



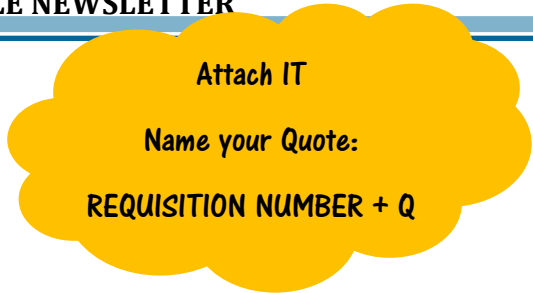
ALBUQUERQUE PUBLIC SCHOOLS SPEND MATTERS

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APS PROCUREMENT AND ACCOUNTS PAYABLE NEWSLETTER

Money Saving Tips:




1. Check with the APS Materials Warehouse
Warehouse catalog: <http://www.aps.edu/materials-management/warehouse-catalog/2017-2018-catalogue/view>
2. See Procurement's Pricing Agreements & Purchasing Guides
PAs: <http://www.aps.edu/procurement/price-agreements>
Guides: <http://www.aps.edu/procurement/purchasing-guides>
3. Get Quotes directly from vendors if there is a pricing agreement.



Requisition Best Practices to expedite your POs:

1. Double check your vendor! Be sure you've selected the vendor that matches the vendor shown on your quote.
2. Clear your Lawson screen between entering requisitions. This prevents orders from getting combined or split.
3. Select the correct buyer. See the Commodity listing on the 2nd page of this newsletter and also on our website (and it is updated frequently!): <http://www.aps.edu/procurement/commodity-listing>
4. Name your quote properly: REQUISITION NUMBER + Q
5. Make sure your quote isn't expired.
6. Don't give the vendor your requisition # or any other approval to being work or send goods. Procurement is the only department who can issue official purchase orders.

Acceptable & Unacceptable Uses of Shopping Carts:

	ACCEPTABLE	UNACCEPTABLE	
	Sandia Office Supply Staples Advantage Lakeshore Learning School Specialty 	Vendors that have awarded pricing agreements or contracts. Please contact vendors for a quote that reflects discounted pricing.* Please mention that you are from APS when asking for quotes.	
	Non-contracted/No awarded pricing agreement vendor		

* Vendors that have an awarded contract or pricing agreement can be found at: <http://www.aps.edu/procurement/price-agreements>

Contact information to request a quote that reflects discounted pricing can be found at: <http://www.aps.edu/procurement/purchasing-guides>

Accounts Payable Updates:

- ◇ **New Postage Request form is on the website:** <http://www.aps.edu/finance/accounts-payable/documents/postage-request-form/view>
- ◇ **New STOP GO LIST for travel guidelines is on the website:** <http://www.aps.edu/finance/accounts-payable/documents/stop-and-go-list-travel/view>

Commodity Assignments

COMMODITY GROUP	BUYER	BUYER CODE
Athletic Clothing, Equipment, Supplies, and Services	Marilee P. Gallacher	MPG
Audio/Video	Robert C. Russell	RCR
Books, Magazines, Etc.	Krystal N. Marquez	KNM
Building Materials and Operational Supplies	Daniel W. Dominguez	DWD
Building Operation Services	Steven L. Carpenter	SLC
Computer Equipment and Supplies	Robert C. Russell	RCR
Non-Curriculum Computer Software & Web-Based Services Curriculum Software & Web-Based Services	Robert C. Russell Marilee P. Gallacher	RCR MPG
Conferences	Dionne Sanchez	DNS
Construction Related On-Call Contracts	Rennette A. Apodaca	RRA
Contract and Services Agreements	Steven L. Carpenter	SLC
Custodial Equipment and Supplies	Abigail C. Manzanares	ACM
Custodial Services	Krystal Nicole Marquez	KNM
Data/Telecom	Robert C. Russell	RCR
Food Services, Equipment and Supplies	Melissa G. Sanchez	MGS
Furniture, Fixtures, and Furnishings	Krystal N. Marquez	KNM
Instructional & Curriculum Supplies	Dionne Sanchez	DNS
Instructional & Curriculum Supplies - SCIENCE	Steven L. Carpenter	SLC
Instructional Services	Steven L. Carpenter	SLC
Miscellaneous Services	Rennette A. Apodaca	RRA
Music Supplies, Equipment and Services	Krystal Nicole Marquez	KNM
New Construction	VACANT **Check Back**	RRA (until position is filled)
Office Equipment	Krystal N. Marquez	KNM
Office Supplies	Abigail C. Manzanares	ACM
Paper	Krystal Nicole Marquez	KNM
Outdoor and Athletic Venue	Marilee P. Gallacher	MPG
Other Classroom Supplies	Krystal Nicole Marquez	KNM
Portable Buildings	Daniel W. Dominguez	DWD
Professional Development	Rennette A. Apodaca	RRA
School Bus Services	Dionne Sanchez	DNS
Safety/Adaptive Equipment	Daniel W. Dominguez	DWD
Transportation	Krystal N. Marquez	KNM
Check Requests	Philippe Menzies	CKR
Other	Unassigned Buyer Code	OTH