

SEPTEMBER 2017

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Good Results are Attained Through Hard Work

We would like to take a minute to applaud one of our own.

Jason Steinmann, Buyer, Purchasing Department, has recently completed an MBA (Masters of Business Administration) program.



We are proud of Jason and thought you should know of his accomplishment. Here is his story in his own words:

I completed my MBA from Arizona State University on August 9, 2017. I decided to get an MBA because I knew that progressing in my career required it. I received my Bachelor's degree from Utah State in Business Administration and having spent the last six years in business, decided I wanted to continue pursuing that path. I opted for an online program so that I could continue working full-time. Arizona State's Online MBA program is ranked 5th in the nation and the team based curriculum seemed like a good fit. The program lasted two years and was quite rigorous at times. Most of my evenings and many of my weekends were spent watching lectures, reading textbooks, meeting with teams, and writing papers. Needless to say, my social life tanked. It feels so good to finally be done.

We are proud of his accomplishment and wanted to share his story with you. We think Jason is a valuable asset in purchasing and to the district!





What to do With Your Empty Cartridges?

- Canon and OCE copier cartridges as well as Riso duplicator cartridges are green friendly. You can simply throw them away.
- Sharp copier cartridges will be picked up by contacting Les Olson Company at (800) 365-8804. Ask for the Supply Department .
- Please collect empty HP cartridges to give to your Office Depot and/or Staples delivery driver when you see them next.

Remanufactured HP Toner Contract

Our contract with Marlo Products expired Sept 16, 2017. There was a change in ownership and we are currently looking at options to contract with the new company or another company to meet our Remanufactured HP Toner needs.

In the meantime, please follow GSD Policy to purchase remanufactured toner. This includes obtaining a second quote when the purchase will exceed \$499.99.

Please use caution when ordering from sources other than the vendors listed below. **Do not purchase “Drill and Fill”, “Recharged”, or “Reconditioned” cartridges. The vendor must replace the cartridge components and not just reuse them. Using a cartridge that has “used” components parts could severely damage your printer.**

Office Depot and Staples offer a great return policy with terms backed by the State of Utah Contract. Ripple Effect Marketing dba Marlo Products and Innovative Print Consulting will clean your machine should something go wrong with one of the cartridges. The vendor may also replace the printer, if the cartridge is determined to have broken the printer.

- Office Depot – Office Depot brand remanufactured – online account
State of Utah Contract MA142
If you don't have an account contact Julie Fisher or Suzanna Vega.
Suzanna.vega@officedepot.com (855) 337-6811 x16037
- Staples – Staples brand remanufactured – online account



Office Depot and Staples offer a great return policy with terms backed by the State of Utah Contract.

Remanufactured HP Toner Contract (continued)

State of Utah Contract MA1596.

If you don't have an account contact Julie Fisher or Stephanie McBride.

Stephanie.mcbride@staples.com (801) 656-3216

- Ripple Effect Marketing dba Marlo Products – emily@mptoner.com (801) 546-2357
- Innovative Print Consulting – chalise@iprintc.com (801) 688-7402

OEM Cartridges should be ordered using the State of Utah contracts with Office Depot and Staples.

Equipment Transfer Forms Line 7

Line 7: VERY IMPORTANT PART OF THE EQUIPMENT TRANSFER FORM.

When filling out an Equipment Transfer form, it is important to include the asset number, quantity, description of item, serial numbers and **cost**. Items that have an assigned asset number are required to have the cost included on the form. These figures should be available on the fixed asset list of the location.

If you have multiple items, you may put "see attached" and attach a list of the items. Please have items set aside, not on pallets, because each serial number has to be checked for identification purposes.

If you have multiple items, you may put "see attached" and attach a list of the items.

7. The following information can be obtained from your inventory:

Asset No.	Class Code	Quantity	Description	Serial No.	Model	Cost

8. For Maintenance Use Only: Condemned Used for parts Sent to Warehouse
Description of problem _____ Recommended Replacement _____ Estimated cost of repair: \$ _____
(Maintenance Department) (Internal Signature) (Date)

9. For Warehouse Use Only: Surplus Hold for redistribution Other _____

(Signature) (Date)

The Warehouse tracks all ETF's and Serial Numbers of electronic materials.

Typing of information is preferred, if not, please write legibly so that all numbers can be read and **press hard** so that all copies are legible.

If you need help or have any question about the use of an ETF, please call the Central Warehouse at 385-646-4286.

