



# SYRACUSE CITY SCHOOL DISTRICT

## REQUISITION ENTRY MANUAL

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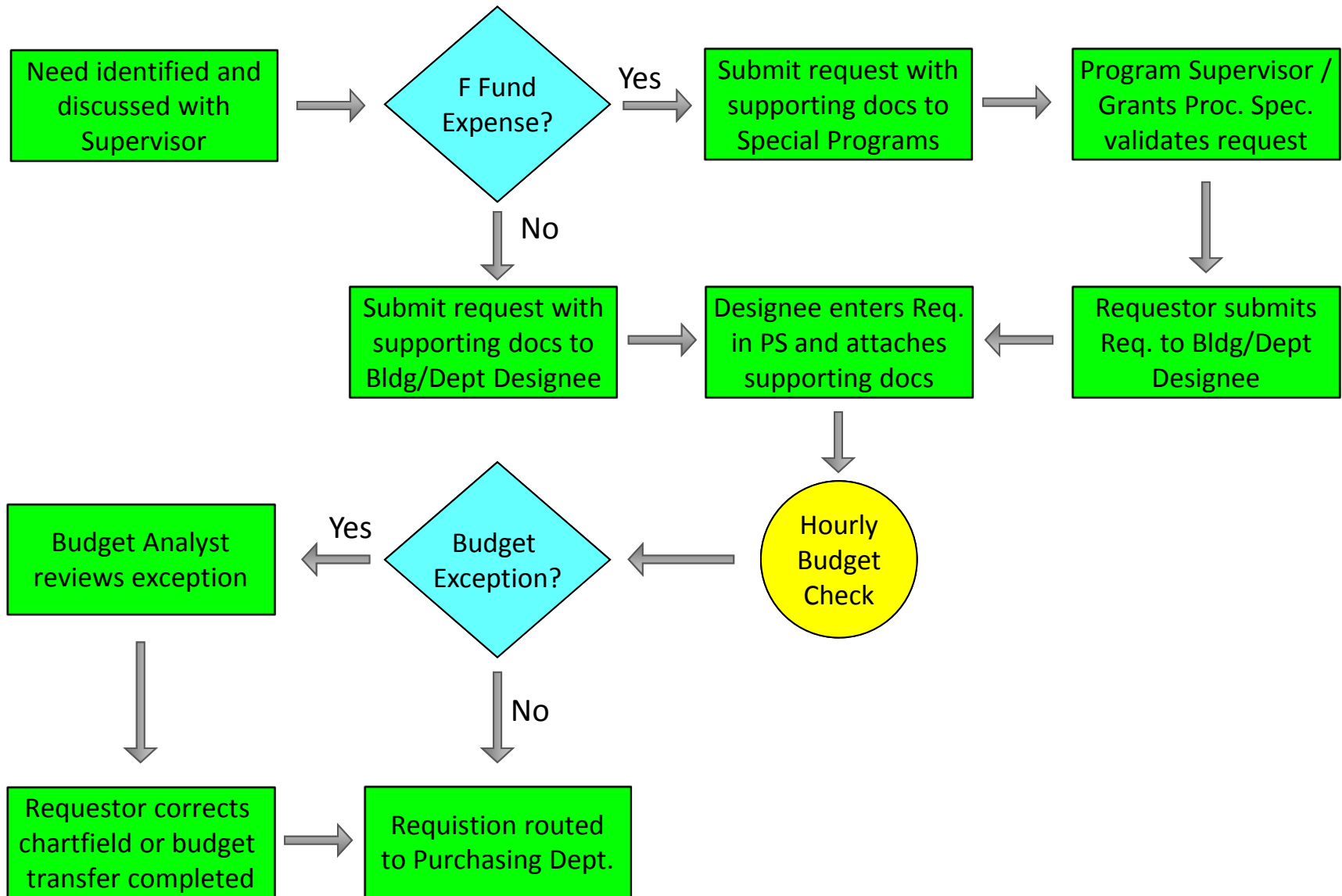
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### When you have questions - We are here to help!

