

# SYRACUSE CITY SCHOOL DISTRICT

## REQUISITION ENTRY MANUAL

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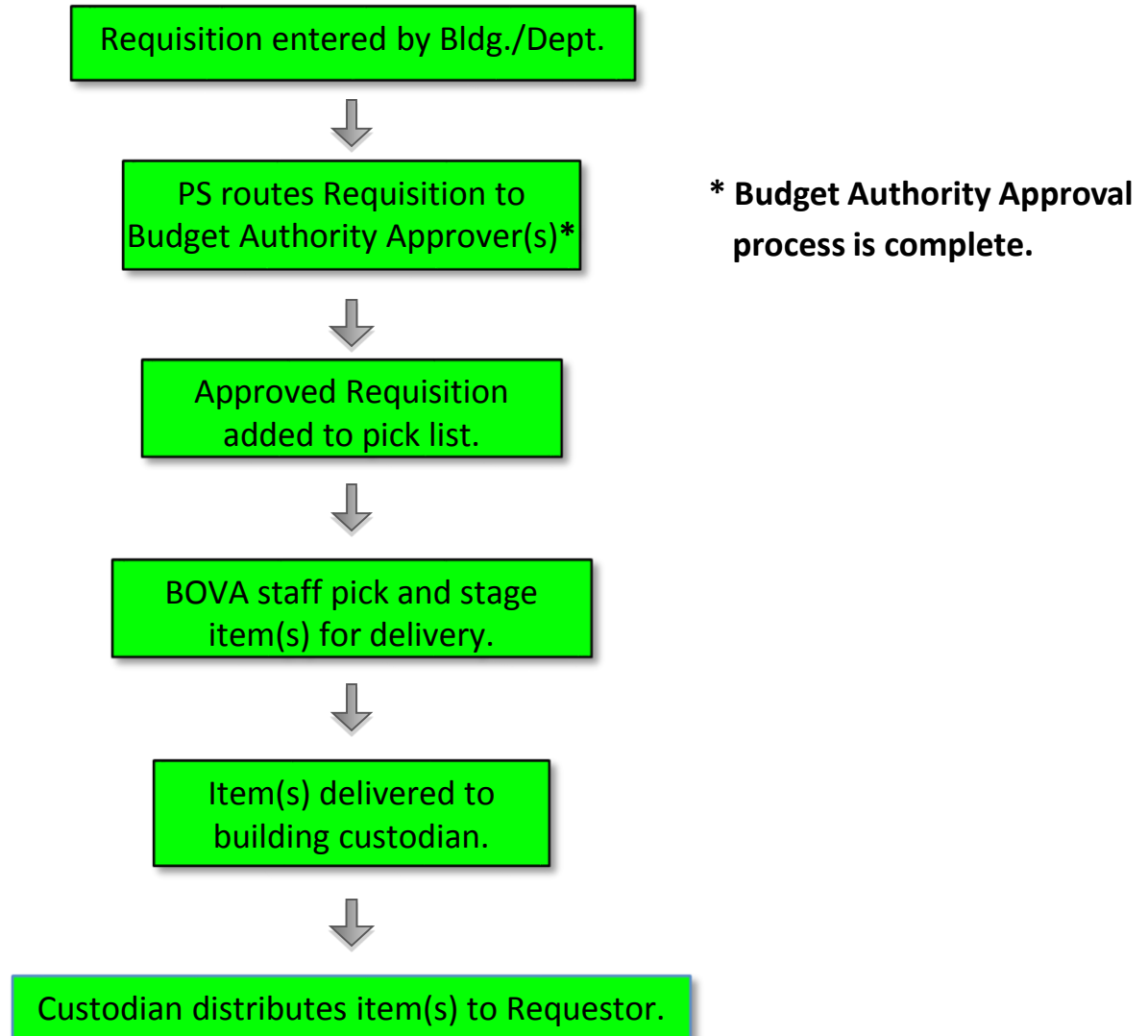
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### When you have questions - We are here to help!

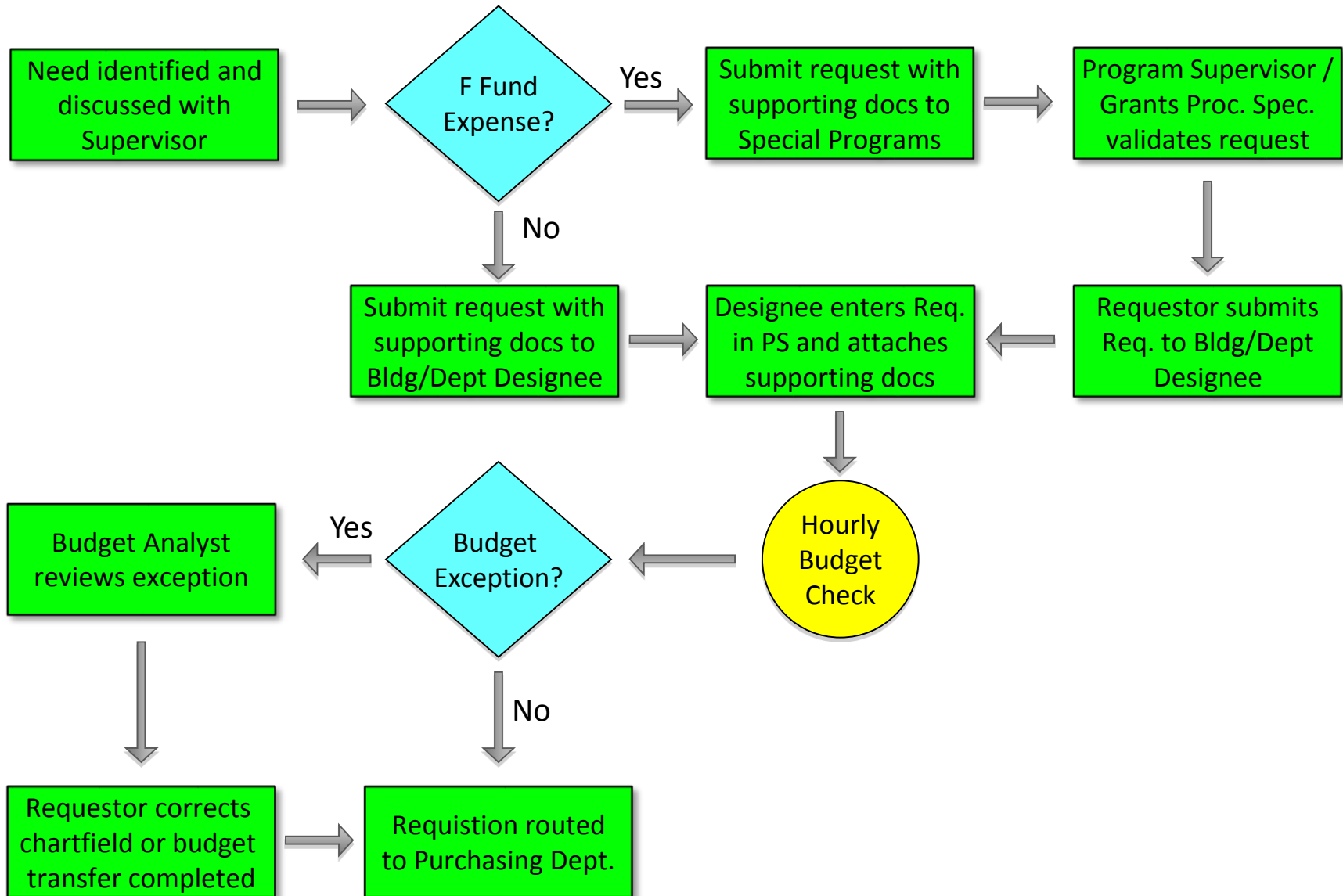
- PeopleSoft Questions and Training Requests ..... Chris Komar ext. 5013
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  - Talent Management, Legal Services, Health Services .....Dionne Tedd ext. 6328
  - Facilities & Operations, School Security, Food Service  
and Transportation..... Lisa Doerle ext. 4160

# Paperless Requisition Workflow

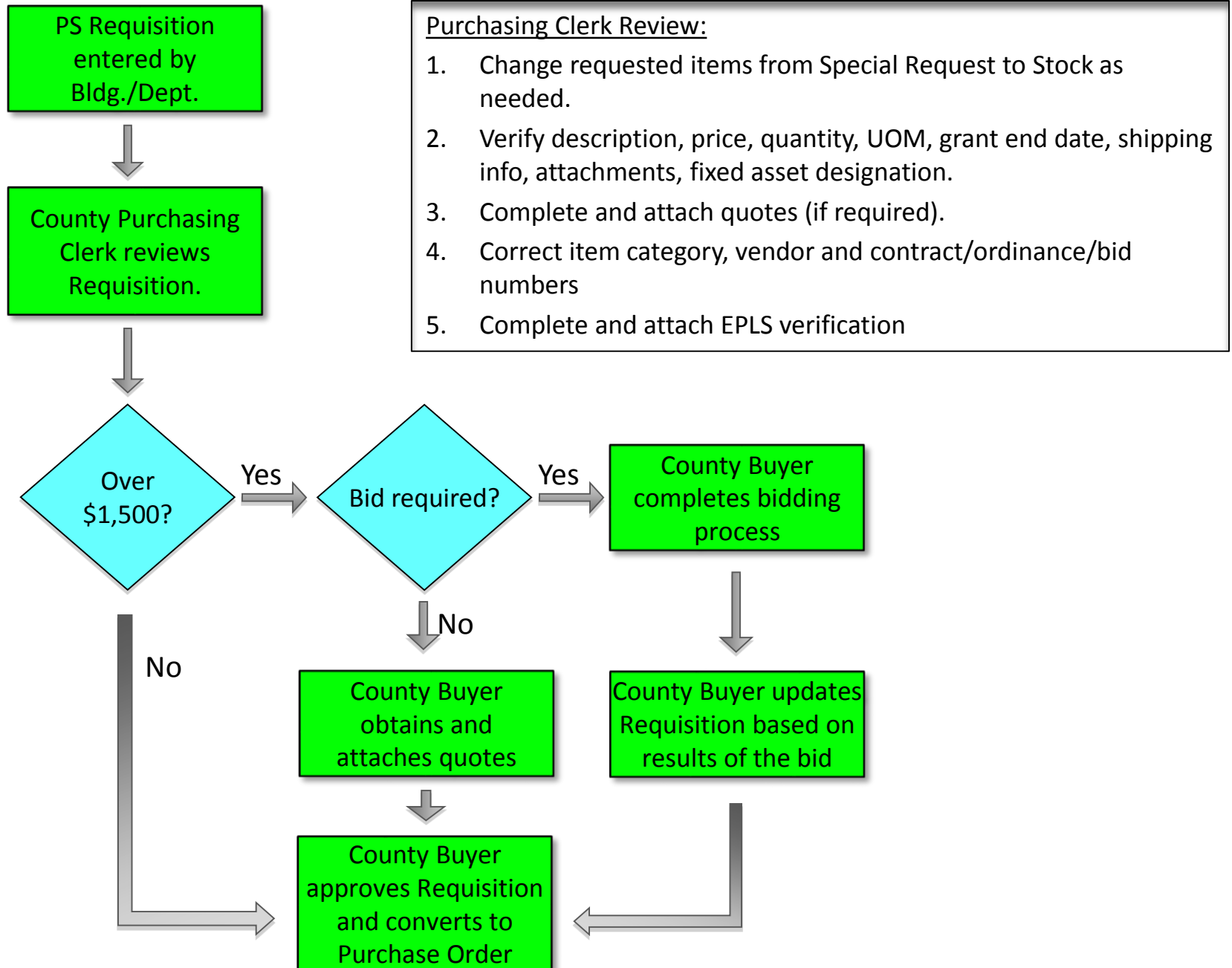
## FLOWCHART FOR STOCK REQUEST REQUISITIONS FOR FISCAL SERVICES LEVEL



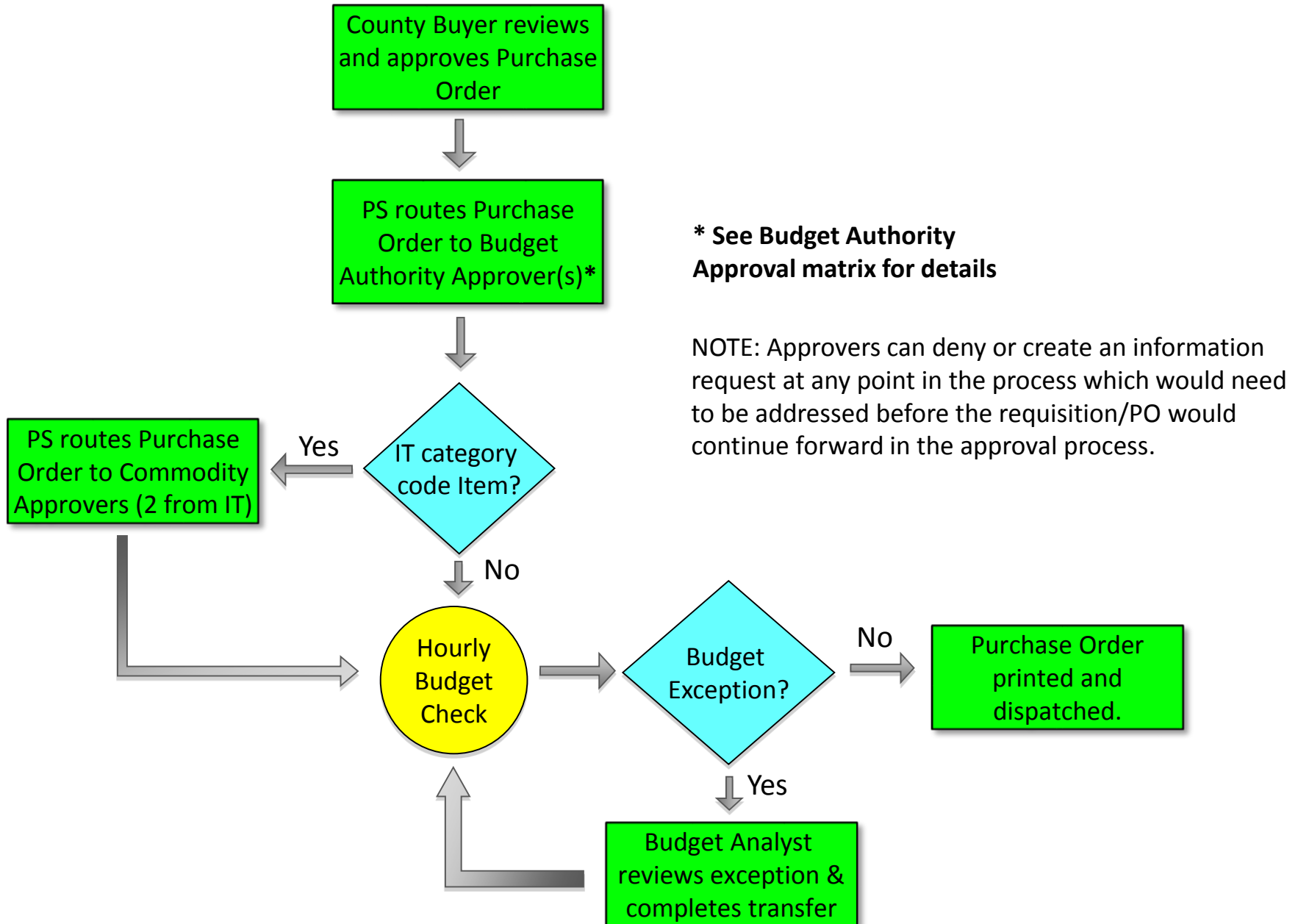
**FLOWCHART FOR REQUISITIONS FOR SCHOOL/DEPARTMENT LEVEL –  
DOES NOT APPLY FOR CONTRACTS OR CONSULTANCIES**



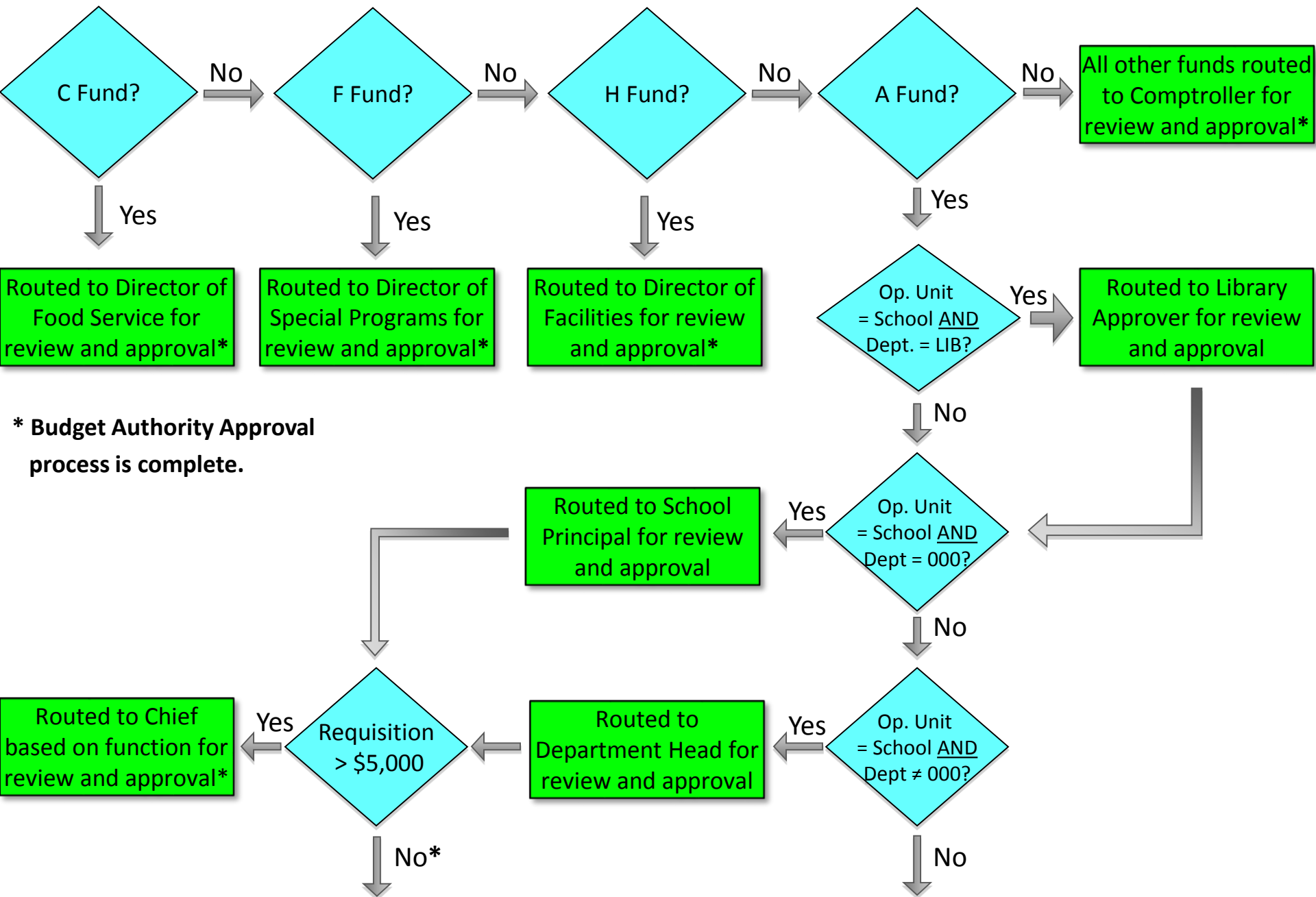
## FLOWCHART FOR SPECIAL REQUEST REQUISITIONS FOR FISCAL SERVICE LEVEL



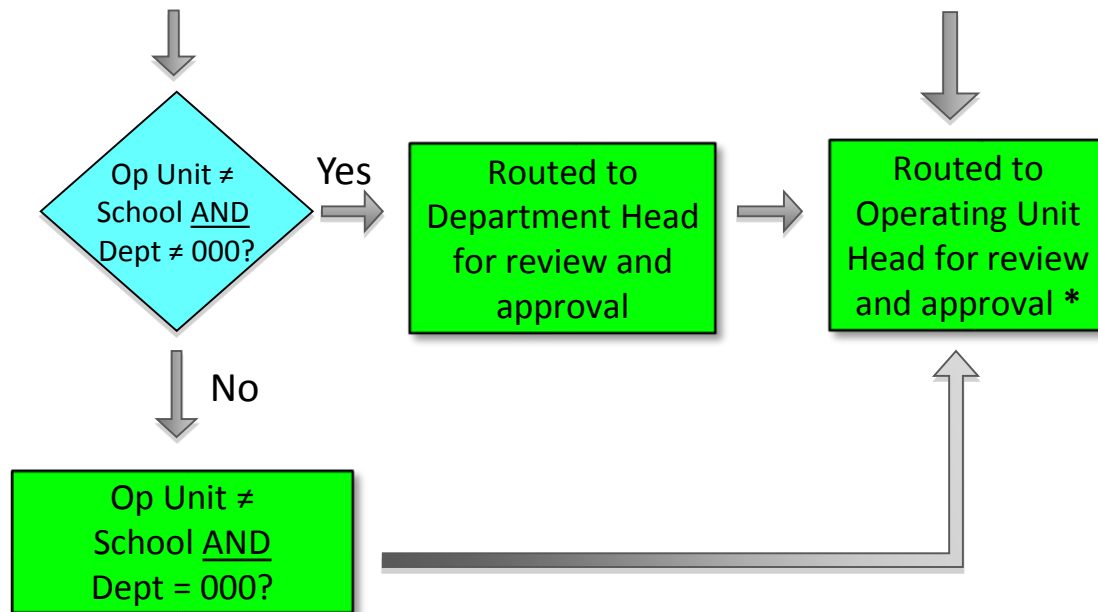
## FLOWCHART FOR PURCHASE ORDERS FOR FISCAL SERVICES LEVEL



## BUDGET AUTHORITY APPROVAL MATRIX – PAGE 1



## FLOWCHART FOR BUDGET AUTHORITY APPROVAL MATRIX – PAGE 2



**\* Budget Authority Approval process is complete.**

NOTE: Approvers can deny or create an information request at any point in the process which would need to be addressed before the requisition would continue forward in the approval process.



# Departmental Internal Controls

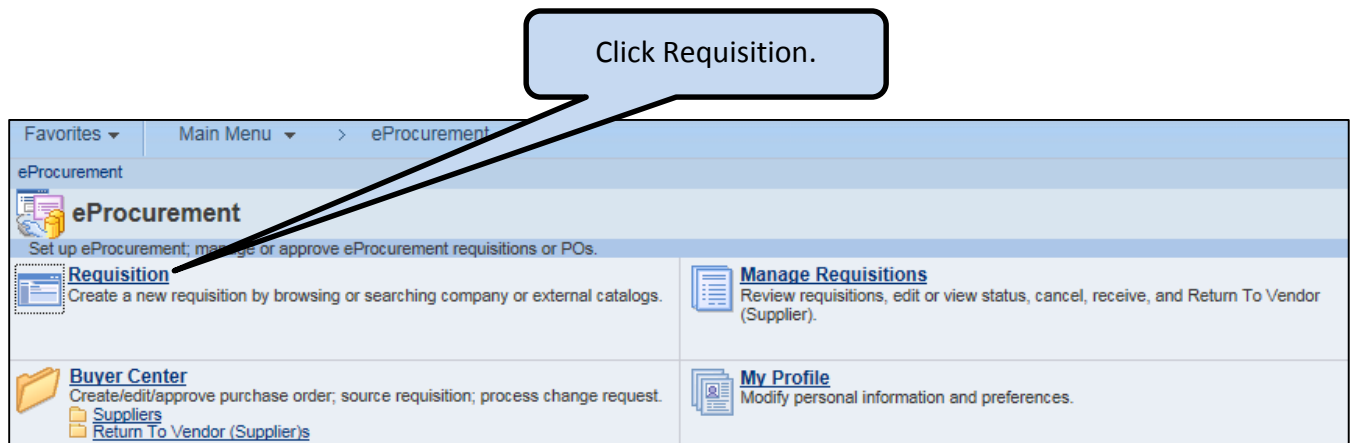
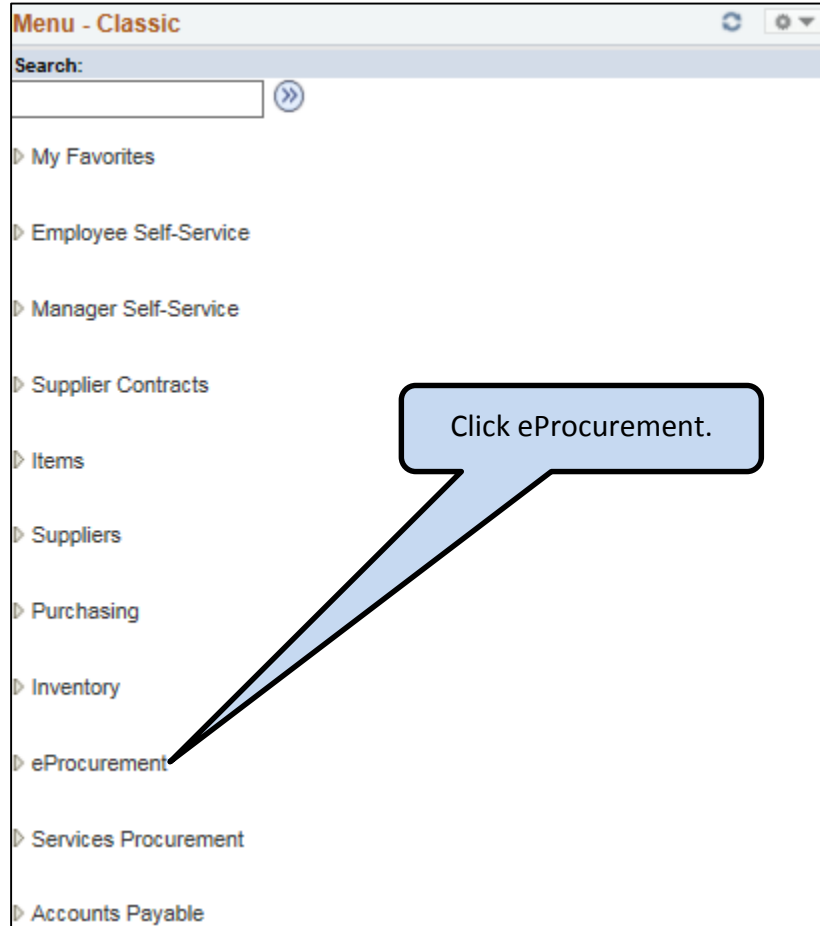
- Budget Authority Approvers
  - C Fund – Director of Food Service
  - F Fund – Director of Special Programs
  - H Fund – Director of Facilities
  - TE1,TA,PN - Comptroller
  - School requisitions approved by Principals and Department Heads
  - School requisitions over \$5,000 approved by Chief
  - Non-school requisitions approved by Department Heads and Operating Unit Heads
- IT Approvers for IT category code items
- Library Approver for “LIB” department items

# Fiscal Internal Controls

- Hourly Budget Check Process on Requisitions: verifies availability of funds, pre-encumbers the funds and validates the chartfield string.
- SCSD Budget Analyst reviews and corrects budget check exceptions.
- County Purchasing Clerk reviews accuracy and completeness of requisition.
- County Buyer reviews bidding requirements, obtain quotes if needed, and completes as necessary.
- As the District's Purchasing Agent, County staff review and approve all purchase orders.

# Create a BOVA Stock Item Requisition

## Menu Path: eProcurement > Requisition



## Create a BOVA Stock Item Requisition

Click Express Item Entry.

The screenshot shows the BOVA system home page. At the top, there are navigation links: Home, My Preferences, Settings, 0 Lines, and Checkout. Below these is a search bar with a dropdown menu set to 'All', a search button, and a link to 'Advanced Search'. In the main content area, there are three sections: 'Catalog' with links to 'Browse Catalogs', 'All Purchasing Items', and 'All Items'; 'Web' with a link to 'Browse Supplier Websites'; and 'Express Item Entry' with a link to 'Create an Express Requisition'. A blue callout bubble points to the 'Express Item Entry' link.

Express Item Entry ?

Line

Details Supplier Information Item Information

Item ID	Description	Quantity
1		

Add to Cart

Click the magnifying glass next to Item ID.

The screenshot shows the 'Express Item Entry' form. It has a header with the title 'Express Item Entry' and a help icon. Below the header is a 'Line' section with tabs for 'Details', 'Supplier Information', and 'Item Information'. The 'Details' tab is active, showing a table with columns 'Item ID', 'Description', and 'Quantity'. The first row has '1' in the 'Item ID' column. A blue callout bubble points to a magnifying glass icon next to the 'Item ID' input field.

Look Up Item ID

SetID SHARE

Item ID contains 7260

Category begins with

Description begins with

Look Up Clear Cancel Basic Lookup

Select Contains from the dropdown menu.

Enter the significant digits from the Item ID.

Click the Look Up button.

The screenshot shows the 'Look Up Item ID' form. It has a title 'Look Up Item ID' and a close button. Below the title are three dropdown menus: 'SetID' (set to 'SHARE'), 'Item ID' (set to 'contains'), and 'Category' (set to 'begins with'). There is a text input field next to the 'Item ID' dropdown containing '7260'. Below these are two more dropdown menus: 'Description' (set to 'begins with') and an empty text input field. At the bottom are four buttons: 'Look Up', 'Clear', 'Cancel', and 'Basic Lookup'. Three blue callout bubbles point to the 'Item ID' dropdown, the '7260' input field, and the 'Look Up' button.

If you want to search for an item by Description:

- Select *Contains* from the dropdown menu.
- Enter the search term in the Description box.
- Use the most basic item type as the first word (e.g., paper, pen, clip, or fluid).

## Create a BOVA Stock Item Requisition

Look Up Item ID

SetID SH

Item ID begins with

Category begins with

Description contains scrub

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-6 of 6 Last

Item ID	Category	Category ID	Description
<a href="#">000000000000000002438</a>	117012	00981	BRUSH, SCRUB, IRON HANDLE
<a href="#">000000000000000002646</a>	117012	00981	PAD, SCRUBBING 13" BLUE 5PK
<a href="#">000000000000000002647</a>	117012	00981	PAD, SCRUBBING 14" BLUE 5PK
<a href="#">000000000000000002616</a>	117012	00981	PAD, SCRUBBING 17" MED BLUE
<a href="#">000000000000000002648</a>	117012	00981	PAD, SCRUBBING 19" BLUE 5PK
<a href="#">000000000000000002696</a>	077012	00737	SCRUB, POVIDINE IODINE, PINT

Look Up Item ID

SetID SHARE

Item ID contains 7260

Category begins with

Description begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

Item ID	Category	Category ID	Description
<a href="#">000000000000000007260</a>	096052	00831	PAPER, COPY WHITE 8.5X11" 20#

## Create a BOVA Stock Item Requisition

Enter Quantity.

**Express Item Entry**

Line Personalize Find View All First 1 of 1 Last

Item ID	Description	Quantity	UOM	Category	Price	Merchandise Amount	
1 000000000000007260	COPIER PAPER, WHITE, 8-1/2" X 11", 20#, 5000/CASE, 10 REAMS-500 SHEETS PER REAM, DUPLICATOR PAPER/OFFSET		CS	096052	22.5600	USD	+ -

Add to Cart

Click Add to Cart or...

...click the plus (+) button to add lines.

Home My Preferences Requisition Settings 1 Line Checkout

Search All Search Advanced Search

**Express Item Entry**

Click the Shopping Cart button to see the cart or...

...click the Checkout button to proceed.

**Shopping Cart**

Description	Qty	UOM
COPIER PAPER, WHITE, 8-1/2" X 11", 20#, 5000/CASE, 10 REAMS-500 SHEETS PER REAM, DUPLICATOR PAPER/OFFSET	1	CS

Total Lines 1  
Total Amount (USD) 22.56

Close Checkout

## Create a BOVA Stock Item Requisition

**Checkout - Review and Submit**  
Review the item information and submit the req for a

**Requisition Summary**

Business Unit: SCSD1 Syracuse City School District Requisition Name:

\*Requester: req1 Requisition Test User One Priority: Medium

\*Currency: USD

[My Preferences](#) [Requisition Settings](#)

- The Requisition Name is entered in UPPERCASE text
  - Location Code
    - Building number or location code where the goods are to be delivered.
  - First Initial and Last Name
    - The person who is to receive the goods.
  - STOCK
    - This identifies the requisition as a BOVA stock request.
- By example, the Requisition Name for John Smith at Corcoran High School:

Requisition Name

- If John Smith at Corcoran wanted to have stock supplies delivered to the Professional Development Center, i.e., he's using the laminating machine, the Location Code would be PDC.

Requisition Name

### • Add the Budget Account information

Cart Summary: Total Amount 22.56 USD

Expand lines to review shipping and accounting details

[Add More Items](#)

**Requisition Lines**

Line	Description	Item ID	Vendor	Quantity	UOM	Price	Total	Details	Comments	Delete
1	COPIER PAPER, WHITE, 8-1/2" X	000000000000007260	W B MASON CO INC	1.0000	Case	22.5600	22.56			

☒ Select All / Deselect All

Select lines to: [Add to Favorites](#) [Add to Template\(s\)](#) [Delete Selected](#) [Mass Change](#)

22.56 USD

Click Select All...

...then click Mass Change.

**Accounting Lines**

Please enter GL Business Unit before selecting other chartfield values

**Accounting Information** [Personalize](#) [Find](#) [First](#) [1 of 1](#) [Last](#)

**Chartfields1** [Details](#) [Asset Information](#)

Percent	Location	GL Unit	Fund	Class	Oper Unit	Account	Dept	Program
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[OK](#) [Cancel](#)

Click Load Values from Defaults.

[Load Values From Defaults](#)

## Create a BOVA Stock Item Requisition

**Accounting Lines**

Please enter GL

**Accounting Information**

Chartfields1 | Asset Information

Personalize | Find | First | 1 of 1 | Last

Location	GL Unit	Fund	Class	Oper Unit	Account	Dept	Program	Project/Grant
1 CTL	SCSD1							

< >

OK Cancel

Update **Location**.  
This is where the goods are delivered.

Populate the budget data.

Click OK when done.

If the budget line is an F fund, enter the Project/Grant number.

**Distribution Change Options**

For the selected requisition lines that are available for sourcing, apply distribution changes to

☒ **All Distribution Lines**  
Apply changes to all existing distribution lines.

☐ **Matching Distribution Lines**  
Apply changes to each existing distribution line by matching the distribution line numbers.

☐ **Replace Distribution Lines**  
Remove the existing distribution lines and replace with the distribution lines changes.

Click OK.

OK Cancel

**Requisition Comments**

Enter requisition comments

☐ Send to Supplier ☐ Show at Receipt ☐ Shown at Voucher

**Approval Justification**

Enter approval justification for this requisition

Click Save and Submit.

