

Purchasing Department

BOPM August 1, 2017

- [Grant Compliance Form](#) starts Sept 1, 2017. Nina will cover details of how to complete the form in the Grants Class. Make sure to SAVE, do not save as, otherwise it will not be saved in Lawson.
- [New Vendor Set Up](#) Purchasing will take over this responsibility for vendors, employee reimbursements, and other people needing to be paid on September 1, 2017.
- [Rental Cars](#) AVIS is preferred; we have Enterprise and Hertz also. They all include insurance as part of the state of Texas contract. AVIS will provide principals/directors with a Wizard number to allow their staff to travel without the credit card. See link for AVIS forms to complete. The Wizard number must be entered at the time of booking online. See AVIS procedure.
- [Vendors who are Employees](#) Form to be completed by employees who want to sell to the District. They must be awarded vendor, cannot sell to their own campus/department, and includes spouse, parents, siblings, and children also.
- [Vendor Report Card](#) Comment Card for Vendors. Please fill out when you have both good and bad experiences with our vendors. This helps us in renewing contracts and awarding them in the future.
- [No more See Attached Quote](#) – Each line on the quote must be in the RQ10 to help AP, Purchasing, Asset Tagging and Receiving.
- RQ10 Cut Off Date Monday, August 21st @ 3:30 (delivery date should be after 9/1/2017 on RQ10)
- Closing Blanket POs by Monday August 21st (except for Technology, Bond, Facilities, and Child Nutrition PO's)
- Amazon Topics and Future Enhancements
- Awarded Vendor Exhibit October at Pasadena Convention Center