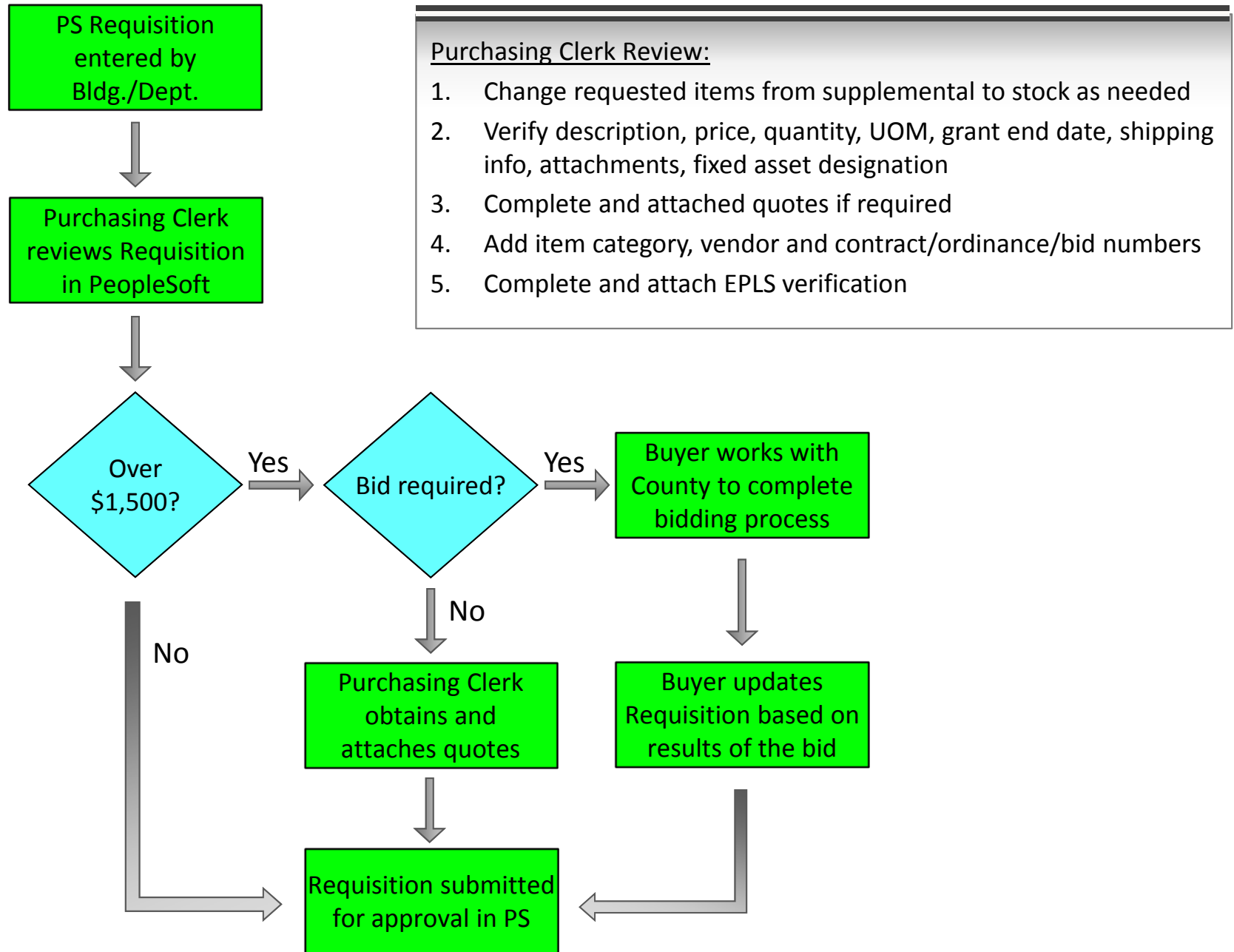
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# Paperless Requisition Workflow