Check Budget

Budget Checking Status: **Not Checked**

Save & submit Save for Later Add More Items 60 Preview Approvals



## Create OfficeMax Requisition and Replenish OfficeMax PO

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### PURPOSE:

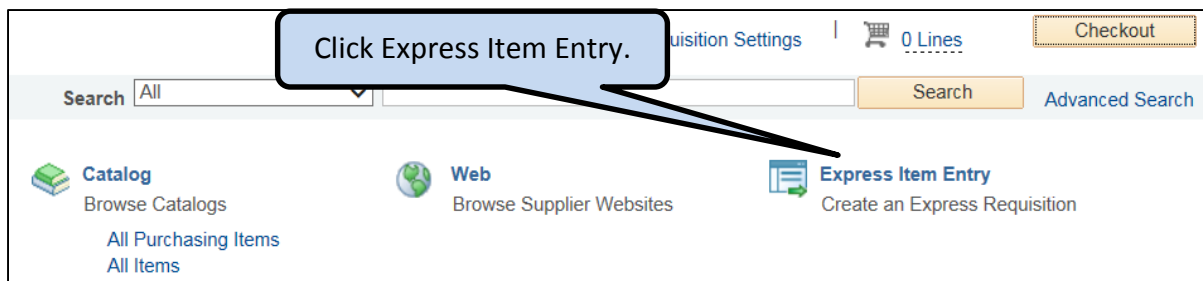
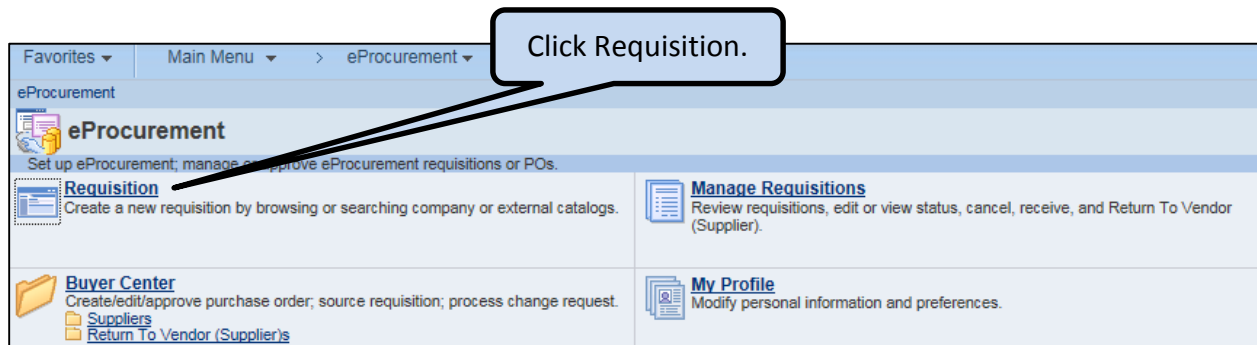
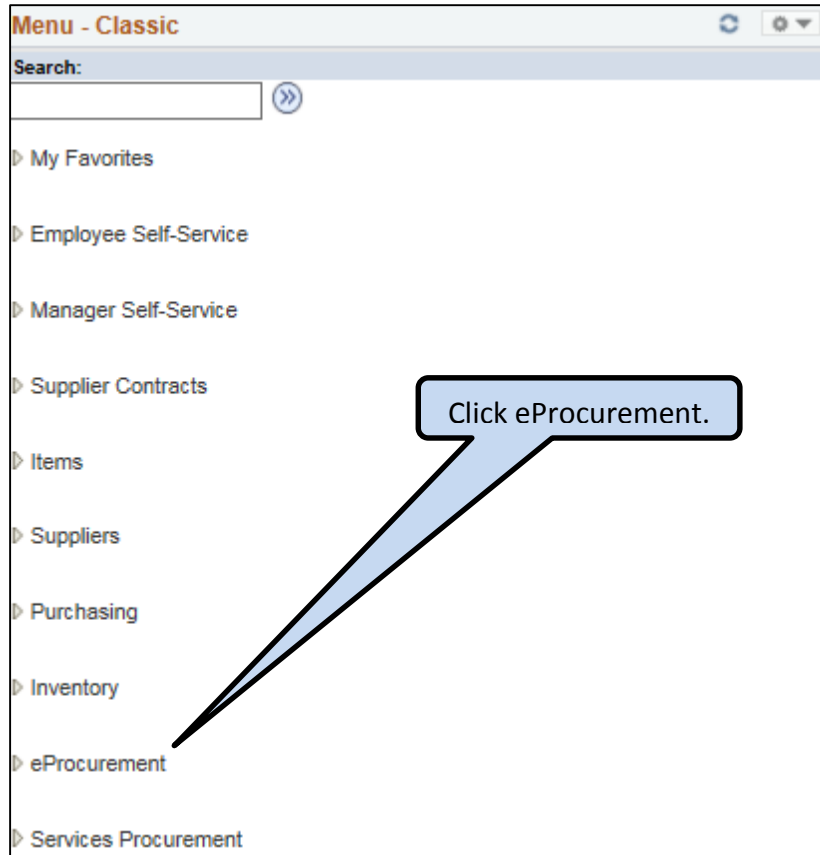
- OfficeMax is the primary vendor for office supplies that are not available from BOVA stock. Paper is available from BOVA. **DO NOT ORDER COPY PAPER FROM OFFICEMAX.**
- Designated employees in each School/Department can place orders online directly at [www.officemaxworkplace.com](http://www.officemaxworkplace.com) using an approved blanket purchase order.
- OfficeMax will ship the office supplies order within 24 hours of purchase approval.
- The School/Department is responsible for submitting a requisition to create a blanket purchase order for OfficeMax purchases at the beginning of each fiscal year.

### PROCEDURE:

- Working with your Principal/Supervisor, determine the total dollar amount of office supplies that are expected to be purchased during the current fiscal year and the chartfield/budget number that will be used for the OfficeMax requisition.

**TIP:** Chartfields with budgeted amounts are distributed to each School at the beginning of the year. If you are unsure which chartfield to use, contact the budget department for assistance (ext. 6328).

## Create OfficeMax Requisition and Replenish OfficeMax PO



## Create OfficeMax Requisition and Replenish OfficeMax PO

**Express Item Entry** ?

Line

Details Supplier Information Item Information

Item ID	Description	Quantity	UOM	Category	Price
1	FY 15/16 OFFICE				

Add to Cart

Fill in the fields with the specific data, starting with Description.

Click Add to Cart when done.

- Enter requisition data **USING ALL CAPITAL LETTERS:**

### **For Office Supplies (Account 5010)**

- Description:** FY \_\_/\_\_ OFFICE SUPPLIES FOR (Bldg./Dept./Prog. Name)
- Quantity:** Total dollar amount of expected purchases
- Unit of Measure:** \$
- Category:** 091002 (Office Supplies)
- Price:** 1.00

### **For Instructional Supplies (Account 5000)**

- Description:** FY \_\_/\_\_ INSTRUCTIONAL SUPPLIES FOR (Bldg./Dept.)
- Quantity:** Total dollar amount of expected purchases
- Unit of Measure:** \$
- Category:** 097002 (Instructional Supplies)
- Price:** 1.00

**Example:** Corcoran High School is creating a requisition for fiscal year 2015-2016 for \$500 of office supplies (category 091002) to be spent on orders from the OfficeMax website.

**Express Item Entry** ?

Line

Details Supplier Information Item Information

Item ID	Description	Quantity	UOM	Category	Price
1	FY 15/16 OFFICE	500.0000	\$	091002	1.0000

Add to Cart

To see the full description, click the button next to the Description to open a modal window.

## Create OfficeMax Requisition and Replenish OfficeMax PO

ePro Requisitions

? Help

FY 15/16 OFFICE SUPPLIES FOR CORCORAN

217 characters remaining

Return

Click Return to close the modal window.

Home My Preferences Requisition Settings 1 Line Checkout

Search All Search Advanced Search

Express Item Entry ?

Click Checkout to continue.

Checkout - Review and Submit

Review the item information and submit the req

Requisition Summary

Business Unit SCSD1 Syracuse City School District Requisition Name 007 J SMITH OFFICEMAX

\*Requester req1 Requisition Test User One Priority Medium

\*Currency USD

Enter the Requisition Name.

- Enter the Requisition Name in **UPPERCASE** text
  - LOCATION CODE
  - FIRST INITIAL (space) LAST NAME
  - OFFICEMAX

## Create OfficeMax Requisition and Replenish OfficeMax PO

Cart Summary: Total Amount 500.00 USD

Expand lines to review shipping and accounting details

Requisition Lines ?

Line	Description	Item ID	Vendor	Quantity	UOM	Price	Total	Details	Comments	Delete
1	FY 15/16 OFFICE SUPPLIES FOR C			500.0000	DOLLAR	1.0000	500.00		<input type="text" value="Add"/>	

☒ Select All / Deselect All      Select lines to:                       

- Enter the Contract Number and User Contact Information in in the Comments box:
  - For FY 16/17, the OfficeMax contract number is: RFB-8079
  - The name, phone number and email address of the person(s) who will be ordering from OfficeMax.
    - INCORRECT INFORMATION = UNABLE TO ORDER

Line Comment

RFB-8079

John Smith, 515-555-1234  
jsmith@scscd.us

Line Comment

Business Unit SCSD1      Requisition

Line 1

Comments      Find    First    1 of 1    Last

Entered On:

1 RFB-8079

John Smith, 515-555-1234

☒ Send to Supplier      ☒ Show at Receipt      ☒ Show at Voucher

▶ Attachments

## Create OfficeMax Requisition and Replenish OfficeMax PO

### Add Chartfield/Budget data and Supplier ID

Cart Summary: Total Amount 500.00 USD

Expand lines to review shipping and accounting details

Click Select All...

...then click Mass Change.

Requisition Lines ?

Line	Description	Price	Total	Details	Comments	Delete
1	FY 15/16 OFFICE SUPPLIES FOR C	1,000.00	500.00		Add	

☒ Select All / Deselect All    Select lines to:    Add to Favorites    Add to Template(s)    Delete Selected    Mass Change

Accounting Lines

Please enter GL Business Unit before selecting other chartfield values

Accounting Information    Personalize | Find | First 1 of 1 Last

Chartfields1    Details    Asset Information

Percent	Location	GL Unit	Fund	Class	Oper Unit	Account	Dept	Program
1								

Click Load Values from Defaults.

Load Values From Defaults

OK    Cancel

Accounting Lines

Please enter GL Business Unit before selecting other chartfield values

Accounting Information    Personalize | Find | First 1 of 1 Last

Chartfields1    Details    Asset Information

Location	GL Unit	Fund	Class	Oper Unit	Account	Dept	Program	Project/Grant
1 CTL	SCSD1							

Update Location if necessary.

Populate the budget data.

If the fund is an F fund, enter the Project/Grant number.

OK    Cancel

- At the top of the page, enter the Supplier ID/Vendor ID.
- Supplier ID for OfficeMax = 0000039751.

Edit Lines/Shipping/Accounting for Selected Lines

Line Information ?

**Note:** The information below does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

Supplier ID 0000039751    Vendor Location    Buyer    Category

Enter the Supplier ID

## Create OfficeMax Requisition and Replenish OfficeMax PO

Edit Lines/Shipping/Accounting for Selected Lines

Line Information ?

**Note:** The information below does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

Supplier ID 0000039751

Buyer

Shipping Information

Ship To Location BOV

Due Date

Add One Time Address

Attention

Accounting Lines

Please enter GL Business Unit before selecting other chartfields

Accounting Information

Personalize | Find | First 1 of 1 Last

Chartfields1 | Details | Asset Information

	Percent	Location	GL Unit	Fund	Class	Oper Unit	Account	Dept	Program
1		007	SCSD1	A	21100	007	5010	000	00000

Load Values From Defaults

OK Cancel

Do not change Shipping Information.

Click OK to continue.

Distribution Change Options

For the selected requisition lines that are available for sourcing, apply distribution changes to

☒ All Distribution Lines  
Apply changes to all existing distribution lines.

☐ Matching Distribution Lines  
Apply changes to each existing distribution line by matching the distribution line numbers.

☐ Replace Distribution Lines  
Remove the existing distribution lines and replace with the distribution lines changes.

OK Cancel

Click OK.

## Create OfficeMax Requisition and Replenish OfficeMax PO

The screenshot shows a web form for creating a requisition. It has two main sections: 'Requisition Comments' and 'Approval Justification'. Each section has a text input field. Below the 'Requisition Comments' section are three checkboxes: 'Send to Supplier', 'Show at Receipt', and 'Shown at Voucher'. Below the 'Approval Justification' section is another text input field. At the bottom left is a 'Check Budget' button. At the bottom right is the text 'Budget Checking Status: Not Checked'. At the very bottom are four buttons: 'Save & submit', 'Save for Later', 'Add More Items', and 'Preview Approvals'. A blue callout box with a lightning bolt tail points to the 'Save & submit' button, containing the text 'Click Save and Submit.'

### Replenish Funds for an Open OfficeMax PO:

If you have an open Purchase Order with OfficeMax for the current fiscal year, add money to the open PO via a Change Order.

You will need the current PO number. You can find the number on the OfficeMax web site or you can look up the Requisition in PeopleSoft and get the PO number there.

### PROCEDURE:

- Copy the Requisition which you created for the current Fiscal Year
- Update the Description and the Quantity.
  - Description: CHANGE ORDER TO PO # XXXXX FOR (*DESCRIPTION FROM ORIGINAL REQUISITION*).
  - Quantity: the amount of dollars that you are requesting.
- Update the Chartfield/Budget Data; be sure to enter the Supplier ID!
- Click Save and Submit.
- The Purchasing Department will add the amount requested to the original Purchase Order.

### Description Example for Change Order

CHANGE ORDER TO PO # 12345 FOR FY15/16 OFFICE SUPPLIES FOR CORCORAN



## Create or Replenish a Wegmans Card

---

### PURPOSE:

- Wegmans cards are used to purchase allowable food and products related to serving food (napkins, plates, cups, cutlery, etc.) with Beverage Commissions, grant funds and other sources for student and staff events. If you are unsure if an item is allow, please contact Pat Hellinger at ext. 4840 or Jesse Traver at ext. 4813.
- Designated employees in each School/Department can use their Wegmans card to purchase allowable food and paper products at any Wegmans store.
- The School/Department is responsible for submitting a requisition to create a blanket purchase order to obtain or replenish their Wegmans card each fiscal year.
- New cards are generally available 7 days after the PURCHASE ORDER is approved.
- Requests to add additional funds to existing cards are generally posted to your card 2-3 business days after the PURCHASE ORDER is approved.

**Do Not Purchase: school supplies, coffee makers, gift cards, flowers, plants, wrapping paper, greeting cards, note cards, alcoholic beverages, tobacco products, or lottery tickets.**

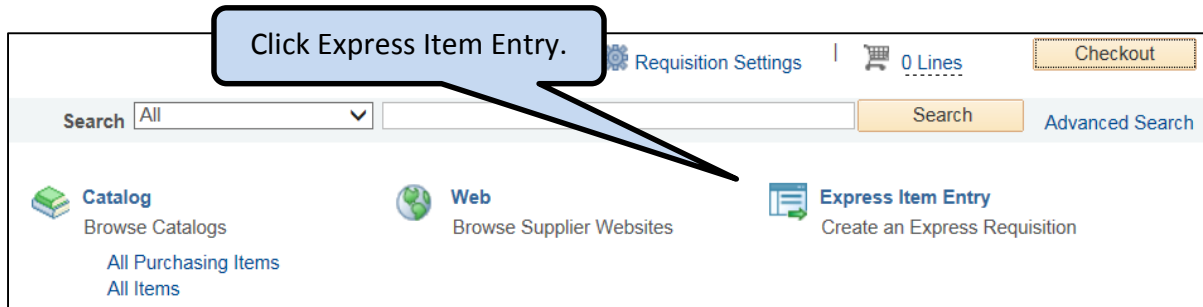
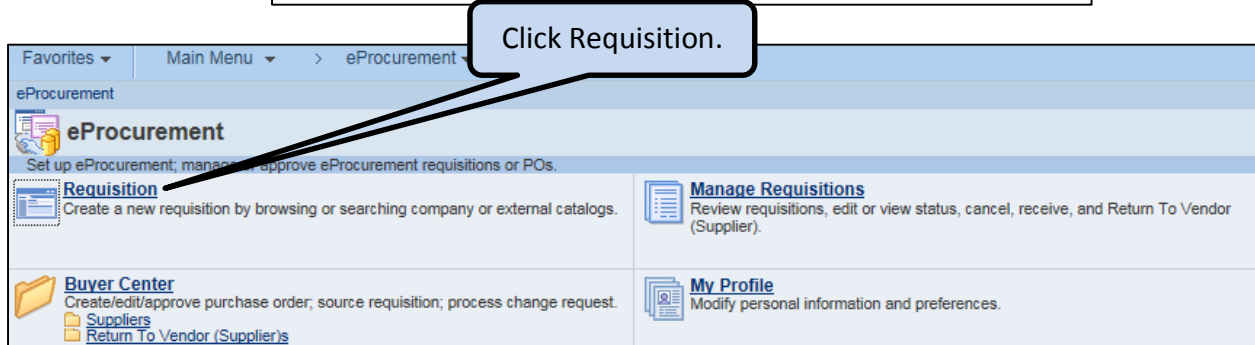
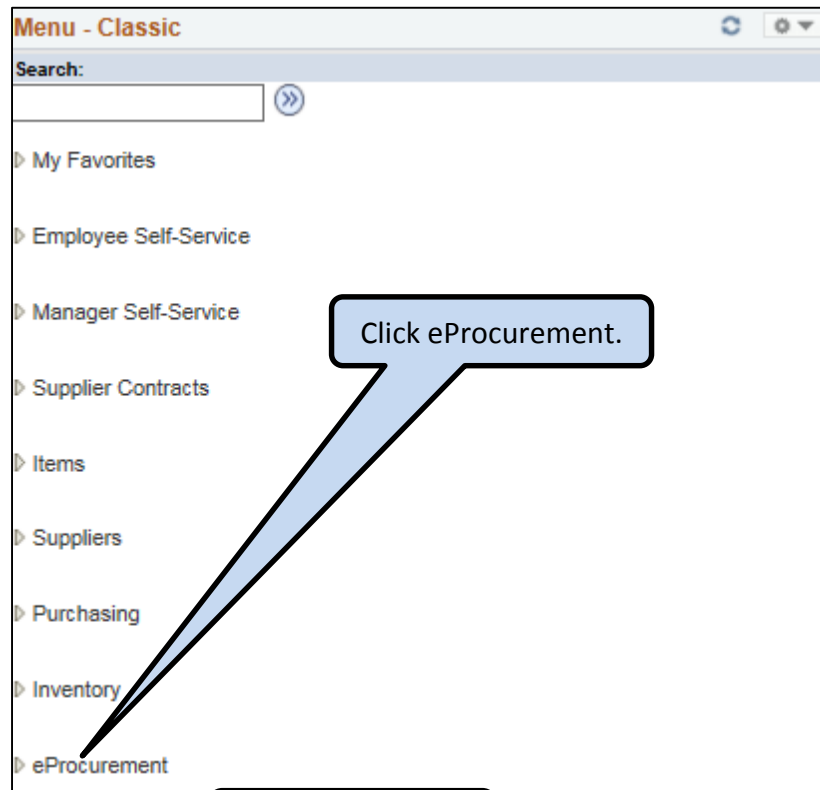
**A person who purchases non-allowable item(s) is required to reimburse the District for the cost of the non-allowable item(s) IMMEDIATELY upon notification of disallowance.**

### PROCEDURE:

- Working with your Principal/Supervisor, determine the dollar amount to be used for Wegmans purchases and the chartfield/budget number that will be used.
- Beverage Commission funds for staff and student accounts are allocated throughout the year. If you need assistance determining the amount of funds available, contact Galina Donescu at ext. 4873.
- Wegmans cards have varying end dates depending on the card type and grant end dates.
  - Beverage Commission cards have an end date of 9/30.
  - Most other cards have an end date of 6/30.
  - There are also cards for Title I, summer school, etc., that have an end date of 8/31.
  - To verify the expiration date for a specific card, call Jesse Traver, ext. 4813.
  - To check the balance on your card or to report a lost or stolen card, call 1-800-934-6267 and choose option 3.
- For other Wegmans card questions, contact Jesse Traver at ext. 4813.

Be sure to review the next document: **PROCEDURES FOR USING DISTRICT WEGMANS CARD.**

## Create or Replenish a Wegmans Card



## Create or Replenish a Wegmans Card

**Express Item Entry** ?

**Line**

Details Supplier Information Item Information

Item ID	Description	Quantity	UOM	Category	Price
1					

Add to Cart

Fill in the fields with the specific data, starting with Description.

### To Request a New Wegmans Card

- Enter requisition data **USING ALL CAPITAL LETTERS.**
  - Description:** SCSD-SCHOOL NUMBER, SCHOOL NAME, TYPE - WEGMANS NEW CARD - TO PURCHASE FOOD AND PAPER PRODUCTS - EXPIRES MM/DD/YY
  - Quantity:** Total dollar amount of expected purchases
  - Unit of Measure:** \$
  - Category:** 044072 (Misc. Grocery Items & Supplies)
  - Price:** 1.00
- Card Description – limited to 24 characters (including spaces).

#### Description Example for Beverage Commissions for Student (STD)

SCSD-054 JCTR BC STD - WEGMANS NEW CARD - TO PURCHASE FOOD AND PAPER PRODUCTS - EXPIRES 9/30/16

#### Description Example for Beverage Commissions for Staff (STF)

SCSD-021 DFTH BC STF - WEGMANS NEW CARD - TO PURCHASE FOOD AND PAPER PRODUCTS - EXPIRES 9/30/16

#### Description Example for Grant Funds

SCSD-051 WEB TITLE I - WEGMANS NEW CARD - TO PURCHASE FOOD AND PAPER PRODUCTS - EXPIRES 8/31/14

**IMPORTANT:** The card description can be only 24 characters (including spaces) in length. You may need to abbreviate your school name or activity (e.g., SCSD-021 DFTH BC STF).

## Create or Replenish a Wegmans Card

### New Card Requisition Example:

- The Johnson Center is requesting \$656 on a new Wegmans card for 2015-2016 student beverage commissions.
- **TIP:** The card description can be only 24 characters (including spaces) in length. You may need to abbreviate your school name or activity (e.g., SCSD-021 DFTH BC STF).

**Express Item Entry** ?

Line

Details Supplier Information Item Information [More]

Item ID	Description	Quantity	UOM	Category	Price
1	SCSD-054 JCTR BC	656.0000	\$	044072	1

Add to Cart

To see the full description, click the button next to the Description to open a modal window.

Click Add to Cart when done.

**ePro Requisitions** ? Help

SCSD-054 JCTR BC STD - WEGMANS NEW CARD - TO PURCHASE FOOD AND PAPER PRODUCTS - EXPIRES 9/30/16

254 characters remaining

Return

Click Return to close the modal window.

## Create or Replenish a Wegmans Card

### To Replenish Funds for an Existing Card

In order to add funds to an existing card, you will need the PO number that was created for the original request as well as the seven-digit Shopper's Club card number.

- Description: CHANGE ORDER TO PO # XXXXX FOR SEVEN-DIGIT CARD NUMBER, SCHOOL NUMBER, SCHOOL NAME, TYPE - REPLENISH EXISTING CARD - EXPIRES MM/DD/YY
- Quantity: Total dollar amount of expected purchases
- Unit of Measure: \$
- Category: 044072 (Misc. Grocery Items & Supplies)
- Price: 1.00

### Replenish Existing Card Example

- HW Smith School is adding \$464 to an existing Wegmans card for 2015-2016 student beverage commissions.

**Express Item Entry** ?

Line

Details Supplier Information Item Information

Item ID	Description	Quantity	UOM	Category	Price
1	CHANGE ORDER TO	464.0000	\$	044072	1.0000

Add to Cart

To see the full description, click the button next to the Description to open a modal window.

Click Add to Cart when done.

**ePro Requisitions** ? Help

CHANGE ORDER TO PO # 12345 FOR 4940024 015 HW SMITH BC STD - REPLENISH EXISTING CARD - EXPIRES 9/30/16

152 characters remaining

Return

Click Return to close the modal window.

## Create or Replenish a Wegmans Card

Home My F Click Checkout. Checkout

Search All Search Advanced Search

Express Item Entry ?

Checkout - Review and Submit

Review the item information and submit the req for app

My Preferences Requisition Settings

Requisition Summary

Business Unit SCSD1 Syracuse City School District Requisition Name 054 J SMITH WEGMANS

- Enter the Requisition Name in **UPPERCASE** text
  - LOCATION CODE
  - FIRST INITIAL (space) LAST NAME
  - WEGMANS

Cart Summary: Total Amount 656.00 USD

Expand lines to review shipping and acco

Requisition Lines ?

Line	Description	Item ID	Vendor	Quantity	UOM	Price	Total	Details	Comments	Delete
1	SCSD-054 JCTR BC STD - WEGMANS			656.0000	DOLLAR	1.0000	656.00		Edit	

Select All / Deselect All Select lines to: Add to Favorites Add to Template(s) Delete Selected Mass Change

Total Amount 656.00 USD

- Enter the Ordinance Number and the Pick-Up Person's Contact Information in in the Comments box:
  - For FY 16/17, the Wegmans' ordinance number is: 560-16
  - The name and phone number of the person who will pick up the card at Central Office.
    - INCORRECT INFORMATION = NO PICK-UP NOTIFICATION.
- If grant-funded, also enter "F - Grant Ends MM/DD/YY" with the grant end date.

Line Comment

Business Unit SCSD1 Requisition Status On

Line 1

Comments Find First 1 of 1 Last

Entered On:

1 571-15  
John Smith  
315-435-6000 x5013

☒ Send to Supplier ☒ Show at Receipt ☒ Show at Voucher

Add Attachments

Attachments

OK Cancel

Click OK to return to the Checkout page.

## Create or Replenish a Wegmans Card

### Add Budget/Chartfield data and Supplier ID

Cart Summary: Total Amount 656.00 USD

Expand lines to review shipping and accounting details

Requisition Lines ?

Line	Description	Price	Total	Details	Comments	Delete
1	SCSD-054 JCTR BC ST WEGMANS	1.0000	656.00			

☒ Select All / Deselect All    Select lines to:               

Total Amount 656.00 USD

Click Select All...

...then click Mass Change.

Accounting Lines

Please enter GL Business Unit before selecting other chartfield values

Accounting Information    Personalize | Find |  1 of 1

Chartfields1    Details    Asset Information

	Percent	Location	GL Unit	Fund	Class	Oper Unit	Account	Dept	Program
1									

Click Load Values from Defaults.

Load Values From Defaults

OK    Cancel

Accounting Lines

Please enter GL Business Unit before selecting other chartfield values

Accounting Information    Personalize | Find |  1 of 1

Chartfields1    Details    Asset Information

	Location	GL Unit	Fund	Class	Oper Unit	Account	Dept	Program	Project/Grant
1	CTL	SCSD1							

Update Location if necessary.

Populate the budget data.

If the fund is an F fund, enter the Project/Grant number.

OK    Cancel

- At the top of the page, enter the Supplier ID/Vendor ID.
- Supplier ID for Wegmans = 0000057585.

Edit Lines/Shipping/Accounting for Selected Lines

Line Information ?

**Note:** The information below does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

Supplier ID 0000057585    Vendor Location    Buyer    Category

Enter the Supplier ID

## Create or Replenish a Wegmans Card

Edit Lines/Shipping/Accounting for Selected Lines

Line Information ?

**Note:** The information below does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding requisition lines that are available for sourcing.

Supplier ID 0000057585

Buyer

Shipping Information

Ship To Location BOV

Due Date

Add One Time Address

Accounting Lines

Please enter GL Business Unit before selecting chartfield values

Accounting Information

Personalize | Find | First 1 of 1 Last

Chartfields1	Details	Asset Information						
Percent	Location	GL Unit	Fund	Class	Oper Unit	Account	Dept	Program
1	05	SCSD1	A	21100	054	5000	000	00000

Load Values From Defaults

OK Cancel

Do not change Shipping Information.

Click OK to continue.

Distribution Change Options

For the selected requisition lines that are available for sourcing, apply distribution changes to

☒ All Distribution Lines  
Apply changes to all existing distribution lines.

☐ Matching Distribution Lines  
Apply changes to each existing distribution line by matching the distribution line numbers.

☐ Replace Distribution Lines  
Remove the existing distribution lines and replace with the distribution lines changes.

OK Cancel

Click OK.



Create or Replenish a Wegmans Card


Requisition Comments

Enter requisition comments


☐ Send to Supplier☐ Show at Receipt☐ Shown at Voucher


Approval Justification


Enter approval justification for this requisition


 Check Budget

Budget Checking Status: **Not Checked**

 Save & submit

 Save for Later

 Add More Items

 Preview Approvals

Click Save and Submit.



# SYRACUSE CITY SCHOOL DISTRICT

## Accounts Payable Department

725 Harrison Street · Syracuse, NY 13210  
Phone 315·435·4840 · Fax 315·435·4190

Sharon L. Contreras, Ph.D.

Superintendent of Schools

## **PROCEDURES FOR USING DISTRICT WEGMANS CARD**

- Wegmans Shoppers Club cards can be picked up from Pat Hellinger, Accounts Receivable at Central Office ext. 4840.
- You will receive a PIN # with the card. **DO NOT CHANGE THE PIN #.** If you forget or lose the PIN #, contact Pat Hellinger at ext. 4840 or Jesse Traver at ext. 4813.
- The Shoppers Club cards should only be used for **food** items and products relating to serving the food (napkins, plates, cups, cutlery, etc.). If you are unsure if an item is allowed, please contact Pat Hellinger at ext. 4840 or Jesse Traver at ext. 4813.

**Do not purchase: school supplies, coffee makers, gift cards, flowers, plants, wrapping paper, greeting cards, note cards, alcoholic beverages, tobacco products or lottery tickets.**

**A person who purchases non-allowable item(s) is required to reimburse the District for the cost of the non-allowable item(s) IMMEDIATELY upon notification of disallowance.**

- The SCSD card will receive all applicable store discounts. Do not scan your personal Shoppers Club Card when using the SCSD card.
- Do not leave the store without the original receipt.
- **Submit original receipt and Wegmans Shopper Card Form within 48 hours to Accounts Payable**

### Receipt should include:

Signature

Date

Reason for purchase (10<sup>th</sup> gr celebration, staff meeting, etc.)

Date of event (if applicable)

PO Number

Catering Order (if applicable)

- To check the balance on your card or report a lost or stolen card: Call 1-800-934-6267 choose option 3.
- Cards should be returned to Pat Hellinger or Jesse Traver at Central Office when the balance is \$0 or the program ends (PO expiration date).

## ***Wegmans Shopper Card***

Card# \_\_\_\_\_

School: \_\_\_\_\_

Date of Purchase: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason for  
Purchase: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_

PO# \_\_\_\_\_

Signature: \_\_\_\_\_

***Please sign front of receipt. DO  
NOT sign back of receipt.***

**Within 48 Hours Send Original  
Receipt(s) to:**

***Accounts Payable  
Central Office***

**Attach Receipt Here**

***Reminder:***

***Sign, write PO number, and description  
of event on FRONT of this receipt.***

# Wegmans' Shoppers Club Ledger

**Beginning Balance** (Amount Requisitioned) \$ \_\_\_\_\_

Receipt no. \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_ Amount: \$\_\_\_\_\_ Reason/Event \_\_\_\_\_ Balance \$\_\_\_\_\_

Receipt no. \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_ Amount: \$\_\_\_\_\_ Reason/Event \_\_\_\_\_ Balance \$\_\_\_\_\_

Receipt no. \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_ Amount: \$\_\_\_\_\_ Reason/Event \_\_\_\_\_ Balance \$\_\_\_\_\_

Receipt no. \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_ Amount: \$\_\_\_\_\_ Reason/Event \_\_\_\_\_ Balance \$\_\_\_\_\_

Receipt no. \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_ Amount: \$\_\_\_\_\_ Reason/Event \_\_\_\_\_ Balance \$\_\_\_\_\_

Receipt no. \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_ Amount: \$\_\_\_\_\_ Reason/Event \_\_\_\_\_ Balance \$\_\_\_\_\_

Receipt no. \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_ Amount: \$\_\_\_\_\_ Reason/Event \_\_\_\_\_ Balance \$\_\_\_\_\_

Immediately following each purchase, please send the original receipt(s) to Accounts Payable with Principal's Signature, the Purchase Order Number, and a written description of what reason/event the purchase was made for.

## Create a Blanket Requisition or Replenish a Blanket PO

---

### PURPOSE:

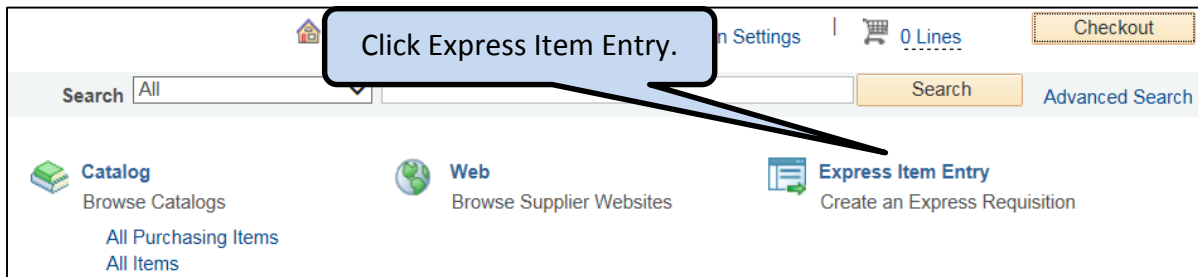
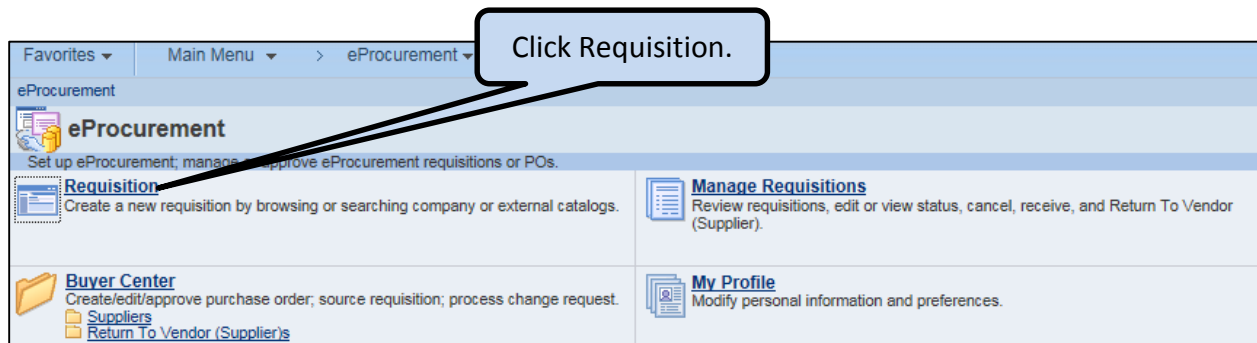
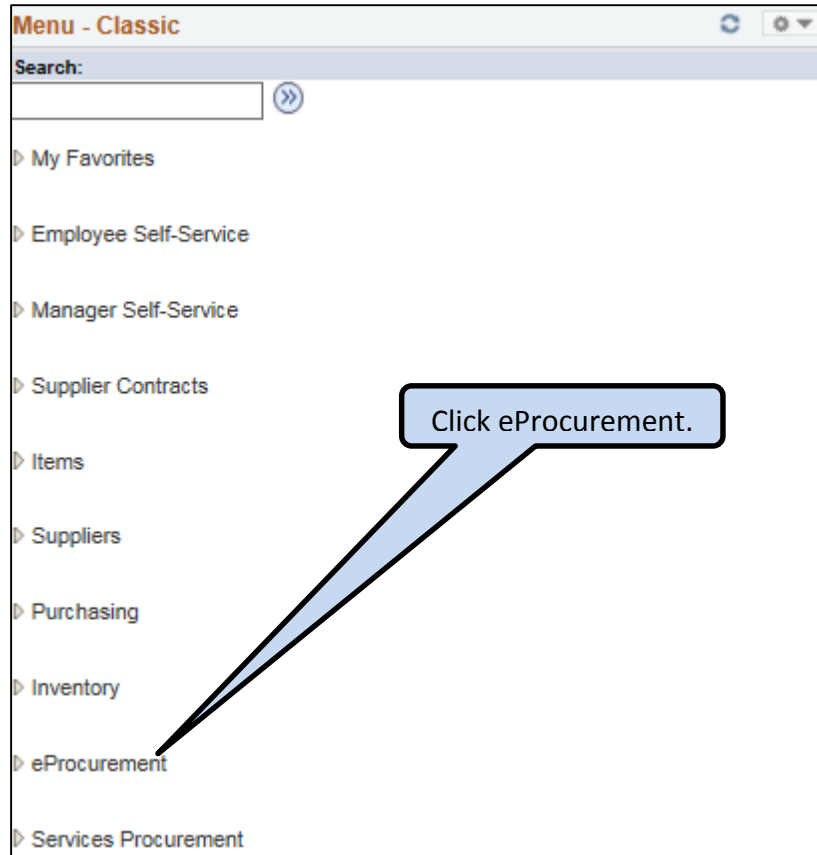
- Requisitions are required for all purchases!
  - A requisition must be entered and an approved PO sent to the vendor by the Purchasing Department for an order to be placed.
- Blanket purchase orders are generally used for professional services, utilities, Wegmans cards, OfficeMax orders and anticipated repetitive needs for supplies or services with Facilities, Food Service and Transportation vendors.
- For instructions on how to enter requisitions specifically for OfficeMax and Wegmans cards, refer to sections 3 and 4.

