

E-PROCUREMENT VENDORS (Staff Quotes)

Login for quoting purposes:

Office Depot

<https://business.officedepot.com/>

Login: BIRDVILLEISDPRICING

Password: BirdvilleK12

Staples

https://bci.stapleslink.com:3079/invoke/StaplesCommerceOne/receive?USERNAME=birdvilleisd&PASSWORD=staples&HOOK_URL=http://

Matthews Office Supply

www.matthewsofficecity.com

Login: BIRDVILLE

Password: supplies

PURCHASING MEMO

Date: October 28, 2020

Subject: Holiday Cut-Off Dates for Purchasing

As we approach the holiday season, we need to be mindful of some Purchasing Cut-Off dates when processing your requisitions and p-card orders.

November 13th – Cut off for all requisitions and p-card requisitions. Must be to Purchasing for the last run at the end of the day.

December 11th – Cut off for all requisitions and p-card requisitions. Must be to Purchasing for the last run at the end of the day.

December 11th – Must have all p-card transactions reconciled through the December 2nd import date

Please be careful when placing any order so that it does not arrive during our holiday breaks. No orders can be shipped to a location that is not BISD. Thanks for all you do!