**FLOWCHART FOR REQUISITIONS FOR SCHOOL/DEPARTMENT LEVEL –  
DOES NOT APPLY FOR CONTRACTS OR CONSULTANCIES**



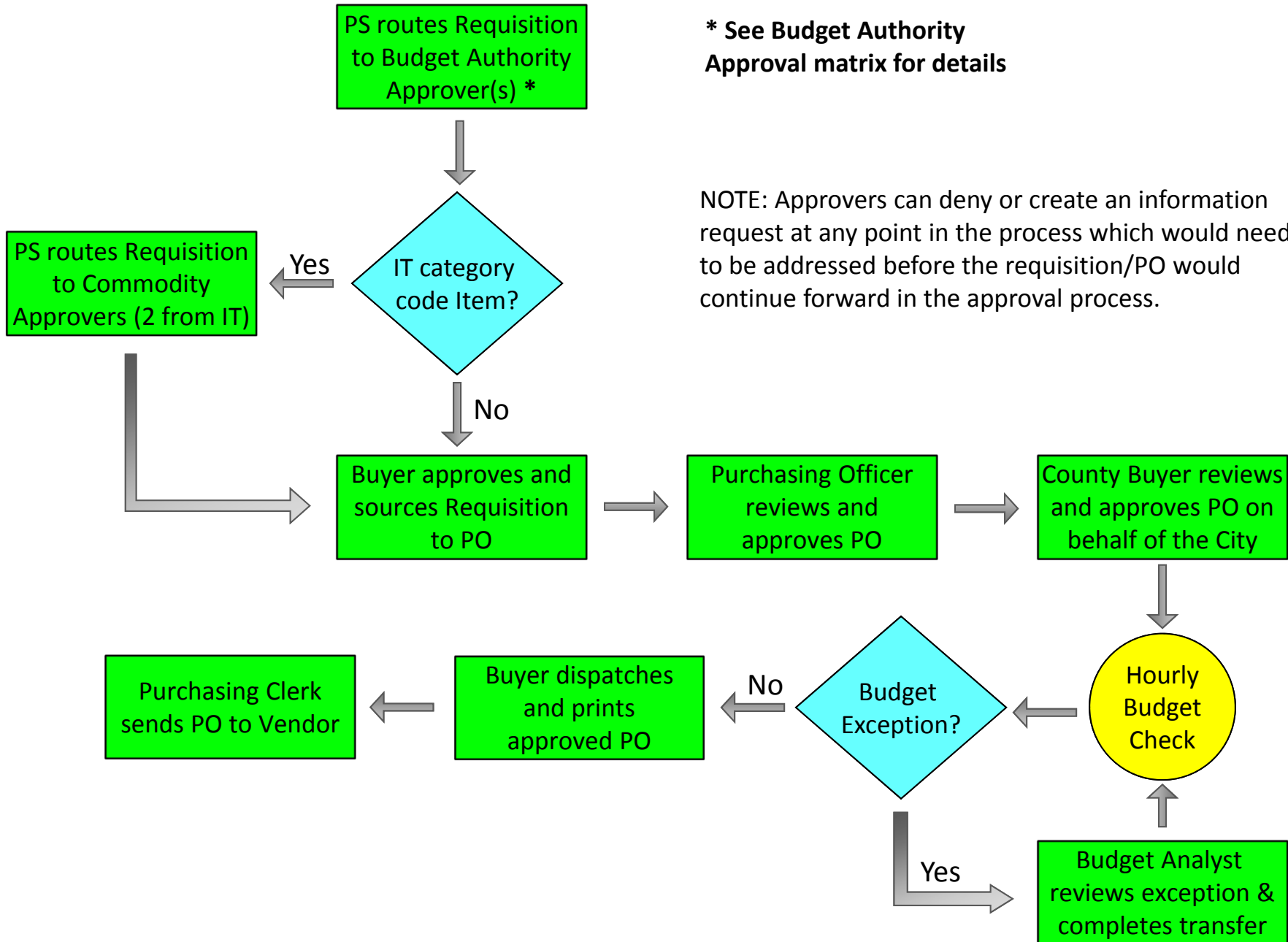
## FLOWCHART FOR REQUISITIONS FOR FISCAL SERVICES LEVEL



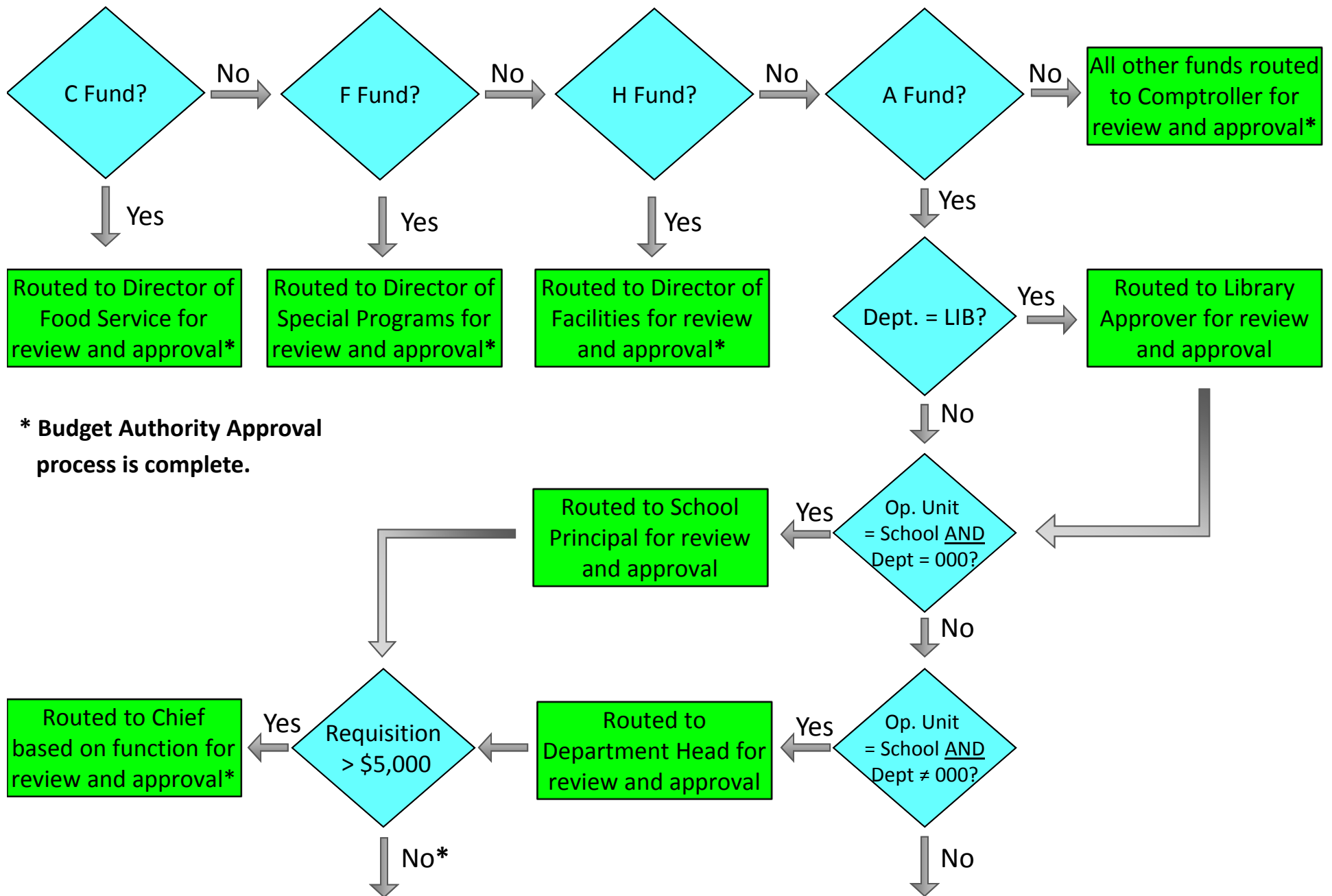
## FLOWCHART FOR REQUISITIONS FOR FISCAL SERVICES LEVEL

\* See Budget Authority Approval matrix for details

NOTE: Approvers can deny or create an information request at any point in the process which would need to be addressed before the requisition/PO would continue forward in the approval process.

