

CTE Purchasing Training
November 30, 2016

Websites and Vendor number information:

Davis Warehouse (Stores): www.davis.k12.ut.us

Go to the upper right hand corner of screen –

Click Tools then click on Encore.

From there you should come up to the screen that lets you enter your items in a cart. You can either use this cart and just have the Davis Stores Requisition filled in with the account code and signed by your administrator or enter these items onto the requisition. It doesn't matter to me which way you choose, but your administrator may have you enter them onto the requisition.

Office Depot: Vendor #2899 – attn. Angie Hilton

Website: <https://business.officedepot.com>

State Contract Number: MA142

Account number: 89149526 -- in footer section

****Do not use officedepot.com to price your product. This is not the website set up for educational use.**

ValCom(VLCM): Vendor #4319

State Contact Number: MA256

Please remember to put the quote (document number) in the footer section

***Add shipping line item and put \$0.00 in**

Hewlett Packard Company: Vendor #1774 – for computers, laptops, printers ETC

State Contract Number #PA432

Hewlett Packard Enterprise Company: Vendor #1774

State Contract Number: PA2211 – for Computer related items, storage etc

Please remember to put the quote (document number) in the footer section

***For both put the quote (document number in the footer section)**

*** Add the shipping line item and put \$0.00 in**

Mountain States Schoolbook Depository: Vendor #2692

Contact: Scott Cressall – 801-773-3200

Shipping – figure 3.25% for order

****They will match order from different classroom book companies, along with the “free stuff” for ordering.**

S/H will be much less going through Mountain States.

Apple Inc. : Vendor Number #230 – attn. Donald Davis

State Contract Number: PA2212

S/H is included in pricing, unless specifically listed, but a s/h line needs to be entered and a \$0.00 amount listed (for Linda in A/P)

Please put the proposal number in the footer section

Amazon Corporate Account: Vendor number #266

I do not order. The open PO is done and sent back to the school/program so that you can order and have the tracking information.

Please remember to call the Technology Department for all technology purchases to get a quote and to have the Technology Form signed.

This information does not have to appear on the PO itself. Put this in interoffice information so that your school and the Program Manager's Secretary knows that this has been done.

Just an FYI

I do not need a copy of all bids/quotes you received for your PO –all bids/quotes. If you have to get two or three sealed bids for the purchase, I need a copy of all of these. I have to keep them with my copy of the PO for four years. You should be keeping copies along with the requisition you generate also for auditing purposes. Since I no longer input all the requisitions, there are times when the auditor has come up to ask me a question about a PO and I do not have any information as to how /what information was received for the decision to go with this company/product.

Extra Information:

State Tax Exempt No: 12057251-002-STC (if a tax exempt form is needed contact me 7313/email me at: cherringtonk@ogdensd.org with the company's name and e-mail, fax, or address where it needs to be sent to).