



# COMPTON UNIFIED SCHOOL DISTRICT

Business and Administrative Services Division  
Purchasing, Contracts, Reprographics, & Warehouse Department

## **Bulletin No. 19/20-1008 Purchasing/Contracts/Reprographics, Warehouse - September 3, 2019**

**TO: Principals and Department Heads**

**FROM: Mark Streeter, Director**  
**Purchasing, Contracts, Reprographics, and Central Warehouse**

**RE: Just In Time (JIT) Copy Paper Order & Delivery Service – Liberty Paper**

In an effort to continue operating in an efficient manner and meeting the needs of CUSD students and staff, the Purchasing Department was tasked to identify various opportunities that provide standard items such as copy paper in the most efficient and economical manner possible without sacrificing the current direct delivery service or quality of paper provided.

As such, effective October 1, 2019 **Liberty Paper** will become the point of contact for all copy paper stock items. The following per case and site delivery pricing is as follows:

WHITE	Copy Paper, 8 ½ x 11, 20lbs: <b>\$29.40/case</b>
WHITE	Legal Copy Paper, 8 ½ x 14, 20lbs: <b>\$44.40/case</b>
WHITE	Ledger Copy, 11 x 17, 20lbs: <b>\$33.40/case</b>
COLOR	Copy Paper, 8 ½ x 11, 20lbs: <b>\$42.50/case</b> (Blue, Buff, Goldenrod, Green, Pink and Yellow)

Please ensure your school site or department thoroughly completes and returns the JIT Order Form to begin the process. Forward the completed Form through interoffice mail to:

Purchasing Department, Attn: Phyllis Thompkins, or via email to  
[pthompkins@compton.k12.ca.us](mailto:pthompkins@compton.k12.ca.us).

The JIT Form will be used to establish your account with **Liberty Paper**. Orders placed with Liberty Paper will be delivered directly to the school site or department referenced on the JIT Order Form.

Prior to placing an order with Liberty Paper, a requisition addressed to Liberty Paper must be submitted into Smartetools and fully complete the approval process. Make sure the requisition states "**Open Purchase Order For Copy Paper**" in the description line and includes the names of the person(s) authorized to sign the invoices for the copy paper ordered. Upon receipt of the requisition, Purchasing staff will generate an open purchase order to Liberty Paper.

Any site with an existing open purchase order for copy paper with Southwest School and Office Supplies should finalize all orders and invoices once your Purchase order for Liberty Paper is in place.

Any questions regarding this bulletin can be directed to the Purchasing Department, x55103.

Thank you in advance for your attention and compliance with this bulletin.



Mark Streeter

Director

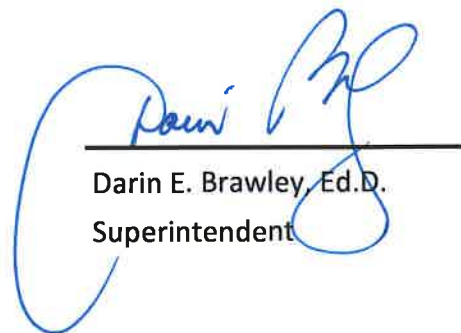
Purchasing/Contracts/Reprographics/Warehouse

Approved:



Alejandro Alvarez, Ed.D.

Deputy Superintendent/CAO



Darin E. Brawley, Ed.D.

Superintendent