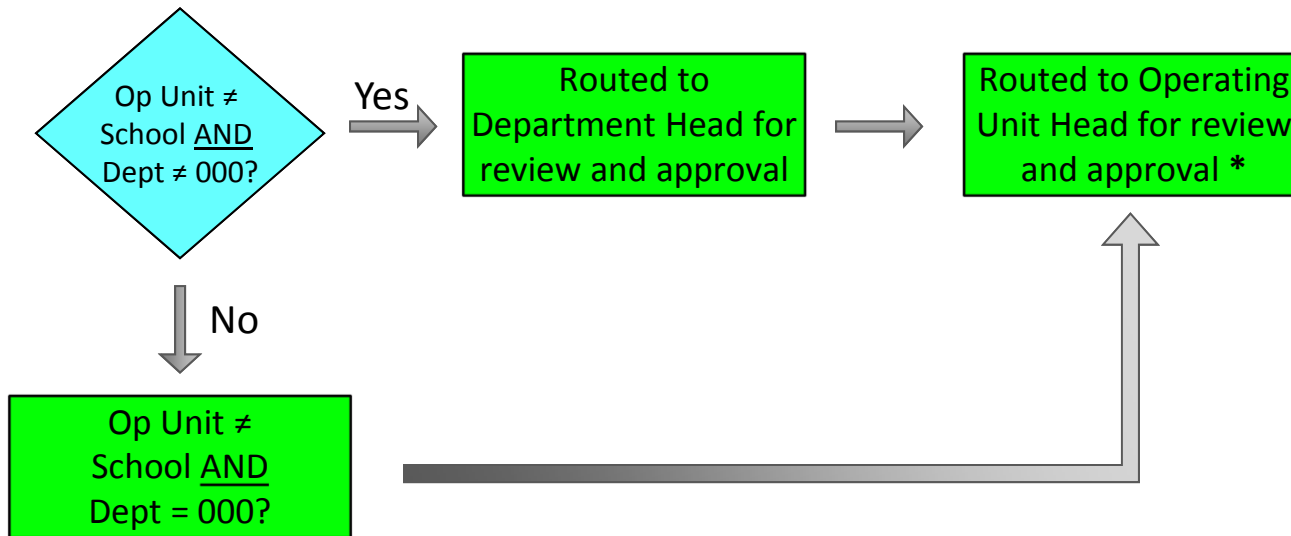


## BUDGET AUTHORITY APPROVAL MATRIX – PAGE 1



\* Budget Authority Approval process is complete.

## FLOWCHART FOR BUDGET AUTHORITY APPROVAL MATRIX – PAGE 2



**\* Budget Authority Approval process is complete.**

NOTE: Approvers can deny or create an information request at any point in the process which would need to be addressed before the requisition would continue forward in the approval process.

# Departmental Internal Controls

- Budget Authority Approvers
  - C Fund – Director of Food Service
  - F Fund – Director of Special Programs
  - H Fund – Director of Facilities
  - TE1,TA,PN - Comptroller
  - School requisitions approved by Principals and Department Heads
  - School requisitions over \$5,000 approved by Chief
  - Non-school requisitions approved by Department Heads and Operating Unit Heads
- IT Approvers for IT category code items
- Library Approver for “LIB” department items

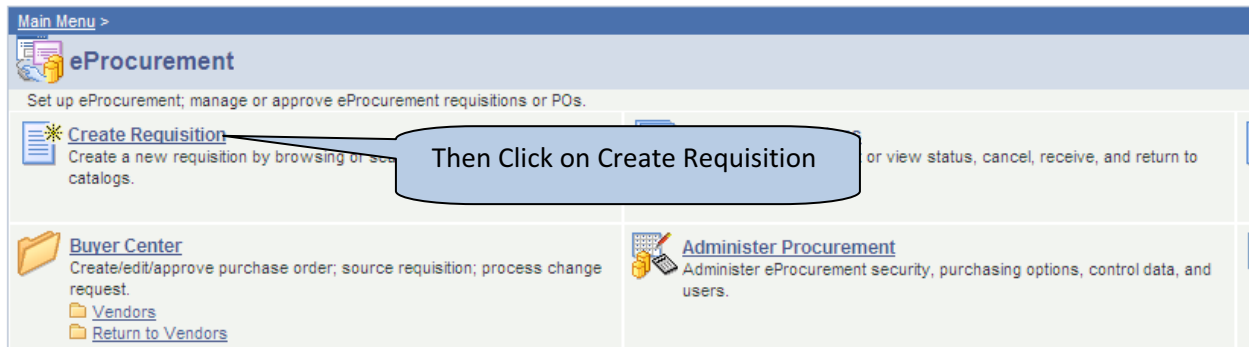
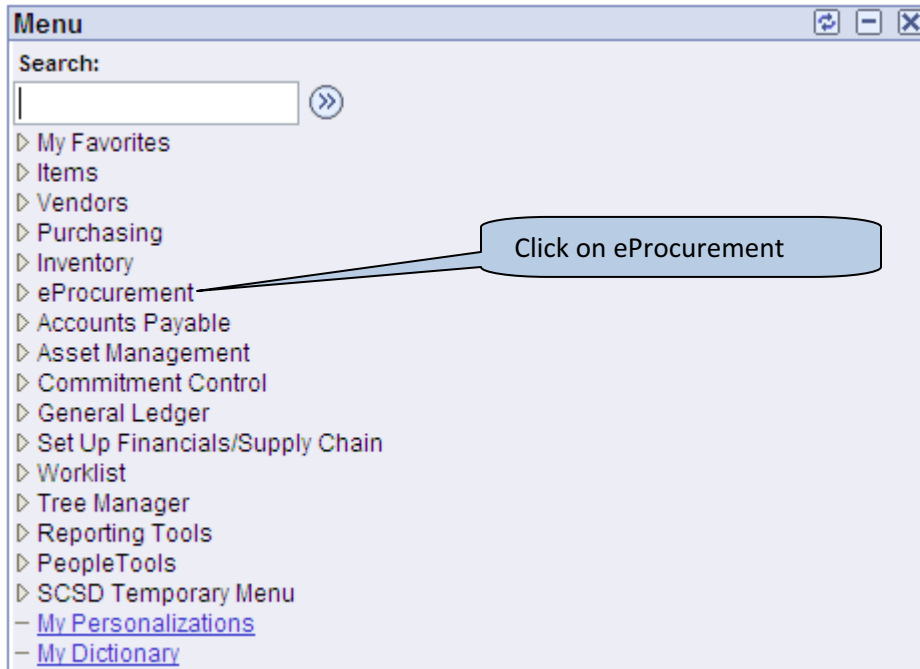