Snow and Ice Removal Preparation

As the fall begins and with winter just around the corner, the thought of being prepared for the removal of looming snow and ice enters our minds. The Central Warehouse stocks a number of products that can be used to help prepare facilities for vehicle and foot traffic during stormy weather.



341100



341273



341247



341281

Item 341100: Deicer, Calcium Chloride, 55# Bag, Use in frigid temperatures and hard to remove icy spots. Calcium Chloride has the most powerful and quickest melting action. Calcium Chloride absorbs moisture from the atmosphere as opposed to relying on the water snow has to offer.

Item 341101: Snow/Ice Melter, Waxiemelt II, 50# Bag, Extra helpful in colder temperatures.

Item 341273: Rock Salt, 50# Bag, For general use in most situations. Salt has been used for decades to help control ice and snow when winter weather strikes.

Item 341247: Snow Pusher, Steel, 24" Wide X 12" Deep

Item 341281: Snow Shovel, Poly, Lightweight, Contoured Handle

Please contact Skip Foster, ext. 5678, if you have any questions or need assistance purchasing snow removal supplies for your location.

Food Service Disposables

If you are planning a staff meeting or event and need disposable plates, bowls, cups, silverware and napkins, we have them available for purchase at the warehouse. They can be found in section 35 of the catalog.

Styrofoam 9" plate	Stock 351001
Styrofoam 12 oz. bowl	Stock 351003
Paper Cup 9 oz., cold	Stock 351005
Styrofoam Cup, 8 oz. hot	Stock 351006
Plastic Silverware	Stock 351007-351009
Napkins, Dinner 1/8 Fold	Stock 351010

A Refresher on Smart Boards

Granite School District purchases many interactive whiteboards each year. These boards provide an excellent way for teachers to better interact and engage with students. Smart Technologies' Smart Board is one of the approved interactive whiteboards used throughout the district and is very easy to purchase. The Chariot Group currently holds State Contract MA538, which includes multiple options in sizes and capabilities. Below is a list of the most commonly purchased Smart Boards with the appropriate pricing.

Size	Touch Capabilities	Part Number	Price
77"	Dual Touch	SBM680	\$1,395.42
77"	Multi-Touch	SBX880	\$1,917.42
87"	Dual Touch	SBM685	\$1,685.42
87"	Multi-Touch	SBX885	\$2,207.42

Shipping is included in the pricing above.

Smart Technologies is currently running a Refresh Program where schools can exchange existing Smart Boards for new ones at a discounted price. If this interests you, please contact The Chariot Group representative below.

Sharon Schaugaard
 801-733-9477
Sharon.schaugaard@chariotgroup.com

Canon Copier Toner and Staples

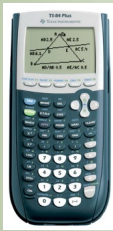
In February 2017 the standard copier ordered by GSD was upgraded to the ImageRunner 4545.

Please be cautious when ordering toner and staples from the Warehouse. Please check the number on the front of your copy machine to make sure you order the correct product.

<u>NEW</u> Canon 4545 Toner 182262 Staples 182263	Canon 4245 (Prior to 2017) Toner 182260 Staples 182261
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We ask that everyone review it and utilize it when they need to make their next purchase.



Please Review and Use the Purchasing Threshold Flow Chart

This past summer we identified several significant procurement issues at multiple locations throughout the district. The common thread among the situations was a general disregard for purchasing policy. These practices are not acceptable and we can do better. It is our belief that many of the issues would not have occurred if employees would have reviewed and followed the Purchasing Threshold Flow Chart. We've provided the link in the newsletter and ask that everyone review it and utilize it when they need to make their next purchase.

[Purchasing Threshold Flow Chart](#)

Texas Instrument Calculators

Did you know that you can purchase Texas Instrument Scientific & Graphic Calculators & Related Accessories on State of Utah Contract PD1891?

Prices vary depending on the quantity that you are purchasing.

You can view the pricing and contact information by clicking on the "State Contract Lookup" button on the Purchasing & Warehouse Contracts page

RH Enterprises dba Valley Business Machines (QSS vendor #088255)

In addition, calculators can be purchased using the State of Utah Office Supply contracts. Office Depot and Staples will generally put calculators on sale at the beginning of each school year. You can check current pricing by logging in to your Office Depot or Staples account.

Northwest Textbook Depository

CHANGES:

The delivery fee for ordering books through Mountain State Schoolbook Depository is 1.25%. As of February 3, 2014 they have also decided to charge a credit card convenience fee of 3%. Purchasing recommends ordering your product through them with a Pay Voucher, School Purchase Order or on a District Requisition.