### PROCEDURE:

- Work with the Onondaga County Division of Purchase at 435-3458 and your Supervisor to complete any required Request for Proposal (RFP), contract execution and/or bidding procedures.
- Determine the total dollar amount of the services/supplies that are expected to be spent with the vendor and the chartfield/budget number to use for the requisition.

**TIP:** If you are unsure which chartfield to use or there are insufficient funds available and funds will need to be transferred into the chartfield, contact the budget department for assistance (ext. 6328).

## Create a Blanket Requisition or Replenish a Blanket PO



## Create a Blanket Requisition or Replenish a Blanket PO

**Express Item Entry** ?

Line

Details Supplier Information Item Information

Item ID	Description	Quantity	UOM	Category	Price
1					

Add to Cart

Fill in the fields with the specific data, starting with Description.

- Enter requisition data **USING ALL CAPITAL LETTERS:**
  - Description: Enter the specific type of goods or services to be provided **AND** the time period for services.
  - Quantity: Total dollar amount of expected purchase.
  - Unit of Measure: \$
  - Price: 1.00

**Express Item Entry** ?

Line

Details Supplier Information Item Information

Item ID	Description	Quantity	UOM	Category	Price
1					

Add to Cart

To see the full description, click the button next to the Description to open a modal window.

- Category: Enter the Category code or click the magnifying glass to search for a Category

**Express Item Entry** ?

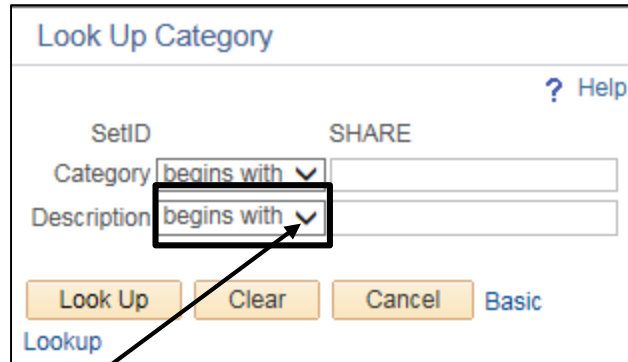
Line Personalize | Find | View

Details Supplier Information Item Information

Item ID	Description	Quantity	UOM	Category	Price
1					

Add to Cart

## Create a Blanket Requisition or Replenish a Blanket PO

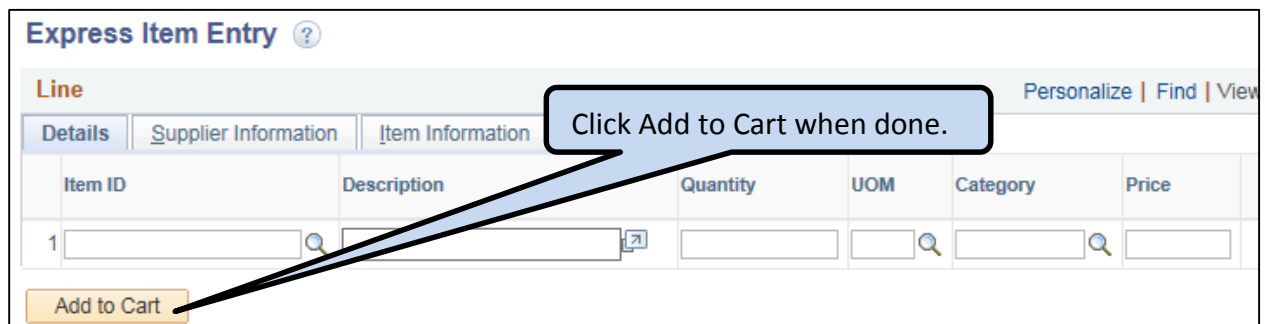


The "Look Up Category" dialog box contains the following elements:

- Buttons: [? Help](#), [Look Up](#), [Clear](#), [Cancel](#), [Basic](#)
- Fields:  SetID,  SHARE,  Category **begins with** ▼,  Description **begins with** ▼
- Link: [Lookup](#)

- Change the dropdown value for Description from "begins with" to "contains", enter a search term and click "Look Up".
- Click the Category from the search results which best describes the goods/services.

**TIP:** Category codes do not change from year to year. Use the category code from the previous year's requisition/purchase order or use the frequently used Suppliers/Vendors and Categories sheets provided to find the correct category.

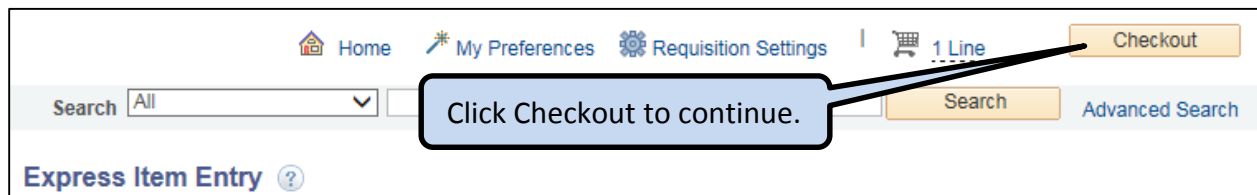


The "Express Item Entry" form includes the following components:

- Buttons: [Personalize](#), [Find](#), [View](#)
- Section: **Line**
- Tabs: [Details](#), [Supplier Information](#), [Item Information](#)
- Callout: Click Add to Cart when done.
- Table:

	Item ID	Description	Quantity	UOM	Category	Price
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add to Cart](#)



The "Express Item Entry" form includes the following components:

- Buttons: [Home](#), [My Preferences](#), [Requisition Settings](#), [1 Line](#), [Checkout](#)
- Search:  Search [Advanced Search](#)
- Callout: Click Checkout to continue.



## Create a Blanket Requisition or Replenish a Blanket PO

**Checkout - Review and Submit**  
Review the item information and submit the requisition.

**Requisition Summary**

Business Unit: SCSD1    Syracuse City School District    Requisition Name:

\*Requester: req1    Requisition Test User One    Priority: Medium

[My Preferences](#)    [Requisition Settings](#)

- Enter the Requisition Name in **UPPERCASE** text
  - LOCATION CODE
  - FIRST INITIAL (space) LAST NAME
  - VENDOR NAME

**Cart Summary: Total Amount 500.00 USD**  
Expand lines to review shipping and accounting details.

**Requisition Lines**

Line	Description	Item ID	Vendor	Quantity	UOM	Price	Total	Details	Comments	Delete
1				500.0000	DOLLAR	1.0000	500.00		<input type="text"/>	<input type="button" value="Add"/>

☒ Select All / Deselect All    Select lines to:

- Enter applicable information in the “Comments” section of the Line Comment:
  - Board of Education resolution number
  - NYS contract number / City of Syracuse ordinance / Bid award number
  - “Sole Source” if this vendor is the only vendor capable of providing this item
  - “F – Grant Ends” and the grant end date if grant funded
  - “Directed Purchase” if the vendor was approved in the grant application
  - “Tag and track asset” for assets that need to be tagged and tracked
  - Any special instructions for the Purchasing Department or the Vendor (i.e. Pre-Pay by 9/1/14, include specs with PO for vendor, etc.)

**Line Comment**

Business Unit: SCSD1    Requisition:

Line: 1

**Comments**    Find    First    1 of 1    Last

Entered On:

☒ Send to Supplier    ☒ Show at Receipt    ☒ Show at Voucher

**Attachments**

## Create a Blanket Requisition or Replenish a Blanket PO

### Add Chartfield/Budget data and Supplier ID

Cart Summary: Total Amount 500.00 USD

Expand lines to review shipping and accounting details

Click Select All...

...then click Mass Change.

Requisition Lines ?

Line	Description	Item ID	Vendor	Price	Total	Details	Comments	Delete
1				1.0000	500.00			

☒ Select All / Deselect All

Select lines to:

☐ Add to Favorites ☐ Add to Template(s) ☐ Delete Selected ☐ Mass Change

Accounting Lines

Please enter GL Business Unit before selecting other chartfield values

Accounting Information

Personalize | Find | First 1 of 1 Last

Chartfields1 Details Asset Information

Percent	Location	GL Unit	Fund	Class	Oper Unit	Account	Dept	Program
1								

Click Load Values from Defaults.

Load Values From Defaults

OK Cancel

Accounting Lines

Please enter GL Business Unit before selecting other chartfield values

Accounting Information

Personalize | Find | First 1 of 1 Last

Chartfields1 Details Asset Information

Location	GL Unit	Fund	Class	Oper Unit	Account	Dept	Program	Project/Grant
1 CTL	SCSD1							

Update Location.

Populate the budget data.

If the fund is an F fund, enter the Project/Grant number.

OK Cancel

## Create a Blanket Requisition or Replenish a Blanket PO

- At the top of the page, enter the Supplier ID/Vendor ID or click the magnifying glass to search for a Supplier/Vendor.

The image shows two screenshots from a software application. The top screenshot is titled 'Edit Lines/Shipping/Accounting for Selected Lines'. It contains a 'Line Information' section with a note: 'Note: The information below does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.' Below the note are four input fields: 'Supplier ID', 'Vendor Location', 'Buyer', and 'Category'. Each field has a magnifying glass icon to its right. A blue callout bubble with the text 'Enter the Supplier ID' points to the 'Supplier ID' field. The bottom screenshot is titled 'Supplier Search'. It contains several input fields: 'Supplier ID', 'Name', 'Short Vendor Name', 'Alternate Supp Name', 'City', 'Country', 'Postal Code', and 'State'. The 'Name' field is highlighted with a black rectangle. To the right of the fields are 'Find' and 'Reset' buttons. An arrow points from the 'Find' button to the 'Supplier ID' field in the top screenshot. At the bottom of the 'Supplier Search' dialog are 'OK' and 'Cancel' buttons.

- Enter all or part of a Supplier/Vendor name and click Find.
- Select the Supplier ID from the search results that matches the supplier and address for the order.

**TIP:** Vendor ID's do not change from year to year. Use the Vendor ID from the previous year's requisition/purchase order or use the frequently used vendors and categories sheets provided to easily find the correct Vendor ID.

- If the specific supplier is not found, please contact the Purchasing Department to request that the supplier be added. The Purchasing Department will evaluate the request and may or may not utilize the supplier.

## Create a Blanket Requisition or Replenish a Blanket PO

Edit Lines/Shipping/Accounting for Selected Lines

Line Information ?

**Note:** The information below does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

Supplier ID

Buyer

Shipping Information

Ship To Location

Due Date

Attention

Add One Time Address

Accounting Lines

Please enter GL Business Unit before selecting other chartfields

Accounting Information

Personalize | Find | First 1 of 1 Last

Chartfields1	Details	Asset Information						
Percent	Location	GL Unit	Fund	Class	Oper Unit	Account	Dept	Program
1	<input type="text"/>	<input type="text"/>	SCSD1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Load Values From Defaults

OK Cancel

Do not change Shipping Information.

Click OK to continue.

Distribution Change Options

For the selected requisition lines that are available for sourcing, apply distribution changes to

☒ All Distribution Lines  
Apply changes to all existing distribution lines.

☐ Matching Distribution Lines  
Apply changes to each existing distribution line by matching the distribution line numbers.

☐ Replace Distribution Lines  
Remove the existing distribution lines and replace with the distribution lines changes.

OK Cancel

Click OK.

## Create a Blanket Requisition or Replenish a Blanket PO

**Requisition Comments**  
Enter requisition comments

☐ Send to Supplier    ☐ Show at Receipt    ☐ Shown at Voucher

**Approval Justification**  
Enter approval justification for this requisition

Click Save and Submit.

Check Budget    Budget Checking Status: Not Checked

Save & submit    Save for Later    Add More Items    Preview Approvals

### Replenish Funds for an open blanket PO:

If you have an open blanket Purchase Order for the current fiscal year, add money to the open PO via a Change Order.

You will need the current PO number. You can look up the PO in PeopleSoft or you can look up the original Requisition and find the PO number.

### PROCEDURE:

- Copy the Requisition which you created for the current Fiscal Year
- Update the Description and the Quantity.
  - Description: CHANGE ORDER TO PO # XXXXX FOR (*DESCRIPTION FROM ORIGINAL REQUISITION*).
  - Quantity: the amount of dollars that you are requesting.
- Update the Chartfield/Budget Data; be sure to enter the Supplier ID!
- Click Save and Submit.
- The Purchasing Department will add the amount requested to the original Purchase Order.

### Description Example for Change Order

CHANGE ORDER TO PO # 12345 FOR FY16/17 FOR (*DESCRIPTION FROM ORIGINAL REQUISITION*)

## Create a Special Request Requisition

---

### PURPOSE:

- Requisitions are required for all purchases!
  - A requisition must be entered and an approved PO sent to the vendor by the Purchasing Department for an order to be placed.
- Special Request requisitions are used to order goods or services.
- For instructions on how to enter a blanket requisition for OfficeMax or Wegmans cards, refer to sections 3 and 4.

### PROCEDURE:

- Identify the good or service needed and the chartfield/budget number.

**TIP:** If you are unsure which chartfield to use or there are insufficient funds available and funds will need to be transferred into the chartfield, contact the budget department for assistance (ext. 6328).

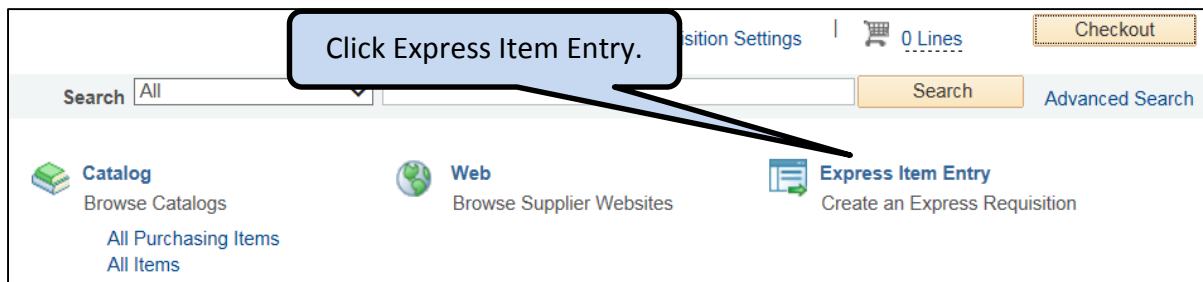
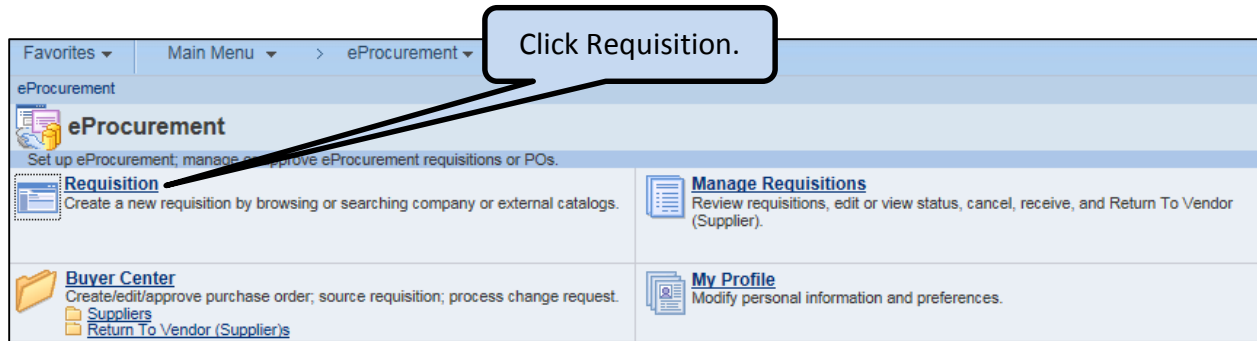
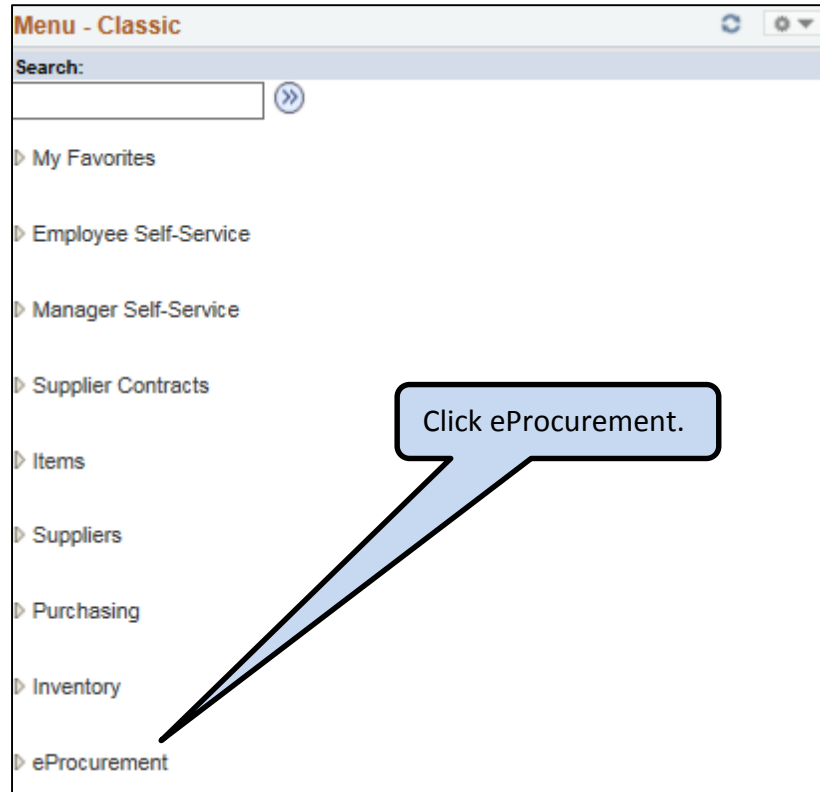
- If the goods are over \$20,000 or services over \$35,000, work with the Onondaga County Division of Purchase at 435-3458 and your Supervisor to complete any required bidding procedures, Request for Proposal (RFP) and/or contract execution.
- If the goods or services are over \$1,500, the Onondaga County Purchasing Department will obtain 3 quotes from different vendors and identify the vendor with the lowest total cost including shipping and installation as necessary.

**TIP:** The shopping cart from a vendor website with the shipping amount shown qualifies as a quote and proof of pricing.

**TIP:** If you are only able to obtain a quote from one vendor, attach the quote from the vendor and note in the additional information section "Quote from (vendor name). No response from (vendor names)".

- Requisitions should not have more than 25 to 30 lines. If there are more than 25 to 30 items, please create additional requisitions. The Purchasing Department will compile the requisitions into Purchase Orders.
- If you have a quote with a large number of lines, i.e., an order for 200 books for the library, you would create a blanket requisition. The quote/book list would be attached to the comments on the first and only line; add information to the comments with the details regarding the quote.

## Create a Special Request Requisition



## Create a Special Request Requisition

**Express Item Entry** ?

Line

Details Supplier Information Item Information

Item ID	Description	Quantity	UOM	Category	Price	Merchandise Amount		
1						USD	+	-

Add to Cart

To see the full description, click the button next to the Description to open a modal window.

- Enter requisition data **USING ALL CAPITAL LETTERS:**
  - Description:** Enter the VENDOR's item number/part number, then enter the VENDOR's item description.
  - Quantity:** Enter the total quantity needed.
  - UOM:** Enter the VENDOR's unit of measure (UOM).  
Click the magnifying glass to see and select the UOM abbreviation.
  - Price:** Enter the price per item with any applicable discount.

**Express Item Entry** ?

Line Personalize Find View

Details Supplier Information Item Information

Item ID	Description	Quantity	UOM	Category	Price
1					

- Category:** Enter the Category code or click the magnifying glass to search for a Category.

**Look Up Category** ? Help

SetID SHARE

Category begins with

Description begins with

Look Up Clear Cancel

- Change the dropdown value for Description from "**begins with**" to "**contains**".
- Enter a search term and click "Look Up".
- Click the Category from the search results which best describes the goods/services.

**TIP:** Category codes do not change from year to year. Use the category code from the previous year's requisition/purchase order or use the frequently used Suppliers/Vendors and Categories sheets provided to find the correct category.



## Create a Special Request Requisition

**TIP:** If you change the category code after entering the chartfield, you must update the chartfield. Changing the chartfield causes the Account code to change to "9999".

Express Item Entry ?

Click Add to Cart OR ...

... click the plus (+) button to add lines.

Line	Item ID	Description	Quantity	UOM	Category	Price	Merchandise Amount	
1		1234 SMALL WIDGETS	10.0000	EA	003003	2.75	USD	+ -

Add to Cart

Home My Preferences Requisition Settings 1 Line Checkout

Search All Search Advanced Search

Express Item Entry ?

Click Checkout to continue.

Checkout - Review and Submit

Review the item information and submit the requisition.

Requisition Summary

Business Unit SCSD1 Syracuse City School District Requisition Name

\*Requester req1 Requisition Test User One Priority Medium

Enter the Requisition Name.

- Enter the Requisition Name in **UPPERCASE** text
  - LOCATION CODE – where the item(s) are to be delivered.
  - FIRST INITIAL (space) LAST NAME – the person who is to receive the item(s).
  - VENDOR NAME

Requisition Name Example: 001 J SMITH LAKESHORE LEARNING

Cart Summary: Total Amount 500.00 USD

Expand lines to review shipping and accounting details

Add More Items

Line	Price	Total	Details	Comments	Delete
1	1.0000	500.00		Add	

On the first line, click the Add button under Comments

Select All / Deselect All Select lines to: Add to Favorites Add to Template(s) Delete Selected Mass Change

## Create a Special Request Requisition

- Enter additional information in the “Comments” section of the Line Comment. **Comments should be entered only on the first line.**
- Additional information may include:
  - Board of Education resolution number
  - NYS contract number / City of Syracuse ordinance / Bid award number
  - “Sole Source” if this vendor is the only vendor capable of providing this item
  - “F – Grant Ends” and the grant end date if grant funded
  - “Directed Purchase” if the vendor was approved in the grant application
  - “Tag and track asset” for assets that need to be tagged and tracked
  - Any special instructions for the Purchasing Department or the Vendor (i.e. Pre-Pay by 9/1/14, include specs with PO for vendor, etc.)

The screenshot shows the 'Line Comment' dialog box. At the top, it displays 'Business Unit SCS' and 'Line 1'. Below this is a 'Comments' section with a text area and a 'Find' button. A blue callout bubble points to the text area with the text: 'Enter applicable information in the "Comments" section.' Below the text area are three checkboxes: 'Send to Supplier', 'Show at Receipt', and 'Show at Voucher', all of which are checked. There is also an 'Add Attachments' button and an 'Attachments' section. At the bottom are 'OK' and 'Cancel' buttons.

This screenshot is similar to the one above, but with a different callout. The 'Business Unit' is now 'SCSD1'. A blue callout bubble points to the three checkboxes: 'Send to Supplier', 'Show at Receipt', and 'Show at Voucher'. A black rectangular box highlights these three checkboxes. The rest of the interface, including the 'Comments' section and 'OK/Cancel' buttons, remains the same.

## Create a Special Request Requisition

- Add file attachments to the requisition. **Attachments should be attached only to the first line.**
- **Required** attachments include:
  - Signed Contract
  - Board of Education resolution
  - Quotes from 3 vendors if total purchase is over \$1,500 (purchasing obtains quotes from vendors)
  - Vendor pricing information (i.e. shopping cart on website)
  - Signed Form W-9 if a new vendor is used (purchasing obtains W-9)
  - Copy of any documents that need to be sent to the Vendor with the PO
  - "Sole Source" letter from vendor if sole source exemption being used
  - Completed **Signed** Request for Excused Absence Forms for **all** employees going on the trip

Line Comment

Business Unit SCSD1

Line 1

Comments

Find First 1 of 1 Last

Entered On:

☒ Send to Supplier ☒ Show at Receipt ☒ Show at Voucher

Add Attachments

Attachments

OK Cancel

Click Add Attachments.

Click OK to return to the Checkout page.

Click Browse. Go to the folder where you saved the document(s) to be attached.

File Attachment

Browse...

Upload Cancel

Click Upload.

- **TIP:** Filename for any attachment should be 30 characters or less in length.

## Create a Special Request Requisition

### Add Chartfield/Budget data and Supplier ID

Cart Summary: Total Amount 500.00 USD

Expand lines to review shipping and accounting details

Requisition Lines ?

Line Description Price Total Details Comments Delete

1 1.0000 500.00

☒ Select All / Deselect All

Select lines to:

Click Select All...

...then click Mass Change.

Accounting Lines

Please enter GL Business Unit before selecting other chartfield values

Accounting Information Personalize Find First 1 of 1 Last

Chartfields1 Details Asset Information

Percent	Location	GL Unit	Fund	Class	Oper Unit	Account	Dept	Program
1								

Click Load Values from Defaults.

Load Values From Defaults

OK Cancel

Accounting Lines

Please enter GL Bus chartfie

Accounting Info Personalize Find First 1 of 1 Last

Chartfields1 Details Asset Information

Location	GL Unit	Fund	Class	Oper Unit	Account	Dept	Program	Project/Grant
1 CTL	SCSD1							

Update Location if necessary.

Populate the budget data.

If the fund is an F fund, enter the Project/Grant number.

OK Cancel

**TIP:** The Location must match the Location Code which was entered in the Requisition Name. This is the location to where the item(s) will be delivered.

## Create a Special Request Requisition


- At the top of the page, enter the Supplier ID/Vendor ID or click the magnifying glass to search for a Supplier/Vendor.


Enter the Supplier ID.


Edit Lines/Shipping/Accounting for Selected Lines


Line Information ?

**Note:** The information below does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

Supplier ID  

Vendor Location  

Buyer  

Category  

Supplier Search ?


Supplier ID


Name

Short Vendor Name

Alternate Supp Name

City

Country  

State  

Postal Code

Find

Reset

OK Cancel

- Enter all or part of a Supplier/Vendor name and click Find.
- Select the Supplier ID from the search results that matches the supplier and address for the order.

**TIP:** Vendor ID numbers do not change from year to year. Use the Vendor ID from the previous year's requisition/purchase order or use the frequently used vendors and categories sheets provided to easily find the correct Vendor ID.

- If the specific supplier is not found, please contact the Purchasing Department to request that the supplier be added. The Purchasing Department will evaluate the request and may or may not utilize the supplier.

## Create a Special Request Requisition

Edit Lines/Shipping/Accounting for Selected Lines

Line Information ?

**Note:** The information below does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

Supplier ID 0000030724

Buyer

Shipping Information

Ship To Location BOV

Due Date

Add One Time Address

Attention

Accounting Lines

SpeedChart

Please enter GL Business Unit before selecting other chartfield

Accounting Information

Personalize | Find | First 1 of 1 Last

Chartfields1	Details	Asset Information						
Percent	Location	GL Unit	Fund	Class	Oper Unit	Account	Dept	Program
1	001	SCSD1	A	20200	001	5010	000	00000

Load Values From Defaults

OK Cancel

Do not change Shipping Information.

Click OK to continue.

Distribution Change Options

For the selected requisition lines that are available for sourcing, apply distribution changes to

☒ All Distribution Lines

Apply changes to all existing distribution lines.

☐ Matching Distribution Lines

Apply changes to each existing distribution line by matching the distribution line numbers.






☐ Replace Distribution Lines

Remove the existing distribution lines and replace with the distribution lines changes.

OK Cancel

Click OK.

## Create a Special Request Requisition

<b>Requisition Comments</b>		
Enter requisition comments		
<div></div>		
<input type="checkbox"/> Send to Supplier	<input type="checkbox"/> Show at Receipt	<input type="checkbox"/> Shown at Voucher
<b>Approval Justification</b>		
Enter approval justification for this requisition		
<div></div>		
 Check Budget	Budget Checking Status: <b>Not Checked</b>	
 Save & submit	 Save for Later	 Add More Items
 Preview Approvals		

Click Save and Submit.

## Copy a Requisition

### PURPOSE:

- Some requisitions are created every year. You want to copy the requisition from the previous fiscal year to create a new requisition for this fiscal year.

### PROCEDURE:

- Work with your Supervisor to determine which requisitions need to be created again this year, if the dollar amount should remain the same, and if the chartfield string should remain the same.

**TIP:** Maintain a list of requisitions that need to be completed annually to facilitate review and entry each year.

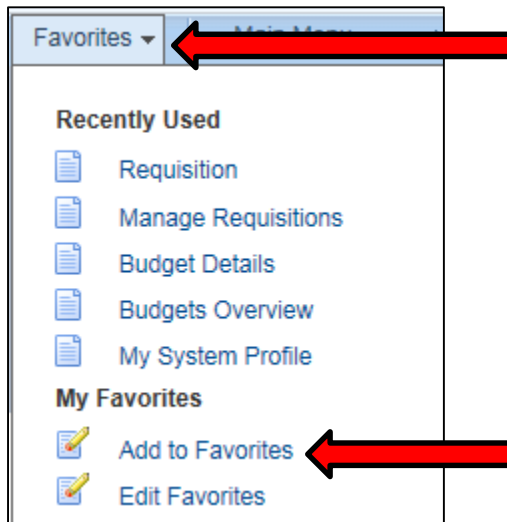
### Menu Path: eProcurement > Manage Requisitions

The image shows two screenshots of the eProcurement system interface. The top screenshot, titled "Menu - Classic", displays a search bar and a list of menu items: My Favorites, Employee Self-Service, Manager Self-Service, Supplier Contracts, Items, Suppliers, Purchasing, Inventory, and eProcurement. A blue callout box with the text "Click eProcurement." points to the eProcurement item at the bottom of the list. The bottom screenshot shows the eProcurement application window. The breadcrumb trail at the top reads "Favorites > Main Menu > eProcurement". The main content area has a header "eProcurement" and a sub-header "Set up eProcurement; manage or approve eProcurement requisitions or POs." Below this, there are four main sections: "Requisition" (Create a new requisition by browsing or searching company or external catalogs.), "Manage Requisitions" (Review requisitions, edit or view status, cancel, receive, and Return To Vendor (Supplier).), "Buyer Center" (Create/edit/approve purchase order; source requisition; process change request.), and "My Profile" (Modify personal information and preferences.). A blue callout box with the text "Click Manage Requisitions." points to the "Manage Requisitions" section.



## Copy a Requisition

**TIP:** Add frequently used menu items such as “Manage Requisitions” to your Favorites to access them quickly; click on **Favorites > Add to Favorites** when you’re on the screen you wish to add.



- Enter the requisition information (i.e. Requisition ID, PO ID, Requester) or search for the information by clicking on the magnifying glass.

**TIP:** Most Requesters can only view requisitions for which they were the Requester. If you need to view requisitions for other Requesters, have your Supervisor submit an NE ticket requesting access for you to view other requisitions. Be sure to specify the employees whose requisitions you wish to view.

**TIP:** The Date From default value is seven days in the past. Adjust the date value to retrieve requisitions from the past year.

The image shows the 'Manage Requisitions' search interface. It has a title 'Manage Requisitions' and a section 'Search Requisitions'. Below this, there's a text prompt: 'To locate requisitions, edit the criteria below and click the Search button'. The form contains several fields: 'Business Unit' (SCSD1), 'Requisition ID' (empty), 'Date From' (09/21/2015), 'Date To' (09/28/2015), 'Requester' (req1), 'Request State' (All but Complete), 'Budget Status' (empty), 'Entered By' (empty), and 'PO ID' (empty). There are magnifying glass icons next to the 'Requisition ID', 'Requester', and 'PO ID' fields. At the bottom, there are 'Search' and 'Clear' buttons, and a link 'Show Advanced Search'. Two callout bubbles are present: one pointing to the 'Date From' field with the text 'Adjust date value.' and another pointing to the 'Search' button with the text 'Click Search.'

## Copy a Requisition

**Manage Requisitions**

**Search Requisitions**

To locate requisitions, edit the criteria below and click the Search button.

Business Unit  Requisition Name

Requisition ID  Request State

Date From  Date To

Requester  Entered By

[Show Advanced Search](#)

**Requisitions**

To view the lifespan and line items for a requisition, click the Expand triangle icon.  
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
0000045747	054 J SMITH WEGMANS	SCSD1	09/25/2015	Open	Not Chk'd	656.00 USD	<div> <div>Cancel</div> <div>Check Budget</div> <div><b>Copy</b></div> <div>Edit</div> <div>View Cycle</div> <div>View Print</div> <div>Select Action</div> </div> <div>Go</div>

From the dropdown menu, select Copy.

Click Go.

- If there are multiple lines, delete the lines that are not required.
  - Click the Delete button or check the boxes to select specific lines and then click *Delete Selected*.

Price	Total	Details	Comments	Delete
1.0000	656.00		Edit	

Mass Change

**Requisition Lines**

Line	Description	Item ID	Vendor	Quantity	UOM
<input type="checkbox"/> 1	SCSD-054 JCTR BC STD - WEGMANS			656.0000	DOLLAR

☐ Select All / Deselect All      Select lines to:      Add to Favorites      Add to Template(s)      Delete Selected

## Copy a Requisition

- Click on the “Description” for each line.

Requisition Lines ?			
Line	Description	Item ID	Vendor
▶ <input type="checkbox"/> 1	FY 14/15 OFFICE SUPPLIES FOR C		OFFICEMAX CONTRACT INC

- Verify and update as needed:
  - Item Description (e.g., change FY 14/15 to FY 15/16)
  - Price (e.g., update to vendor’s new price to this year)
  - Quantity (e.g., new amount for blanket PO’s)
  - Additional Information section (e.g., this year’s contract number)

**Item Details**

\*Item DescriptionFY 14/15 OFFICE SUPPLIES FOR COROCORAN

\*Price1.0000

\*Quantity500.0000

\*Category091002

\*CurrencyUSD

\*Unit of Measure\$

Due Date

**Supplier**

Supplier ID0000039751

Supplier NameOFFICEMAX CONTRACTOFFICEMAX CONTRACT INC

Vendor Item ID

Suggest New Supplier

**Manufacturer**

Mfg ID

Manufacturer

Mfg Item ID

**Additional Information**

RFB-8079

☐ Send to Supplier☐ Show at Receipt☐ Show at Voucher

**Request New Item**

☐ Request New Item

Click Apply when done.

