

10 STEPS TO SUCCESSFUL SUPPLY & UNIFORM ORDERS

1. adhere to posted deadlines
2. do not exceed the amount of allocation
3. limit orders to a **maximum of 3 quotes** from awarded vendors; updates/edits to quotes may only be provided by vendor – quote may not include handwritten notations or information
 - a. awarded athletic supply vendors: <https://www.aps.edu/procurement/purchasing-guides/athletic-pe-equipment-related-goods>
 - b. awarded athletic uniform vendors: <https://www.aps.edu/procurement/purchasing-guides/athletic-varsity-clothing-related-materials-1>
 - c. awarded athletic training supply vendors: <https://www.aps.edu/procurement/purchasing-guides/medical-equipment-supplies>
4. include **detailed specifications** on all quotes that includes but is not limited to:
 - a. **complete** item description including identification of item listed (e.g. *jersey, volleyball*) - may also include website picture/description
 - b. manufacturer/model number
 - c. color(s) and size(s) of items, if appropriate
 - d. details of all logo and artwork such as screen printing, embroidery or sublimation
 - e. quantity of items with unit price/total cost
5. **CHECK THE MATH:** multiply the quantity and the unit price = subtotal. **ADD** subtotal + subtotal + subtotal = grand total
6. confirm the following:
 - a. freight and other service costs **are included in unit price** of item – no separate freight/shipping charges
 - b. uniform specifications meet current and upcoming NFHS standards & requirements
 - c. uniform pieces and quantities align with uniform order guidelines
7. ensure the following:
 - a. supply allocations are utilized with an **emphasis on protective equipment and consumable basic supplies**
 - b. uniform orders do **not** include personalized items
 - c. uniform/supply orders do **not** include apparel for coaches
8. include a **detailed, comprehensive inventory** of ALL supplies, equipment and uniforms when submitting supply orders – supply orders **will not be processed** without an updated inventory
9. include a completed, signed cover sheet with each supply and uniform order
10. **submit orders electronically** to athletics@aps.edu
 - a. subject line to read: *ORDER - SCHOOL NAME SPORT ORDER TYPE* (i.e. *ORDER - MHS BOYS SOCCER SUPPLIES*)