

WHERE DO I BUY THIS? CAN I BUY THIS? WHY CAN'T I BUY THIS?

BUY FROM STORES WAREHOUSE:

COPY PAPER: Copy Paper, white, colored, letter, legal, ledger

Item #	Category	Description	
011778	PS (Paper Sup	Butcher Paper,white, 24" x 60' 50#, duo finish, w/dispenser box	
012150	PS (Paper Sup	Exercise Paper, white, 8.5' x 7, 7/8in heading, 20#, 3/8" feint, ruled 8.5 way, no margin	
040250	PS (Paper Sup	Paper Blue Copy, 8.5 X 11, 20#, Dual Purpose	
040255	PS (Paper Sup	Paper Canary Yellow Copy 8.5 X 11, 20#, Dual Purpose	
040260	PS (Paper Sup	Paper Cherry Copy 8.5 X 11, 20#, Dual Purpose	
040270	PS (Paper Sup	Paper Goldenrod Copy 8.5 X 11, 20#, Dual Purpose	
012170	PS (Paper Sup	Paper Graph 1/2" quadrille, white, 8-1/2" x 11", printed both sides, 20# bond	
012174	PS (Paper Sup	Paper Graph 1/4" quadrille, white, 8-1/2" x 11", 3 hole punched, printed both sides, 500/	
040265	PS (Paper Sup	Paper Green Copy 8.5 X 11, 20#, Dual Purpose	
040275	PS (Paper Sup	Paper Lavender/Orchid Copy, 8.5 X 11, 20#, Dual Purpose	
040310	PS (Paper Sup	Paper Ledger Copy, 11 X 17, White, 20#	
040305	PS (Paper Sup	Paper Legal Copy White 8.5 X 14, 20#	
040280	PS (Paper Sup	Paper Pink Copy 8.5 X 11, 20#, Dual Purpose	
040285	PS (Paper Sup	Paper Salmon Copy 8.5 X 11, 20#, Dual Purpose	
040290	PS (Paper Sup	Paper Turquoise Copy 8.5 X 11, 20#, Dual Purpose	
040295	PS (Paper Sup	Paper White Copy 8.5 X 11, 20#, Dual Purpose, 96% MINIMUM Brightness	

FACIAL TISSUE: Stock # 011080 (DO NOT BUY TISSUES FROM PALACE OR AMAZON)

PPE SUPPLIES: mask, bottles sanitizer, sanitizer refills for dispensers, vinyl gloves, filters for air purifiers, alcohol wipes, barriers, signs, thermometers etc. **THESE ARE FREE FROM STORES RIGHT NOW WHILE PPE MONEY LASTS! Any stock # that starts with "08" is part of PPE.**

DO NOT BUY FROM PALACE:

FANS OR HEATERS: SUBMIT A WORK ORDER TO M&O THEY WILL DECIDE WHAT NEEDS TO BE FIXED/PURCHASED TO IMPROVE AIRFLOW

ZIPLOC BAGS: These are ok to be purchased, but check Amazon, and SAVEMART for prices too, Palace may not be the best place pricewise to purchase these. We stock the sandwich size zipper bags in Stores **STOCK# 010140**

FOOD/PAPER SUPPLIES: Coffee, plasticware, coffee filters, cups, plates, napkins, roll towels, these are ok to purchase, but check Amazon, or SAVEMART for prices too, Palace may not be the best place to purchase these

FACIAL TISSUE: DO NOT buy this from Palace-BUY FROM STORES **STOCK # 011080**- it is much cheaper!

VINYL GLOVES: These are stocked in the Stores Warehouse, purchase them from STORES. (PPE stock #: 080045-080048)

BABY WIPES: These are stocked in the Stores Warehouse, purchase them from STORES. **STOCK# 060250**

DO BUY FROM PALACE:

OFFICE/CLASSROOM SUPPLIES: Palace holds our Office contract, we should be purchasing off this contract first. **IF** you find items cheaper elsewhere, you can purchase them, but you should always be checking Palace prices first!

