

MARCH IS PROCUREMENT MONTH!



Slam Dunk Procurement Tips

- **Where do I send tax-exempt form requests?** All requests for tax-exempt forms must be sent to purchasing.help@nn.k12.va.us. The estimated processing turnaround time is 48 hours. Please ensure the tax-exempt form includes the name and address of the business before sending to Purchasing.
- **Where do I send general procurement inquiries or questions?** All general questions and inquiry emails must be sent to purchasing@nn.k12.va.us
- **Can I reset my Truist password?** Yes, on the Truist log-in page, click the “forgotten your password?” link to reset.
- **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 risk and liability issues. The only exception is approved emergencies.
- **I have a P-Card issue. Where do I send the request?** Effective immediately, all 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, limit increase/budget code requests, etc. Emails shall no longer be sent directly to the P-Card Program Manager. This email inbox is in place to efficiently track all incoming requests.
- **Can I enter a MUNIS requisition for goods/services under \$2,500?** For P-Card users that enter a requisition below \$2,500, in the “Vendor/Sourcing Notes” section of the requisition, it is **required** to have a note stating why your P-Card was not used. Failure to do so may result in the requisition being rejected.

Join us in celebrating March as National Procurement Month, honoring the hard work of public government procurement officials across the country! For Procurement Officers, March is an opportunity to share with others the benefits and values of a strong Procurement Department and celebrate all things related to Public Procurement.

March Madness Procurement Drawing!

NNPS’ Purchasing Department will send four (4) Procurement questions every Monday for the next four (4) weeks (a total of 16 questions, “**The Sweet 16**”). All answers must be sent to procurementmonth@nn.k12.va.us. Individuals with all correct answers will go into a drawing. If your name is drawn, you will continue on the road to the “**Final 4.**” At the end of the four (4) weeks, the “**Final 4**” names will go into a drawing for a chance to win NNPS’ March Madness Procurement Grand Prize!