Northwest Textbook Depository (continued)

FISCAL POLICY 7.G.1:

You can submit Pay Vouchers up to \$50,000. This falls under the exceptions to thresholds. Instructional materials (including textbooks, workbooks, computer software, online or internet courses, CD's or DVD's are multiple forms of communication media) listed on the State's Recommended Instructional Materials Systems (RIMS List) and are available from a book depository within Utah are exempt from the thresholds up to \$50,000 and can be purchased directly by a school/department utilizing a Pay Voucher, School Purchase Order (secondary schools) or a District Requisition as appropriate. Orders in excess of \$50,000 must be submitted utilizing a District Requisition. The expenditure of any sum in excess of \$50,000 requires prior approval of the School Board.

ORDERING TIPS:

Please include ISBNs with the title of the item you are requesting, pricing, and shipping fee of 1.25% on all orders placed on requisitions. Please log in to Mountain State Schoolbook Depository website for pricing and to see if that item you are wanting to order is available through them. Also, publishers are listed on their website as well. The only publisher that is excluded from the list is Gibbs Smith because they are located here in Utah. If the publisher is listed and you cannot find the item, you can call them directly at 1-800-995-1444 and they can get you pricing, ISBNs on the book or item you are wanting to purchase. Their vendor number is 056986. Also, please feel free to contact Rose Elkins at 385-646-4562 with any questions regarding purchases from Mountain State Schoolbook Depository.

P-Card Training

The following dates have been set up for P-Card training. They are held at 9:00 a.m. in the Purchasing Conference Room C-105. Please R.S.V.P. Rose Elkins at 385-646-4562 if you would like to attend one of these sessions:

October 4, 2017

November 1, 2017

December 6, 2017

January 3, 2017

The only publisher that is excluded from the list is Gibbs Smith because they are located here in Utah.



Software/Hardware

Information Systems recently sent out a “Cyber Security Update” to all employees (see attached) and is working on an application that will be more user friendly in finding acceptable hardware and software.

How does this affect your purchase? Purchasing will not be able to issue a purchase order until the software or device is approved and a profile is set up for the device. This includes software that is accessed only online. Including any and all network devices (e.g. school marquees or devices used in other programs such as CTE, smart TV’s, and other IoT (Internet of Things) type of devices).

Prior to submitting a requisition work with your LMETS/STS:

Go through the software approval process OR verify the software is listed on one of the Approved Software lists. See <https://gsdsites.graniteschools.org/departments/instructionalservices/Pages/ApprovedSoftware.aspx>

Please remember to allow enough time for the approval process. It could take 30 days.

Verify the hardware is listed on the recommended hardware list. See https://docs.google.com/document/d/1_0Re9CEZFnzW7fmqACQEEhbo8LxXjmLupJvcjvIRy1c/edit

This also applies to purchases made using a PCard, School PO, or Pay Voucher.

When software and hardware are placed on the “approved list” it indicates the software or hardware has met the GSD requirements for use with curriculum and/or our network. It DOES NOT indicate a purchasing process was completed. All GSD purchasing policies apply. This may include locating a GSD or State of Utah contract, obtaining at least two quotes, or completing an “Award of Contract Without Engaging in a Standard Procurement Process Request Form” (aka Sole Source Form).

In addition, recent changes in legislation regarding student data may require a vendor to agree to additional terms and conditions if the vendor captures certain types of data. Additional information will be provided as the GSD’s process is ironed out.

When software and hardware are placed on the “approved list” it indicates the software or hardware has met the GSD requirements for use with curriculum and/or our network.

CYBER SECURITY UPDATE

GRANITE SCHOOL DISTRICT



Granite School District has made substantial investments in technology during the past several years. Technology plays a significant role in the classroom and in running the daily operations of the district.

In May of 2016, Granite worked with the Utah Education Telehealth Network to perform a risk assessment of our network. The purpose of this assessment was to analyze the district's risk of experiencing such events as hacking or malware that could disrupt and cripple the network. The assessment also examined the ability for someone to access or gather user login and password information that could then be used to infiltrate our network and perform malicious acts.

The district currently has protections in place for spam and virus checking on your graniteschools.org email account. The Information Systems Department also runs security/anti-virus scanning software on district computers provisioned through LANDesk. Firewall devices scan all incoming data for 'bad stuff,' and computer operating systems are regularly updated in an effort to patch any compromised areas hackers may find.

