



"Buy"Line



Purchasing & Warehousing

December-January 2008

Upcoming New Features

Watch for new features coming soon!

- ⇒ Improved search capability in the catalog
- ⇒ Images and expanded descriptions in the catalog
- ⇒ Expanded instructional supplies offered in catalog
- ⇒ Purchase order display feature
- ⇒ Shopping cart name printed on delivery ticket and purchase order

Recently Asked Questions

- ◆ **I submitted a requisition to Purchasing. How can I check the status of my order?**

The requisition number will be part of the shopping cart name. To find the shopping cart, select display shopping carts and enter your requisition number with a wild card * both before and after the requisition number and select the enter button. The shopping cart number will display.

- ◆ **My Principal is absent, how does the Assistant Principal become the substitute approver?**

Please submit a service request by contacting the Help Desk. We'll need the principal's and assistant principal's names, user id's (if you have them), and the anticipated length of absence. We can forward the shopping carts in the principal's inbox to the assistant principal's inbox.

- ◆ **My new Principal does not have access to the system yet. Who can approve our shopping carts?**

A substitute approver needs to be established. The substitute could be another administrator at the school or another administrator within the region office. Please contact the Help Desk with the user id's to submit a service request to set up a new substitute.

Monthly Statistics

☺ Shopping Carts

July	8,941
August	12,709
September	13,518
October	13,203
November	11,029
December	9,136

☺ Average Line Items Per Shopping Cart

July	7.95
August	5.99
September	10.23
October	9.95
November	9.94
December	10.3

☺ Purchase Orders (PO's)

July	5,536
August	8,404
September	7,119
October	6,997
November	5,455
December	4,681

July-December 2007 Statistics

% of PO's created in one day or less

July	48.7%
August	50.4%
September	50.5%
October	46.7%
November	51.4%
December	50.0%

☺ % of PO's created in one week or less

July	82.8%
August	82.1%
September	81.5%
October	80.6%
November	79.7%
December	82.6%

☺ Average Days from Shopping Cart to PO

July	3.6
August	4.5
September	5.2
October	5.6
November	5.6
December	5.1



Call the Help Desk!

799-3300, ext. 1

Material Group Descriptions

Category Number	Category Description	Material Group Description
5300	Apparel Non Athletic	Employee uniforms-maintenance, transportation, police, warehouse
4900	Athletics & Apparel	Uniforms for sports and physical education, football pads and helmets
4510	Audio/Visual	Projectors, cameras, video conferencing, microphones, sound systems
5405	Books Reference & Other	Books for classrooms (not library or textbooks)
3200	Communication Equipment	Telephone systems, cell phones, radios
4300	Computers/Technology	Computers, printers, servers, all hardware
9100	Dues and Fees	Annual dues, conference registration fees
5610	Furniture Administrative	Office furniture
5600	Furniture Instructional	Classroom furniture, lunchroom furniture, library furniture & fixtures
6000	Instructional Materials	Classroom materials, manipulatives (software and science are separate)
4600	Law/Security	Police service equipment, security cameras
5400	Library Books	Library books
2400	Material Handling	Pallets, shrink wrap, hand trucks
4200	Medical/FASA	Items for the nurse in the Health Office
6200	Musical Instruments	Instruments, sheet music
6100	Recognition Supplies-Trophies	Awards, certificates, trophies
8540	Scholarships/Awards	Taxable scholarships, honorarium, and cash awards
6300	Science	Science, robotics, physics, FOSS, laboratory supplies, medical instruction
8100	Services-Admin/Professional	Services for Administrative & Operational departments, auditing, software programming and consulting
8700	Services-Instructional/Consulting	Services for Instructional departments and schools, Instructional Out-of-District Consultants, professional development and training
8200	Services-Mail/Postage	Postage and mail services
8225	Services-Printing/Binding	Graphics services, printing, copying,
8170	Services-Temporary	Temporary labor
7910	Software-Admin/Operations	Administrative software
7900	Software-Instructional	Instructional and classroom software
4000	Special Ed/Assistive Technology	Specialized equipment and hardware, Braille machines, touch screens
4350	Technology Repair Service	Repair service fees for computers, fax machines, copiers
5500	Textbooks	Adopted textbooks, non-adopted textbooks subject to CPD approval
9010	Travel Athletic	Travel expenses for athletic events
9000	Travel Non-Athletic	Travel expenses for non-athletic events
4810	Vocational-Auto Shop	Equipment and supplies for Auto Shops
4800	Vocational-Other	Equipment and supplies for cosmetology, sewing, farm animals
4820	Vocational-Wood Shop	Equipment and supplies for Wood Shops