Apply

{ 4 }

## Copy a Requisition

- When updates are completed, click Apply.
- On each line, click the twisty to expand and click the twisty for Accounting Lines.

**Requisition Lines** ?

Line	Description	Item ID	Vendor
▶ 1	FY 14/15 OFFICE SUPPLIES FOR C		OFFICEMAX CONTRACT INC

**Requisition Lines** ?

Line	Description	Item ID	Vendor
▼ 1	FY 14/15 OFFICE SUPPLIES FOR C		OFFICEMAX CONTRACT INC
<p><b>Shipping Line 1</b></p> <p>*Ship To: BOV</p> <p>Address: SCSD BOVA SUPPLY CENTER 1023 ERIE BLVD WEST SYRACUSE, NY 13204</p> <p>Attention To: Requisition Test User One</p> <p>Due Date: [Calendar Icon]</p>			
<p>▶ Accounting Lines</p>			

- On Chartfields 1 tab, confirm/update location:

**Accounting Lines**

\*Distribute By: Qty \*Liquidate by: Qty

**Accounting Lines** Personalize | Find | Vi

**Chartfields1** Chartfields2 Details Details 2 Asset Information Asset Information 2 Budget Information

Line	Status	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit
1	Open		001	500.0000	100.0000	500.00	SCSD1

## Copy a Requisition

- On Chartfields 2 tab, confirm/update the budget lines and/or Project/Grant information:

The screenshot shows the 'Accounting Lines' section of a software interface. At the top, there are dropdown menus for '\*Distribute By' (set to 'Qty') and '\*Liquidate by' (set to 'Qty'), along with a 'SpeedChart' search field. Below this is a tabbed interface with 'Chartfields1' and 'Chartfields2' (the latter is selected and highlighted with a red box). Other tabs include 'Details', 'Details 2', 'Asset Information', 'Asset Information 2', and 'Budget Information'. A table below the tabs contains columns: Fund, Class, Oper Unit, Account, Dept, Program, Project/Grant, and Fund Affiliate. The first row of data is highlighted with a red box and contains the values: A, 20200, 001, 5010, 000, 00000, and an empty Project/Grant field.

- Add any required attachments. Click on the Edit link under Comments.

This screenshot shows a sub-section of the interface with three tabs: 'Details', 'Comments' (selected and highlighted with a red box), and 'Delete'. Under the 'Comments' tab, there is an 'Edit' link, also highlighted with a red box.

The 'Line Comment' dialog box is shown. It includes fields for 'Business Unit' (SCSD1) and 'Requisition Date' (09/30/2015). The 'Line' field is set to '1' and the 'Status' is 'Open'. The 'Comments' section contains a text area with the following text: '<<RFB-8079>>RFB-8079', 'CHRIS KOMAR, 435-6000, X5', and 'CKOMAR@SCSD.US'. Below the text area are three checkboxes: 'Send to Supplier', 'Show at Receipt', and 'Show at Voucher'. The 'Add Attachments' button is highlighted with a blue callout bubble that says 'Click Add Attachments.' At the bottom are 'OK' and 'Cancel' buttons.

The 'File Attachment' dialog box is shown. It has a 'Browse...' button highlighted with a blue callout bubble that says 'Click Browse.' Below the 'Browse...' button are 'Upload' and 'Cancel' buttons. The 'Upload' button is highlighted with a blue callout bubble that says 'Click Upload.'


## Copy a Requisition

- Navigate to the file to attach and double click it.
- Click Upload.
- Repeat as needed to attach multiple files.
- After all required files have been attached, click OK.


**Requisition Comments**  
Enter requisition comments  


☐ Send to Supplier    ☐ Show at Receipt    ☐ Shown at Voucher


**Approval Justification**  
Enter approval justification for this requisition


 Check Budget

Budget Checking Status: **Not Checked**

 Save & submit

 Save for Later

 Add More Items

 Preview Approvals

Click Save and Submit.

## Look Up Budget Information

### Purpose:

- Verify the amount available in a specific budget line/chartfield.

**Menu Path:** Main Menu > Commitment Control > Review Budget Activities > Budget Details

- A *Ledger Group* must be entered.
  - For A funds, the *Ledger Group* is: A\_TRACK
  - For F funds, the *Ledger Group* is: F\_CONTROL
  - To search, click the magnifying glass to access the *Look Up* table.

**Budget Details**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Business Unit = ▼ SCSD1

Ledger Group = ▼

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Enter the Ledger Group.

Click Search.

**Budget Detail Overview**

Budget Inquiry Criteria

Select Budget Detail

Business Unit	Ledger Group	Fund	Class Field	Operating Unit	Account	Department	Program Code	Budget Period
SCSD1	A_TRACK							

[Search](#)

Populate the budget line/chartfield data.

Click Search.

**Tip:** The Budget Period is the four-digit year for the second half of the fiscal year; the school district Fiscal Year is July 1 thru June 30, so for the 2015-2016 fiscal year, the Budget Period value is 2016.

**Tip:** *Class Field* and *Function* are the same value; the *Function* label is used on the budget charts that are sent out by the Finance Department.

**Budget Details**

Personalize | Find | View All | First | Last

Business Unit	Ledger Group	Fund	Class Field	Operating Unit	Account	Department	Program Code	Budget Period	View Details
1 SCSD1	A_TRACK	A	20200	007	5010	000	00000	2016	<a href="#">View Details</a>

Click View Details.

## Look Up Budget Information

Commitment Control Budget Details

Business Unit	Ledger Group	Fund	Class	Oper Unit	Account	Dept	Program	Budget Period
SCSD1	A_TRACK	A	20200	001	5010	000	00000	2016

Display Chart
Previous
Next
Return to Inquiry Criteria

Ledger Amounts

Budget:	6,116.00 USD							Max Rows 100
Expense:	0.00 USD							Attributes
Encumbrance:	1,000.00 USD							Parent / Children
Pre-Encumbrance:	0.00 USD							Associated Budgets

Associate Revenue
0.00 USD

Available Budget

Without Tolerance	5,116.00 USD	Percent (83.65%)	Forecasts
With Tolerance	5,116.00 USD	Percent (83.65%)	

Budget Exceptions

Exception Errors	0	Exception Warnings	0	Budget Exceptions
------------------	---	--------------------	---	-------------------

- **Budget:** Initial Allocation at the start of the fiscal year.
- **Expense:** Closed Purchase Orders and Inventory Orders.
- **Encumbrance:** Open Purchase Orders.
- **Pre-Encumbrance:** Open Requisitions.

If you need assistance, please contact the Budget Department at 435-6328.



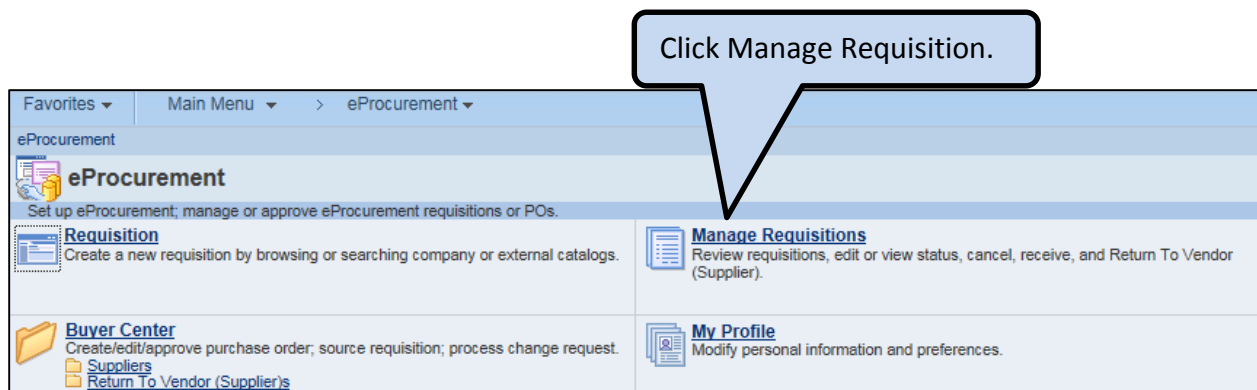
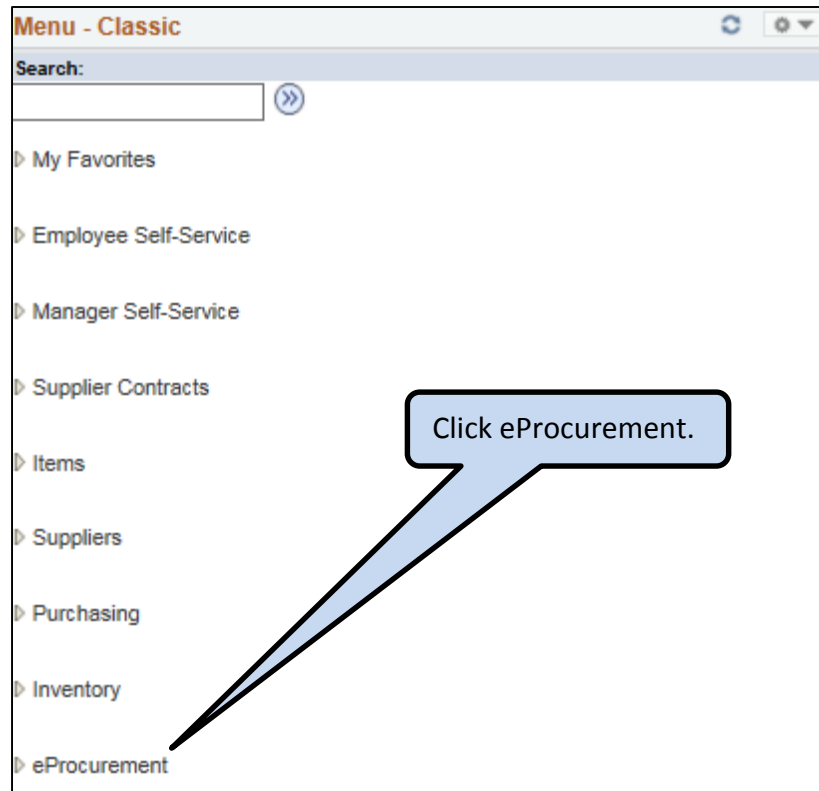
# Look Up a Requisition

## PURPOSE:

- Review the requisition status to determine if the requisition has been approved.
- Make changes to the requisition.
- Locate the related Purchase Order number.
- Verify that goods/services have been received or the vendor has been paid.
- Review a similar requisition to help you enter a new requisition.

## PROCEDURE:

**Menu Path:** eProcurement > Manage Requisitions



## Look Up a Requisition

- Enter information to locate the requisition – examples include:

### 1. Search by “Requisition ID” number

- If you know the “Requisition ID”, enter the 10 digit number in the “Requisition ID” field.
- Delete the “Date From” field to allow a larger range for the search.
- Delete the “Requester” field and click Search.

**TIP:** The “Request Status” field defaults to “All but Complete”, if the requisition is not found when you search, try changing the “Request Status” to “Complete”.

The screenshot shows the 'Manage Requisitions' search interface. It has a title bar 'Manage Requisitions' and a section 'Search Requisitions'. Below this, a instruction says 'To locate requisitions, edit the criteria below and click the Search button.' The search criteria are organized into two rows. The first row contains 'Business Unit' (with 'SCSD1' entered), 'Requisition Name' (empty), and 'Budget Status' (with a dropdown arrow). The second row contains 'Requisition ID' (empty), 'Request State' (with 'All but Complete' selected in a dropdown), 'Date From' (with '09/21/2015' entered), 'Date To' (with '09/28/2015' entered), and 'Entered By' (empty). There are also fields for 'Requester' (with 'req1' entered) and 'PO ID' (empty). At the bottom, there are 'Search' and 'Clear' buttons, and a link for 'Show Advanced Search'.

### 2. Search for yourself as “Requester”

- If you are looking for an order for which you are the “Requester”, delete the “Date From” field and click Search.
- This will list the most current orders, up to 50, for this “Requester”.

**TIP:** To list more orders, change the date range fields to search a time period prior to the last order listed.

### 3. Search by someone else as “Requester”

- If you are not the “Requester” for the order you are looking for, delete the “Date From” field and your name from the “Requester” field.
- Click on the magnifying glass next to the field and find the name of the person who is the “Requester”, click the user ID in the requester column.
- Select search for the most current list of orders for that “Requester”.

**TIP:** Most Requesters can only view requisitions for which they were the Requester. If you need to view requisitions for other Requesters, have your Supervisor submit an NE ticket requesting access for you to view requisitions; specify the employee(s) whose requisitions you need access to view.

### 4. Search by “Entered By”

- If you entered the order or you know the name of the person who entered the order, use the “Entered By” field.
- Delete the “Date From” field and the “Requester” field.
- Click on the magnifying glass next to the “Entered By” field. Select the User ID in the “Entered By” column and click Search.
- This will list up to 50 of the most current orders entered by this person.

## Look Up a Requisition

### 5. Search by “PO ID”

- If you know the Purchase Order number and want to view information from the original Requisition, then search by “PO ID”.
- Delete the “Date From” field and the “Requester” field.
- Enter the 10 digit Purchase Order number in the “PO ID” field and click Search.
- This will list all requisitions associated with this PO.

### 6. Search by “Requisition Name”

- If the preceding searches do not provide the results you need, try searching for information in the “Requisition Name” field.
- The standard for naming the requisition is the 3 digit location code of where the item(s) are to be delivered, the first initial and last name of person who is to receive the order, and the vendor name.
- Be sure to delete anything in the “Requisition”, “Date From”, “Requester”, “Entered By”, and “PO ID” fields.
- Enter the last name of the person the order is for and select search. This will list all orders with that name in the “Requisition Name” field.
- If you do not find the requisition you were looking for, try a different date range.

**TIP:** Due to security restrictions, some users can only look up requisitions where they are the “Requester” or “Entered By”. If you need assistance, please call the Onondaga Division of Purchase at 435-3458.

### • Review the requisition information

- Click the twisty next to the requisition number to display the different types of information available. Click the icon to access the specific information.
- Click the dropdown menu to copy or cancel the requisition.

The screenshot displays a requisition system interface. At the top, a header bar shows the requisition number 0000045735, requester information, and a status of 'Pending'. Below this, a navigation bar includes icons for Requisition, Approvals, Inventory, Purchase Orders, Change Request, Receiving, Returns, Invoice, and Payment. The main section, titled 'Request Lifespan', contains a table with line items. A red box highlights the twisty icon next to the requisition number, and another red box highlights the dropdown menu for actions. The table lists two items: 123 WIDGETS and 456 WIDGETS LARGE, both with a status of 'Pending Approval' and a quantity of 10.0000 EA and 5.0000 EA respectively. The vendor is LAKESHORE LEARNING MATERIALS.

Line	ePro Special Request Item	123 WIDGETS	Pending Approval	Price	Quantity	UOM	Vendor	
1	123 WIDGETS	Pending Approval	12.00000	USD	10.0000 EA	LAKESHORE LEARNING MATERIALS	×	
2	456 WIDGETS LARGE	Pending Approval	25.00000	USD	5.0000 EA	LAKESHORE LEARNING MATERIALS	×	

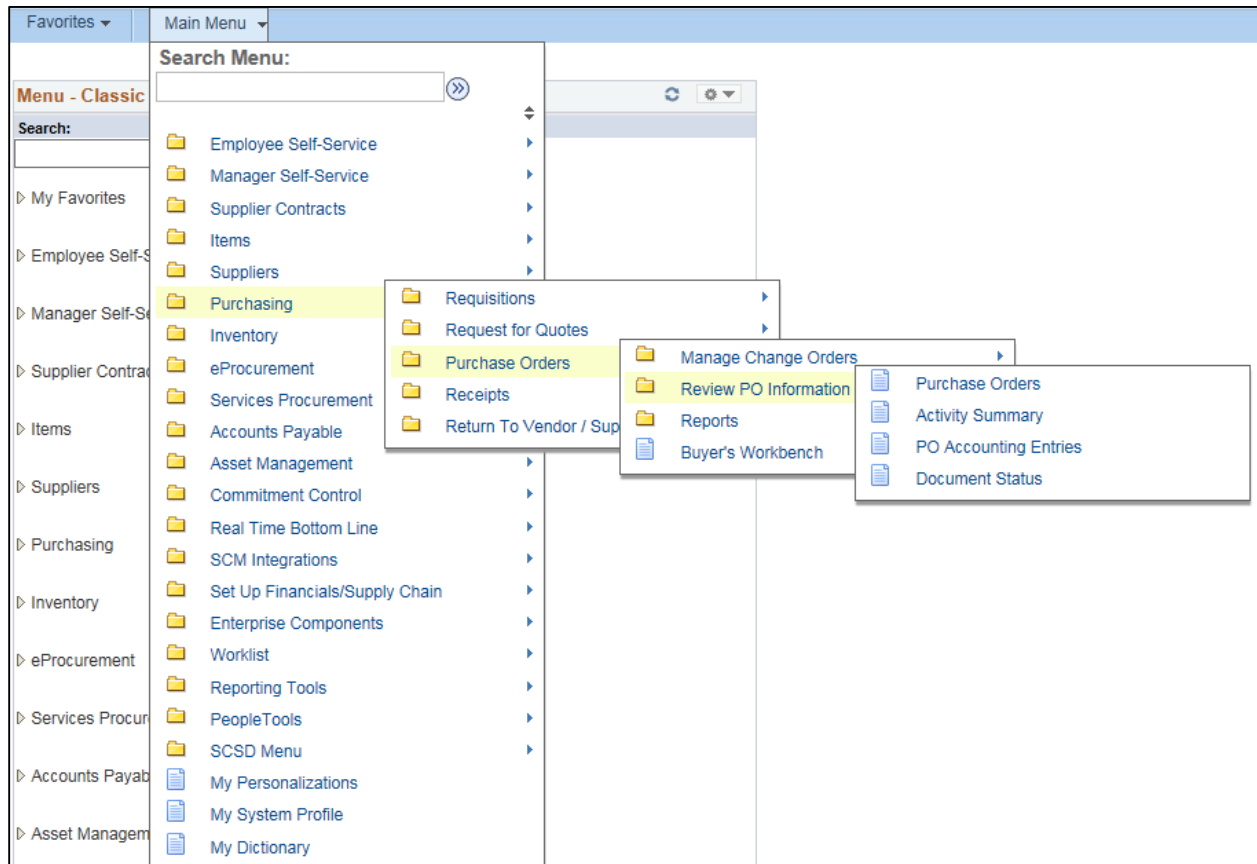
# Look Up a Purchase Order

## PURPOSE:

- Review the status of a purchase order to determine if the purchase order has been approved.
- Review the prior year's purchase order for example data to create a new requisition.

## PROCEDURE:

**Menu Path: Purchasing >Purchase Orders > Review PO Information > Purchase Orders**



## Look Up a Purchase Order

- Enter information to search for the purchase order:
  - Enter the 10 digit number in the "PO ID" field.
  - OR - Enter the Supplier ID.
  - OR - Search by Vendor Name - click the magnifying glass.

**Purchase Order Inquiry**

Enter any information you have and click Search. Leave fields blank for a list of a

**Find an Existing Value**

**Search Criteria**

Business Unit = SCSD1

PO ID begins with

Contract SetID begins with

Contract ID begins with

Release Number =

Purchase Order Date =

PO Status =

Short Vendor Name begins with

Supplier ID begins with

Vendor Name begins with

Buyer begins with

Buyer Name begins with

☐ Case Sensitive

**Search** **Clear** **Basic Search** **Save Search Criteria**

- Enter the first few characters of the vendor name and click *Look Up*.
  - Alternative: change the dropdown value from "begins with" to "contains" and enter all or part of a string to search.

**Look Up Vendor Name**

SetID SHARE

Vendor Name begins with

**Look Up** **Clear** **Cancel** **Basic Lookup**

## Look Up a Purchase Order

- Click on a purchase order to open it for review.

Search Results													
View All										First 1-95 of 95 Last			
Business Unit	PO ID	Contract SetID	Contract ID	Release Number	Purchase Order Date	PO Status	Short Vendor Name	Supplier ID	Vendor Name	Buyer	PO Type	Purchase Order Reference	Hold From Further Processing
SCSD1	0000035628	SHARE	(blank)	0	05/04/2015	Compl	OFFICEMAX-001	0000039751	OFFICEMAX CONTRACT INC 31154	General 006	Src From Req 0000044099	N	
SCSD1	0000035621	SHARE	(blank)	0	05/04/2015	Compl	OFFICEMAX-001	0000039751	OFFICEMAX CONTRACT INC 30091	General 013	Src From Req 0000044089	N	
SCSD1	0000035662	SHARE	(blank)	0	05/06/2015	Dispatched	OFFICEMAX-001	0000039751	OFFICEMAX CONTRACT INC 31680	General RFB-8079	Req 0000043205	N	
SCSD1	0000035653	SHARE	(blank)	0	05/06/2015	Compl	OFFICEMAX-001	0000039751	OFFICEMAX CONTRACT INC 31680	General RFB-8079	Req 0000040999	N	
SCSD1	0000035684	SHARE	(blank)	0	05/07/2015	Compl	OFFICEMAX-001	0000039751	OFFICEMAX CONTRACT INC 31154	General 364	Src From Req 0000044021	N	
SCSD1	0000035682	SHARE	(blank)	0	05/07/2015	Dispatched	OFFICEMAX-001	0000039751	OFFICEMAX CONTRACT INC 31154	General FPR	Src From Req 0000043914	N	

- Review the Purchase Order information:**
  - Vendor name and Vendor ID
  - Item Description, Category code, PO Qty, Unit of Measure and Merchandise Amount.
  - In the Lines section, click the Line Comments icon to view the data that was entered in the "Additional Information" section. Click OK to close the modal window.
  - Click the Schedule icon to view the line details
    - Click the Distribution/Chartfield icon to view the chartfield string for the line.
  - Click *Return to Main Page* on the top right to return to the original Purchase Order inquiry screen.

Line Comments

Schedule

**Lines**

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		SY14/15 BLANKET ORDER FOR OFFI	091002	1000.0000	\$	1,000.00 USD	Approved

Return to Main Page

Distribution/Chartfields

**Schedules**

Sched	Due Date	Time Due	Revision	Ship To	Attention	Merchandise Amount	Status
1	05/06/2015			BOV		1,000.00 USD	Active

Click to return to the purchase order

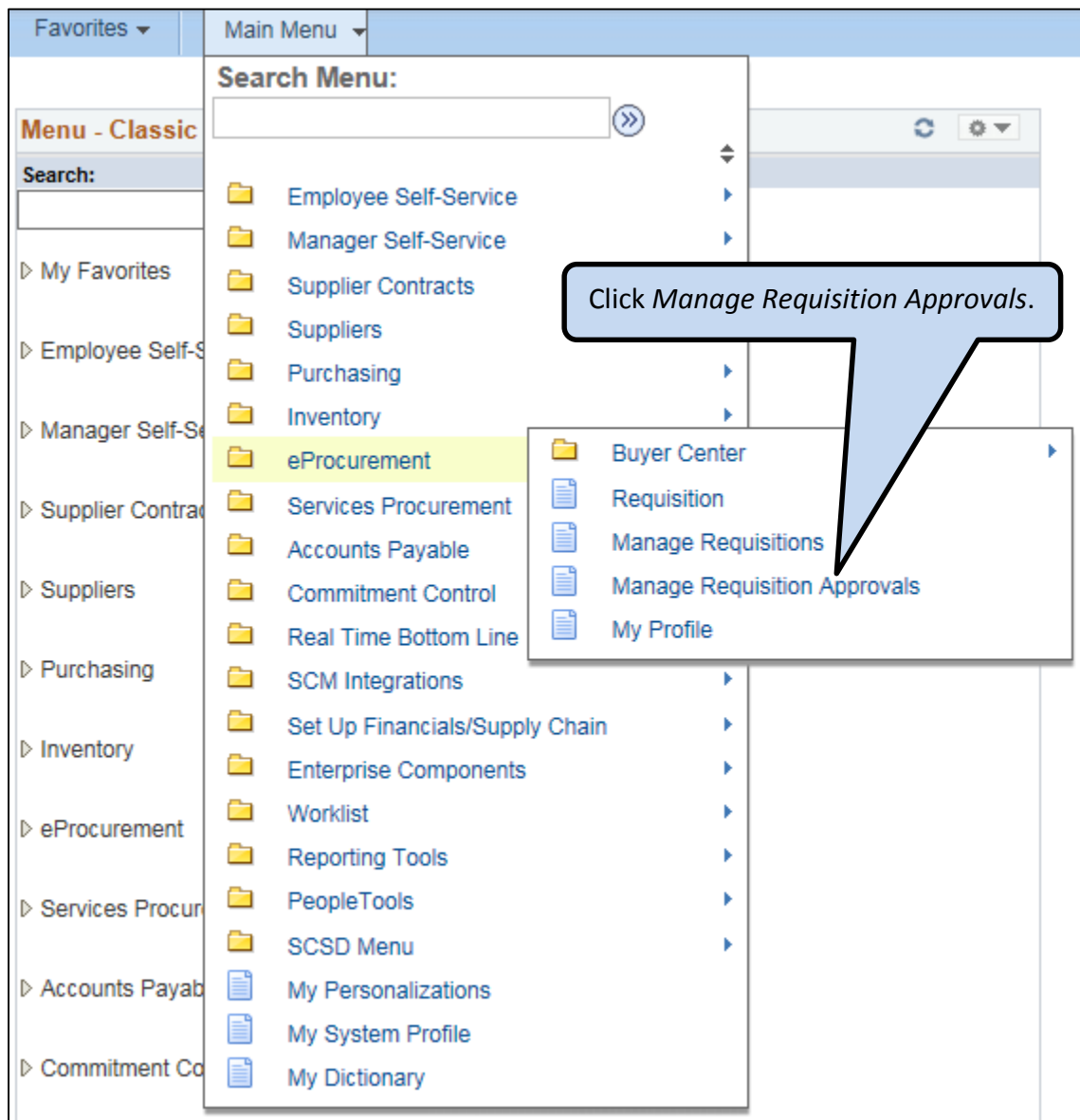
## Approve Requisitions and Purchase Orders

### PURPOSE:

- The budget authority approves requisitions and purchase orders which affect their budget lines.
- The budget authority approves requisitions for BOVA stock items prior to the request being added to a pick list.
- The budget authority approves purchase orders prior to the PO being dispatched to the vendor.

### PROCEDURE for Requisition Approval:

**Main Menu > eProcurement > Manage Requisition Approvals**



## Approve Requisitions and Purchase Orders

[Favorites](#) > [Main Menu](#) > [eProcurement](#) > [Manage Requisition Approvals](#)

### Manage Requisition Approvals

**Search Requisitions**

To locate requisitions that require your approval (or requisitions that previously required your approval), edit the criteria below and click the Search button.

Requisition ID   
Business Unit   
Date From  By   
Requester

Requisition Name   
\*Status   
Date To  By   
Entered by

Search
Clear

**Requisitions**

To view the complete details and approve a Requisition, click the requisition ID link.

Expand All
Collapse All

Action/Status	Req ID	Requisition Name	Bus. Unit	Date	Requester	Entered By	Total
Pending	<a href="#">0000045746</a>	303 MCFARLAND / STOCK	SCSD1	09/23/2015	McFarland, Lindsay	McFarland, Lindsay	902.40 USD

[Create New Requisition](#)
[Manage Requisitions](#)

Click the twisty to expand the line details.

[Requisitions](#)

To view the complete details and approve a Requisition, click the requisition ID link.

Expand All
Collapse All

Action/Status	Req ID	Requisition Name	Bus. Unit	Date	Requester	Entered By	Total
Pending	<a href="#">0000045746</a>	303 MCFARLAND / STOCK	SCSD1	09/23/2015	McFarland, Lindsay	McFarland, Lindsay	902.40 USD

**Summary** Requisition Pending

**Justification:**  
No justification entered by requester.

**Lines**

**Total Pending** 902.40 USD

**Priority:** Medium

Personalize | Find | View All |
First 1 of 1 Last

Requisition Details
Item Details

Status	Line	Item Description	Supplier Name	Price	Qty	UOM
Pending	1	COPIER PAPER, WHITE, 8-1/2" X 11", 20#, 500...	W B MASON CO INC	22.56 USD	40.0000	Case

[Create New Requisition](#)
[Manage Requisitions](#)

To view details and to approve the requisition, click the requisition ID link.

{ 2 }



## Approve Requisitions and Purchase Orders

- If you click the *Deny* button, you must enter a reason in the Approver Comments box.
- Click the *Approve* button to approve the requisition.

**Requisition Approval**

Business Unit: SCSD1  
 Requisition ID: 0000045746  
 Requisition Name: 303 MCFARLAND / STOCK  
 Requester: McFarland, Lindsay  
 Entered on: 09/23/2015  
 Status: Pending  
 Priority: Medium  
 Budget Status: Not Checked

Total Amount: 902.40 USD

Requester's Justification: No justification entered by requester.

[View printable version](#)

▼ **Line Information** ?

**Line Information** Personalize | Find | First 1 of 1 Last

Line	Item Description	Supplier Name	Quantity	UOM	Price	
1	COPIER PAPER, WHITE, 8-1/2" ...	W B MASON-001	40.0000	CS	22.56000	USD

☐ Select All / ☐ Deselect All

[View Line Details](#)

► **Review/Edit Approvers**

**Enter Approver Comments**

☒ Approve ☐ Deny

[Return to Approve Requisitions](#) Previous in List Next in List

Check *Select All/Deselect All*, then click *View Line Details* to see the budget lines..

Click the link to return to the *Approve Requisitions* page.

**Business Unit:** SCSD1  
**Requisition:** 0000045746  
**Requisition Name:** 303 MCFARLAND / STOCK

**Requester:** 32065  
**Requested By:** McFarland, Lindsay  
**Entered Date:** 9/23/15

**Status:** Pending Approval  
**Currency:** USD  
**Requisition Total:** 902.40

**Line: 1** Item Description: COPIER PAPER, WHITE, 8-1/2" X 11", 20#, 5000/CASE, 10 REAMS- 500 SHEETS PER REAM, DUPLICATOR PAPER/OFFSET  
 Quantity: 40.0000 UOM: CS Price: 22.56 Line Total: 902.40  
 Line Status: Pending

**Ship Line: 1**  
 Attention: McFarland, Lindsay  
 Ship Via: COMMON

**Ship To:** BOV  
 Due Date:  
 Freight Terms: DEST\_PPY

**Address:**  
 SCSD BOVA SUPPLY CENTER  
 1023 ERIE BLVD WEST  
 SYRACUSE NY 13204  
 United States

**Shipping Quantity:** 40.0000  
**Shipping Total:** 902.40

Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	003	40.0000	100.00	902.40	SCSD1	5010

Dept	Oper Unit	Fund	Program	Class
000	003	A	00000	21100

Open QTY	Open Amt
40.0000	0.000

GL Base Amount	Currency	Sequence	Capitalize
902.40	USD	0	N

## Approve Requisitions and Purchase Orders

### PROCEDURE for Purchase Order Approval:

**Main Menu > Purchasing > Purchase Orders > Approve POs**

**Approve Purchase Orders**

Search

Enter search criteria and hit the Search button.

\*Business Unit SCSD1

From PO ID

PO Date From

Supplier ID

Buyer

Status Pending

To PO ID

PO Date To

Vendor Name

PO Reference

Search Clear

Click Search to access the list of purchase orders which are queued

- To view the PO details, click the PO ID link.
- To approve or deny a purchase order, select the action from the dropdown menu and click *Submit*.

**Purchase Orders**

To approve or deny one or more POs, select the appropriate action from the dropdown and click Submit. To view the PO details, click the PO ID link.

Expand All Collapse All

Action/Status	PO ID	PO Date	Buyer	PO Reference	PO Total	Supp ID	Supplier Name
Pending	0000037046	08/13/2015	31154	004 Src From Req 0000045616	214.13 USD	0000026024	HOME DEPOT
Pending	0000037053	08/14/2015	31154	CTL Src From Req 0000045390	1,000.00 USD	0000057585	WEGMANS FOOD M
Pending	0000037061	08/14/2015	31154	006 Src From Req 0000045660	942.00 USD	0000000926	ADPRO TEA-001

Submit

Approve Hold Deny

To apply the Approve, Deny or Hold status to all the lines, click the appropriate button.

## Create an Information Request for a Requisition

The screenshot shows the 'Main Menu' with the 'eProcurement' folder selected. A sub-menu is displayed with the following options: Buyer Center, Requisition, Manage Requisitions, Manage Requisition Approvals, and My Profile. A callout bubble points to 'Manage Requisition Approvals' with the text: 'Click *Manage Requisition Approvals*.'

The screenshot shows the 'Manage Requisition Approvals' page. It includes search criteria for Requisition ID, Requisition Name, Business Unit, Status (Pending), Date From (10/07/2014), Date To (10/07/2015), and Requester. A callout bubble points to the 'Expand All' link in the table with the text: 'Click the twisty to expand the line details.'

Req ID	Requisition Name	Bus. Unit	Date	Requester	Entered By	Total
0000045746	303 MCFARLAND / STOCK	SCSD1	09/23/2015	McFarland, Lindsay	McFarland, Lindsay	902.40 USD

## Create an Information Request for a Requisition

▼ **Line Information** ?

**Line Information** [Personalize](#) | [Find](#) | [First](#) | [1 of 1](#) | [Last](#)

	Line	Item Description	Supplier Name	Quantity	UOM	Price	
<input type="checkbox"/>	1	COPIER PAPER, WHITE, 8-1/2" ...	W B MASON-001	40.0000	CS	22.56000	USD

☐ Select All / Deselect All

Click the twisty to expand the *Review/Edit Approvers* section.

► **Review/Edit Approvers**

**Enter Approver Comments**

☒ Approve ☐ Deny

[Return to Approve Requisitions](#) [Previous in List](#) [Next in List](#)

▼ **Review/Edit Approvers**

**Budget Authority**

303 MCFARLAND / STOCK:Pending [Request Information](#) [Start New Path](#)

General Fund

Pending

Nolan, Brian  
Fund A

Click the *Request Information* link.

- When an information request has been added, a box will show in the Approvals list.
- The user will receive both a worklist and an email notification regarding the information request.
- After the user has updated the Comments, the approver will receive an email notification; the approver can click the link in the email to review the comments and approve or deny the requisition.

## Respond to an Information Request

- An approver may ask for justification or additional information for your order. You will receive an Information Request in an email and on your worklist.

### Email Example

**Information is Requested for Requisition ID "0000045756" Business Unit "Syracuse City School District"**  
peoplesoft@scsd.us [peoplesoft@scsd.us]  
Sent: Wednesday, October 14, 2015 9:36 AM  
To: PeopleSoft

Information has been requested for requisition.

Requester: 21663  
Business Unit: Syracuse City School District  
Requisition ID: 0000045756  
Requisition Name: 328 T COVEY LAKESHORE  
Date: 2015-10-14

You can navigate directly to the approval page by clicking the link below.

[http://slc05eqt.us.oracle.com:8000/psp/ep920mstx/EMPLOYEE/PSFT\\_EP/c/PV\\_MAIN\\_MENU.PV\\_REQ\\_APPROVAL.GBL?Action=U&BUSINESS\\_UNIT=SCSD1&REQ\\_ID=0000045756](http://slc05eqt.us.oracle.com:8000/psp/ep920mstx/EMPLOYEE/PSFT_EP/c/PV_MAIN_MENU.PV_REQ_APPROVAL.GBL?Action=U&BUSINESS_UNIT=SCSD1&REQ_ID=0000045756)

### Worklist Example

Identifies a worklist item as an Information Request.

