

March is Procurement Month!



Procurement Tips worth a Pot of Gold!

Join us in celebrating March as National Procurement Month! NNPS' Purchasing Department continues to work diligently to establish and maintain ethical standards in buying and selling, increase knowledge of efficient procurement methods, distribute important information to staff and promote professionalism in public contracting.

Newport News Public Schools, along with the Virginia Association of Governmental Procurement (VAGP), the National Institute of Governmental Procurement (NIGP) and other procurement associations and agencies around the country engage in efforts during March to inform the public of procurement professionals' role in business, industry, and government.

- **Updated Surplus Property Procedures!** Updated Surplus Property Procedures are located on the Purchasing Department's intranet webpage. Please refer to these procedures if your department has obsolete items to sell, recycle, or dispose of.
- **Amazon e-Procurement Punch-Out Catalog goes live March 4th!** For Amazon requisitions that exceed the \$2,500 p-card single transaction limit, users can now select an icon in MUNIS to redirect to the Amazon Business website. This allows users to browse products and add items to their shopping cart. The selected items are then synchronized in our MUNIS ERP system in real time, eliminating the need to copy/paste item details or attach screenshots of your Amazon cart. Once all items are selected, users can submit their requisition for approval, which streamlines the requisition entry process!
- **Where do I send procurement inquiries, requests, or questions?** To ensure prompt response, all questions, inquiries, requests for contract review/approval, and tax-exempt forms must be sent to purchasing.help@nn.k12.va.us.
- **Can I ask a vendor to perform work onsite and issue a requisition "for payment purposes only" after the services are complete?** No, all contractors/consultants shall have a PO in place before work commences. Instructing a vendor to perform without a PO can create financial risk and liability issues. The only exception is approved emergencies.
- **I have a P-Card question. Where do I send the request?** P-Card related issues/inquiry emails must be sent to pcarduser@nn.k12.va.us. P-Card related inquiries include, but are not limited to, account lockout, forgot username, travel limit increase requests, general account questions, etc.



Procurement Pot of Gold Drawing!



The Purchasing Department will e-mail a list of procurement questions on Monday, March 4th. Answers must be sent to procurementmonth@nn.k12.va.us no later than Friday, March 15th at 12:00 noon. Individuals with all correct answers will move forward for a chance to win the Procurement Pot of Gold Grand Prize! The drawing will be held on March 15th just in time for Saint Patrick's Day. Good Luck!