



Compton Unified School District
Business and Administrative Services Division
Purchasing, Contracts, Reprographics and Warehouse Department
 (310) 639-4321, 55103; (310) 608-7363 - Fax

Purchasing/Contracts/Reprographics/Warehouse 2018/2019 Bulletin No. 18/19-1001 July 26, 2018

To: Senior Directors
 Directors
 Administrators
 Principals

From: Mark Streeter, Director *MS*
 Purchasing, Contracts, Reprographics, and Warehouse

Subject: JUST-IN-TIME SYSTEM PROCEDURES AND GUIDELINES

The District has been authorized to continue the Just-in-Time System with an important change to the services provided. Please take note of the following

In addition to this annual reminder noting the warehouse no longer stocks office and school supplies for Groups 20 & 31, executive issuance of Bulletin 17/18-1024 determined the warehouse **will no longer stock COPY Paper**. All copy paper previously stocked in the Central Warehouse has become part of the Just-In-Time process awarded to Southwest School & Office Supply. This will affect all Departments and Schools. Envelopes for Accounting, Human Resources and Payroll Departments will remain stocked items in the Central Warehouse.

This system utilizes online ordering. Some of the benefits of online ordering include:


- Instant order confirmation
- Ability to track orders online
- Access to the most updated pricing
- Ability to view listings of all orders placed against your P.O. throughout the year
- Thresholds amounts for JIT Requisition transactions are as follows:

Elementary School - \$2,000.00	Middle School - \$3,000.00
High School - \$4,000.00	Departments - \$4,000.00

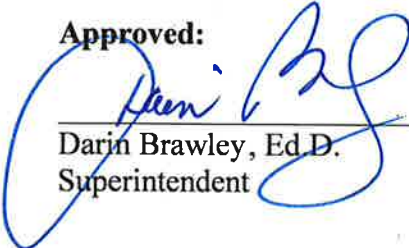
(Request for a higher threshold amount must be approved by the Deputy Superintendent.)

The attached are guidelines and procedures on how to utilize the J.I.T. system for your site.

If you have any questions or concerns, please contact the Purchasing Department at extension 55103. .

Approved:


 Alejandro Alvarez, Ed.D.
 Deputy Superintendent/CAO/Business
 and Administrative Services

Approved:


 Darin Brawley, Ed.D.
 Superintendent

“Just in Time” Guidelines and Procedures

The “Just in Time (J.I.T.)” system will be limited to items in the vendor catalogs relative to school and office supplies. CUSD Warehouse Catalog will not be available under this process.

When placing an order online through J.I.T., items listed as out-of-stock, or no quantity available, will not be back-ordered. An order must be placed at a later time when stock is available. Equipment and items priced over \$499.00/each (Categorical/General Funds) will not be available through J.I.T. (submit a separate SmarteTools online requisition for such item(s).)

How to Get Started

Complete the J.I.T. User Authorization Form and submit/email to the Purchasing Department (see attached). This information will be used to establish your account with the vendors selected to provide service via the J.I.T. program.

Generate a SmarteTools online requisition for an open Purchase Order with a specific “**not to exceed**” dollar amount (example: \$1,000.00) based on the authorized threshold amount noted on page one of this bulletin. You will not be able to spend over the “not to exceed” amount. (Note: Authorization for higher threshold amounts may be granted upon receiving written approval from the Deputy Superintendent.) If higher thresholds are granted and the previous funds expended, a new requisition must be submitted for supplemental funds to be added.

The SmarteTools online requisition(s) must pass all approval levels and should include the following:

- Description Field for School and Office Supplies:
Open Purchase Orders for J.I.T School & Office Supplies for the term (month/day/2018) through June 30, 2019. Authorized signers: (First and Last Name, #1), (First and Last Name, #2), (First and Last Name, #3)

- Description Field For Paper for School and Office Supplies
Open Purchase Orders for J.I.T Paper for the term (month/day/2018) through June 30, 2019. Authorized signers: (First and Last Name, #1), (First and Last Name, #2), (First and Last Name, #3)

- Amount Field – Should reflect the authorized threshold amount for your site.

- Comments Field – Originator’s name and direct extension/telephone number.

Guidelines

1. Every authorized account designee shall be a full-time permanent employee of the District, and shall agree to all terms and conditions established for an online account user.

2. The authorized account designee shall be responsible for ordering, follow-up, delivery and inspection of all items ordered, and will also be the point of contact for invoice processing of all materials (school and office supplies) and settling disputes on all delivery orders with the applicable vendor. Additionally, the account user must ensure all charges are for appropriate expenses, within the budget limits of the Open Purchase Order and do not violate any Board Policy restriction.

Guidelines (continued)

3. The online authorized account designee(s) privileges may be revoked if guidelines are not competently followed, see examples below:
 - a. Repeated attempts to order unauthorized materials (any substance, material, or service that violated policy, law or regulation pertaining to the District).
 - b. Authorized account designee allowing account use by another individual
 - c. Authorized account designee accepts a personal gratuity from a vendor
 - d. The authorized account designee fails to provide Accounts Payable information about any specific purchase (delivery documentation must be provided to the Accounting Department within ten (10) business days of the delivery.
 - e. Authorized account designee is encouraged to combine purchases (whenever possible), to limit unnecessary orders. Whenever possible, group same department orders and submit them on one order (if applicable).
 - f. Stockpiling: with J.I.T., there should be no need to stockpile supplies at individual sites; site administrators must make every effort to limit the amount of supplies kept on hand (limits obsolete items, frees up space, less chance of pilferage or loss) and the main objective is “to not waste funds.”