# Fiscal Internal Controls

- Hourly budget check process on requisitions verifies availability of funds, pre-encumbers the funds and validates the chartfield string.
- Budget Analyst reviews and corrects budget check exceptions
- Purchasing Clerk reviews accuracy and completeness of requisition and obtains quotes if needed
- Buyer reviews bidding requirements and completes as necessary
- Purchasing Officer and County review and approve all purchase orders
- Hourly budget check process on purchase orders verifies the availability of funds, encumbers the funds and validates the chartfield string.

## Creating a Requisition from the Online Catalog

Menu Path: eProcurement > Create Requisition



## Create Requisition

1. Define Requisition    2. Add Items and Services    3. Review and Submit

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit:  Syracuse City School District  
Requester:  Gr  
Requisition Name:

First give your requisition a name. Please include your building number and the name of the person who will be receiving the good or services.

Line Defaults

Continue

Then click Continue

You will then add Items from the Catalog to your requisition.

## Create Requisition

1. Define Requisition    2. Add Items and Services    3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Catalog    Favorites    Templates    Forms    Web    Special Request

Browse Catalog

\*Select a catalog:

Left  Right

You can Search for Items by Description, Item ID number, or Vendor. See Tips below

- Choose from available catalogs in the dropdown list
- Navigate categories by clicking folders
- View items in a category by clicking the category name
- Use the checkboxes to select categories to search below

Search Catalog

Search contains: all of the following search fields entered:

Description:   
Manufacturer:   
Manufacturer's Item ID:   
Vendor:   
Vendor Item ID:   
Item ID:   
UPN ID:

[Search Settings](#)

Then click on search.

### Tips:

- Use the most basic item type as the first word (i.e. paper, pen, clip, or fluid)
- You can then use descriptive words. You should use a % between all words. (i.e. %pen%black%)\*
- Try to only use one descriptive word at first. This is because word order matters.

\*% is a Wildcard Character in PeopleSoft.

You can then add Items from your search to your order.

Enter the quantity you would like to order.