OFFICE TASK CHAIRS: The District has standardized on three chairs we purchase for employees. To make sure they meet all ERGO requirements, and to keep things unified/fair for all staff. You **CANNOT** purchase a different chair. We have samples on the 4th floor if you need to sit in it before you buy. (email carrie_marquez@pvusd.net for quotes/info)

TAMPONS/MAXIPADS: Purchase these from Palace using your sites CUSTODIAL BLANKET PO.

THESE ITEMS CANNOT BE PURCHASED FROM ANY VENDOR (with few exceptions)

FANS/HEATERS: If you have an air flow problem, submit a work order to M&O. They will decide what needs to be fixed/purchased.

BLEACH/CLOROX PRODUCTS: Our District does not allow any type of products that contain BLEACH on any of our campuses. These products should not be purchased on a PO. They should not be requested by teachers for parents to purchase on a classroom wish list. They should not be purchased by teachers with their own money for USE in any classroom within PVUSD. This includes but is not limited to Clorox wipes.

AEROSOL SPRAY: Aerosol spray items for any classroom use. (Maintenance/Transportation would be an exception to this rule.) Proper protection should be in place, and they should not be used around students.

CARTS/SHELVING ON WHEELS OVER 5' HIGH: No carts/shelving ON WHEELS should be purchased that are over 5' in height. These are a safety hazard.

NO AIR FRESHENERS: Aerosol, plug in etc. What might smell good to you, could be offensive, or cause health issues for others.

DISINFECTANT WIPES: No disinfectant wipes of any kind should be purchased/donated. Chemicals APPROVED and SUPPLIED in the STORES warehouse is what all sites should be using. Ask your custodian for cleaners and rags.

PERSONAL/DECORATIVE ITEMS FOR YOUR DESK: (Beyond basic): Personal fans, pictures, fancy organizers, etc. Personal Items for your desk/office should be purchased with your money, not District funds.

NO CLEANERS: 409, WINDEX, ETC. -Use the DISTRICT APPROVED and provided cleaning supplies in the STORES warehouse. (Maintenance/Transportation/Food Dept-may have exceptions to this)

HUMIDIFIERS/DIFFUSERS: These items should not be purchased or used on any campus. Could cause Health/breathing issues for certain people, and they are NOT necessary.

ITEMS GETTING PURCHASED WITH SITE MONEY THAT SHOULD BE PURCHASED ON THE CUSTODIAL BLANKET PO WITH PALACE

- TAMPONS
- MAXI PADS

WHAT CAN I USE MY BLANKET PO FOR:

Blanket PO for SUPPLIES: Blanket PO's **CAN** be used to purchase supplies that are under \$500. HOWEVER, there are a few EXCEPTIONS. **Blanket PO's CANNOT be used** (even if items are under \$500) to purchase, equipment, furniture, appliances, lottery tickets, alcohol, tobacco, stamps, (unless directly purchased from the postmaster), no items over \$500, power tools, and any of the "CANNOT be purchased" items listed above in this document. (heater/fans/wipes, aerosol etc.) Other exceptions may apply, but these are the most common.

Gift cards are only ok to be purchased on a blanket PO that CLEARLY states it is for gift cards. You must also state how many cards you are purchasing, and what the dollar allotment will be for each card. They must also meet all district requirements and guidelines, like having students sign for each card before they can be distributed, and they should be for student friendly/healthy locations, etc. (check with accounting if you need more details on how to properly use gift cards). **NO AMAZON Gift Cards.**

Blanket PO for SERVICES: Blanket PO's for Services need to clearly state the scope of work/dates etc. on the PO, and must also be accompanied by a Site Service Agreement (SSA), Certificate of Liability Insurance, Fingerprinting form, Scope of work, job details, hours, days, time frame etc.