




COMPTON UNIFIED SCHOOL DISTRICT

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

Purchasing/Contracts/Reprographics/Warehouse Dept Bulletin No. 22/23-1003 July 14, 2022

TO: Principals, Senior Directors, Directors and Administrators

FROM: Mark Streeter, Director - Purchasing, Contracts, Reprographics, Warehouse 

SUBJECT: JUST-IN-TIME SYSTEM PROCEDURES & GUIDELINES

The District has been authorized to continue the Just-in-Time System, for general office and school supply items, with an important revision to the services provided. Please note, all copy paper is now provided by Southwest School and Office Supplies via their Just In Time online ordering service. Envelopes for Accounting, Human Resources and Payroll Departments will remain stocked items in the Central Warehouse.

The benefits of this online ordering system include:

- Delivery of products direct from the vendor to your school site or department location
- Instant order confirmation
- Ability to track orders online
- Access to the most updated pricing
- Ability to view listings of all orders placed against your P.O. throughout the year
- Thresholds amounts for JIT Requisition transactions are as follows:

Elementary School - \$2,000.00

Middle School - \$3,000.00

High School - \$4,000.00

Departments - \$4,000.00

(Request for a higher threshold amount must be approved by the Deputy Superintendent.)

The attached are guidelines and procedures on how to utilize the J.I.T. system for your site.

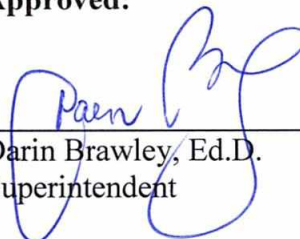
If you have any questions or concerns, please contact the Purchasing Department at extension 55097.

Approved:



Shannon Soto, Ed.D.
Chief Administrative Officer
Business and Administrative Services

Approved:



Darin Brawley, Ed.D.
Superintendent

"Just in Time" Guidelines and Procedures

The "Just in Time (J.I.T.)" system will be limited to authorized items in the vendor catalogs relative to school and office supplies.

When placing an order online through J.I.T., items listed as out-of-stock, or no quantity available, will not be back-ordered. An order must be placed at a later time when stock is available. Equipment and items priced over \$499.00/each (Categorical/General Funds) will not be available through J.I.T. (submit a separate SmarteTools online requisition for such item(s).)

How to Get Started

Complete the J.I.T. User Authorization Form and submit/email to the Purchasing Department (see attached). This information will be used to establish your account with the vendors selected to provide service via the J.I.T. program.

Generate a SmarteTools online requisition for an open Purchase Order with a specific "**not to exceed**" dollar amount (example: \$1,000.00) based on the authorized threshold amount noted on page one of this bulletin. You will not be able to spend over the "not to exceed" amount. (Note: Authorization for higher threshold amounts may be granted upon receiving written approval from the Deputy Superintendent.) If higher thresholds are granted and the previous funds expended, a new requisition must be submitted for supplemental funds to be added.

The SmarteTools online requisition(s) must pass all approval levels and should include the following:

- Description Field for School and Office Supplies:
Open Purchase Orders for JI T School & Office Supplies for the term (month/day/year) through June 30, 2023. Authorized signer(s): (First and Last Name, #1 authorized site staff person), (First and Last Name, #2 authorized staff person)
- Description Field For Copy Paper:
Open Purchase Orders for JI T Copy Paper for the term (month/day/year) through June 30, 2023. Authorized signers: (First and Last Name, #1 authorized site staff person), (First and Last Name, #2 authorized staff person)
- Amount Field - Should reflect the authorized threshold amount for your site.
- Comments Field- Enter the name and direct extension/telephone number for the person contact person for your site.

Guidelines

1. Every authorized account designee shall be a full-time permanent employee of the District, and shall agree to all terms and conditions established for an online account user.
2. The authorized account designee shall be responsible for ordering, follow-up, delivery and inspection of all items ordered, and will also be the point of contact for invoice processing of all materials (school and office supplies) and settling disputes on all delivery orders with the applicable vendor. Additionally, the account user must ensure all charges are for appropriate expenses, within the budget limits of the Open Purchase Order and do not violate any Board Policy restriction.
3. The online authorized account designee(s) privileges may be revoked if guidelines are not competently followed, see examples below:
 - a. Repeated attempts to order unauthorized materials (any substance, material, or service that violated policy, law or regulation pertaining to the District).
 - b. Authorized account designee allowing account use by another individual
 - c. Authorized account designee accepts a personal gratuity from a vendor
 - d. The authorized account designee fails to provide Accounts Payable information about any specific purchase (delivery documentation must be provided to the Accounting Department within ten (10) business days of the delivery.
 - e. Authorized account designee is encouraged to combine purchases (whenever possible), to limit unnecessary orders. Whenever possible, group same department orders and submit them on one order (if applicable).
 - f. Stockpiling: with J.I.T., there should be no need to stockpile supplies at individual sites; site administrators must make every effort to limit the amount of supplies kept on hand (limits obsolete items, frees up space, less chance of pilferage or loss) and the main objective is "to not waste funds."



Compton Unified School District
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“Just in Time” Orders
USER AUTHORIZATION FORM

Southwest School & Office Supply (www.southwestschool.com) and ODP Business Solutions (formerly Office Depot) (www.odpbusiness.com) are the vendors for online orders for copy paper, school, and office supplies. Registration is required to initiate orders on these websites. Please complete this form and return it to: Carolina Quinones (caquinones@compton.k12.ca.us)

Date: _____ X _____
PRINT: Site Administrator/Approver (Superintendent/Principal/Director/ other) NAME

Southwest S & OS X _____
 ODP Business Solutions _____
(Office Depot) Principal/Department Head Approval SIGNATURE

Site Name and Key Purchaser:

- Site (Department/School) Name: _____
- Site Administrator/Key Approver: _____
PRINT NAME and TITLE
- Address: _____
- Telephone No.: _____ Fax No.: _____
- Email (required): _____
- Purchase Order No.: _____
- | | |
|---------------------------------|--|
| Send Invoice to: | Ship To Address: |
| Compton Unified School District | SITE NAME: _____ |
| Accounts Payable | ATTENTION: _____ |
| 501 South Santa Fe Avenue | ADDRESS (Street/Bldg. No./etc): _____ |
| Compton, California 90021 | ADDRESS (Additional Location Details): _____ |

First Alternate:

PHONE: _____ Site Receiving Hours: _____

- Print first and last name: _____
- Title/Position Held: _____ Phone No.: _____
- Email (required): _____

Second Alternate:

- Print first and last name: _____
- Title/Position Held: _____ Phone No.: _____
- Email (required): _____

Upon completion email: caquinones@compton.k12.ca.us