Click the link to add justification and comments.

Detail View

Worklist Filters: Approval Request Information

From	Date From	Work Item	Worked By Activity	Priority	Link	
VanCleaf, Rene	10/14/2015	Approval Request Information	Approval Workflow	2-Medium	<a href="#">Requisition_309001_SCSD1_2015-07-01_N_O_BUSINESS_UNIT-SCSD1_REQ_ID:0000045756</a>	<input type="button" value="Mark Worked"/> <input type="button" value="Reassign"/>

**Requester's Justification**  
No justification entered by requester.

[View printable version](#)

▼ **Line Information** ?

**Line Information** [Personalize](#) | [Find](#) | [First](#) | [1 of 1](#) | [Last](#)

Line	Item Description	Supplier Name	Quantity	UOM	Price	
1	456 WIDGETS	LAKESHORE LEAR	250.0000	EA	25.00000	USD

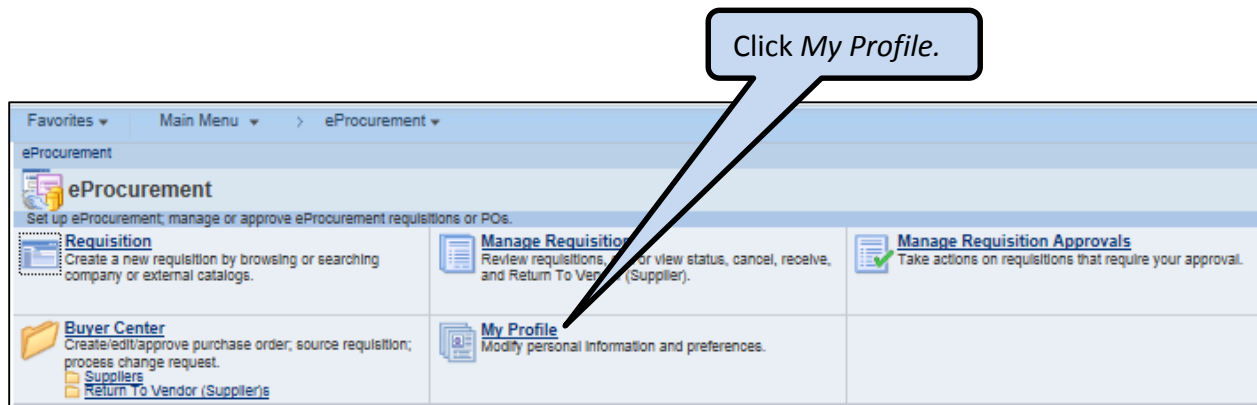
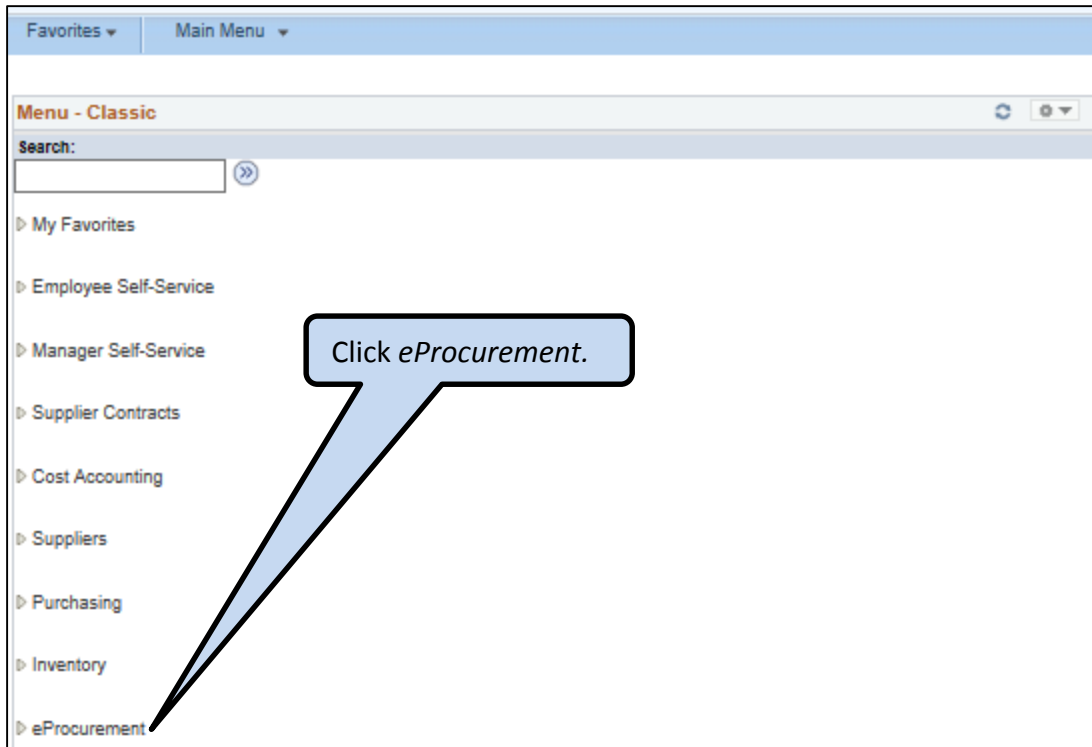
☐ Select All / Deselect All  
[View Line Details](#)

► **Review/Edit Approvers**

**Enter Comments**

## Delegate Approvals for Requisitions and POs

- If you are a budget authority in PeopleSoft, you have the ability to delegate your approval authority for requisitions and purchase orders assigned to your budget when you are not able to approve requests due to time away from the office. You can delegate the approval authority for a specific date range. The assigned delegate will receive any request entered against your budget on their work list.



## Delegate Approvals for Requisitions and POs

The screenshot shows the 'My Profile' page with a navigation bar at the top containing 'Favorites', 'Main Menu', 'eProcurement', and 'My Profile'. Below the navigation bar, there are links for 'Manage Personal Templates', 'Request Procurement Card', and 'Manage Favorites Groups'. The 'Password' section includes a 'Change password' link and a 'Change or set up forgotten password help' link. The 'Preferences' section is highlighted with a blue callout box containing the following instructions:

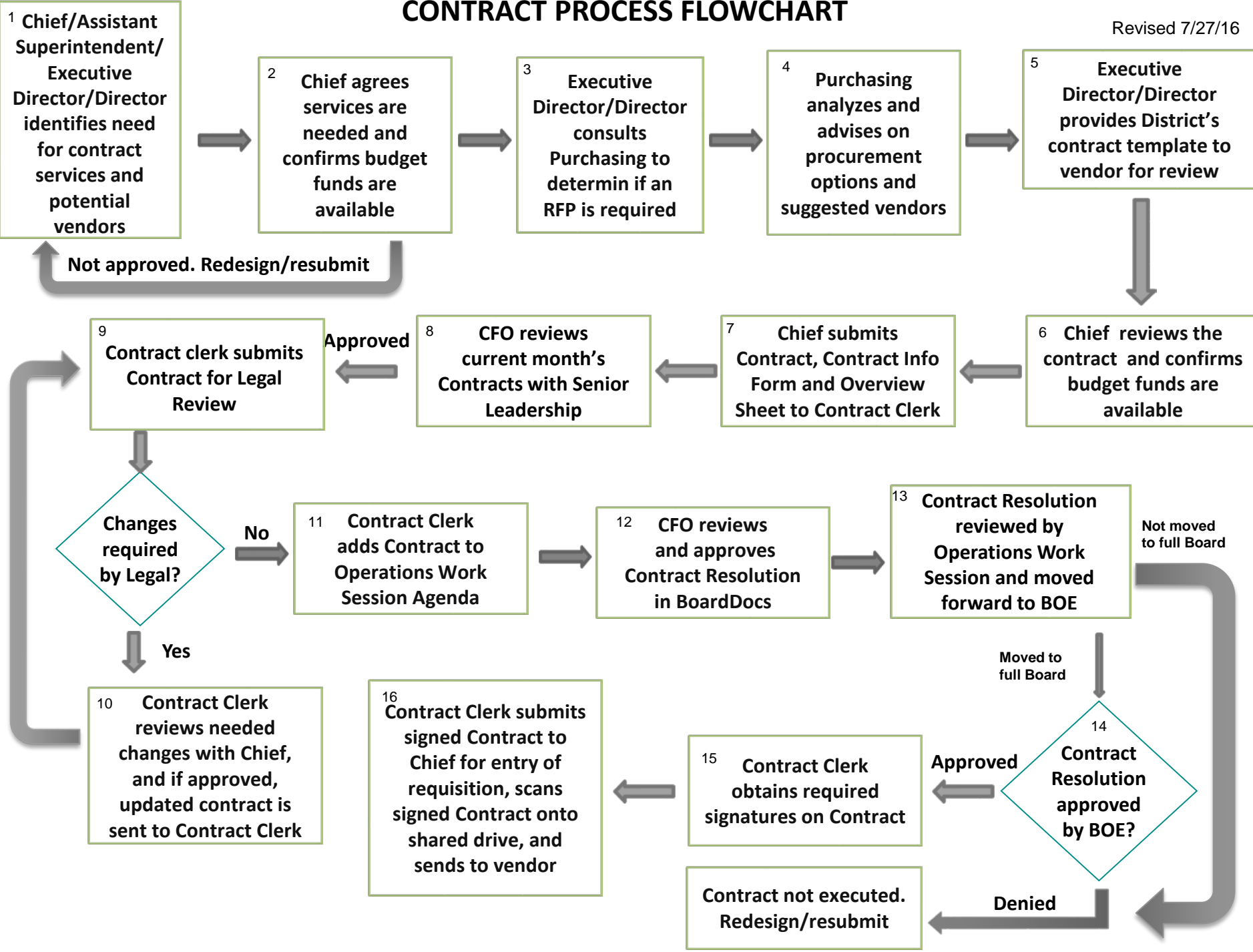
- In the *Alternate User ID*, enter the User ID for your designated backup.
- Enter the *Effective Date From* and the *Effective Date To*.

The 'Alternate User' section is titled 'Alternate User' and includes a note: 'If you will be temporarily unavailable, you can select an alternate user to receive your routings.' Below this note, there are three input fields: 'Alternate User ID' (with a search icon), 'Effective Date From' (with a calendar icon and example text '(example:12/31/2000)'), and 'Effective Date To' (with a calendar icon and example text '(example:12/31/2000)'). A blue callout box points to the 'Save' button with the text 'Click Save.'.

- TIP: after clicking Save, check for any outstanding approvals and approve or deny the request. Outstanding approvals will not be re-routed.
- To cancel the delegation, clear the Alternate User ID and the Effective Date fields. The approvals will be sent to the approval as defined.

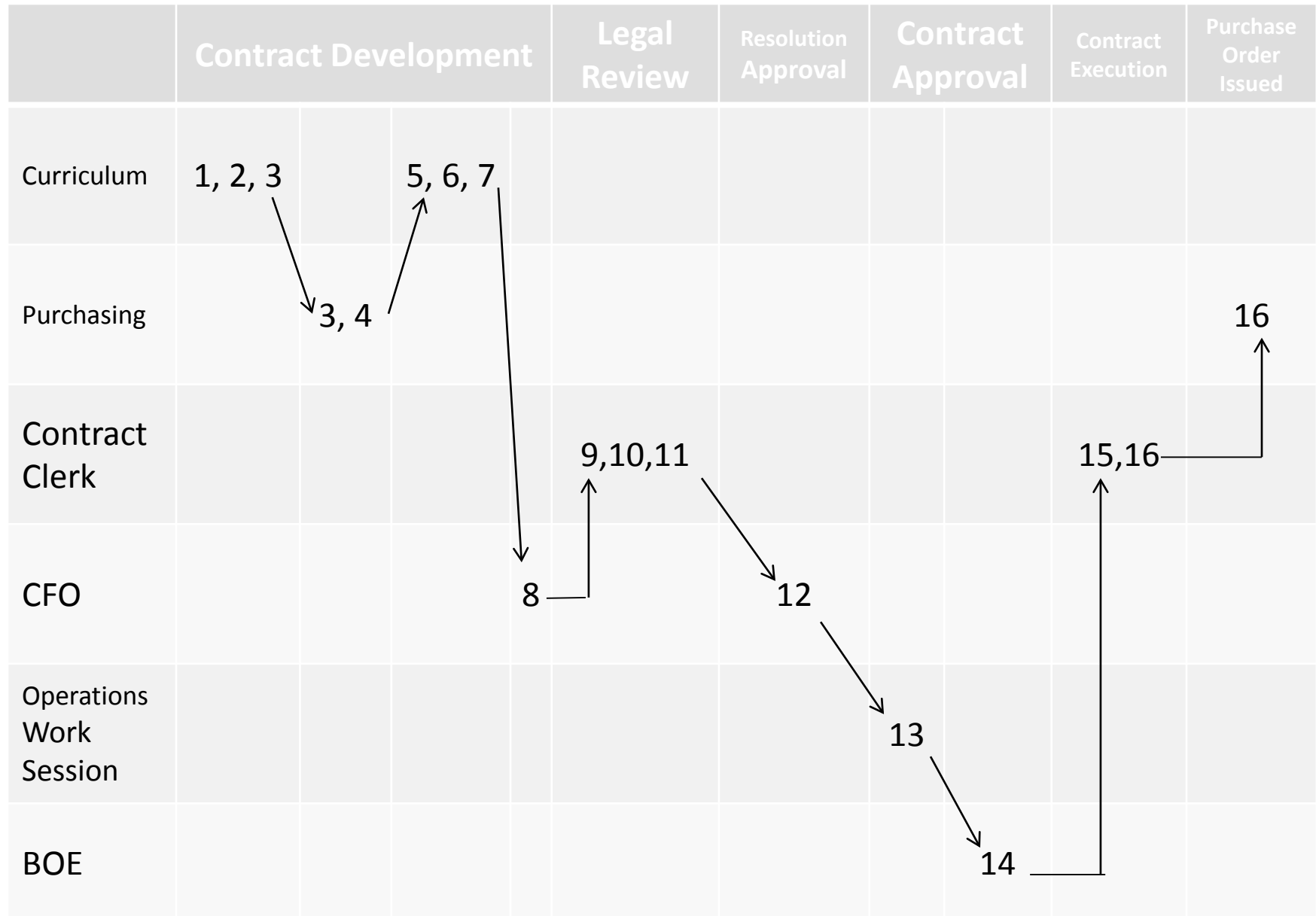
# CONTRACT PROCESS FLOWCHART

Revised 7/27/16





# Standard Contract Flow



# CONTRACT INFORMATION FORM

Email this form, Districts MOA contract, and Overview sheet to [jtraver@scsd.us](mailto:jtraver@scsd.us). Missing information will result in processing and approval delays.

CONTRACT ORIGINATED BY: \_\_\_\_\_

SCSD Employee

CONTRACT DATES: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ through \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Check One:

☐

NEW CONTRACT

☐

CONTRACT RENEWAL

Contract reviewed by Purchasing:

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Contract reviewed by Chief:

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**NOTE: All contracts should have a signature line for the Superintendent AND another signature line for the Chief originating the contract. Please ensure the contract includes all necessary signature lines BEFORE submission.**

Brief description of service(s) to be provided: \_\_\_\_\_

Contract amount is not to exceed: \$ \_\_\_\_\_

To be paid from budget line:

☐

Fund

☐

Function

☐

Op unit

☐

Account

☐

Dept

☐

Program

☐

Grant

Budget Description: \_\_\_\_\_

Grant Title (if applicable): \_\_\_\_\_

Cost Last Year: \$ \_\_\_\_\_

Reason for Increase/Decrease: \_\_\_\_\_

# of Students / Teachers / Employees Affected:

Prior Year: \_\_\_\_\_

Current Year: \_\_\_\_\_

Cost per Student: \$ \_\_\_\_\_

Check One: ☐ Per year cost ☐ One-time cost

**VENDOR Contact Name for SIGNATURE on contract:** \_\_\_\_\_

**VENDOR Method of Contact by Contracts Clerk (check one):** ☐ Email ☐ Fax ☐ Mail

Detail for vendor method of contact for signature (i.e. email address, fax number, or mailing address): \_\_\_\_\_

## MEMORANDUM OF AGREEMENT

between  
Syracuse City School SCSD  
and  
\_\_\_\_\_

### ***Parties to the Agreement:***

This memorandum of agreement (the “Agreement”) is prepared for the purpose of identifying the terms under which \_\_\_\_\_ (the “Contractor”) will provide contracted services to the Syracuse City School District (“SCSD”) in relation to the \_\_\_\_\_.

### ***Term and Termination:***

This Agreement shall commence on July 1, 2016 and terminate on June 30, 2017 (the “Term”), if not previously terminated pursuant to the paragraphs below:

Either party may terminate this Agreement without cause by giving the other party ninety (90) days’ prior written notice of such termination, and

Either party may terminate this Agreement immediately upon a party (“Breaching Party”) failing to cure a breach of this Agreement of failing to comply with its obligation herein within ten (10) days of receipt of a written notice from the other reasonable cause and notice to the other.

SCSD may terminate this Agreement immediately and without penalty upon the revocation or unexpected discontinuance of relevant funding.

In the event of the early termination of this Agreement, SCSD will be financially reimbursed for any and all services that have been paid for but will not be completed from termination to June 30, 2017.

### ***Description of Services: During the Term, Contractor will provide the following services:***

### ***Payment:***

In consideration for the services provided pursuant to this Agreement, SCSD agrees to pay Contractor a total of \$\_\_\_\_\_ to be paid upon invoicing; provided that all payments shall be contingent upon the Contractor’s satisfactory completion of all responsibilities and Contractor shall submit invoices for each payment to SCSD at [apayable@scsd.us](mailto:apayable@scsd.us). A claimant voucher must be completed and signed before payment can be made.

### ***Monitoring and Evaluation of Services:***

SCSD reserves the right to monitor and/or evaluate the services provided under this Agreement. Such monitoring and evaluation may be conducted through on-site visits and observations; surveys and/or interviews with participants and stakeholders; document and artifact collection and review; and any other applicable means. Services provided must be appropriate, allowable and consistent with SCSD and funding source requirements and guidelines.

### ***Representations and Warranties:***

1. Contractor represents and warrants to SCSD that:

- i. It has the right to enter into this Agreement, to grant the rights granted herein and to perform fully all of its obligations in this Agreement;
- ii. The execution of this Agreement by its representative whose signature is set forth at the end hereof has been duly authorized by all necessary action;
- iii. Its entering into this Agreement with SCSD and its performance of the Services do not and will not conflict with or result in any breach or default under any other agreement to which Contractor is subject;
- iv. It and its employees have the required skill, experience and qualifications to perform the Services; and
- v. It and its employees shall perform the Services in compliance with all applicable federal, state and local laws and regulations.

2. SCSD hereby represents and warrants to Contractor that:

- i. It has the full right, power and authority to enter into this Agreement and to perform its obligations hereunder; and
- ii. The execution of this Agreement by its representative whose signature is set forth at the end hereof has been duly authorized by all necessary action.

***Independent Contractors:***

Individuals provided by Contractor shall be and remain employees of Contractor. As such, Contractor employees shall not be considered employees of SCSD and shall not be eligible for workers' compensation, disability benefits, unemployment insurance, health insurance, retirement benefits and other benefits provided to SCSD employees, nor may the Contractor or its employees or agents have any authority to act for or in behalf of SCSD or to bind SCSD to any agreement or in any other manner without the express written consent of SCSD.

***Non-solicitation***

The Contractor agrees that during the term of this Agreement and for a period of one (1) year thereafter, it will not solicit or in any manner encourage, either directly or indirectly, any employee of SCSD to leave SCSD for any reason; nor will it interfere in any other manner with the employment or business relationships at the time existing between SCSD and its current or prospective employees.

***Taxes:***

Contractor shall be solely responsible and required to pay all income taxes, employment taxes, and insurances related to the services and remuneration hereunder. SCSD shall not be required to withhold from or to pay over for or on behalf of Contractor any workers' compensation, disability benefits, federal or state withholding of taxes, Social Security, or any other deductions required by the Internal Revenue Service, Social Security Administration, or other administrative or governmental agency. Contractor shall indemnify and hold harmless SCSD from and against any and all liabilities (including legal fees), taxes, penalties, and other expenses and state and federal demands which SCSD may incur as a result of Contractor's failure to pay any federal or state taxes of any kind whatsoever or Contractor's failure to declare and/or pay all required taxes on the remuneration paid hereunder, or relating to Contractor's failure to maintain all insurance required to be maintained by Contractor.

***Insurance:***

Contractor shall be responsible for obtaining insurance coverage that is reasonably necessary, as determined by SCSD in its reasonable discretion, to cover potential claims arising out of the

performance of this agreement. Upon request, the Contractor shall provide SCSD with proof of such coverage.

***Indemnification:***

Contractor agrees to indemnify and hold harmless SCSD from any and all liabilities, losses, damages, costs, fines, or expenses (including reasonable attorneys' fees) arising out of negligence or other malfeasance or nonfeasance by Contractor, its employees, agents and servants, upon or in relation to the fulfillment of its responsibilities and obligations under this Agreement, including but not limited to, the provision of Services. Regardless of the nature of the claim, Contractor further agrees that if any claim or demand is asserted against it which reasonably may result in liability to SCSD that Contractor shall give prompt notice thereof in writing to SCSD and shall cooperate in the investigation of the claim and any defenses arising therefrom.

Subject to the availability of lawful appropriation and consistent with the New York State Court of Claims Act, SCSD agrees to indemnify and hold harmless Contractor from any and all liabilities, losses, damages, costs, fines, or expenses (including reasonable attorneys' fees) arising out of negligence or other malfeasance or nonfeasance by SCSD, its employees, agents and servants, when acting within the course and scope of their employment, upon or in relation to this Agreement, including, but not limited to, the payment for services under this Agreement. Regardless of the nature of the claim, SCSD further agrees that if any claim or demand is asserted against it which reasonably may result in liability to Contractor that SCSD shall give prompt notice thereof in writing to Contractor and shall cooperate in the investigation of the claim and any defenses arising therefrom.

***Compliance with Law:***

Contractor will adhere to all applicable New York State and federal law and regulations governing the performance of Services under this Agreement, including but not limited to those related to fingerprint background clearance for any and all employees of Contractor who will have direct contract with SCSD students.

Contractor will adhere to all certifications regarding lobbying, debarment, suspension and other responsibility matters, and drug-free work-place requirements, as more fully set forth in **Attachment A**, attached hereto and incorporated by reference.

Contractor will comply with all applicable requirements regarding the confidentiality of student and employee records, including the Family Educational Rights and Privacy Act, HIPAA and regulations of the United States and the New York State Education Departments, as set forth in more detail in **Attachment B**, attached hereto and incorporated by reference.

***Dispute Resolution:***

This Agreement is governed by the laws of New York, excluding its conflicts of law principles. The parties agree that they shall first attempt to resolve any claim, action or proceeding arising from or relating this Agreement informally or using mediation, in the sole discretion of SCSD. The parties agree to share equally in the costs of the mediation. The mediation shall be conducted at a location agreed to by the parties, or telephonically. If, after two (2) days of mediation, the parties have not settled the dispute, then any unresolved dispute arising from or relating to this Agreement may be settled by litigation, which shall be heard in the state or federal court of proper jurisdiction located in Onondaga County, New York.

***Notices:***

Any notices by either party shall be in writing and hand-delivered to the offices below or sent by registered or certified mail to the respective addresses as shown below or such other address as a party may designate by written notice in accordance with this provision. Notices shall be effective upon receipt. Facsimile shall not be considered effective delivery of notice.

Sharon L. Contreras, Superintendent of Schools  
Syracuse City School SCSD  
725 Harrison Street  
Syracuse, New York 13210

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Severability:***

If any provision of this Agreement is invalid, illegal or incapable of being enforced, by reason of any rule of law, administrative order, judicial decision or public policy, all other conditions and provisions of this Agreement shall, nevertheless, remain in full force and effect, and no covenant or provision shall be deemed dependent upon any other covenant or provision unless so expressed herein.

***Subsequent Modification:***

No modification made after execution of this Agreement shall be enforceable unless it is in writing and signed by both parties to this Agreement.

***Waiver.***

The failure or omission of any party hereto to insist, in any instance, upon strict performance by the other party of any term or provision of this Agreement or to exercise any of its rights hereunder shall not be deemed to be a modification of any term hereof or a waiver or relinquishment by the one party of the required future performance of any such term or provision by the other party, nor shall such a failure or omission constitute a waiver of the right of the one party to insist upon future performance by the other of any such term or provision.

***Merger Clause:***

This Agreement contains the entire agreement of the parties, and no representations, inducements, promises or agreements, oral or otherwise, not appearing therein shall be of any force or effect.

**APPROVED BY:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Superintendent of Schools  
Title

---

Signature
Date

Chief Academic Officer

---

Title

Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Title

**Attachment A**  
**SCSD MOA/Subaward Agreement**

*By signing the MOA/Subaward Agreement, the authorized official of the collaborating agency or organization certifies, to the best of his/her knowledge and belief, that:*

**Certification Regarding Lobbying**

No Federal appropriated funds have been paid or will be paid, by or on behalf of the collaborator, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee or a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**Debarment, Suspension and Other Responsibility Matters**

Collaborator certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

**OMB Circular A-133 Assurance & Reporting**

Collaborator assures the Syracuse City School SCSD that it complies with OMB-Circular A-133, or applicable audit standards related to collaborator organization, and that it will notify SCSD of completion of required audits and of any adverse findings, which impact this MOA/Subaward. The Collaborator will adhere to any awarding agency requirements and regulations pertaining to reporting and will provide SCSD with requested information in a timely manner, should such request be made.

**Remedies for Breach, Sanctions, Penalties**

Should collaborator breach any provisions of this agreement, SCSD may temporarily withhold payments pending correction of the deficiency; disallow all or part of the cost of the activity not in compliance; wholly or partly suspend or terminate the current agreement with the collaborator; withhold further contracts/agreements with collaborator; or, take other legal remedies which may be available to SCSD.



## **Compliance with Federal Statutes and Executive Orders**

Collaborator certifies that it complies with the following:

Compliance with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60).

Compliance with Copeland "Anti-Kickback" Act (18 U.S.C 874) as supplemented in Department of Labor regulations (29 CFR part 5).

Compliance with the wage rate requirements (40 U.S.C. 3141-3148) as supplemented by Department of Labor regulations (29 CFR part 5).

Compliance with the Contract Work Hours and Safety Standards (40 U.S.C. 3701-3708) as supplemented by Department of Labor regulations (29 CFR part 5).

Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act as amended (42 U.S.C. 7606), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).

Compliance with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act as amended (42 U.S.C. 6321-6326)

## **Copyrights and Patent Rights**

The Federal Awarding Agency, where applicable, reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes the copyright in any work developed under a grant, subgrant or contract under a grant or subgrant and any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support. Collaborator will adhere to any awarding agency requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under this agreement.

## **Records Accessories**

The Collaborator agrees to provide access by SCSD, the grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers and records of the collaborator which are directly pertinent to this specific agreement for the purpose of making audit, examination, excerpts and transcriptions.

## **Records Retention**

The Collaborator agrees to retain all records in relation to this agreement for five (5) years after the project period had ended all other pending matters are closed.

**Attachment B**  
**Supplemental Information for Third-Party Contracts**  
**STUDENT PRIVACY**

The Syracuse City School District ("SCSD") is an educational agency within the meaning of Section 2-d of the New York State Education Law ("Section 2-d"), and Contractor \_\_\_\_\_ ("Contractor") is a third party contractor within the meaning of Section 2-d. Pursuant to the Agreement, Contractor may receive access to student data, which is regulated by Section 2-d, from SCSD. The provisions of this Attachment are intended to comply with Section 2-d in all respects.

As used in this Attachment, the term "student data" means personally identifiable information from student records that Contractor receives from SCSD.

Education Law Section 2-d (5) (d)

Contractor agrees that the confidentiality of student data shall be maintained in accordance with state and federal laws and the educational agency's policies on data security and privacy that protect the confidentiality of personally identifiable information.

Education Law Section 2-d (5) (e)

Contractor agrees that any of its officers or employees, and any officers or employees of any its assignees, who have access to personally identifiable information will receive training on the federal and state law governing confidentiality of such data prior to receiving access to that data.

Education Law Section 2-d (3) (b) (1) and (c) (1)

The exclusive purpose for which Contractor is being provided access to personally identifiable information is to enable SCSD to make use of the Services defined within the underlying Contractor Agreement. Student data received by Contractor, or by any of its assignees, from SCSD shall not be sold or used for marketing purposes.

Education Law Section 2-d (3) (c) (2)

Contractor shall insure that to the extent that it comes into possession of personally identifiable information, it will only share that personally identifiable information with additional third parties if those third parties are contractually bound to adhere to the data protection and security requirements set forth in this Agreement.

Education Law Section 2-d (3) (c) (3)

Upon expiration of this Agreement without a successor agreement in place, Contractor shall assist SCSD in exporting all student data previously received from SCSD, and, at the request of SCSD, Contractor shall thereafter securely delete any copy of the data remaining in its possession. If data is to be maintained by Contractor for federal and/or state reporting, such data shall remain in an encrypted format and stored in a secure facility.

Education Law Section 2-d (3) (c) (4)

Parents have the right to file complaints with SCSD about possible privacy breaches of student data by SCSD's third party contractors or their employees, officers, or assignees, or with NYSED. More information about where to address those complaints will be provided at a later date. At this interim

time, you may contact Chip Partner, Communications Director, with any such complaints at studentprivacy@SCSDk12.org or by mailing him at 131 West Broad Street, Rochester, NY 14614, (585) 262-8363. Complaints to NYSED should be directed in writing to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany NY 12234, email to CPO@mail.nysed.gov. The complaint process is under development and will be established through regulations to be proposed by NYSED's Chief Privacy Officer, who has not yet been appointed.

Education Law Section 2-d (3) (c) (5) and (5) (e) and (5) (f) (4) and (5) (f) (5)

Student data transferred to Contractor by SCSD will be stored in electronic format on systems maintained by Contractor in a secure data center facility in the United States. The measures that Contractor will take to protect the privacy and security of student data while it is stored in that manner are associated with industry best practices including, but not necessarily limited to disk encryption, file encryption, firewalls, and password protection.

Education Law Section 2-d (5) (f) and (6)

Contractor acknowledges that it has the following obligations with respect to any student data received from SCSD, and any failure to fulfill these statutory obligations shall be a breach of the underlying Agreement:

- limit internal access to education records to those individuals that are determined to have legitimate educational reasons within the meaning of Section 2-d and FERPA including technical support;
- not use education records for any purpose other than those explicitly authorized in this Agreement;
- not disclose any personally identifiable information to any other party who is not an authorized representative of Contractor using the information to carry out Contractor's obligations under the Agreement, unless (i) that other party has the prior written consent of the parent or eligible student, or (ii) the disclosure is required by statute or court order, and notice of the disclosure is provided to the source of the information no later than the time of disclosure, unless such notice is expressly prohibited by the statute or court order;
- maintain reasonable administrative, technical, and physical safeguards to protect the security, confidentiality, and integrity of personally identifiable information in its custody;
- use encryption technology to protect data while in motion or in its custody from unauthorized disclosure using a technology or methodology specified by the secretary of the U S. Department of HHS in guidance issued under P.L. 111-5, Section 13402(H)(2);
- notify the educational agency from which student data is received of any breach of security resulting in an unauthorized release of student data by Contractor or its assignees in violation of state or federal law, the parents bill of rights for student data and security, the data privacy and security policies of the educational agency, and/or of contractual obligations relating to data privacy and security in the most expedient way possible and without unreasonable delay.

It is understood that a Contract Addendum may be necessary to ensure compliance with Section 2-d, after certain regulations have been promulgated by the New York State Education Department, and the parties agree to take such additional steps as may be necessary at that time.