PAPER ORDERING DETAILS SHEET

WAREHOUSE ITEM -31	SOUTHWEST ITEM NO.	REAM DESCRIPTION					
		TYPE	SIZE	COLOR	UNIT	PRICE	PACK
31-31730	SSSS5320BE	PAPER	8 ½ X 11, 20#	BLUE	REAM	4.50	500/REAM
31-31732	SSSS5320BF	PAPER	8 ½ X 11, 20#	BUFF	REAM	4.50	500/REAM
31-31736	SSSS5320GD	PAPER	8 ½ X 11, 20#	GOLDEN- ROD	REAM	4.50	500/REAM
31-31738	SSSS5320GN	PAPER	8 ½ X 11, 20#	GREEN	REAM	4.50	500/REAM
31-31746	SSSS5320PK	PAPER	8 ½ X 11, 20#	PINK	REAM	4.50	500/REAM
31-31754	SSSS5320CY	PAPER	8 ½ X 11, 20#	YELLOW	REAM	4.50	500/REAM
31-31762	SSSS5315WE	PAPER	8 ½ X 11, 20#	WHITE	REAM	2.90	500/REAM
31-31770	SSSS5315WE14	PAPER	8 ½ X 14, 20#	WHITE	REAM	5.44	500/REAM
31-31771	SSSS5315WE17	PAPER	11 X 17, 20#	WHITE	REAM	8.37	500/REAM

WAREHOUSE ITEM -31	SOUTHWEST ITEM NO.	CASE DESCRIPTION					
		Case price calculations are based on 10 packs in box times					
		TYPE	SIZE	COLOR	UNIT	PRICE	PACK
31-31730	SSSS5320BE	PAPER	8 ½ X 11, 20#	BLUE	CASE	45.00	10/REAM/CS
31-31732	SSSS5320BF	PAPER	8 ½ X 11, 20#	BUFF	CASE	45.00	10/REAM/CS
31-31736	SSSS5320GD	PAPER	8 ½ X 11, 20#	GOLDEN- ROD	CASE	45.00	10/REAM/CS
31-31738	SSSS5320GN	PAPER	8 ½ X 11, 20#	GREEN	CASE	45.00	10/REAM/CS
31-31746	SSSS5320PK	PAPER	8 ½ X 11, 20#	PINK	CASE	45.00	10/REAM/CS
31-31754	SSSS5320CY	PAPER	8 ½ X 11, 20#	YELLOW	CASE	45.00	10/REAM/CS
31-31762	SSSS5315WE	PAPER	8 ½ X 11, 20#	WHITE	CASE	29.80	10/REAM/CS
31-31770	SSSS5315WE14	PAPER	8 ½ X 14, 20#	WHITE	CASE	54.40	10/REAM/CS
31-31771	SSSS5315WE17	PAPER	11 X 17, 20#	WHITE	CASE	41.85	10/REAM/CS




C O M P T O N
UNIFIED SCHOOL DISTRICT
Business and Administrative Services

Bulletin No. 17/18-1024

March 28, 2018

TO: Executive Cabinet
Senior Directors
Directors
Administrators
Principals

FROM: Alejandro Alvarez, Ed. D. 
Deputy Superintendent

RE: REMOVAL OF WAREHOUSE STOCK - PAPER

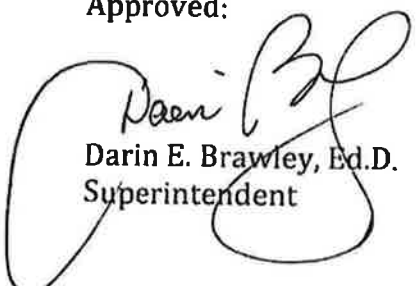
Over the past several years the District has continued to find ways to operate in the most efficient manner possible to meet the needs of its students and staff. Currently, the District utilizes a few vendors to deliver particular items directly to the school sites and other district facilities. In an effort to continue operating in an efficient and productive manner, additional items that are currently available for purchase will be added to the list.

At the return of Spring Recess, April 9, 2018, all paper stock items will become part of Just-In-Time (JIT) and will be priced at the bulk rate under Southwest Office Supply of \$29.80 for standard 8 ½ X 11 white paper. This price is less than what the District is currently paying, \$32.50. Request for purchase of paper products should be made through Southwest Office Supply JIT service. Those items will be delivered directly to your school sites or departments as well as any other approved items you may have ordered.

The remaining inventory of paper stocked in the Warehouse will be transferred to the Reprographics Department for internal reproduction as needed until all stock on hand is depleted. Once depleted, these items will no longer be part of the Warehouse Inventory.

Thank you for your cooperation.

Approved:


Darin E. Brawley, Ed.D.
Superintendent



Compton Unified

Online Warehouse Stock "Just in Time" Orders USER AUTHORIZATION FORM

Southwest School & Office Supply (www.southwestschool.com) and Office Depot (www.officedepot.com) are the District's Internet Vendors for school and office supplies. In order to access their websites the following information is needed:

Date: _____ X _____
PRINT Principal/Department Head Approval NAME

Southwest S & OS X _____
 Office Depot Principal/Department Head Approval SIGNATURE

Key Purchaser:

- Print first and last name: _____
- Department/School name: _____
- Address: _____
- Telephone No.: _____ Fax No.: _____
- Email (required): _____

Second Alternate:

- Print first and last name: _____
- Department/School name: _____
- Address: _____
- Telephone No.: _____ Fax No.: _____
- Email (required): _____

Third Alternate:

- Print first and last name: _____
- Department/School name: _____
- Address: _____
- Telephone No.: _____ Fax No.: _____
- Email (required): _____

Upon completion email: pthompkins@compton.k12.ca.us