Details		Item IDs					
Item Description	Vendor	Mfg Name	Price	Curr	UOM	Quantity	
<input type="checkbox"/> <a href="#">PAPER, BRUSH, MANILA, 60 LB.</a>	SCHOOL SPECIALTY, INC		21.06000	USD	PACKAGE	1.000	Add
<input type="checkbox"/> <a href="#">PAPER, BUTTER, WHITE, 36" X</a>	SCHOOL SPECIALTY, INC		29.82000	USD	EACH	1.000	Add
<input type="checkbox"/> <a href="#">PAPER, CONSTRUCTION, BRIGHT GR</a>			2.65000	USD	PACKAGE	1.000	Add
<input type="checkbox"/> <a href="#">PAPER, CONSTRUCTION, BRIGHT GR</a>	SPECIALTY, INC		4.82000	USD	PACKAGE	1.000	Add
<input type="checkbox"/> <a href="#">PAPER, CONSTRUCTION, DARK BLUE</a>	SCHOOL SPECIALTY, INC		2.49000	USD	PACKAGE	1.000	Add
<input type="checkbox"/> <a href="#">PAPER, CONSTRUCTION, DARK BLUE</a>	CASCADE SCHOOL SUPPLY		4.99000	USD	PACKAGE	1.000	Add
<input type="checkbox"/> <a href="#">PAPER, CONSTRUCTION, DARK GREE</a>	SCHOOL SPECIALTY, INC		5.15000	USD	PACKAGE	1.000	Add

If you would like to know more about an item click on the description

Then click Add

When you are done adding Items Click on Review and Submit.

### Create Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

**Catalog** | Favorites | Templates | Forms | W

**Browse Catalog**

\*Select a catalog: All Purchasing Items

Left | Right |  All Items

available  
dropdown list  
categories by  
users

- View items in a category by clicking the category name
- Use the checkboxes to select categories to search below

**Search Catalog**

Search contains all of the following search fields entered:

Description:

Manufacturer:

Manufacturer's Item ID:

Vendor:

Vendor Item ID:

Item ID:

UPN ID:

Include Images

[Search Settings](#)

Only the first 50 results can be displayed. Please refine your search criteria.

When you are done adding Items Click on Review and Submit

You then add your account information.

### Create Requisition

1. Define Requisition      2. Add Items and Services      3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: SCSD1 Syracuse City School District  
Requestor: EVANBE46 Van Ben Schoten, Elizabeth \*Currency: USD  
Requisition: ...ngs 3rd Grade Class Priority: Medium

Vendor Name	Quantity	UOM	Price	Total
SCHOOL SPECIALTY, INC	10.0000	PACKAGE	21.06000	210.60

Total Amount: 210.60 USD

Buttons: Add to Favorites, Add to Template(s), Modify Line / Shipping / Accounting, Delete

Justification/Comments: [Text Area]

Check Budget

Save & submit, Save & preview approvals, Cancel requisition, Find more items

First click on select all

Then click Modify Line / Shipping / Accounting

### Create Requisition

#### Modify Line / Shipping / Accounting

Line Information

Note: The information below does not reflect the data in the selected requisition lines. When the 'Apply' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines.

Vendor ID: [ ] Vendor Location: [ ]  
Buyer: [ ] Category: [ ]

Shipping Information

Ship To: [ ] [Modify Shipping Address](#)  
Due Date: [ ] Attention: [ ]

Accounting Information

Percent	Location	GL Unit	Fund	Function	Oper	Account	Dept	Program	Project/Grant	Fund
1	[ ]	SCSD1	A	21100	000	5000	001	00000	[ ]	[ ]

Buttons: Apply, Cancel

Do not enter Information in any of these fields

Enter the budget chartfields here.

Click Apply when done

Only enter a location if you are ordering supplies that are going to another location

## Distribution Change Options

For the selected requisition lines, apply distribution changes to

**All Distribution Lines**

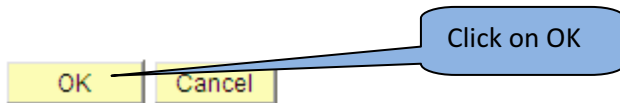
Apply changes to all existing distribution lines.

**Matching Distribution Lines**

Apply changes to each existing distribution line by matching the distribution line numbers.

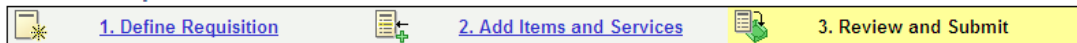
**Replace Distribution Lines**

Remove the existing distribution lines and replace with the distribution lines changes.



Then submit your requisition for approval.

