

MEMORANDUM

February 2, 2009

To: All Sites

From: Brian Slaughter, Director of Purchasing/Warehouse

Re: Just-in-Time Office Supply Contract

Please be advised that the District has implemented a Just-in-Time order and delivery system with Office Depot, who is our board approved office supply vendor. To proceed, we need to take the following actions:

- Deplete the existing office supply stocked in the Warehouse.
- Create an open purchase order not to exceed \$15,000 in IFAS, if you do not have a current one for your site.
- Set-up a user profile for whoever orders your supplies.
- Users will have the option of using an open order and/or the Cal-Card to place orders.

We will provide all sites with a list of items stocked in the Warehouse. The list will include the IFAS stock number and the associated Office Depot number. Please see the attached memo from Mona Smith, our Lead Buyer, for more detailed information.

BS/jp

C: Pat Perazzo
Mona Smith
Marcia Ryer

M E M O R A N D U M

February 2, 2009

TO: All Sites

FROM: Mona Smith, Lead Buyer

SUBJECT: JUST-IN-TIME ORDERING SETUP

Office Depot will need the information on the attached sheet to set up your user profile. Please fill in the information and fax or pony to my attention (fax: 687-5044).

For those sites that do not have an Open Order with Office Depot, you will need to enter an order in IFAS. Once the purchase order has been created, you will be contacted when you can begin ordering.

To create your PR in IFAS, please use vendor #002475. The Open Order will be in effect from February 1 through June 15, 2009. A new Open Order will need to be created for next year's budget beginning July 1, 2009. Once your user ID has been set up, you may use the Open Order or Cal-Card for purchases. All current Cal-Card limits will apply, and please note: all Cal-Cards will be brought down to "0" dollars after April 22, 2009.

If you currently have an Open Order, you will not need to create a new one. You will, however, need to do a change order to increase your limits. Please send the change order information to your assigned Buyer – Marcia Ryer or Mona Smith.

For our District to be successful using Just-in-Time (JIT) ordering, we must first deplete our District Warehouse stock. Please continue to order your stores orders as usual. Once the stock has been depleted the following will occur:

- When a stock item hits zero quantity, all orders for that item will be immediately cancelled.

- Notice of the cancellation of the item will be sent to the Office Manager via pony or with the packing lists for those orders being delivered.
- That item will be immediately added to the “**Office Depot Just-in-Time Warehouse Stock Cross-Reference Numbers**” list posted on our website: (<http://www.mdusd.k12.ca.us/purstuff/purch-whse.htm>). As items are depleted, they will be added to this list. This list will show the corresponding Office Depot number and will be in PDF format so it can be printed easily.
- It would be a good idea to update your printed catalog during this transition.
- Once an item has been removed from Warehouse Stock, no more credits can be given by the Warehouse for that item.

Please note that not all warehouse items are available through Just-in-Time. For a complete list, please look on the Purchasing Website (<http://www.mdusd.k12.ca.us/purstuff/purch-whse.htm>). Continue ordering all other stores items as you have in the past. Your site will continue to receive your currently scheduled warehouse deliveries.

Once your Open Order has been established and user profile has been completed, you may start ordering from Office Depot using either your Open Order or Cal-Card. Your Open Order can be set up for \$15,000.

When ordering JIT – a minimum order is \$75.00. Please do not place an order unless it is more than that amount.

If you have any questions, please feel free to contact me on Ext. 3745.

Cc: Brian Slaughter
Pat Perazzo
Marcia Ryer

To: Mona Smith, Purchasing
Fax #687-5044

OFFICE DEPOT JUST-IN-TIME ORDERING INFORMATION:

NAME:

SCHOOL/SITE:
ADDRESS:

PHONE NUMBER:

EMAIL ADDRESS:

PO NUMBER: (To be determined)

PURCHASE ORDER AND CAL-CARD: OR PO ONLY:

APPROVER (IF NEEDED):

SHARED LOG IN? (List names)