UETN concluded that these efforts provide good protection against outside threats. However, we are at significant risk from our own computers and users within the district. As they put it, Granite has *"a hard outer shell; soft, cushy inside."*

Under the guidance from UETN, the district is working to implement standard, industry-recognized critical security controls.

WHAT THIS MEANS FOR GRANITE EMPLOYEES:

The following changes were implemented during the summer or will be implemented during the school year:

- Removal of administrative rights on staff computers.
- Computer sleep time will commence at 20 minutes of computer inactivity.
- All computer devices on the network will be inventoried, and only known devices will be allowed access.
- Unknown devices will be allowed on the network if they meet certain criteria that decreases their risk of compromising the Granite network.

What this means for you:

- Individual users can no longer install software on their computers. They can install approved software from LANDesk workplace if they have appropriate licensing for that software.
- Only known devices that meet district standards are allowed to use the district wired or wireless networks.
- Unknown devices may connect to our network only if they meet prescribed device standards (if it can be determined the device has anti-virus software and its operating system is up to date, for example.)



New Warehouse Stock Items



<u>Stock</u>	<u>Description</u>	<u>Unit</u>	<u>Price</u>
201204	HITACHI CPX-2542WN PROJECTOR	EA	\$ 449.00
201206	PHONIC EAR FRONT ROW PRO DIGITAL SYSTEM	EA	\$1036.28
201207	IR DIGITAL PACKAGE, FRONT ROW PRO	EA	\$1079.00
202213	CHIEF CMS440 PROJECTOR MOUNT	EA	\$ 56.47
202214	IR CELING SENSOR	EA	\$ 149.00
202224	PROJECTOR, POWERLITE 2250U	EA	\$1189.00
212307	BEAKER, 250 ML POLYPROPYLENE	EA	\$.25
212335	MAGNIFYING LENS W/HANDLE, 3X, 6X	EA	\$.55
212350	CYLINDER, 100 ML POLYPROPYLENE, GRADUATED	EA	\$ 2.07
212351	TEST TUBES W/CAP, 17MM x 150MM, POLYSTYRENE	EA	\$.36
212355	THERMOMETER, METAL BACKED	EA	\$ 1.50
212362	LONG SPRING, 2M	EA	\$ 9.36

Items Deleted from Warehouse Stock

<u>Stock #</u>	<u>Description</u>	<u>Unit</u>
151352	PAPER ROTARY TRIMMER, 15"	EA
151494	PAPER PUNCH, HEAVY DUTY ONE HOLE	EA
155559	WHITEBOARD MARKER, ORANGE, CHISEL POINT	DZ
222561	MAGIC MENDING TAPE, 3/4" WIDE X 300" LONG, SCOTCH BRAND <u>CHANGED TO 351011</u>	RL
361011	MULTI-FOLD PAPER TOWELS, DISPENSER PACK	CS
481160	CAGE BALL, BLADDER, 30", RUBBER	EA
481352	TAPE MEASURE, 100 FT	EA
481360	TENNIS RING, DECK TENNIS	EA





Looking for Help?

Sometimes it can be confusing figuring out which buyer to call for questions. This is a list of general product assignments:

Skip Foster – ext. 5678

- Batteries, carpet, custodial, fire extinguishers, lamps, pest control, snow plows and snow removal, surplus disposal contracts, warehouse catalog sections 30-34, 60-94.

Dean Pope – ext. 4563

- Computers, construction, iPads, marquees, relo's, scanners, scoreboards, tree trimming, and warehouse catalog sections 40, 50-51.

Rose Elkins – ext. 4562

- Books, magazines, DVD's

Julie Fisher – ext. 4309

- Arts & crafts, bleachers, blinds, copiers, duplicators, flags, library supplies, tack/markerboards, nursing supplies, office supplies, phones, printers, software, stage drapes, telephones, warehouse catalog sections 15-18, 22-25.

Debbie Smith – ext. 4565

- Cafeteria food and equipment, family consumer science equipment and supplies, ice machines, security, transportation equipment and repairs, two-way radios, vehicles, warehouse catalog sections 35, 36.

Jason Steinmann – ext. 4552

- Appliances, athletics, audio/visual, clothing, fund raisers, furniture, lockers, lunchroom tables, music, planners, playground equipment, printing, science, warehouse catalog sections 10-14, 19-21, 26, 48 and 52.

You can view a complete list on our web page by clicking on this link:

[Buyer Responsibilities](#) (Printable Directory)

What Do You Think? . .

What kind of information would you like to see in future issues? We want this to be useful to you, so please send your comments and/or suggestions to dsmith@graniteschools.org

Thanks for reading!