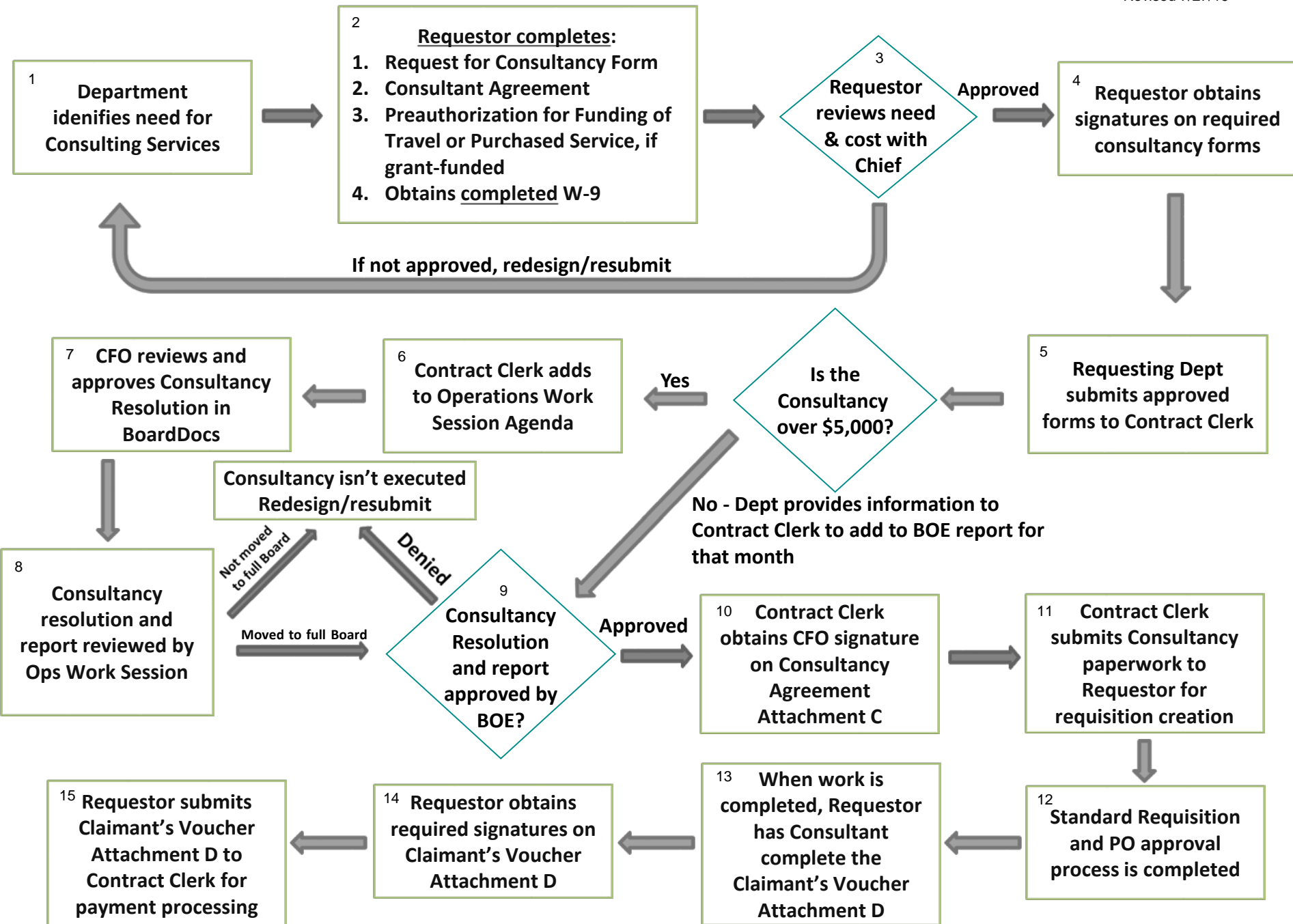


## Contract/Consultancy/Purchased Service Overview

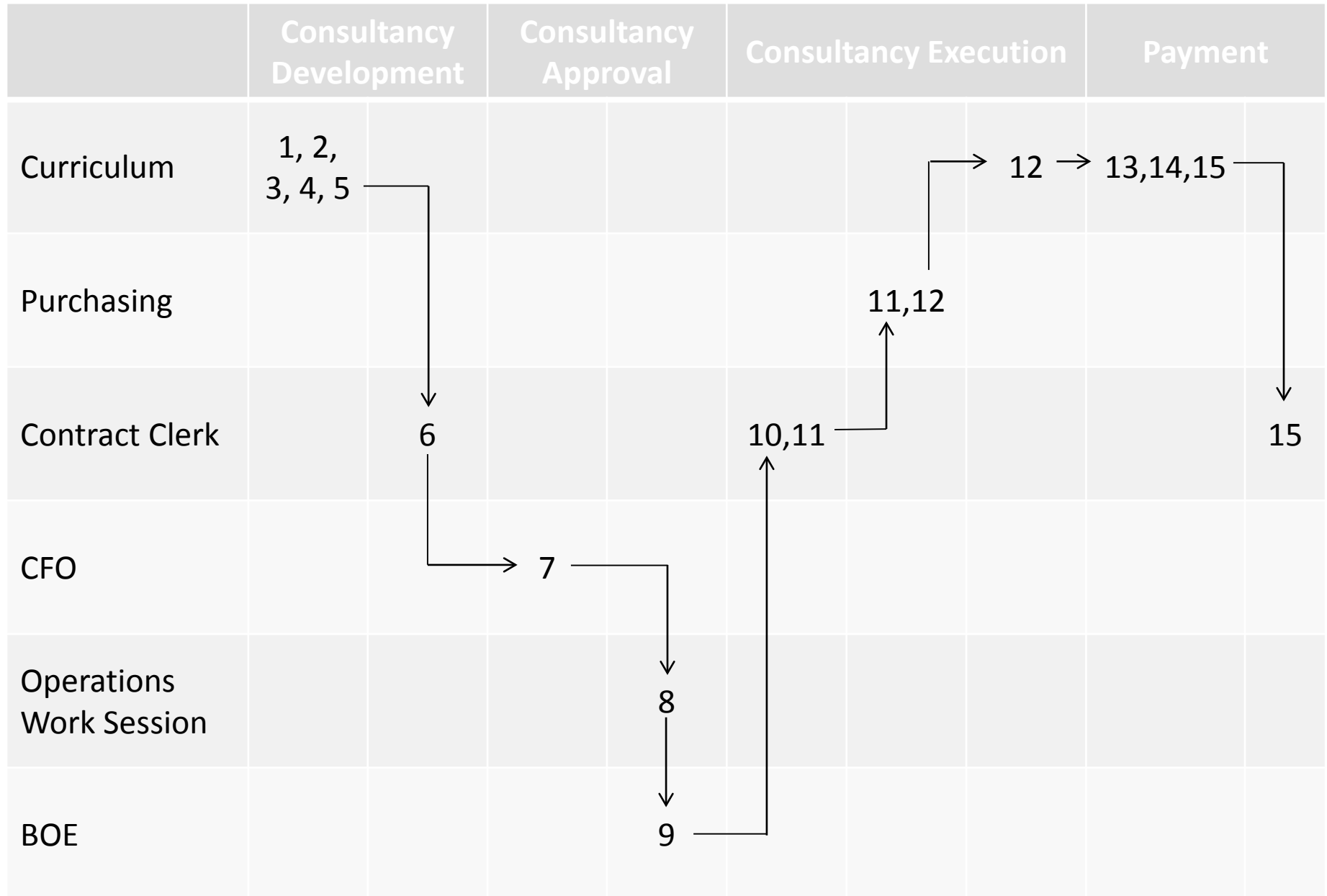
<b>SCSD Owner:</b>
<b>Vendor/Organization Name:</b>
<b>New Contract/Consultancy/Purchased Service or Renewal:</b>
<b>Type of Service:</b> <i>Direct Service to Students; Direct Service to Teachers or Leaders; Building Infrastructure</i>
<b>Purpose/Goal:</b> <i>Succinctly describe the purpose and goal(s) of the contract/consultancy/purchased service. If renewing, be sure to address reason for a decrease or increase.</i>
<b>Description of Scope of Services:</b>
<ul style="list-style-type: none"> <li>• <i>Use bullet points to clearly describe the scope of work.</i></li> <li>• <i>Address the number of students/teachers served, specific schools involved</i></li> </ul>
<b>Metrics</b>
<b>Vendor/Organization</b> <ul style="list-style-type: none"> <li>• <i>Tie metrics back to scope of work. Think about how we are measuring and monitoring that deliverables are completed.</i></li> <li>• <i>Be reasonable. Get at what we can control and hold a vendor accountable for delivering. For example, a vendor can provide a certain number of licenses but cannot ensure that they are maximized. That's our job.</i></li> </ul>
<b>SCSD</b> <ul style="list-style-type: none"> <li>• <i>Put what we need to measure. Fidelity plus quality here.</i></li> </ul>
<b>Accountability Oversight</b>
<ul style="list-style-type: none"> <li>• <i>Be clear about the reporting structures that we are putting in place to monitor the services provided. At a minimum, all vendors should be providing us with quarterly reports detailing the services provided to date, and when possible, impact of these services.</i></li> </ul>
<b>If renewing, provide a short summary of the evidence of success from past contract. Why are we renewing? What has been achieved?</b>

# CONSULTANCY FLOWCHART

Revised 7/27/16



# Standard Consultancy Flow



## REQUEST FOR CONSULTANT SERVICES

### SYRACUSE CITY SCHOOL DISTRICT

NOTE: All Requests for Consultant Services that will result in the Consultant earning more than \$5,000 in a given year **must** have prior approval by the Board of Education **before** service commences. Consultants earning cumulative totals of \$5,000 or less must be reported to the Board of Education.

From (Requestor): \_\_\_\_\_

To (Chief): \_\_\_\_\_

Consultant's Name:	
Address:	
Email:	
Phone:	
W-9	*Must be attached for taxpayer identification number

Dates of Service	Description of Services to be Rendered per attached Consultant Agreement	Quantity	Unit Fee	Total Cost

Reason for using this specific Consultant: \_\_\_\_\_

To be paid from:

Fund      Function      Op Unit      Account      Dept      Program      Grant

**APPROVED for Funding:** (A Fund – Chief or F Fund – Director of Special Programs)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\*\*\* Submit signed Attachment A&B, with C signed by Consultant and W-9 to Contract Clerk with **requisition** for BOE. If needed, attach the Pre-authorization for Funding of Travel or Purchased Service.

\*\*\*The Requestor and Chief will be notified after Board of Education review. The Contract Clerk will obtain additional signatures on Attachment C and submit to Purchasing to have a PO created.



## CONSULTANT AGREEMENT

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ by and between the Syracuse City School District of Syracuse, New York, hereinafter referred to as the District and \_\_\_\_\_, hereinafter referred to as the contractor.

Witnesseth: That the contractor, for and in consideration for the sum of \_\_\_\_\_ dollars to be paid as hereinafter set forth, agrees to perform the following services: \_\_\_\_\_

The provision of service is to commence \_\_\_\_\_ and to be completed on or before \_\_\_\_\_ conditions permitting.

For and in consideration of the services to be performed by the contractor, the District agrees to pay said contractor the sum of \_\_\_\_\_ as follows: \_\_\_\_\_

This is the entire agreement of the parties hereto, and it is agreed that any additional charge will be considered only if it is beyond the scope of services herein detailed. Additionally, the parties agree that additional charges for services not herein detailed must be evidenced by a second agreement and supportation thereof.

The contractor has read School Services Division Bulletin No. 16 and understands that he/she is not an employee of the Syracuse City School District. The contractor also understands that he/she is fully responsible for filing the necessary self-employment quarterly tax payments in accordance with federal and state laws, and is fully responsible for insurance coverage such as workers compensation, disability, etc.

The contractor is hereby informed that he/she is not subject to the direction or control of the Syracuse City School District. The District does not issue instructions, set the hours of work, nor set the sequence or pattern of work. The contractor is free to follow their own schedule and their own method(s).

### THE SYRACUSE CITY SCHOOL DISTRICT

### CONTRACTOR/CONSULTANT

\_\_\_\_\_  
*Signature\**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

\*Only the Chief Financial Officer or Superintendent are authorized to sign consultancy agreements on behalf of the District after review by the BOE.

\_\_\_\_\_  
*Superintendent's Signature*  
(required if this consultancy is over \$5,000)

\_\_\_\_\_  
*Date*



## Pre-Authorization for Funding of Travel or Purchased Services

(Please type or print clearly!)

Requestor's Name: \_\_\_\_\_

Building/Department: \_\_\_\_\_ Phone \_\_\_\_\_

Request Date: \_\_\_\_\_

Activity Name: \_\_\_\_\_

Activity Date(s): From \_\_\_\_\_ to \_\_\_\_\_

Funding Source or Grant Name:

\_\_\_\_\_

\_\_\_\_\_

### Staff Travel: (Please include Excused Absence Form and applicable Purchase Requisitions.)

Location: \_\_\_\_\_ Person(s) Attending: \_\_\_\_\_

Activity Type: ☐ Conference ☐ Workshop ☐ In-District Mileage ☐ Site-Visit ☐ Meeting ☐ Other

Please check ☒ method of payment:

	Amount	Purchase Order		Reimbursement	Total
Registration	\$ _____	<input type="checkbox"/>	or	<input type="checkbox"/>	\$ _____
Airfare/Train/Bus	\$ _____	<input type="checkbox"/>	or	<input type="checkbox"/>	\$ _____
Mileage	\$ _____	<input type="checkbox"/>	or	<input type="checkbox"/>	\$ _____
Lodging	\$ _____	<input type="checkbox"/>	or	<input type="checkbox"/>	\$ _____
Meals	\$ _____	<input type="checkbox"/>	or	<input type="checkbox"/>	\$ _____
Tolls	\$ _____	<input type="checkbox"/>	or	<input type="checkbox"/>	\$ _____
Ground Transportation	\$ _____	<input type="checkbox"/>	or	<input type="checkbox"/>	\$ _____
Parking	\$ _____	<input type="checkbox"/>	or	<input type="checkbox"/>	\$ _____
Other: _____	\$ _____	<input type="checkbox"/>	or	<input type="checkbox"/>	\$ _____

**Total Cost for Staff Travel Initiative: \$ \_\_\_\_\_**

### Student Travel: (Please include Field Trip Packet and applicable Purchase Requisitions.)

Location: \_\_\_\_\_ Transportation/Bus Costs: \$ \_\_\_\_\_

Purpose: \_\_\_\_\_ Admission/Site Rental Fee: \$ \_\_\_\_\_

Description of Students Attending: \_\_\_\_\_ Other Cost: \$ \_\_\_\_\_

\_\_\_\_\_ Other Cost: \$ \_\_\_\_\_

**Total Cost for Student Travel Initiative: \$ \_\_\_\_\_**

### Purchased Services/Consultants: (Please include Consultancy Packet or Purchase Requisition.)

Activity Type: ☐ Consultancy ☐ Contract ☐ Site License ☐ Rental ☐ Performance ☐ Other

Service Provider Name(s): \_\_\_\_\_

Brief Description of Service: \_\_\_\_\_

**Total Cost for Purchased Service/Consultancy: \$ \_\_\_\_\_**

### Signatures for Approval:

Building/Department Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Special Programs/General Fund Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

Budget Number: \_\_\_\_\_ Initials: \_\_\_\_\_

## Food Service - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Bread	044022	ALTERI BAKERY, INC	0000002339
		MIDSTATE BAKERY DIS.	0000035517
		NEW YORK BAKERY OF SYRACUSE INC	0000902615
Desktop & Laptop Computers Equip.	023001	SIRIUS COMPUTER SOLUTIONS	0000048856
Desktop & Laptop Computers Supplies	023002	DELL MARKETING, L.P.	0000015002
		DYNTEK SERVICES INC	0000016642
		HEARTLAND PAYMENT SYSTEMS INC	0000902529
Dues & Registration Fees	030006	NYSNA	0000037087
Envelopes	096022	DUPLI ENVELOPE & GRAPHICS CORP	0000016590
Food Services Equip.	045001	CENTRAL RESTAURANT SUPPLY, INC	0000010700
		MIKE'S POWER EQUIPMENT, LLC	0000035655
Food Services Professional Services	045006	PALMER DISTRIBUTING INC	0000901645
		SYSTEMS TECHNOLOGY GROUP INC	0000052786
Food Services Rental	045005	A VERDI LLC	0000000466
Food Services Repair Services	045004	COUNTY WIDE APPL. & TV SERVICE	0000013370
		DUFFY'S EQUIPMENT SERVICE, INC	0000016534
Food Services Supplies	045002	CENTRAL RESTAURANT SUPPLY, INC	0000010700
		MIKE'S POWER EQUIPMENT, LLC	0000035655
		SYSCO FOOD SERVICES SYRACUSE	0000052950
Food Storage Space Rental	044005	FOOD FEATURES, INC	0000020421
Juice	044042	BEVERAGE PLUS	0000007215
		BYRNE DAIRY, INC	0000009290
		UPSTATE FARMS COOPERATIVE, INC	0000055875
Locks Safes & Equip.	065001	GRAINGER, W W INC	0000023000
Major Appliance Repair Services	003014	ABC REFRIGERATION	0000000087
		BOWERMAN ASSOC INC DBA BELDEN AVE DIST	0000902670
		GOLDEN, PAUL DBA ZJ'S COMMERCIAL KITCHEN	0000902563
Major Electric	003011	RA LIN, INC	0000044440
Milk	044032	BYRNE DAIRY, INC	0000009290
		PERRY'S ICE CREAM CO, INC	0000042198
		RENZI BROS., INC	0000045213
		UPSTATE FARMS COOPERATIVE, INC	0000055875
Misc. Grocery Items & Supplies	044072	SYRACUSE BANANA	0000051775
		SYSCO FOOD SERVICES SYRACUSE	0000052950
		WEGMANS FOOD MARKETS, INC	0000057585
Office Supplies	091002	OFFICE MAX CONTRACT INC	0000039751
Subscriptions	123506	FEDERAL NEWS SERVICES, INC	0000019769
		NATION RESTAURANT NEWS	0000902572
Telephone Answering Services	018076	SYSTEMS TECHNOLOGY GROUP INC	0000052786
Telephone-Cellular Services	018086	AT & T MOBILITY	0000000377

## Capital Projects - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Brick Services (Mason)	012006	HERITAGE MASONRY RESTORATION INC	0000902345
Communication System Services	018006	IBM GLOBAL SERVICE	0000026612
		MATRIX COMMUNICATIONS	0000034594
Control System Services	061026	AIRTECH HEATING & A C INC	0000001689
		JOY PROCESS MECHANICAL	0000029167
		RIDLEY ELECTRIC, INC	0000045487
Hazards Mat Abmnt Services	096506	CRAL CONTRACTING INC	0000902365
Major Electric	003011	RIDLEY ELECTRIC, INC	0000045487
Plumbing Services	103006	BURNS BROS. CONTRACTORS, INC	0000009061
Professional Services	106006	BELL & SPINA ARCHITECTS PLAN.	0000006651
		BELLOWS CONSTR SPECIALTIES LLC	0000006674
		BOULEY ASSOCIATES INC	0000902227
		C & S COMPANIES, INC	0000009313
		CRAL CONTRACTING INC	0000902365
		JOY PROCESS MECHANICAL	0000029167
		RIDLEY ELECTRIC, INC	0000045487

## Special Programs - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Arts & Crafts Supplies	004002	GRAINGER, W W INC	0000023000
		K MART	0000029418
		KURTZ BROTHERS	0000030621
		NASCO HOME EC. SUPPLY	0000037000
		SCHOOL SPECIALTY, INC	0000047354
Audio-Visual Equip.	006001	CDW GOVERNMENT, INC	0000009314
		SCHOOL SPECIALTY, INC	0000047354
		TONY BAIRD ELECTRONICS INC	0000901928
Audio-Visual Supplies	006002	APPLE COMPUTER, INC	0000004460
		CDW GOVERNMENT, INC	0000009314
		OFFICE MAX CONTRACT INC	0000039751
		SCHOOL SPECIALTY, INC	0000047354
Batteries & Accessories	007042	OFFICE MAX CONTRACT INC	0000039751
Books- Non-Text & Ppr Bck	011021	BARNES & NOBLE BOOKSELLERS	0000006158
			0000006160
		LAKESHORE LEARNING MATERIALS	0000030724
		PEARSON EDUCATION INC	0000041842
Books- Text	011001	SCHOLASTIC, INC.	0000047085
Books- Text	011001	BARNES & NOBLE BOOKSELLERS	0000006158
		PEARSON EDUCATION INC	0000041842
Bus Srvcs	025046	CNY CENTRO INC	0000010601
Calculators	013051	ARMIN,ERIC INC EAI EDUCATION	0000004645
Ceramic & Clay Supplies	004012	SCHOOL SPECIALTY, INC	0000047354
Desktop & Laptop Computers Equip.	023001	APPLE COMPUTER, INC	0000004460
		BRETFORD	0000901598
		CDW GOVERNMENT, INC	0000009314
		SIRIUS COMPUTER SOLUTIONS	0000048856
		TONY BAIRD ELECTRONICS INC	0000901928
Desktop & Laptop Computers Supplies	023002	APPLE COMPUTER, INC	0000004460
		BRETFORD	0000901598
		CDW GOVERNMENT, INC	0000009314
		DELL MARKETING LP	0000900824
		DELL MARKETING, L.P.	0000015002
		DYNTEK, INC	0000016621
		OFFICE MAX CONTRACT INC	0000039751
Dues & Registration Fees	030006	SIRIUS COMPUTER SOLUTIONS	0000048856
Dues & Registration Fees	030006	AVID CENTER	0000005495
		HOLIDAY INN ALBANY	0000025862
		ORENDA SPRINGS	0000040755
Electronic Supplies	036002	OFFICE MAX CONTRACT INC	0000039751
Facsimile Equip.	018051	OFFICE MAX CONTRACT INC	0000039751
Field Trip Rntl Srvcs	111005	ORENDA SPRINGS	0000040755
Fine Paper	096102	EDUCATION WORK STATION CO (THE)	0000053973
Food Srvcs Equip.	045001	GRAINGER, W W INC	0000023000

## Special Programs - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Food Srvcs Supplies	045002	FISHER SCIENCE EDUCATION	0000020175
		NASCO HOME EC. SUPPLY	0000037000
Gov't Comdts Srvcs & prcsng	044006	ELMCREST CHILDREN'S CENTER	0000018630
Hand Tools	060002	CDW GOVERNMENT, INC	0000009314
Instructional Equip.	097001	ARMIN,ERIC INC EAI EDUCATION	0000004645
		OFFICE MAX CONTRACT INC	0000039751
Instructional Srvcs	097006	BOCES OCM	0000007685
Instructional Supplies	097002	ARMIN,ERIC INC EAI EDUCATION	0000004645
		AVID CENTER	0000005495
		ETA HAND2MIND	0000016692
		GRAINGER, W W INC	0000023000
		K MART	0000029418
		LAKESHORE LEARNING MATERIALS	0000030724
		NASCO HOME EC. SUPPLY	0000037000
		OFFICE MAX CONTRACT INC	0000039751
		PREMIER SCHOOL AGENDAS	0000043437
		SCHOOL SPECIALTY, INC	0000047354
Interactive Devices Equip.	110031	APPLE COMPUTER, INC	0000004460
		TONY BAIRD ELECTRONICS INC	0000901928
Interactive Devices Supplies	110032	APPLE COMPUTER, INC	0000004460
		CDW GOVERNMENT, INC	0000009314
Laboratory Chemicals	015002	FISHER SCIENCE EDUCATION	0000020175
Lamps & Lighting Supplies	035012	GRAINGER, W W INC	0000023000
Misc Grocery Items & Supplies	044072	WEGMANS FOOD MARKETS, INC	0000057585
Office Supplies	091002	OFFICE MAX CONTRACT INC	0000039751
		SCHOOL SPECIALTY, INC	0000047354
Pest Control Supplies	100002	GRAINGER, W W INC	0000023000
Printer Equip.	023021	CDW GOVERNMENT, INC	0000009314
Printer Rpr Pts	023023	CDW GOVERNMENT, INC	0000009314
		EDUCATION WORK STATION CO (THE)	0000053973
Printer Rpr Srvcs	023024	EDUCATION WORK STATION CO (THE)	0000053973
Printer Srvcs	023026	EDUCATION WORK STATION CO (THE)	0000053973
Printer Supplies	023022	CDW GOVERNMENT, INC	0000009314
		DYNTEK, INC	0000016621
		EDUCATION WORK STATION CO (THE)	0000053973
		OFFICE MAX CONTRACT INC	0000039751
Professional Srvcs	106006	AVID CENTER	0000005495
		BOCES OCM	0000007685
		ELMCREST CHILDREN'S CENTER	0000018630
Property Rental/Lease	107005	ELMCREST CHILDREN'S CENTER	0000018630
		ORENDA SPRINGS	0000040755
Scanning & Imaging Computers Supplies	023012	APPLE COMPUTER, INC	0000004460

## Special Programs - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Science Supplies	070002	CAROLINA BIOLOGICAL SUPPLY CO	0000010040
		FISHER SCIENCE EDUCATION	0000020175
		INTELITEK	0000901355
		LAKESHORE LEARNING MATERIALS	0000030724
		SCHOOL SPECIALTY, INC	0000047354
Shipping Equip.	094001	GRAINGER, W W INC	0000023000
Shipping Supplies	094002	OFFICE MAX CONTRACT INC	0000039751
Specialty Items (Pens, ect.)	001022	PREMIER SCHOOL AGENDAS	0000043437
Subscriptions	123506	SCHOLASTIC, INC.	0000047085
Tapes	060162	GRAINGER, W W INC	0000023000
Telephone Equip.	018061	CDW GOVERNMENT, INC	0000009314
Toys Games & Supplies	110002	ARMIN,ERIC INC EAI EDUCATION	0000004645
		ETA HAND2MIND	0000016692
		LAKESHORE LEARNING MATERIALS	0000030724
		NASCO HOME EC. SUPPLY	0000037000
		OFFICE MAX CONTRACT INC	0000039751
Travel Professional Svc(agent)	130006	ADVANTAGE TRAVEL	0000001312
Travel/Conference Ticket & Reg	130001	ADVANTAGE TRAVEL	0000001312
Travel/Conference/Lodging Rent	130005	ADVANTAGE TRAVEL	0000001312
		HOLIDAY INN ALBANY	0000025862
Trophies Awrds & Supls	078002	BARNES & NOBLE BOOKSELLERS	0000006160
Workbooks & Train Mnls	011011	AVID CENTER	0000005495
		BARNES & NOBLE BOOKSELLERS	0000006158
			0000006160
		NASCO HOME EC. SUPPLY	0000037000
		PEARSON EDUCATION INC	0000041842
		SCHOLASTIC, INC.	0000047085
		SCHOOL SPECIALTY, INC	0000047354



## UPK - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Instructional Services	097006	PARKSIDE CHILDREN'S SERVICES	0000041648
		PEACE INC (ST DANIELS)	0000041827
		PEACE INC (SUMNER)	0000041812
		PEACE, INC (MERRICK)	0000041810
		PEACE, INC (DUNBAR HEAD START)	0000041802
Instructional Supplies	097002	WESTERN PSYCHOLOGICAL SERVICES	0000057860
Major Electric	003011	RA LIN, INC	0000044440
Misc. Grocery Items & Supplies	044072	WEGMANS FOOD MARKETS, INC	0000057585
Printer Supplies	023022	CDW GOVERNMENT, INC	0000009314
		OFFICE MAX CONTRACT INC	0000039751
Professional Services	106006	ATONEMENT CHILD CARE	0000005101
		CATHEDRAL ACADEMY @ POMPEI	0000010263
		CATHOLIC CHARITIES	0000010260
			0000010262
		ELMCREST CHILDREN'S CENTER	0000018630
		ENABLE EXPLORING YOUR WORLD	0000018780
		ERWIN NURSERY SCHOOL	0000019003
		HUNTINGTON FAMILY CENTER	0000026487
		JOWONIO SCHOOL	0000029169
		LEAN ON ME DAY CARE CENTER	0000031260
		LEARN AS YOU GROW	0000031283
		PARTNERS IN LEARNING, INC ANCLA	0000041660
		PEACE, INC (ST. BRIGID'S)	0000041820
		SALVATION ARMY	0000046625
Property Rental/Lease	107005	HOLY TRINITY	0000025989
		SYRACUSE HOUSING AUTHORITY	0000052264
Workbooks & Training Materials	011011	BARNES & NOBLE BOOKSELLERS	0000006158

## Athletics - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Arts & Crafts Supplies	004002	GREAT LAKES SPORTS	0000023171
Athletic Equip. Repair Parts	110023	RIDDELL ALL AMERICAN SCOREBOARDS, ETC. INC	0000045481 0000047470
Athletic Service & Contests	110026	GORNEY, JIM NYSPHSAA SECTION III ONONDAGA HIGH SCHOOL LEAGUE	0000022890 0000038804 0000040430
Athletic&Sporting Gds Equip.	110021	GOPHER SPORT LAUX SPORTING GOODS INC LITANIA SPORTS GRP INC DBA GILL ATHLETIC PALOS SPORTS, INC PORTA PHONE CO SCHELDE TOTH'S SPORTS	0000022876 0000031073 0000902489 0000041383 0000043079 0000047021 0000054670
Athletic&Sporting Gds Supls	110022	BSN SPORTS FLAGHOUSE INC GLS: GREG LARSON SPORTS GOPHER SPORT GREAT LAKES SPORTS GTM SPORTSWEAR GYM CLOSET LAUX SPORTING GOODS INC NASCO HOME EC. SUPPLY NYSPHSAA SECTION III RIDDELL ALL AMERICAN S & S WORLDWIDE, INC SCHOLASTIC SPORTS SALES,LTD. SCHOOL HEALTH CORP. SCHOOL SPECIALTY, INC SPORTIME SUSPENDEED AQUATIC MENTOR TOLEDO P.E. SUPPLY CO US GAMES INC WALK 4 LIFE INC WOLVERINE SPORTS SCHOOL TECH	0000005638 0000020208 0000023399 0000022876 0000023171 0000023817 0000023893 0000031073 0000037000 0000038804 0000045481 0000046290 0000047187 0000047240 0000047354 0000050109 0000051588 0000054597 0000055468 0000901732 0000058685
Audio-Visual Supplies	006002	CASCIO INTERSTATE MUSIC VALIANT NATIONAL AV SUPPLY	0000010219 0000055987
Cleaning Equip.	117011	RESTOCKIT.COM	0000901276
Desktop & Laptop Computers Supplies	023002	APPLE COMPUTER, INC SIRIUS COMPUTER SOLUTIONS	0000004460 0000048856
Dues & Registration Fees	030006	BALDWINVILLE BOYS VOLLEYBALL BALDWINVILLE CHEERLEADING BOOSTER CLUB BALDWINVILLE HARRIERS CBA BOOSTER CLUB CENTRAL SQUARE CROSS COUNTRY CHITTENANGO CENTRAL SCHOOL CHITTENANGO VARSITY CLUB CNS BOYS TRACK CNS CHEERLEADING BOOSTER CLUB CNY DISTRICT BOARD 38: IAABO CNYCL E.S.M. HARRIERS FULTON ATHLETIC BOOSTER CLUB JAMESVILLE DEWIIT H.S. NIAGARA SWIMMING INC NYSAAA	0000005928 0000902367 0000005980 0000009299 0000010724 0000902363 0000011449 0000010646 0000902340 0000010605 0000009396 0000016652 0000901336 0000028532 0000901135 0000036907

## Athletics - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Dues & Registration Fees	030006	ONONDAGA HIGH SCHOOL LEAGUE	0000040430
		SYRACUSE OSWEGO BOARD OF	0000052460
		TULLY CENTRAL SCHOOL DISTRICT	0000055030
		VVS ALL SPORTS BOOSTER CLUB	0000902328
		WATERLOO CSD	0000902348
		WEEDSPORT CENTRAL SCHOOL	0000057575
		WEST GENESEE CHEERLEADING	0000901238
		WHITESBORO CENTRAL SCHOOL DISTRICT	0000902332
Fine Paper	096002	SCHOOL SPECIALTY, INC	0000047354
First Aid Supplies	077002	COLLINS SURGICAL	0000012020
		GOPHER SPORT	0000022876
		MOORE MEDICAL CORP.	0000036413
Food Services Equip.	045001	CENTRAL RESTAURANT SUPPLY, INC	0000010700
Hats	017042	LAUX SPORTING GOODS INC	0000031073
Instructional Supplies	097002	FLAGHOUSE INC	0000020208
		NASCO HOME EC. SUPPLY	0000037000
Marking Stamps	068012	NY MARKING DEVICES DBA JESSEL MARK EQT	0000028718
		OFFICE MAX CONTRACT INC	0000039751
Music Equip. Repair Services	081004	INTEGRATED FITNESS RESOURCES	0000027987
Playground Supplies	102002	GREAT LAKES SPORTS	0000023171
Printer Supplies	023022	CDW GOVERNMENT, INC	0000009314
		OFFICE MAX CONTRACT INC	0000039751
Safety & Protective Supplies	115002	LAUX SPORTING GOODS INC	0000031073
		MOORE MEDICAL CORP.	0000036413
		US GAMES INC	0000055468
Science Supplies	070002	LAUX SPORTING GOODS INC	0000031073
Screen Printing Services	105046	NATIONAL AQUATIC SERVICE, INC	0000037120
Tapes	060162	GREAT LAKES SPORTS	0000023171
		SCHOLASTIC SPORTS SALES,LTD.	0000047187
Toys Games & Supplies	110002	GOPHER SPORT	0000022876
		GYM CLOSET	0000023893
		S & S WORLDWIDE, INC	0000046290
		TOLEDO P.E. SUPPLY CO	0000054597
Travel/Conference Ticket & Reg	130001	CNS BOYS TRACK	0000010646
		GORNEY, JIM	0000022890
		NEW HARTFORD SCHOOL DISTRICT	0000038382
		SKANEATELES XC & TRACK	0000902044
		TULLY GIRLS CROSS COUNTRY	0000055025
Travel/Conference/Lodging Rent	130005	BMC MAYBROOK DBA SUPER 8 MAYBROOK	0000902777
		SARATOGA HOTEL&CONFERENCE	0000046848
Uniforms	017002	ADPRO TEAM SPORTS	0000000926
		B&T SPORT SHOP	0000005640
		CHEER OUTFITTERS	0000902272
		DREISSIG APPAREL	0000016220
		EASTBAY/FOOTLOCKER.COM	0000901275
		GTM SPORTSWEAR	0000023817
		HAZEN'S ATHLETIC CTR INC	0000902630
		KW SPORTS	0000030650
		LAUX SPORTING GOODS INC	0000031073
		MC KIE SPORTS INC	0000902359
		TEAM CONNECTION INC	0000902248
		VARSITY SPIRIT FASHION & SUPPLIES INC	0000902271
Workbooks & Train Manuals	011011	BSN SPORTS	0000005638

## Board of Education - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Desktop & Laptop Computers Equip.	023001	SIRIUS COMPUTER SOLUTIONS	0000048856
Desktop & Laptop Computers Supplies	023002	CDW GOVERNMENT, INC DELL MARKETING, L.P. DYNTEK, INC	0000009314 0000015002 0000016621
Dues & Registration Fees	030006	CNY SCHOOL BOARDS ASSOCIATION CNYSBA CONF.OF BIG FIVE SCHOOL DIST. ONON. MADISON SCHL.BDS.ASSOC.	0000010647 0000009373 0000012350 0000040436
Envelopes	096112	OFFICE MAX CONTRACT INC	0000039751
Office Equip.	091001	OFFICE MAX CONTRACT INC	0000039751
Professional Services	106006	DERMODY, BURKE & BROWN FERRARA, FIORENZA,LARRISON, TESTONE,MARSHALL&DISCENZA,LLP	0000015192 0000019833 0000053914
Travel/Conference Ticket & Reg	130001	NYSSBA:NYS SCHOOL BOARDS ASSOC	0000037026
Water Services	135016	COCA COLA	0000901353

## Cirriculum and Instruction - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Arts & Crafts Supplies	004002	DICK BLICK KAPLAN EARLY LEARNING COMPANY NASCO HOME EC. SUPPLY SCHOOL SPECIALTY, INC	0000015500 0000029534 0000037000 0000047354
Audio-Visual Equip.	006001	CDW GOVERNMENT, INC	0000009314
Audio-Visual Supplies	006002	CDW GOVERNMENT, INC SCHOOL SPECIALTY, INC VALIANT NATIONAL AV SUPPLY	0000009314 0000047354 0000055987
Books- Non-Text & Paper Back	011021	BARNES & NOBLE BOOKSELLERS FOLLETT EDUCATIONAL SERVICES KAPLAN EARLY LEARNING COMPANY LAKESHORE LEARNING MATERIALS PERMA BOUND SCHOOL SPECIALTY, INC	0000006158 0000020417 0000029534 0000030724 0000042181 0000047354
Books- Text	011001	BARNES & NOBLE BOOKSELLERS FOLLETT EDUCATIONAL SERVICES FOLLETT LIBRARY RESOURCES HOUGHTON MIFFLIN CO HOUGHTON MIFFLIN GREAT SOURCE HOUGHTON MIFFLIN HARCOURT MCGRAW HILL COMPANIES MCGRAW HILL COMPANY NCS PEARSON, INC PEARSON EDUCATION PEARSON EDUCATION INC SCHOOL SPECIALTY, INC TCI TECHNOLOGY TEACHER DIRECT	0000006158 0000020417 0000020419 0000026253 0000026250 0000901422 0000033344 0000901490 0000036984 0000041839 0000041842 0000047354 0000900793 0000053400
Bus Services	025046	CNY CENTRO INC FIRST STUDENT WEST ONONDAGA COACH CORPORATION	0000010601 0000020163 0000040320
Classroom furniture	047012	SCHOOL SPECIALTY, INC	0000047354
Communication System Services	018006	CTB MCGRAW HILL SCHL.PUBLISH.	0000009481
Desktop & Laptop Computers Equip.	023001	APPLE COMPUTER, INC	0000004460
Desktop & Laptop Computers Services	023006	APPLE COMPUTER, INC DELL MARKETING, L.P. SIRIUS COMPUTER SOLUTIONS TCI TECHNOLOGY	0000004460 0000015002 0000048856 0000900793
Desktop & Laptop Computers Supplies	023002	CDW GOVERNMENT, INC DELL MARKETING, L.P. DYNTEK, INC	0000009314 0000015002 0000016621
Dues & Registration Fees	030006	AASA MEMBERSHIP ASCD ASSOC SUPV & CURRIC DEV NSBE WORLD HEAD QUARTERS	0000901150 0000000388 0000037073
Food Services Supplies	045002	NASCO HOME EC. SUPPLY S.A.N.E.	0000037000 0000046276
Instructional Services	097006	INTERFAITH WORKS OF CNY MATH SOLUTIONS	0000027998 0000033932
Instructional Supplies	097002	MARE BRUTUS LEARNING SOLUTIONS NASCO HOME EC. SUPPLY NOCTI SCHOOL SPECIALTY, INC TCI TECHNOLOGY	0000902700 0000037000 0000902708 0000047354 0000900793
Instruments	081001	GUITAR CENTER MUSICIANS FRIEND	0000023845 0000036880

