 31, 2016
  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 call the Business Office.

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 and fax number 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 place order using the district p-card.

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.