In This Issue:

1. Small Vendor Agreements
2. Substitute W-9 Info
3. Tax Exempt Purchases

Need access to info covered in a previous newsletter? Find past editions of the ACPS Bookkeepers’ Digest on the Fiscal Services Home Page!
The survey link for the Copier and Multi-Function Printers Procurement Optimization Report will be sent today (1.17.20). This survey will help as we seek to centralize copier/printing needs for the division. The survey will be open through 1.24.20. Details and instructions will be included with the link.

School Procurement Officer Notes and Reminders

Consult your Purchasing Request Workflow, especially for purchases that exceed $5,000, and for technology requests and/or contracts.

Workflow meetings will resume later this month. I look forward to learning about your school community and about how you work with your respective staff to ensure that our most valuable stakeholders have all that they need to succeed.

Employees must be properly delegated and trained before they are able to make purchases. To avoid unauthorized purchases and procurement violations, update this information with Purchasing as needed, especially when new employees join your team.

The survey link for the Copier and Multi-Function Printers Procurement Optimization Report will be sent today (1.17.20). This survey will help as we seek to centralize copier/printing needs for the division. The survey will be open through 1.24.20. Details and instructions will be included with the link.

""Alone, we can do so little; together we can do so much."
-Helen Keller

We are developing small vendor agreements that we will in the future look to invoke at the beginning of the school year with small vendors that we use regularly. We are hopeful to include charter bus service and other frequently-used service providers. If you can recommend a business or service provider this would be ideal for, please email me the vendor's information.

We will keep you posted!
If you obtain the County Substitute W-9 form and see that the Individual or Sole Proprietor Entity box is checked, you must obtain and submit the Independent Contractor checklist with the County W-9 form, before any request for payment is processed.

- Requests to pay individuals, sole proprietors or independent contractors FOR ANY SERVICE must be accompanied by an independent contractor checklist AND a substitute W-9. Payments will be delayed without these forms. Both forms are available below:
  - Substitute W-9
  - Independent Contractor Checklist

Please contact Accounting or Purchasing should you have questions or need assistance.
The Purchasing Department is scheduling training sessions for County and School Staff who may be interested in learning how to obtain electronic quotes from the Virginia EProcurement - eVA Quick Quote System. Training is conducted by Virginia eVA staff and QuickQuote users will have to be set up in the eVA system as buyers (in this case, you will be restricted to buying in the eVA system only in QuickQuote).

- The Quick Quote application gives buyers an easy way to electronically request quotes from potential vendors for specific goods, supplies and some services, so that individual emails to specific vendors are no longer needed.

- Typically, Quick Quote is used for purchases ranging from $5,000 to $100,000, where competitive bidding is required. Once the quote request closes, you are provided a bid tabulation sheet, which you can use as documentation for your BSO or PCard Transaction when you decide to place the order for the goods and services.

Classes are scheduled as needed in the IT Training room. If you are interested in attending a future class, please contact Purchasing so that we can schedule another class and have the correct training profiles set up. For the training sessions, we are limited to 12 training stations with room for 4 others who are willing to work from their own laptop. Please feel free to contact anyone in Purchasing, if you have any questions or would like additional information.
Treasury Info

- Please make sure that you are supplying vendors with tax exempt forms for purchases. We are seeing sales tax being charged on a number of transactions.

  - As a reminder, you can find current tax exempt forms for vendors at: https://ia2010.albemarle.org/Purchasing/Shared%20Documents/Forms/AllItems.aspx?RootFolder=/Purchasing/Shared%20Documents/ST%2012%20Tax%20Exempt%20Forms&FolderCTID=0x0120007B2F25E208D47C488C45610BA320883E&View=%7b21F213B3-881B-4EC2-97BE-238D555F8447%7d.

  - If you need a tax exempt form for a vendor, you need to contact the Purchasing Department (296-5855) or purchasing@albemarle.org.

- Gas stations will be changing their card readers and by October 2020 you will be required to use a PIN with your card in order to get gas. Since some gas stations have already converted their machines, please make sure that you know the PIN # for your card(s) and provide it to cardholders when they are using a departmental card. If you do not remember your PIN # or need it to be reset, please contact p-cards@albemarle.org.
What should you do if you have questions or need more info?

So glad you asked! If you have questions that you would like to have answered in next month's publication and/or a specific topic you would like to have addressed in next month's publication, click here to submit your question(s) and/or request(s).

Need more immediate assistance? Don't hesitate to contact any of the persons / departments listed below for your specific needs.

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Purchasing Division - 434-296-5854  
Tom Winder, Purchasing Agent  
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Fiscal Services - 434-296-5829  
Jackson Zimmerman, School Finance Officer  
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