## Cirriculum and Instruction - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Interactive Devices Equip.	110031	TONY BAIRD ELECTRONICS INC	0000901928
Interactive Devices Supplies	110032	BARNES & NOBLE BOOKSELLERS NORTHERN TOOL & EQUIPMENT TONY BAIRD ELECTRONICS INC	0000006158 0000900524 0000901928
Marking Stamps	068012	NY MARKING DEVICES DBA JESSEL MARK EQT	0000028718
Misc. Grocery Items & Supplies	044072	WEGMANS FOOD MARKETS, INC	0000057585
Music Supplies	081002	GUITAR CENTER MUSICIANS FRIEND	0000023845 0000036880
Office Furniture	047002	HON	0000026068
Office Supplies	091002	CDW GOVERNMENT, INC NY MARKING DEVICES DBA JESSEL MARK EQT OFFICE MAX CONTRACT INC	0000009314 0000028718 0000039751
Printer Equip.	023021	APPLE COMPUTER, INC CDW GOVERNMENT, INC	0000004460 0000009314
Printer Supplies	023022	CDW GOVERNMENT, INC TECH DEPOT	0000009314 0000053602
Professional Services	106006	BOCES OCM BRANCH'S DRIVING SCHOOL CNYRIC MOST: MUSEUM OF SCIENCE TECH. ROSAMOND GIFFORD ZOO TO YOU	0000007685 0000008273 0000902269 0000036630 0000045954
Scanning & Imaging Computers Equip.	023011	SIRIUS COMPUTER SOLUTIONS	0000048856
Science Supplies	070002	CAROLINA BIOLOGICAL SUPPLY CO KAPLAN EARLY LEARNING COMPANY LAKESHORE LEARNING MATERIALS WARDS NATURAL SCIENCE ESTAB.	0000010040 0000029534 0000030724 0000057440
Subscriptions	123506	EDUCATION WEEK SCHOLASTIC MAGAZINES	0000017281 0000047160
Testing & Viewing Supplies	117022	CTB MCGRAW HILL SCHL.PUBLISH.	0000009481
Toys Games & Supplies	110002	KAPLAN EARLY LEARNING COMPANY	0000029534
Travel/Conference Ticket & Reg	130001	ADVANTAGE TRAVEL NSBE WORLD HEAD QUARTERS	0000001312 0000037073
Travel/Conference/Lodging Rent	130005	HEI HOSPITALITY DBA HILTON INDIANAPOLIS MARRIOTT HOTEL ALBANY SHERATON PARSIPPANY HOTEL TODAY'S IV INC DBA WESTIN BONAVENTURE	0000902576 0000034337 0000048343 0000057876
Workbooks & Train Manuals	011011	DICK BLICK HOUGHTON MIFFLIN HARCOURT MCGRAW HILL COMPANIES PEARSON EDUCATION INC SINGAPORE MATH.COM INC TCI TECHNOLOGY	0000015500 0000901422 0000033344 0000041842 0000902466 0000900793

## Communications, Print Shop and Mailroom - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Ads- Print	001002	CNY LATINO MINORITY REPORTER INC SYRACUSE NEW TIMES FAMILY TIMES	0000010625 0000902260 0000902242
Ads-Other Media	001012	CLEAR CHANNEL SYRACUSE	0000011833
Advertising Design & Services	001006	KINGDOM ENTERTAINMENT CO INC NORMAL COMMUNICATIONS LLC	0000902559 0000902642
Audio-Visual Supplies	006002	RA LIN, INC	0000044440
Batteries & Accessories	007042	OFFICE MAX CONTRACT INC	0000039751
Bookbinding Supplies	010002	SPIRAL BINDING COMPANY, INC	0000050084
Cleaning Supplies	117012	PRESS TEK	0000043502
Copier Machines	013011	EASTERN COPY PRODUCTS XEROX CORP	0000016810 0000900666
Dues & Registration Fees	030006	NEW HORIZONS NYSRA	0000038378 0000036882
Fine Paper	096002  096102	W B MASON CO INC XPEDX XPEDX DIV INTERNATIONAL PAPER XPEDX XPEDX PAPER & GRAPHICS STORE	0000901601 0000059100 0000059099 0000059100 0000059103
Food Services Prfsnal Services	045006	GENEVA WORLDWIDE INC	0000901575
Instructional Services	097006	BRAGMAN, HEATHER N DBA PHOTOGRAPHER	0000902492
Office Supplies	091002	OFFICE DEPOT OFFICE MAX CONTRACT INC SCHOOL SPECIALTY XEROX CORP.	0000039754 0000039751 0000047353 0000059092
Photographic Services	101006	BRAGMAN, HEATHER N DBA PHOTOGRAPHER DIVINE DENSTINY ENTERPRISES LLC WAINWRIGHT PHOTO & CAMERA SHOP INC	0000902492 0000902010 0000901582
Photographic Supplies	101002	WAINWRIGHT PHOTO & CAMERA SHOP INC	0000901582
Printer Services	023026	XEROX CORP	0000900666
Printer Supplies	023022	PITNEY BOWES TECH DEPOT	0000042525 0000053602
Printing Repair Services	105004	ED & ED TEAM (THE) PJ GRAVES & DAUGHTER, LLC	0000055876 0000041151
Printing Services	105006	CAMILLUS BUSINESS FORMS PLAN & PRINT SYSTEMS	0000009763 0000042587
Printing Supplies	105002	PRESS TEK XPEDX  XPEDX PAPER & GRAPHICS STORE	0000043502 0000059100 0000059101 0000059103
Professional Services	106006	BOCES OCM GENEVA WORLDWIDE INC	0000007685 0000901575
Property Rental/Lease	107005	PITNEY BOWES	0000042525
Shipping Equip. Services	094006	FEDEX UPS FREIGHT	0000019780 0000055865
Shipping Supplies	094002	MULCORR CONTAINER CO ULINE	0000036685 0000055207
Specialty Items (Pens, etc...)	001022	PLAN & PRINT SYSTEMS	0000042587
Travel/Conference/Lodging Rent	130005	HOLIDAY INN ALBANY	0000025862

## Facilities and Operations - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Audio-Visual Equip.	006001	CDW GOVERNMENT, INC	0000009314
		SYRACUSE TIME AND ALARM CO INC	0000052790
		TONY BAIRD ELECTRONICS INC	0000901928
Bathroom accessories	009002	FERGUSON ENTERPRISES, INC	0000019820
Batteries & Accessories	007042	SCHAEFER, J & M, INC	0000046970
Chemical Cleaners & Misc. Spls.	007312	EASTERN MAINTENANCE SUPPLIES	0000016817
		GRAINGER, W W INC	0000023000
Cleaning Supplies	117012	EASTERN MAINTENANCE SUPPLIES	0000016817
Communication Sys Equip.	018001	CDW GOVERNMENT, INC	0000009314
Compressors & Generators	035051	SOUTHWORTH MILTON, INC D/B/A/ MILTON CAT	0000049867
Control System Repair Parts	061023	ACME CONTROL SERVICE, INC	0000000910
Desktop & Laptop Computers Equip.	023001	SIRIUS COMPUTER SOLUTIONS	0000048856
Desktop & Laptop Computers Supplies	023002	SIRIUS COMPUTER SOLUTIONS	0000048856
Diesel Engine Repair Parts	007503	CHROMATE INDUSTRIAL CORP.	0000011475
Drywall/Plasterboard	012032	KAMCO SUPPLY	0000029490
Electronic Equip.	036001	ANIXTER INC	0000004295
Electronic Supplies	036002	ANIXTER INC	0000004295
		SYRACUSE TIME AND ALARM CO INC	0000052790
Elevator Repair Services	037004	SCHINDLER ELEVATOR CORPORATION	0000047010
Fasteners	060032	CHROMATE INDUSTRIAL CORP.	0000011475
Fire Sprinkler Insp. Services	040826	SIMPLEX GRINNELL LP	0000048615
Fittings & Couplings	103002	WEBB, F.W. COMPANY	0000057549
Flag Pole & Flag Repair Services	042004	SEHL BURNS SERVICES	0000047898
Floor Cleaning Supplies	016072	MAINTENANCE PRODUCTS & EQUIP.	0000033940
Grounds Keeping Equip.	053001	PIONEER MANUFACTURING CO	0000042469
Hand Tools	060002	EFFECT GROUP, INC	0000018363
Heating Repair Services	061004	MACK BROTHERS BOILER &	0000033600
		POSTLER & JAECKLE CORP.	0000043200
Heating Services	135026	CONSTELLATION NEWENERGY INC	0000902169
		DIRECT ENERGY BUSINESS	0000015768
		NATIONAL FUEL RESOURCES	0000037537
		NATIONAL GRID	0000039145
HVAC Filters	061042	EDCO SALES INC	0000017155
Key & Lock Repair Parts	065003	ACCREDITED LOCK SUPPLY	0000901964
Lighting Repair Parts	035013	CITY ELECTRIC	0000011600
Locks Safes & Equip.	065001	MAZIUK + CO	0000034760
Maintenance Equip. Repair Parts	075003	SIMPLEX GRINNELL LP	0000048615
Metal Door Repair Parts	027013	ACCREDITED LOCK SUPPLY	0000901964
Mobile Radio Equip.	018011	MOTOROLA	0000901483
Mobile Radio Services	018016	MOTOROLA	0000901483
Mower Repair Parts	053013	CAZENOVIA EQUIPMENT CO, INC	0000010280
Office Furniture	047002	HAWORTH	0000024892
Office Supplies	091002	OFFICE MAX CONTRACT INC	0000039751
Paint	095002	PIONEER MANUFACTURING CO	0000042469
		PURCELLS WALLPAPER & PAINT CO	0000044105
		SHERWIN WILLIAMS PAINT CO	0000048355
Pool Repair Parts	104003	COREY'S ALL FAB LLC	0000902222
Pool Repair Services	104004	TARSON SERVICE	0000900853
Rugs & Carpets	043002	EFFECT GROUP, INC	0000018363
Seals Gaskets & Bearings	007453	CHROMATE INDUSTRIAL CORP.	0000011475
		WEBB, F.W. COMPANY	0000057549
Sign Making Services	118026	SIGN A RAMA	0000048480
Storage Services	007906	A VERDI LLC	0000000466
Tile & Linoleum	043012	EFFECT GROUP, INC	0000018363
		KAMCO SUPPLY	0000029490
		TILE & CARPET TOWN	0000054269
Tile & Linoleum Install Services	043016	EFFECT GROUP, INC	0000018363
Time Clocks & Recorders	013031	BROWN SOUND EQUIPMENT CORP.	0000008720
Welding Supplies	141002	CHROMATE INDUSTRIAL CORP.	0000011475
Window Repair Parts	090003	COMMERCIAL WINDOW REPAIR SOLUTIONS INC	0000902096
Window Repair Services	090004	SONIC TECHNOLOGIES	0000901553



## Fiscal Services - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Arts & Crafts Supplies	004002	DISCOUNT SCHOOL SUPPLY	0000015764
		PYRAMID SCHOOL PRODUCTS	0000044144
		SCHOOL SPECIALTY, INC	0000047354
Audio-Visual Supplies	006002	DISCOUNT SCHOOL SUPPLY	0000015764
		VALIANT NATIONAL AV SUPPLY	0000055987
Books- Non-Text & Paper Back	011021	ATLANTIC INFORMATION SVC INC	0000902280
		DISCOUNT SCHOOL SUPPLY	0000015764
Carrying Cases	019041	B & H PHOTO & VIDEO	0000005614
		OFFICE DEPOT	0000039754
Communication Sys. Repair Parts	018003	BROWN SOUND EQUIPMENT CORP.	0000008720
Communication Sys. Repair Service	018004	PORTA PHONE CO	0000043079
Cutting Tools & Abrasives	063052	GRAINGER, W W INC	0000023000
Desktop & Laptop Computers Equip.	023001	SIRIUS COMPUTER SOLUTIONS	0000048856
Desktop & Laptop Computers Services	023006	OLD DOMINION SOLUTIONS	0000039975
Desktop & Laptop Computers Supplies	023002	APPLE COMPUTER, INC	0000004460
		DELL MARKETING LP	0000900824
		DELL MARKETING, L.P.	0000015002
		DYNTEK, INC	0000016621
		SIRIUS COMPUTER SOLUTIONS	0000048856
Dues & Registration Fees	030006	ATLANTIC INFORMATION SVC INC	0000902280
		BUSINESS TRAINING EXPERTS	0000902742
		CNYSBA	0000009373
		MARRIOTT HOTEL ALBANY	0000034337
		NAPM GREATER SYRACUSE, INC	0000036947
		NYS GOVT.FINANCE OFF.ASSOC,INC	0000036987
		NYSAMPO	0000046641
		NYSASBO:NYS ASOC SCH.BUS.OFF.	0000038533
		SKILLPATH SEMINARS	0000049077
		SUNY OSWEGO	0000051433
Electronic Repair Parts	036003	UNITED RADIO	0000055389
Envelopes	096022	DUPLI ENVELOPE & GRAPHICS CORP	0000016590
Fine Paper	096102	PRINTING & PROMOTIONAL SOLUTIONS	0000900812
Fire & Burglar Alarm Services	116506	EASTERN SECURITY SERVICES	0000016827
Gloves	115042	GRAINGER, W W INC	0000023000
Hand Tools	060002	GRAINGER, W W INC	0000023000
Instructional Supplies	097002	CAMILLUS BUSINESS FORMS	0000009763
		DISCOUNT SCHOOL SUPPLY	0000015764
		SCHOOL SPECIALTY, INC	0000047354
Insurance	151016	DAVIS VISION	0000014560
		MEDCO HEALTH SOLUTIONS INC	0000034795
		PMA INSURANCE GROUP (THE)	0000053975
		POMCO ACCOUNTING DEPT.	0000043029
		SYRACUSE TEACHERS ASSOC.	0000052785
Interactive Devices Equip.	110031	APPLE COMPUTER, INC	0000004460
Key & Lock Repair Services	065004	FRADON LOCK CO	0000020538
Major Electric	003011	RA LIN, INC	0000044440
Maps Globes & Info Aid Refer	076002	OFFICE DEPOT	0000039754
Marking Stamp Repair Services	068014	NY MARKING DEVICES DBA JESSEL MARK EQT	0000028718
Material Handling Repair Services	076104	THOMPSON & JOHNSON EQUIPMENT	0000054120
Measures	060142	GRAINGER, W W INC	0000023000
Misc. Grocery Items & Supplies	044072	WEGMANS FOOD MARKETS, INC	0000057585

## Fiscal Services - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Mobile Radio Repair Parts	018013	UNITED RADIO	0000055389
Office Equip.	091001	OFFICE MAX CONTRACT INC	0000039751
Office Furniture	047002	HON	0000026068
Office Supplies	091002	DISCOUNT SCHOOL SUPPLY	0000015764
		NY MARKING DEVICES DBA JESSEL MARK EQT	0000028718
		OFFICE DEPOT	0000039754
		OFFICE MAX CONTRACT INC	0000039751
Paper Box Supplies	019002	GRAINGER, W W INC	0000023000
Paper Recycle Services	095126	PRO SHRED SECURITY	0000043709
Printer Equip.	023021	OFFICE MAX CONTRACT INC	0000039751
Printer Supplies	023022	CDW GOVERNMENT, INC	0000009314
		DYNTEK, INC	0000016621
		OFFICE DEPOT	0000039754
		SOURCE TECHNOLOGIES	0000900903
		TECH DEPOT	0000053602
Printing Services	105006	COOLEY GROUP	0000012920
		MOORE WALLACE D/B/A RR DONNELLEY	0000901147
Professional Services	106006	APRIANT INC	0000902734
		HARBRIDGE CONSULTING	0000024549
		HAYLOR, FREYOR & COON	0000900844
		M & T BANK INVESTMENT GROUP	0000032769
		OMNI GROUP (THE)	0000053921
		PMA INSURANCE GROUP (THE)	0000053975
		QUESTAR III BOCES	0000044182
Shipping Equip.	094001	PRINTING & PROMOTIONAL SOLUTIONS	0000900812
Shipping Supplies	094002	MULCORR CONTAINER CO	0000036685
Small Electric	003001	RA LIN, INC	0000044440
Storage Space Rental	019035	IRON MOUNTAIN RECORDS MANAGEMT	0000028216
Testing Equip.	036011	HAR ROB FIRE APPARATUS	0000024540
Toys Games & Supplies	110002	DISCOUNT SCHOOL SUPPLY	0000015764
Travel/Conference Ticket & Reg	130001	CNYSBA	0000009373
		SKILLPATH SEMINARS	0000049077
Travel/Conference/Lodging Rent	130005	FT.WILLIAM HENRY RESORT HOTEL	0000020484
		SENECA NIAGARA FALLS GAMING CORP	0000902331
		SPA HOTEL II LLC DBA COURTYARD MARRIOTT	0000902717
		STATE HOUSE LLC (THE)	0000902686

## Health Services - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Batteries & Accessories	007042	GRAINGER, W W INC	0000023000
Business Machine Equip.	013001	OFFICE MAX CONTRACT INC	0000039751
Desktop & Laptop Computers Equip.	023001	SIRIUS COMPUTER SOLUTIONS	0000048856
Desktop & Laptop Computers Supplies	023002	CDW GOVERNMENT, INC SIRIUS COMPUTER SOLUTIONS	0000009314 0000048856
Dues & Registration Fees	030006	PESI LLC SCHOOL HEALTH ALERT	0000042212 0000047238
Facsimile Equip.	018051	CDW GOVERNMENT, INC	0000009314
First Aid Supplies	077002	AJ MEDICAL PRODUCTS, LLC COLLINS SURGICAL DEPARTMENT OF EMERGENCY MANAGEMENT GLOBAL EQUIPMENT CO GLOBAL INDUSTRIES INC MACGILL, WILLIAM, AND CO MERCK HUMAN HEALTH MOORE MEDICAL CORP. NATIONWIDE TESTING ASSOC. OFFICE MAX CONTRACT INC SCHEIN, HENRY, INC SCHOOL HEALTH CORP. SCHOOL NURSE SUPPLY, INC	0000000280 0000012020 0000901161 0000022513 0000902111 0000033680 0000035130 0000036413 0000038075 0000039751 0000046995 0000047240 0000047255
Gloves	115042	FISHER SCIENCE EDUCATION MEDCO SUPPLY, INC	0000020175 0000034790
Hazards Mat Abmnt Services	096506	STERI CYCLE	0000050800
Instructional Supplies	097002	SCHOOL NURSE SUPPLY, INC	0000047255
Med. Instructional Rental	077015	NATIONWIDE TESTING ASSOC. SCHOOL NURSE SUPPLY, INC	0000038075 0000047255
Med. Instructional Supplies	077012	AJ MEDICAL PRODUCTS, LLC DEPARTMENT OF EMERGENCY MANAGEMENT MOORE MEDICAL CORP. SCHOOL NURSE SUPPLY, INC	0000000280 0000901161 0000036413 0000047255
Medical Equip.	077001	MACGILL, WILLIAM, AND CO MOORE MEDICAL CORP. SCHOOL HEALTH CORP. SCHOOL NURSE SUPPLY, INC ZOLL	0000033680 0000036413 0000047240 0000047255 0000059388
Medical Equip. Repair Parts	077003	AJ MEDICAL PRODUCTS, LLC HAL HEN COMPANY ZOLL	0000000280 0000902225 0000059388
Medical Equip. Repair Services	077004	AUDIO MEDTRIC LLC DBA AUDIO MEDTRIC TECH	0000902594
Misc. Grocery Items & Supplies	044072	BLUE MOUNTAIN SPRING WATER SCHOOL SPECIALTY, INC	0000007557 0000047354
Office Furniture	047002	NATIONAL BUSINESS FURNITURE SCHOOL HEALTH CORP.	0000037366 0000047240
Office Supplies	091002	NY MARKING DEVICES DBA JESSEL MARK EQT OFFICE MAX CONTRACT INC	0000028718 0000039751
Party Supplies	110012	OFFICE MAX CONTRACT INC	0000039751
Printer Supplies	023022	DELL MARKETING, L.P. DYNTEK, INC	0000015002 0000016621
Safety & Protective Supplies	115002	MOORE MEDICAL CORP.	0000036413
Small Electric	003001	HOME DEPOT	0000026024
Subscriptions	123506	SCHOOL HEALTH ALERT	0000047238
Travel/Conference Ticket & Reg	130001	NYS ASSOC OF SCHOOL NURSES PESI LLC SKILLPATH SEMINARS	0000902599 0000042212 0000049077

## Library Services - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Audio-Visual Equip.	006001	APPLE COMPUTER, INC	0000004460
Audio-Visual Supplies	006002	APPLE COMPUTER, INC	0000004460
		BMI EDUCATIONAL SERVICES	0000005635
		CDW GOVERNMENT, INC	0000009314
		LIBRARY VIDEO COMPANY	0000031834
		MACKIN LIBRARY MEDIA	0000033625
		TONY BAIRD ELECTRONICS INC	0000901928
Books- Non-Text & Paper Back	011021	BEARPORT PUBLISHING	0000006470
		BMI EDUCATIONAL SERVICES	0000005635
		BOUND TO STAY BOUND BOOKS, INC	0000008048
		BRODART LIBRARY ORDERS	0000008541
		CAPSTONE PRESS	0000009963
		ENSLOW PUBLISHERS	0000018929
		FOLLETT LIBRARY RESOURCES	0000020419
		JUNIOR LIBRARY GUILD	0000029174
		LERNER PUBLISHING GROUP	0000031558
		MACKIN LIBRARY MEDIA	0000033625
		PEARSON EDUCATION INC	0000041842
		PERMA BOUND	0000042181
		SCHOLASTIC INC	0000047165
		WORLD BOOK INC	0000058881
Desktop & Laptop Computers Equip.	023001	SIRIUS COMPUTER SOLUTIONS	0000048856
Desktop & Laptop Computers Supplies	023002	DELL MARKETING LP	0000900824
		DYNTEK, INC	0000016621
		LIBRARY CORPORATION, THE	0000031839
Office Equip.	091001	GAYLORD BROS INC	0000021400
Office Supplies	091002	BOUND TO STAY BOUND BOOKS, INC	0000008048
		CDW GOVERNMENT, INC	0000009314
		DEMCO INC	0000015080
		GAYLORD BROS INC	0000021400
		JUNIOR LIBRARY GUILD	0000029174
		LIBRARY VIDEO COMPANY	0000031834
		MACKIN LIBRARY MEDIA	0000033625
		OFFICE MAX CONTRACT INC	0000039751
		TONY BAIRD ELECTRONICS INC	0000901928
		UPSTART	0000055863
		WORLD BOOK INC	0000058881
Professional Services	106006	BOCES OCM	0000007702
Scanning & Imaging Computers Equip.	023011	APPLE COMPUTER, INC	0000004460
		SIRIUS COMPUTER SOLUTIONS	0000048856
Scanning & Imaging Computers Supplies	023012	APPLE COMPUTER, INC	0000004460
Subscriptions	123506	EBSCO SUBSCRIPTION SERVICES	0000016943
		SCHOLASTIC INC	0000047165

## Art, Co-Curricular and Music - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Decoration Rental	024005	BACKDROPS BEAUTIFUL	0000902223
Draperies & Blind Equip.	090011	SYRACUSE SCENERY&STAGE LIGHT.	0000052720
Dues & Registration Fees	030006	NEW YORK STATE ART TEACHER ASSOCIATION NYSSMA	0000902687
			0000037067
Field Trip Rental Services	111005	CNY COSTUMES, INC	0000010611
Marking Stamps	068012	OFFICE MAX CONTRACT INC	0000039751
Music Equip. Repair Services	081004	DIEFES MUSICAL INST. REPAIRS EMPIRE WINDS FRIEDMAN, RICHARD A. HOSMER (TOM) VIOLINS MUSIC & ARTS CENTER	0000015620
			0000018768
			0000020799
			0000026150
			0000036846
Music Supplies	081002	INTERSTATE MUSIC SUPPLY PEPPER, J.W. & SON, INC SHAR PRODUCTS COMPANY	0000028202
			0000042061
			0000048190
Property Rental/Lease	107005	MUSIC THEATRE INT'L.	0000036883
Sheet Music Supplies	081012	PEPPER, J.W. & SON, INC	0000042061
Uniforms	017002	CNY COSTUMES, INC	0000010611

**Office of the Superintendent -  
Previously Used Categories and Vendors**

<b>Category Description</b>	<b>Category</b>	<b>Vendor Name</b>	<b>Vendor No.</b>
Audio-Visual Supplies	006002	CDW GOVERNMENT, INC	0000009314
Desktop & Laptop Computers Supplies	023002	OFFICE MAX CONTRACT INC	0000039751
Dues & Registration Fees	030006	CNYSBA	0000009373
Marking Stamps	068012	NY MARKING DEVICES DBA JESSEL MARK EQT	0000028718
Misc. Grocery Items & Supplies	044072	MAINES FOOD & PARTY WAREHOUSE	0000033924
		WEGMANS FOOD MARKETS, INC	0000057585
Office Furniture	047002	HON	0000026068
Office Supplies	091002	NY MARKING DEVICES DBA JESSEL MARK EQT	0000028718
		OFFICE MAX CONTRACT INC	0000039751
		SCHOOL SPECIALTY, INC	0000047354
Printer Supplies	023022	CDW GOVERNMENT, INC	0000009314
Printing Services	105006	PARENT INSTITUTE	0000041523
Specialty Items (Pens, etc.)	001022	PRINTING & PROMOTIONAL SOLUTIONS	0000900812
Travel/Conference/Lodging Rent	130005	RENAISSANCE MAYFLOWER HOTEL	0000045204
Trophies Awards & Supplies	078002	CNY ARTS INC DBA CULTURAL RES CNCL SYR &	0000902755

## Pupil Services - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Ads- Print	001002	STUDENT SUPPLY	0000902022
Arts & Crafts Supplies	004002	NASCO HOME EC. SUPPLY	0000037000
Athletic & Sporting Goods Supplies	110022	BSN SPORTS FLAGHOUSE INC LAUX SPORTING GOODS INC S & S WORLDWIDE, INC SCHOLASTIC SPORTS SALES,LTD.	0000005638 0000020208 0000031073 0000046290 0000047187
Audio-Visual Equip.	006001	SYRACUSE TIME AND ALARM CO INC	0000052790
Carrying Cases	019041	STAPLES TECHNOLOGY SOLUTIONS	0000901734
Desktop & Laptop Computers Equip.	023001	SIRIUS COMPUTER SOLUTIONS	0000048856
Desktop & Laptop Computers Supplies	023002	CDW GOVERNMENT, INC DELL MARKETING LP DELL MARKETING, L.P. DYNTEK, INC OFFICE MAX CONTRACT INC SIRIUS COMPUTER SOLUTIONS	0000009314 0000900824 0000015002 0000016621 0000039751 0000048856
Flags & Banners	042002	CUSTOM LOGO INC	0000014260
Instructional Services	097006	NEW JUSTICE CONFLICT RESOL.SVC	0000038374
Instructional Supplies	097002	CHILDREN'S INSTITUTE, INC CNY SHIRTS KAPLAN ORIENTAL TRADING CO, INC PEARSON ASSESSMENTS	0000011384 0000902179 0000029533 0000040760 0000041848
Med. Instructional Supplies	077012	PEARSON CLINICAL ASSESSMENTS	0000901235
Misc. Grocery Items & Supplies	044072	WEGMANS FOOD MARKETS, INC	0000057585
Office Supplies	091002	OFFICE MAX CONTRACT INC SMILE MAKERS STAPLES TECHNOLOGY SOLUTIONS	0000039751 0000049201 0000901734
Party Supplies	110012	ORIENTAL TRADING CO, INC	0000040760
Printer Supplies	023022	OFFICE MAX CONTRACT INC	0000039751
Professional Services	106006	CONTACT COMMUNITY SERVICES CTR.FOR COMMUNITY ALTERNATIVES EXPEDITIONARY LEARNING SCHOOLS MCLEAN HOSPITAL	0000012670 0000010415 0000019262 0000033476
Specialty Items (Pens, etc...)	001022	POSITIVE PROMOTIONS STUDENT SUPPLY	0000043140 0000902022
Testing & Viewing Supplies	117022	PEARSON ASSESSMENTS  PEARSON CLINICAL ASSESSMENTS PSYCHOLOGICAL ASSESS.RESOURCES RIVERSIDE PUBLISHING CO	0000041836 0000041848 0000901235 0000043846 0000045619
Testing Equip. Supplies	036012	PEARSON ASSESSMENTS	0000041836
Toys Games & Supplies	110002	ORIENTAL TRADING CO, INC SMILE MAKERS	0000040760 0000049201
Trophies Awards & Supplies	078002	ORIENTAL TRADING CO, INC SMILE MAKERS	0000040760 0000049201

## School Security - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Accessory Repair Parts	017013	SYRACUSE UNIFORMS & APPAREL	0000052610
Audio-Visual Equip.	006001	OFFICE MAX CONTRACT INC	0000039751
Automotive-General Vehicle	007400	AMERICAN TRUCK&VAN ACCESSORIES	0000003875
Badges Access. & Supplies	017012	QUARTERMASTER	0000044181
Communication System Services	018006	UNITED RADIO	0000055389
Crime Detect/Survl Equip.	116521	PROMARK INTERNATIONAL	0000043758
Crime Detection Supplies	116522	TECUMSEN HARDWARE D/B/A SALT CITY HARDWR	0000901632
Desktop & Laptop Computers Supplies	023002	DELL MARKETING, L.P.	0000015002
		DYNTEK, INC	0000016621
		SIRIUS COMPUTER SOLUTIONS	0000048856
Dues & Registration Fees	030006	ONONDAGA COUNTY CLERK	0000040348
		UNITED RADIO	0000055389
First Aid Supplies	077002	GALLS, INC	0000021121
Gloves	115042	GALLS, INC	0000021121
Hand-Held Communication Equip.	018041	MOTOROLA	0000901483
Hand-Held Equip. Repair Parts	018043	UNITED RADIO	0000055389
Identification Supplies	116532	BRISTOL ID TECHNOLOGIES	0000008511
		IDESCO CORP	0000900711
		INTERFORM	0000027995
		RAPTOR	0000901484
Mobile Radio Equip.	018011	MOTOROLA	0000901483
		UNITED RADIO	0000055389
Mobile Radio Repair Parts	018013	UNITED RADIO	0000055389
Mobile Radio Repair Services	018014	MOTOROLA	0000901483
		UNITED RADIO	0000055389
Mobile Radio Services	018016	MOTOROLA	0000901483
		UNITED RADIO	0000055389
Mobile Radio Supplies	018012	MOTOROLA	0000901483
		UNITED RADIO	0000055389
Office Supplies	091002	OFFICE MAX CONTRACT INC	0000039751
Printer Repair Parts	023023	HYATT'S GRAPHIC SUPPLY	0000026574
Printer Repair Services	023024	HYATT'S GRAPHIC SUPPLY	0000026574
Printer Supplies	023022	CDW GOVERNMENT, INC	0000009314
		DAY AUTOMATION SYSTEMS, INC	0000014600
		LINSTAR, INC	0000032058
		TECH DEPOT	0000053602
Professional Services	106006	COMNETIX, INC	0000012232
Rainwear & Boots	115032	SYRACUSE UNIFORMS & APPAREL	0000052610
Safety & Protective Equip.	115001	UNITED RADIO	0000055389
Safety Clothing & Vests	115012	GALLS, INC	0000021121
Safety Equip. Repair Services	115004	UNITED RADIO	0000055389
Shipping Supplies	094002	HYATT'S GRAPHIC SUPPLY	0000026574
Sign Making Services	118026	ADVANTAGE SIGN SUPPLY CO INC	0000902760
		HYATT'S GRAPHIC SUPPLY	0000026574
Travel/Conference/Lodging Rent	130005	HOLIDAY INN EXPRESS	0000025849
		RM 36 OPERATING LLC DBA HOLIDAY INN EXPR	0000902627
Uniforms	017002	QUARTERMASTER	0000044181
		STADRI EMBLEMS	0000050218
		SYRACUSE UNIFORMS & APPAREL	0000052610



## Shared Accountability - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Alarm Equip. Repair Parts	116503	MAZIUK + CO	0000034760
Alarm Equip. Supplies	116502	MAZIUK + CO	0000034760
Audio-Visual Equip.	006001	SYRACUSE TIME AND ALARM CO INC TEQUIPMENT, INC TONY BAIRD ELECTRONICS INC	0000052790 0000053907 0000901928
Audio-Visual Repair Parts	006003	M B ELECTRONICS AUDIO VISUAL MITSUBISHI DIGITAL ELECTRONICS SMITH, STEWART W. INC TEQUIPMENT, INC TIGER DIRECT, INC TVC COMMUNICATIONS, L.L.C.	0000032765 0000035992 0000049360 0000053907 0000054264 0000052981
Audio-Visual Repair Services	006004	GUITAR CENTER IBM NATIONAL PARTS CENTER KEY SERVICES MIDWEST INC LASER PROS INTERNATIONAL RUMETCO SYRACUSE TIME AND ALARM CO INC	0000023845 0000026609 0000900820 0000031025 0000046172 0000052790
Audio-Visual Supplies	006002	TEQUIPMENT, INC TONY BAIRD ELECTRONICS INC	0000053907 0000901928
Bar Coding & Inventory Spls	023052	HARLAND TECHNOLOGY SERVICES	0000900609
Batteries & Accessories	007042	IBM NATIONAL PARTS CENTER	0000026609
Business Machine Equip.	013001	IBM NATIONAL PARTS CENTER	0000026609
Business Machine Repair Services	013004	HARLAND TECHNOLOGY SERVICES	0000900609
Business Machines Services	013006	TOSHIBA BUSINESS SOLUTIONS	0000054641
Communication Sys Equip.	018001	TEQUIPMENT, INC	0000053907
Communication Sys. Repair Parts	018003	AT & T MOBILITY BROWN SOUND EQUIPMENT CORP. GRAYBAR ELECTRIC COMPANY, INC	0000000377 0000008720 0000023165
Communication System Services	018006	ADURO TECH INC APPLE COMPUTER INC BOCES ONON.,CORT.,MADISON CTY. CDW GOVERNMENT, INC IBM GLOBAL SERVICE IXL PHOTO MICROGRAPHICS SHI INTERNATIONAL CORP STATA CORP LP SYRACUSE METRONET	0000901705 0000004461 0000007713 0000009314 0000026612 0000901237 0000042349 0000902557 0000902007 0000052329
Copier Machine Rental	013015	TOSHIBA BUSINESS SOLUTIONS	0000054641
Copier Machine Repair Parts	013013	TOSHIBA BUSINESS SOLUTIONS	0000054641
Copier Machine Repair Services	013014	TOSHIBA BUSINESS SOLUTIONS	0000054641
Copier Machines	013011	XEROX CORP	0000900666
Crime Detect Equip. Repair Service	116524	CEDAR PATH SOLUTIONS GROUP INC	0000901723
Desktop & Laptop Computers Equip.	023001	APPLE COMPUTER INC APPLE COMPUTER, INC CDW GOVERNMENT, INC LENOVO (UNITED STATES) INC SIRIUS COMPUTER SOLUTIONS	0000004461 0000004460 0000009314 0000031531 0000048856
Desktop & Laptop Computers Repair Parts	023003	APPLE COMPUTER INC B & H PHOTO & VIDEO CDW GOVERNMENT, INC SECURITY ENGINEERED MACHINERY CO INC TIGER DIRECT, INC	0000004461 0000005614 0000009314 0000902520 0000054264
Desktop & Laptop Computers Repair Services	023004	IBM NATIONAL PARTS CENTER SIRIUS COMPUTER SOLUTIONS TRI DELTA RESOURCES, CORP.	0000026609 0000048856 0000054920
Desktop & Laptop Computers Services	023006	APPLE COMPUTER INC	0000004461

