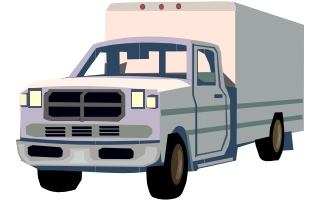




"Buy"Line



Purchasing & Warehousing

Material Group Information

April-May 2008

Category Description	Material Group Description	Suppliers Currently on Bid
Apparel Non Athletic	Employee uniforms-maintenance, transportation, police, warehouse	G&K Services, Inc.
Appliances	Washers, dryers, microwaves, refrigerators	Best Buy, East Bay Restaurant, General Electric, Hoshizaki
Athletics & Apparel	Uniforms for sports and physical education, football pads and helmets	Riddell, Sport Supply Group
Audio/Visual	Projectors, cameras, video conferencing, microphones, sound systems	Abolins, B&H Photo, Best Buy, Infocus, Troxell Communications
Books Reference & Other	Books for classrooms, paperback books (not library or textbooks)	Scholastic, Borders, Everbind
Communication Equipment	Telephone systems, cell phones, radios	Central Telephone, Graybar
Computers/Technology	Computers, printers, servers, all hardware	Apple, CDW, Dell, HP, Microvantage
Copiers/Office Machines	Copiers, duplicators, fax machines	Adv Imaging (AIS), Alt Office Supply (AOS), Vegas Valley Office, CDW
Furniture Administrative	Office furniture	Machabee Office, Contract Interiors
Furniture Instructional	Classroom furniture, lunchroom furniture, library furniture & fixtures	Contract Interiors, Culver Newlin, Machabee Office, Norco, Wenger
Instructional Materials	Classroom materials, manipulatives (software & science are different material groups)	Corporate Express, Lakeshore Learning, Leapfrog, Sopris West, Thinking Maps, Voyager
Library Books	Library books	Ingram, Publisher Direct
Material Handling	Pallets, shrink wrap, hand trucks	Grainger
Medical/FASA	Items for the nurse in the Health Office	Corporate Express
Musical Instruments	Instruments, sheet music	Family Music, Sam Ash, Violin Outlet
Science	Science, robotics, physics, FOSS, laboratory supplies, medical instruction	Delta Education-Foss, Fisher, Frey, Lab-Aids
Special Ed/Asst Technology	Specialized equipment and hardware, Braille machines, touch screens	Adv Keyboarding Tech, Don Johnston, Dynvox, Phonak, Renaissance Learning, Enablemart
Technology Repair Service	Repair service fees for computers, faxes, copiers	Accuvant, McIntosh, Xerox
Textbooks	Adopted textbooks	Mtn States Depository
Vocational-Auto Shop	Equipment and supplies for Auto Shops	Myers Tire Supply
Vocational-Wood Shop	Equipment and supplies for Wood Shops	Klein Education, Woodworkers Emporium

Monthly Statistics

Preparing for the New Year

1. Submit shopping carts or hardcopy requisitions for the FY09 beginning June 1, 2008. Please include "FY09" in the shopping cart name.
2. Work with appropriate buyer to renew Open End orders. Submit shopping carts by June 20th for new orders beginning July 1st.

Preparing for Year End

1. Approve pending invoices by June 30th. Check and clear your Universal Worklist.
2. Fax packing slips and proof of deliveries to the Purchasing Department as soon as possible to ensure expenses are charged in FY08. Our fax numbers are 799-5018 or 799-5504.
3. Accept rejected shopping carts to clear the encumbrances.

☺ Shopping Carts (Requisitions)

July	8,941
August	12,709
September	13,518
October	13,203
November	11,029
December	9,136
January	10,982
February	13,635
March	10,416
April	13,223
May	11,209

☺ Average Line Items Per Shopping Cart

July	7.95
August	5.99
September	10.23
October	9.95
November	9.94
December	10.30
January	9.84
February	10.08
March	9.63
April	9.38
May	10.01

☺ Purchase Orders (PO's)

July	5,536
August	8,404
September	7,119
October	6,997
November	5,455
December	4,681
January	5,476
February	6,863
March	5,146
April	5,400
May	5,367

☺ 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
January	6.0
February	4.8
March	5.8
April	5.5
May	4.3

% of PO's created in one day or less

July	48.7%
August	50.4%
September	50.4%
October	46.7%
November	51.4%
December	50.0%
January	49.6%
February	49.3%
March	43.4%
April	40.7%
May	40.5%

% 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%
January	77.9%
February	82.4%
March	74.9%
April	68.2%
May	83.9%



Call the Help Desk!
799-3300,
ext. 1