

Summer Ordering Checklist

Best practices for schools

Learn the New MCPS Business Hub!

- Summer ordering will occur in the Business Hub. Revisit training materials from the Hub homepage by scrolling to the Help Desk menu, and clicking on the **Help Library** tile.
- If you do not have access to the Procurement menu in the Hub, be sure to register for [online training](#) and ask your principal or supervisor to initiate an access request through UMSAP. See the [UMSAP user guide](#) for instructions.

Analyze Current Budget

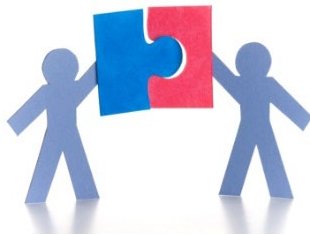
- Review current funds allocated, previous years' spending patterns, and previous years' funds available.
 - How much did you have in previous school years?
 - How much was spent for each of those years?
 - Was funding adequate to meet individual program/department needs?

Assess Current Inventories

- Review inventory of supplies, printer equipment and toner, paper, service agreements, and textbooks.
- Based on guidance from your school administration, and with input from resource teachers and content specialists, assess your school's needs for the coming school year.
- Determine if damaged books can be returned to the usable inventory if rebound.



Assess Instructional Program Needs



- Classroom supplies & instructional materials
- Office supplies & materials
- Textbooks
- Instructional equipment
- Media center collection & materials
- Printer/copier toner & supplies
- Eligible classroom technology supplies
- Health room supplies
- Equipment service/maintenance agreements

Develop & Communicate Budget Resources

- Review/discuss budget recommendations with your principal
- Principal should review and discuss with the instructional leadership team
 - Funds available to support their program for next year
 - Hub account numbers for operating fund allocations and the intended use for funds in each account.
 - Activity codes assigned for department use (if applicable)
 - 80% budget rule – save some funds for later in the year
 - There is a \$250 minimum for non-catalog request (NCR) orders
 - Do not use your operating budget P-card for FY22 purchases prior to July 1, 2021
 - Do not use your operating budget P-card for FY21 purchases after May 21, 2021



Communicate Processes and Timelines

- Communicate processes for ordering, purchase approval, and receiving
- Communicate fiduciary responsibilities to instructional leadership team, including financial monitoring and record keeping
- Timelines & deadlines for:
 - Summer ordering
 - Summer deliveries
 - Surplus pickups
 - Bookbinding
 - Textbook requests

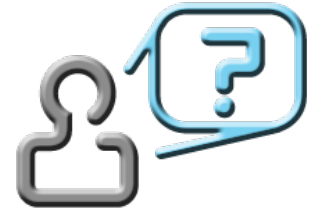


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How do you communicate processes and timelines?

- Presentation to Administrative Team and Instructional Leadership Team meetings
- Memorandum with budget allocation, detailed process information and timelines
- Emails used to follow-up and remind staff
- Save all early ordering information and resources in Staff Shared folder



Who are placing early orders in the schools?

- School Business Administrators
- Media Specialists
- Resource Teachers & Content Specialists
- Secretaries
- School Financial Specialists
- Media Assistants
- Athletic Directors
- Paraeducators
- ITSS
- Building Service Managers

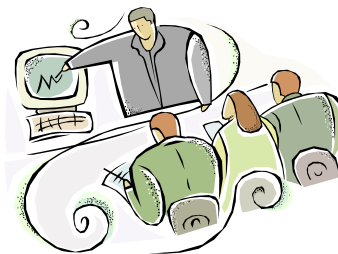
What information do they need?

- Budget allowance and new Hub account numbers
- Ordering dates
- DMM Early Ordering Resources / Website
- Summer ordering guides and quick notes index card
- Support guide for Add Approver to a Requisition
- Support guide to set up primary account in Procurement preferences
- Reminders from DMM
- Approver requirements
- Items to order (Previous and New)
- Approved Vendor List
- Textbook Request/Approval Form



How do school financial agents train and support staff placing orders?

- PDO (On demand procurement training)
- Online training and remote work sessions
- One-on-one support
- Technology consultant support
- Email reminders
- Meeting presentations
- Information sheets



Common problems in purchase requisitions

- Orders for next fiscal year submitted before July 1st
- Wrong account charged
- Wrong ISBN used for textbook orders
- Combining different vendors in the same NCR requisition

Avoiding the pitfalls

- Establish a common naming convention for all school requisitions that includes the fiscal year and department or office name.
- Require users to include the name of the charge account in the justification field for all requisitions.
- Require users to add name of school financial agent as approver, BEFORE the principal. The school financial agent confirms that:
 - the requisition is charged to the appropriate account;
 - sufficient funds are available for the purchase; and
 - the requisition has been charged to the correct Budget (GL) date.
- Track spending to ensure that funds are managed wisely and allocations are not overspent.