## Shared Accountability - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
		BOCES ONON.,CORT.,MADISON CTY. DOX ELECTRONICS INC IBM GLOBAL SERVICE LENOVO (UNITED STATES) INC ORACLE AMERICA INC TIME WARNER TELECOM TRI DELTA RESOURCES, CORP.	0000007713 0000016177 0000026612 0000031531 0000040749 0000054383 0000054920
Desktop & Laptop Computers Supplies	023002	APPLE COMPUTER INC APPLE COMPUTER, INC BOOKFLIX SCHOLASTIC INC CAPSTONE PRESS CAREER CRUISING CDW GOVERNMENT, INC DELL MARKETING LP DELL MARKETING, L.P. DYNTEK, INC EBSCO PUBLISHING ENCHANTED LEARNING ENCYCLOPEDIA BRITANNICA, INC GALE CENGAGE GROLIER EDUCATIONAL IBM INFOBASE PUBLISHING NOODLETOOLS INC ORACLE AMERICA INC PHOTO MICROGRAPHICS PROQUEST LLC ROSEN PUBLISH.&POWERKIDS PRESS SIRIUS COMPUTER SOLUTIONS SURVEY MONKEY.COM LLC TEACHINGBOOKS.NET, LLC TRI DELTA RESOURCES, CORP. TUMBLEBOOKS	0000004461 0000004460 0000900607 0000009963 0000009983 0000009314 0000900824 0000015002 0000016621 0000016944 0000018789 0000018805 0000021101 0000023681 0000026602 0000027172 0000902707 0000040749 0000042349 0000043751 0000045961 0000048856 0000036260 0000053580 0000054920 0000055031
Electronic Repair Parts	036003	BLUE RAVEN TECHNOLOGY, INC GRAYBAR ELECTRIC COMPANY,INC MCM ELECTRONICS	0000007555 0000023165 0000032822
Fittings Couplings & Supls	060052	MIDWEST TECHNOLOGY PROD.&SVCES	0000035602
Identification Equip. Repair Parts	116533	SYRACUSE TIME AND ALARM CO INC	0000052790
Identification Equip. Repair Service	116534	LINSTAR, INC	0000032058
Interactive Devices Equip.	110031	APPLE COMPUTER INC TEQUIPMENT, INC TONY BAIRD ELECTRONICS INC	0000004461 0000053907 0000901928
Interactive Devices Repair Parts	110033	TONY BAIRD ELECTRONICS INC	0000901928
Interactive Devices Supplies	110032	TEQUIPMENT, INC TONY BAIRD ELECTRONICS INC	0000053907 0000901928
Marking Stamp Repair Services	068014	NY MARKING DEVICES DBA JESSEL MARK EQT	0000028718
Microfilm Supplies	080002	PHOTO MICROGRAPHICS	0000042349
Office Equip. Repair Services	091004	PHOTO MICROGRAPHICS	0000042349
Office Supplies	091002	FREEDOM SCIENTIFIC GRAINGER, W W INC OFFICE MAX CONTRACT INC SCHOOL SPECIALTY, INC	0000020771 0000023000 0000039751 0000047354
Printer Equip.	023021	CDW GOVERNMENT, INC LENOVO (UNITED STATES) INC SIRIUS COMPUTER SOLUTIONS	0000009314 0000031531 0000048856
Printer Equip.	023021	TECH DEPOT	0000053602
Printer Repair Parts	023023	CDW GOVERNMENT, INC	0000009314

## Shared Accountability - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
		ELECTRONIC BUSINESS MACHINES	0000018420
Printer Repair Services	023024	LINSTAR, INC	0000032058
Printer Services	023026	CDW GOVERNMENT, INC LEXMARK INTERNATIONAL INC	0000009314 0000031688
Printer Supplies	023022	DELL MARKETING, L.P. DYNTEK, INC OFFICE MAX CONTRACT INC TECH DEPOT	0000015002 0000016621 0000039751 0000053602
Professional Services	106006	EDUCATIONAL FUNDING GROUP EFG IBM GLOBAL SERVICE ORACLE AMERICA INC	0000900805 0000026612 0000040749
Scanning & Imaging Computers Equip.	023011	IBM GLOBAL SERVICE	0000026612
Scanning & Imaging Computers Repair Services	023014	BLUE RAVEN TECHNOLOGY, INC	0000007555
Servers/Router Equip.	023031	IBM IBM GLOBAL SERVICE IBM NATIONAL PARTS CENTER LINSTAR, INC	0000026602 0000026612 0000026609 0000032058
Servers/Router Services	023036	CDW GOVERNMENT, INC DELL MARKETING, L.P. ORACLE AMERICA INC	0000009314 0000015002 0000040749
Servers/Router Supplies	023032	SOLARWINDS WORLDWIDE LLC	0000902267
Tapes	060162	SYRACUSE SCENERY&STAGE LIGHT.	0000052720
Telephone Equip.	018061	CDW GOVERNMENT, INC	0000009314
Telephone Installation Services	018066	AT & T VERIZON RECV.MGT.BUSINESS CTR.	0000000374 0000056447
Telephone-Cellular Equip.	018081	AT & T MOBILITY	0000000377
Telephone-Cellular Services	018086	AT & T MOBILITY	0000000377
Testing & Viewing Supplies	117022	SCANTRON	0000900974
Tool Boxes	060001	GRAINGER, W W INC	0000023000

## Special Education - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Arts & Crafts Supplies	004002	CASCADE SCHOOL SUPPLY	0000010225
		CLASSROOM DIRECT	0000011774
		DISCOUNT SCHOOL SUPPLY	0000015764
		LAKESHORE LEARNING MATERIALS	0000030724
		OFFICE MAX CONTRACT INC	0000039751
		PYRAMID SCHOOL PRODUCTS	0000044144
		S & S WORLDWIDE, INC	0000046290
		SCHOOL SPECIALTY, INC	0000047354
		SCIENCE KIT	0000047420
Athletic&Sporting Gds Supls	110022	TEACHER DIRECT	0000053400
		BSN SPORTS	0000005638
		CANNON SPORTS, INC	0000009894
		EASTBAY/FOOTLOCKER.COM	0000901275
		GAMEBREAKER HELMETS	0000902364
		LAUX SPORTING GOODS INC	0000031073
Audio-Visual Repair Services	006004	SPORTIME	0000050109
		PHONAK HEARING SYSTEMS	0000042345
Audio-Visual Supplies	006002	AMERICAN PRINTING HOUSE FOR	0000003720
		CDW GOVERNMENT, INC	0000009314
		CLASSROOM DIRECT	0000011770
		OFFICE MAX CONTRACT INC	0000039751
		PHONAK HEARING SYSTEMS	0000042345
		VALIANT NATIONAL AV SUPPLY	0000055987
Books- Non-Text & Paper Back	011021	ACADEMIC COMMUNICATION ASSOC.	0000000490
		LINGUI SYSTEMS INC	0000032038
		SCHOOL SPECIALTY	0000047353
		TEACHER'S DISCOVERY	0000053407
		THERAPRO, INC	0000053954
Carrying Cases	019041	CLASSROOM DIRECT	0000011770
Cleaning Supplies	117012	OFFICE MAX CONTRACT INC	0000039751
Desktop & Laptop Computers Supplies	023002	LAKESHORE LEARNING MATERIALS	0000030724
		SUPER DUPER PUBLICATIONS	0000051565
Dues & Registration Fees	030006	ASCD ASSOC SUPV &CURRIC DEV	0000000388
		CNCL.FOR EXCEPTIONAL CHILDREN	0000013294
		LEARNING ALLY INC	0000901655
First Aid Supplies	077002	MAXI AIDS INDEPENDENT LIVING	0000034681
Instructional Equip.	097001	ACADEMIC THERAPY PUBLICATIONS	0000000493
		OFFICE MAX CONTRACT INC	0000039751
Instructional Services	097006	CAMDEN CENTRAL SCHOOL DISTRICT	0000009750
		CATO MERIDIAN CENTRAL SCHOOLS	0000901403
		SOUTHSIDE CHARTER SCHOOL	0000049750
		SYRACUSE ACADEMY OF SCIENCE	0000051772
		WEST GENESEE CENTRAL SCH.DIST.	0000057725
Instructional Supplies	097002	AMERICAN PRINTING HOUSE FOR	0000003720
		ARMIN,ERIC INC EAI EDUCATION	0000004645
		BEYOND PLAY	0000007226
		CALLOWAY HOUSE	0000009710
		CLASSROOM DIRECT	0000011770
		CLASSROOM PRODUCTS LLC	0000902544
		CONSTRUCTIVE PLAY US TOY, CO	0000012540
		DOVER PUBLICATIONS, INC	0000016147
		ETA HAND2MIND	0000016692
		LAKESHORE LEARNING MATERIALS	0000030724

## Special Education - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Instructional Supplies	097002	LINGUI SYSTEMS INC	0000032038
		MCDONALD PUBLISHING CO	0000033206
		MENTORING MINDS	0000035113
		NATIONAL AUTISM RESOURCES INC	0000902352
		OFFICE MAX CONTRACT INC	0000039751
		ORIENTAL TRADING CO, INC	0000040760
		PEARSON ASSESSMENTS	0000041836
		QUILL CORP.	0000044195
		REALLY GOOD STUFF, INC	0000044873
		SCHOOL SPECIALTY	0000047353
		SCHOOL SPECIALTY, INC	0000047354
		STEPS TO LITERACY, LLC.	0000050803
		SUPER DUPER PUBLICATIONS	0000051565
		TEACHER DIRECT	0000053400
		TEACHER'S DISCOVERY	0000053407
		THERAPRO, INC	0000053954
		TIME TIMER	0000054267
Interactive Devices Supplies	110032	AMERICAN PRINTING HOUSE FOR	0000003720
Maps Globes & Info Aid Refer	076002	LAKESHORE LEARNING MATERIALS	0000030724
		NYSTROM DIV. OF HERFF JONES	0000039620
		TEACHER DIRECT	0000053400
Med. Instructional Repair Services	077014	PHONAK HEARING SYSTEMS	0000042345
		SOUTHPAW ENTERPRISES, INC	0000049765
Med. Instructional Supplies	077012	INDEPENDENT LIVING AIDS, INC	0000026973
		MOORE MEDICAL CORP.	0000036413
		ORIGINAL BEAN BLANKET CO (THE)	0000902442
		OTICON INC	0000040862
		PATTERSON MEDICAL SUPPLY INC	0000902019
		PHONAK HEARING SYSTEMS	0000042345
		SCHOOL SPECIALTY, INC	0000047354
		SOUTHPAW ENTERPRISES, INC	0000049765
Medical Equip.	077001	PHONAK HEARING SYSTEMS	0000042345
Medical Equip. Repair Parts	077003	PHONAK HEARING SYSTEMS	0000042345
Medical Equip. Repair Services	077004	PHONAK HEARING SYSTEMS	0000042345
Misc. Grocery Items & Supplies	044072	GREEN HILLS FARM STORES INC	0000023377
		PRICE CHOPPER	0000043556
		PRICE CHOPPER	0000043558
		WEGMANS FOOD MARKETS, INC	0000057585
Office Supplies	091002	CLASSROOM DIRECT	0000011770
		CLASSROOM DIRECT	0000011774
		OFFICE DEPOT	0000039754
		OFFICE MAX CONTRACT INC	0000039751
		SAFEGUARD BUSINESS SYSTEMS	0000048150
		SCHOOL SPECIALTY, INC	0000047354
		TEACHER DIRECT	0000053400
Printer Supplies	023022	CDW GOVERNMENT, INC	0000009314
		OFFICE MAX CONTRACT INC	0000039751
Professional Services	106006	AURORA OF CENTRAL NEW YORK, INC	0000005285
		BOCES OCM	0000007685
		HILLSIDE CHILDREN'S CENTER	0000900828
		ONON.CTY.DEPT.OF SOCIAL SVCES.	0000040387
		ROCHESTER SCHOOL OF DEAF	0000901711
		UPSTATE CEREBRAL PALSY	0000055880

## Special Education - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
		WOODS SERVICES	0000058730
Safety & Protective Supplies	115002	GRAINGER, W W INC SCHOOL SPECIALTY, INC	0000023000 0000047354
Science Supplies	070002	BENZ MICROSCOPE & OPTICS FREY SCIENTIFIC CO SARGENT WELCH SCIENCE KIT	0000006923 0000020794 0000046849 0000047420
Shipping Supplies	094002	OFFICE MAX CONTRACT INC	0000039751
Specialty Items (Pens, etc...)	001022	LAKESHORE LEARNING MATERIALS SCHOOL SPECIALTY, INC	0000030724 0000047354
Subscriptions	123506	CNCL.FOR EXCEPTIONAL CHILDREN SCHOLASTIC, INC.	0000013294 0000047085
Tapes	060162	SCHOLASTIC SPORTS SALES,LTD.	0000047187
Testing & Viewing Supplies	117022	PEARSON EDUCATIONAL ASSESSMENT PSYCHOLOGICAL CORPORATION	0000900749 0000043848
Toys, Games & Supplies	110002	ARMIN,ERIC INC EAI EDUCATION CASCADE SCHOOL SUPPLY ETA HAND2MIND KURTZ BROTHERS LAKESHORE LEARNING MATERIALS LINGUI SYSTEMS INC NASCO HOME EC. SUPPLY OFFICE MAX CONTRACT INC REALLY GOOD STUFF, INC SCHOOL SPECIALTY SCHOOL SPECIALTY, INC SUPER DUPER PUBLICATIONS TEACHER DIRECT	0000004645 0000010225 0000016692 0000030621 0000030724 0000032038 0000037000 0000039751 0000044873 0000047353 0000047354 0000051565 0000053400
Trophies Awards & Supls	078002	SUPER DUPER PUBLICATIONS	0000051565
Workbooks & Training Manuals	011011	ACADEMIC COMMUNICATION ASSOC. BARNES & NOBLE BOOKSELLERS CREATIVE THERAPY STORE CRYSTAL SPRINGS BOOKS EVAN MOOR EDUCATIONAL PUBLISH. LAKESHORE LEARNING MATERIALS LINGUI SYSTEMS INC NASCO HOME EC. SUPPLY PCI EDUCATIONAL PUBLISHING CO PRO ED REALLY GOOD STUFF, INC REMEDIA PUBLICATIONS, INC SCHOOL SPECIALTY, INC SUPER DUPER PUBLICATIONS TEACHER DIRECT TEACHER'S DISCOVERY TRIUMPH LEARNING LLC WILSON LANGUAGE TRAINING	0000000490 0000006160 0000013785 0000014025 0000019199 0000030724 0000032038 0000037000 0000041136 0000043706 0000044873 0000045175 0000047354 0000051565 0000053400 0000053407 0000054959 0000058492

## Summer School, Occupational Ed., High School, Student Cabinet - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Animals - Preserved	072021	CAROLINA BIOLOGICAL SUPPLY CO	0000010040
Arts & Crafts Supplies	004002	SCHOOL SPECIALTY, INC	0000047354
Calculators	013051	OFFICE MAX CONTRACT INC	0000039751
Field Trip Rental Services	111005	SUNY COLLEGE ENVIRONMENTAL SCI & FORESTRY	0000902192
Food Services Professional Services	045006	CARNEGIE & COMPANY	0000010034
Food Services Repair Services	045004	ABC REFRIGERATION	0000000087
Gas Engine Repair Parts	007513	FORSYTHE MOTOR PARTS NAPA MAIN STORE UNITED AUTO SUPPLY OF SYRACUSE	0000020480 0000037062 0000055310
General Vehicle Supplies	007402	SAFETY KLEEN CORP UNITED AUTO SUPPLY OF SYRACUSE	0000046380 0000055310
Hand Tools	060002	HOME DEPOT SNAP ON TOOLS	0000026024 0000049462
Identification Supplies	116532	LINSTAR, INC	0000032058
Instructional Equip.	097001	ARMIN, ERIC INC EAI EDUCATION	0000004645
Instructional Supplies	097002	AUTOMOBLOX COMPANY LLC BACK SCRATCHERS SALON SYSTEMS BURMAX CO INC OFFICE MAX CONTRACT INC OMNITRON ELECTRONICS SALLY BEAUTY SUPPLY SCHOOL SPECIALTY, INC	0000902422 0000005659 0000009009 0000039751 0000040092 0000046607 0000047354
Laboratory Chemicals	015002	CAROLINA BIOLOGICAL SUPPLY CO	0000010040
Misc. Grocery Items & Supplies	044072	MAINES FOOD & PARTY WAREHOUSE MAINES PAPER & FOOD SERVICES SYRACUSE BANANA WEGMANS FOOD MARKETS, INC	0000033924 0000033925 0000051775 0000057585
Office Supplies	091002	OFFICE MAX CONTRACT INC	0000039751
Photographic Equip.	101001	B & H PHOTO & VIDEO	0000005614
Printer Equip.	023021	OFFICE MAX CONTRACT INC	0000039751
Printer Repair Parts	023023	TECH DEPOT	0000053602
Printer Supplies	023022	TECH DEPOT	0000053602
Property Rental/Lease	107005	CARNEGIE & COMPANY NORTHEAST DECORATING & EXHIBIT ONCENTER COMPLEX	0000010034 0000039345 0000040108
Science Equip.	070001	CAROLINA BIOLOGICAL SUPPLY CO PEAVEY CORP DBA LYNN PEAVEY CO	0000010040 0000902661
Science Supplies	070002	AMERICAN ACRYLICS CAROLINA BIOLOGICAL SUPPLY CO ELECTRONIX EXPRESS FISHER SCIENCE EDUCATION PEAVEY CORP DBA LYNN PEAVEY CO PITSCO, INC PROJECT LEAD THE WAY INC SCIENCE KIT WARDS NATURAL SCIENCE ESTAB.	0000901287 0000010040 0000018416 0000020175 0000902661 0000042540 0000043740 0000047420 0000057440
sweatshirts Imprinted	017036	4 IMPRINT	0000020504
T-Shirts Imprinted	017026	4 IMPRINT	0000020504
Welding Supplies	141002	DELO WELDING & IND.SUPPLY CORP	0000015020
Workbooks & Train Manuals	011011	BURMAX CO INC NATL ELECTRONIC SVC ASSOC DBA ISCET NATL INSTITUTE AUTOMOTIVE SER EXCELLENCE	0000009009 0000902689 0000902549

## Talent Management - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Ads- Print	001002	CNY LATINO POST STANDARD SCOTSMAN PRESS INC	0000010625 0000043165 0000047590
Desktop & Laptop Computers Supplies	023002	451 SOLUTIONS CDW GOVERNMENT, INC OFFICE DEPOT TECH SMITH CORP	0000902220 0000009314 0000039754 0000900523
Dues & Registration Fees	030006	AVS/CNY CNY-CDA COLLEGE OF SAINT ROSE ONONDAGA COUNTY CLERK ROCHESTER AREA COLLEGES, INC WNYACCC INC BUFFALO AREA TRD	0000900866 0000009982 0000900484 0000040348 0000045703 0000901983
Marking Stamps	068012	NY MARKING DEVICES DBA JESSEL MARK EQT	0000028718
Office Supplies	091002	NY MARKING DEVICES DBA JESSEL MARK EQT OFFICE MAX CONTRACT INC SAFEGUARD BUSINESS SYSTEMS	0000028718 0000039751 0000048150
Printer Equip.	023021	CDW GOVERNMENT, INC	0000009314
Printer Supplies	023022	CDW GOVERNMENT, INC TECH SMITH CORP	0000009314 0000900523
Professional Services	106006	451 SOLUTIONS BOCES OCM CENTRAL XCHANGE	0000902220 0000007685 0000010598
Travel/Conference/Lodging Rent	130005	UNIQUEST HOSPITALITY LLC DBA EMBASSY STE	0000902616
Workbooks & Training Manuals	011011	STATE OF NEW YORK	0000050580



## Transportation - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Auto Glass Repair Services	007824	CARL'S AUTO GLASS SERVICE,INC SAFELITE FULFILLMENT INC	0000010026 0000901804
Automatic Trans. Services	007764	B & M TRANSMISSION B & M USED CARS	0000902558 0000008352
Auto Testing Equip.	007891	SNAP ON INDUSTRIAL	0000049457
Body Repair Services	007804	DAVE'S BODY SHOP LLC	0000902375
Books- Non-Text & Paper Back	011021	PUPIL TRANSPORT.SAFETY INSTIT.	0000044100
Bus Services	025046	BOCES OCM BOCES OSWEGO COUNTY CNY CENTRO INC FIRST STUDENT WEST FIRST STUDENT, INC	0000007685 0000007603 0000010601 0000020163 0000020161
Car Road Services	007406	B & B AUTOMOTIVE & TRUCK	0000005610
Cleaning Services	117016	ARAMARK UNIFORM SVCS	0000901515
Desktop & Laptop Computers Equip.	023001	IBM GLOBAL SERVICE SIRIUS COMPUTER SOLUTIONS SYRACUSE TIME AND ALARM CO INC	0000026612 0000048856 0000052790
Desktop & Laptop Computers Services	023006	EASYBUS, INC	0000016890
Desktop & Laptop Computers Supplies	023002	DELL MARKETING LP DEPT OF PUBLIC WORKS SYRACUSE DYNTEK, INC EDUCATION LOGISTICS, INC SIRIUS COMPUTER SOLUTIONS	0000900824 0000015178 0000016621 0000017250 0000048856
Diesel Engine Repair Parts	007503	AIRGAS EAST BURDICK CHEVROLET BUS PARTS WAREHOUSE CROSSROAD HIGHWAY SUPPLY CUMMINS NORTHEAST SYRACUSE D & W DIESEL & ELECTRIC. INC GRAINGER	0000001586 0000901516 0000009100 0000901021 0000014095 0000014310 0000022996
Diesel Engine Repair Services	007504	AIRGAS EAST BURDICK CHEVROLET	0000001586 0000901516
Diesel Gasoline	046002	DEPT OF PUBLIC WORKS SYRACUSE	0000015178
Dues & Registration Fees	030006	CYR FOUNDATION	0000901188
Gas Engine Repair Parts	007513	BLACKBURN TRUCK BODIES FLEET PRIDE FORSYTHE MOTOR PARTS HACKERS PACKERS, INC. KOERNER FORD OF SYRACUSE INC LEONARD BUS SALES, INC LONZY'S RADIATOR SERVICE LOWERY BROS. CHRYSLER JEEP,INC MATTHEWS BUS PARTS	0000007418 0000020230 0000020480 0000023997 0000030386 0000031541 0000032416 0000032557 0000034624
Gas Engine Repair Services	007514	HACKERS PACKERS, INC. KOERNER FORD OF SYRACUSE INC LEONARD BUS SALES, INC LONZY'S RADIATOR SERVICE LOWERY BROS. CHRYSLER JEEP,INC MATTHEWS BUS PARTS MEYERS TOWING NYE FORD	0000023997 0000030386 0000031541 0000032416 0000032557 0000034624 0000035378 0000900822
General Vehicle Supplies	007402	ALLDATA LLC IMPERIAL SUPPLIES HOLDINGS CO INC DBA RA LIN, INC	0000901842 0000902472 0000044440
Grounds Keeping Repair Parts	053003	GRASSLAND EQUIP.& IRRIGAT.CORP	0000023148

## Transportation - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Interactive Devices Equip.	110031	SNAP ON INDUSTRIAL	0000049457
Key & Lock Services	065006	FRADON LOCK CO	0000020538
Lubricants	046032	SUPERIOR LUBRICANTS	0000900576
Maintenance Equip. Rental Services	075005	COLE MUFFLER	0000011900
Maintenance Equip. Repair Parts	075003	BEAM MACK SALES & SERVICE, INC GENUINE NAPA PARTS SYRACUSE NEW YORK TECH SUPPLY	0000006420 0000022040 0000038526
Mechanic's Tool Repair Parts	007413	NEW YORK TECH SUPPLY	0000038526
Mechanic's Tools Repair Services	007414	NEW YORK TECH SUPPLY	0000038526
Office Supplies	091002	NY MARKING DEVICES DBA JESSEL MARK EQT OFFICE MAX CONTRACT INC	0000028718 0000039751
Printer Equip.	023021	CDW GOVERNMENT, INC	0000009314
Printer Supplies	023022	CDW GOVERNMENT, INC	0000009314
Professional Services	106006	BOCES OCM MARCH GRP INC DBA TRANSPORTATION ADVISOR	0000007685 0000902452
Safety Shoes	115022	HENRY FRANK WHOLESALE LTD	0000902736
Sign Repair Parts	118023	BUDGET 1 HR. SIGN SYSTEMS	0000008818
Special Apparatus Repair Services	007604	NEW YORK BUS SALES NORTH AMERICAN EQUIPMENT SERV INC PAUL'S TIRE SERVICE LLC SGS TESTCOM INC. STADIUM INTERNATIONAL TRUCKS STS TRUCK EQUIPMENT & TRAILER	0000038400 0000901920 0000041771 0000046285 0000050215 0000051119
Spring Repair Services	007724	ALLIED SPRING & SERVICES INC	0000002260
Subscriptions	123506	LEGAL ROUTES LLC	0000031479
Tire Repair Parts	007953	GOODYEAR WHOLESALE TIRE CTR 1187	0000900814
Tire Supplies	007952	GOODYEAR WHOLESALE TIRE CTR 1187	0000900814
Tire Tools	007951	NEW YORK TECH SUPPLY	0000038526
Trash Trk&Sp.App. Repair Parts	007603	NEW YORK BUS SALES NORTH AMERICAN EQUIPMENT SERV INC OMNI SERVICES PAUL'S TIRE SERVICE LLC PBS BRAKE & SUPPLY RED'S BRAKE SVCE EQUIP.WAREHSE ROTELLAS BODY SHOP RUMETCO SAFETY KLEEN CORP STADIUM INTERNATIONAL TRUCKS STS TRUCK EQUIPMENT & TRAILER SUPERIOR LUBRICANTS TARCO STEEL CO DBA BUSHWICK METALS LLC TRACEY ROAD EQUIPMENT TRANSPORTATION REPAIR SERVICE UNITED AUTO SUPPLY OF SYRACUSE UNITED RADIO	0000038400 0000901920 0000900821 0000041771 0000041118 0000044950 0000046010 0000046172 0000046380 0000050215 0000051119 0000900576 0000053120 0000054698 0000054725 0000055310 0000055389
Travel/Conference/Lodging Rent	130005	ALBANY HOTEL TRS LLC D/B/A/ HOTEL ALBANY	0000902034
Travel/Conference Ticket & Reg	130001	EDUCATION LOGISTICS, INC NEW YORK HEAD MECHANICS ASSOC. NYAPT PUPIL TRANSPORT.SAFETY INSTIT.	0000017250 0000038409 0000037053 0000044100
Truck & Sp. App. Road Services	007606	NYE FORD SCHMID,RUDY, BODY & FRAME SHOP	0000900822 0000047025
Truck Wheels	007962	FREY HEAVY DUTY	0000020792

## Schools - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Arts & Crafts Supplies	004002	CASCADE SCHOOL SUPPLY	0000010225
		CLASSROOM DIRECT	0000011774
		DICK BLICK	0000015500
		LAKESHORE LEARNING MATERIALS	0000030724
		NASCO HOME EC. SUPPLY	0000037000
		OFFICE MAX CONTRACT INC	0000039751
		PYRAMID SCHOOL PRODUCTS	0000044144
		SCHOOL SPECIALTY, INC	0000047354
		TEACHER DIRECT	0000053400
Audio-Visual Equip.	006001	B & H PHOTO & VIDEO CDW GOVERNMENT, INC	0000005614 0000009314
Audio-Visual Supplies	006002	B & H PHOTO & VIDEO CDW GOVERNMENT, INC VALIANT NATIONAL AV SUPPLY	0000005614 0000009314 0000055987
Books- Non-Text & Paper Back	011021	BARNES & NOBLE BOOKSELLERS	0000006158
		BARNES & NOBLE BOOKSELLERS	0000006160
		LAKESHORE LEARNING MATERIALS	0000030724
		NEWBRIDGE EDUCATIONAL PUBLISH.	0000038976
		SCHOLASTIC	0000047079
		SCHOOL SPECIALTY	0000047353
		SCHOOL SPECIALTY, INC	0000047354
		SOCIAL STUDIES SCHOOL SERVICE	0000049600
		TEACHER CREATED MATERIALS	0000053391
Books- Text	011001	TEACHER DIRECT	0000053400
		TEACHER'S DISCOVERY	0000053406
Desktop & Laptop Computers Equip.	023001	BARNES & NOBLE BOOKSELLERS	0000006160
		PEARSON EDUCATION INC	0000041842
		SCHOOL SPECIALTY, INC	0000047354
Desktop & Laptop Computers Services	023006	APPLE COMPUTER, INC	0000004460
		LENOVO	0000026606
		SIRIUS COMPUTER SOLUTIONS	0000048856
Desktop & Laptop Computers Supplies	023002	DELL MARKETING, L.P.	0000015002
		SIRIUS COMPUTER SOLUTIONS	0000048856
		APPLE COMPUTER, INC	0000004460
Instructional Equip.	097001	DELL MARKETING LP	0000900824
		DYNTEK, INC	0000016621
		LAKESHORE LEARNING MATERIALS	0000030724
		SIRIUS COMPUTER SOLUTIONS	0000048856
		ARMIN,ERIC INC EAI EDUCATION	0000004645
Instructional Supplies	097002	ACE EDUCATIONAL SUPPLIES INV	0000902524
		ARMIN,ERIC INC EAI EDUCATION	0000004645
		CALLOWAY HOUSE	0000009710
		CARLEX	0000010030
		CARSON DELLOSA PUBLISHING CO	0000010203
		CLASSROOM DIRECT	0000011770
		CLASSROOM DIRECT	0000011774
		CRYSTAL PRODUCTIONS	0000014018
		ETA HAND2MIND	0000016692
		INNOVATIVE LEARNING CONCEPTS	0000027277
		KAGAN PUBLISHING	0000029435
		LAKESHORE LEARNING MATERIALS	0000030724
		LINGUI SYSTEMS INC	0000032038
		NASCO HOME EC. SUPPLY	0000037000
		OFFICE MAX CONTRACT INC	0000039751
		ORIENTAL TRADING CO, INC	0000040760
		REALLY GOOD STUFF, INC	0000044873

## Schools - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Instructional Supplies	097002	REMEDIA PUBLICATIONS, INC SCHOOL NURSE SUPPLY, INC SCHOOL SPECIALTY SCHOOL SPECIALTY, INC STEPS TO LITERACY, LLC. SUPER DUPER PUBLICATIONS TEACHER CREATED RESOURCES TEACHER DIRECT TEACHER'S DISCOVERY TREND ENTERPRISES, INC	0000045175 0000047255 0000047353 0000047354 0000050803 0000051565 0000053389 0000053400 0000053406 0000054857
Maps Globes & Info Aid Refer	076002	CARLEX CARSON DELLOSA PUBLISHING CO LAKESHORE LEARNING MATERIALS NYSTROM DIV. OF HERFF JONES REALLY GOOD STUFF, INC SCHOOL SPECIALTY, INC SOCIAL STUDIES SCHOOL SERVICE TEACHER DIRECT TEACHER'S DISCOVERY	0000010030 0000010203 0000030724 0000039620 0000044873 0000047354 0000049600 0000053400 0000053406
Misc. Grocery Items & Supplies	044072	WEGMANS FOOD MARKETS, INC	0000057585
Music Supplies	081002	MUSIC & ARTS CENTER MUSIC & ARTS CENTERS MUSIC IN MOTION MUSIC TIME, INC MUSICIANS FRIEND PEPPER, J.W. & SON, INC PLANK ROAD PUBLISHING, INC WOODWIND & BRASSWIND	0000036846 0000036853 0000036875 0000036878 0000036880 0000042061 0000042580 0000058763
Office Equip.	091001	OFFICE MAX CONTRACT INC SCHOOL SPECIALTY, INC	0000039751 0000047354
Office Supplies	091002	CLASSROOM DIRECT CLASSROOM DIRECT LAKESHORE LEARNING MATERIALS OFFICE MAX CONTRACT INC SCHOOL SPECIALTY SCHOOL SPECIALTY, INC TEACHER DIRECT	0000011770 0000011774 0000030724 0000039751 0000047353 0000047354 0000053400
Paint	095002	SATCO SUPPLY	0000046861
Printer Supplies	023022	CDW GOVERNMENT, INC OFFICE MAX CONTRACT INC TECH DEPOT	0000009314 0000039751 0000053602
Science Equip.	070001	WARDS NATURAL SCIENCE ESTAB.	0000057440
Science Supplies	070002	CAROLINA BIOLOGICAL SUPPLY CO FISHER SCIENCE EDUCATION FLINN SCIENTIFIC INC FREY SCIENTIFIC CO NASCO HOME EC. SUPPLY SARGENT WELCH SCHOOL SPECIALTY, INC SCIENCE KIT VEX ROBOTICS WARDS NATURAL SCIENCE ESTAB.	0000010040 0000020175 0000020264 0000020794 0000037000 0000046849 0000047354 0000047420 0000900639 0000057440
Sheet Music Supplies	081012	PEPPER, J.W. & SON, INC SHEET MUSIC PLUS	0000042061 0000048272

## Schools - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Subscriptions	123506	SCHOLASTIC, INC. TIME FOR KIDS WEEKLY READER	0000047085 0000054274 0000057587
Toys Games & Supplies	110002	ARMIN,ERIC INC EAI EDUCATION CASCADE SCHOOL SUPPLY CLASSROOM DIRECT CLASSROOM PRODUCTS LLC ETA HAND2MIND KURTZ BROTHERS LAKESHORE LEARNING MATERIALS NASCO HOME EC. SUPPLY OFFICE MAX CONTRACT INC ORIENTAL TRADING CO, INC REALLY GOOD STUFF, INC S & S WORLDWIDE, INC SCHOOL SPECIALTY, INC SUPER DUPER PUBLICATIONS TEACHER DIRECT TEACHER'S DISCOVERY	0000004645 0000010225 0000011770 0000902544 0000016692 0000030621 0000030724 0000037000 0000039751 0000040760 0000044873 0000046290 0000047354 0000051565 0000053400 0000053406
Training & Instructional Films	006012	LIBRARY VIDEO COMPANY PLANK ROAD PUBLISHING, INC SOCIAL STUDIES SCHOOL SERVICE TEACHER'S DISCOVERY	0000031834 0000042580 0000049600 0000053406
Workbooks & Train Manuals	011011	ACE EDUCATIONAL SUPPLIES INV BARNES & NOBLE BOOKSELLERS CARLEX CURRICULUM ASSOCIATES, INC ETA HAND2MIND EVAN MOOR EDUCATIONAL PUBLISH. HEINEMANN PUBLISHING LAKESHORE LEARNING MATERIALS LINGUI SYSTEMS INC MACKIN LIBRARY MEDIA NASCO HOME EC. SUPPLY REALLY GOOD STUFF, INC SCHOLASTIC INC SCHOLASTIC, INC. SCHOOL SPECIALTY SCHOOL SPECIALTY, INC SINGAPORE MATH.COM INC SOCIAL STUDIES SCHOOL SERVICE TEACHER DIRECT TEACHER'S DISCOVERY TEACHER'S DISCOVERY TRIUMPH LEARNING LLC WIESER EDUCATIONAL INC	0000902524 0000006158 0000010030 0000014180 0000016692 0000019199 0000025259 0000030724 0000032038 0000033625 0000037000 0000044873 0000900996 0000047085 0000047353 0000047354 0000902466 0000049600 0000053400 0000053404 0000053406 0000054959 0000058240