



IMPORTANT NOTICE

To: All Campuses/Departments

From: Rosario Peña/Administrator
Purchasing Department

Date: September 28, 2005

RE: **Information that needs to be included on PR's**

ISSUE #1

The following vendors are requesting specific information in the body of all BISD purchase orders. The vendors will not process the order if the purchase orders are not filled properly.

SHI-Government Solutions you need to type the contract #DIR-SDD-198 plus the Part #.

If you need to speak to a sale representative, you may contact Rikita Passawala at phone #1-800-870-6079 extension 7123.

Dell you need to type the quote number and Contract #DIR-SDD-192.

If you need to speak to a sale representative, you may contact Celinda Garza at phone #1-888-977-3355 extension 7289534.

U.S. Tech you need to type the part number and contract #DIR-VPC-03-007.

If you need to speak to a sale representative, you may call Jenny or Wenlee at phone #1-800-466-2841.

Analytical Computer Services you need to type the part number and contract #DIR-VPC-03-027.

If you need to speak to a sale representative, you may speak to Brian, Sam, or Kelly at phone #1-888-744-9451.

This will help the Purchasing Department to process your orders a lot faster and for vendors to receive the correct information.

ISSUE #2

Now that the purchase requests are on line, the Purchasing Department cannot modify the purchase requests by adding contract numbers or any information to the request. Therefore, the Purchasing Department will send back to the originator all the PRs that do not have the complete information. Type the information under the "Description" column or in the "NOTES" section under the "Print Before" or "Print After" options.

ISSUE #3

Continue faxing to the Purchasing Department the current quotes for the vendors addressed on ISSUE #1. Our fax numbers are 547-4039 and 548-8367. Prices change constantly on the computer market, so be sure you are using current quotes and not quotes from previous months/years. Visit our web site for current information.

REMINDER!

1. Continue faxing professional leaves, backup documentation on registrations, book orders etc.
2. Type the bid number on the first item number under the "Description Column", after that type the bid Item # on the following line items.
3. Forms for Quotes can be printed from our web site under "DOCUMENTS".

Again, so as to expedite the process, please note the Purchase Request Number on the form prior to submitting it to the Professional Staff Development Department for their approval.

Thank You!