## Create Requisition



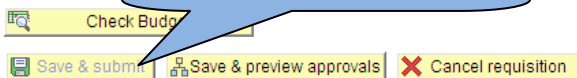
Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit:  Syracuse City School District  
Requester:  Van Ben Schoten, Elizabeth \*Currency:   
Requisition Name:  Priority:

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	PAPER BRUSH, MANILA, 60 LB.	SCHOOL SPECIALTY, INC	10.0000	PACKAGE	21.06000	210.60
<input checked="" type="checkbox"/> Select All / Deselect All						Total Amount: 210.60 USD
<input type="button" value="Add to Favorites"/> <input type="button" value="Add to Template(s)"/> <input type="button" value="Modify Line / Shipping / Accounting"/> <input type="button" value="Delete"/>						

Justification/Comments

Send to Vendor



[Find more items](#)

## How to Enter an Office Max Requisition

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### PURPOSE:

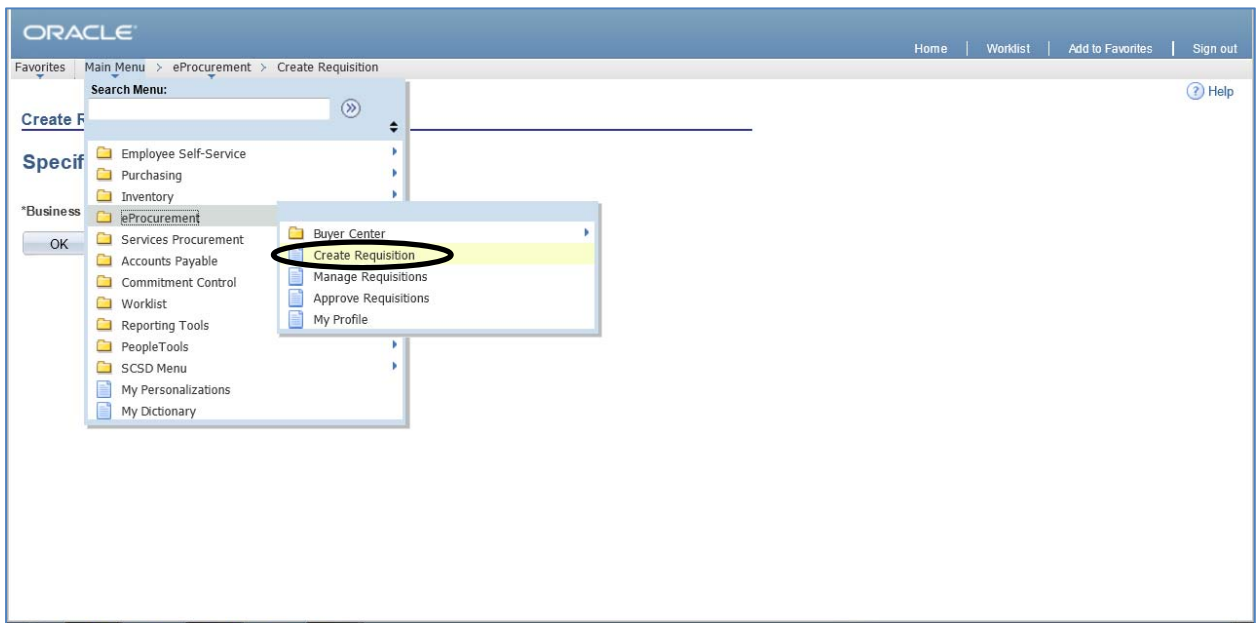
- Office Max is the primary vendor for office supplies that are not available from BOVA stock. Paper is available from BOVA. **DO NOT ORDER COPY PAPER FROM OFFICE MAX.**
- Designated employees in each School/Department can place orders online directly at [www.OfficeMaxworkplace.com](http://www.OfficeMaxworkplace.com) using an approved blanket purchase order.
- Office Max will ship the office supplies order within 24 hours of purchase approval.
- The School/Department is responsible for submitting a requisition to create a blanket purchase order for Office Max purchases at the beginning of each fiscal year.

### PROCEDURE:

1. Working with your Principal/Supervisor, determine the total dollar amount of office supplies that are expected to be purchased during the current fiscal year and the chartfield/budget number that will be used for the Office Max requisition.

**TIP:** Chartfields with budgeted amounts are distributed to each School at the beginning of the year. If you are unsure which chartfield to use, contact the budget department for assistance (ext. 6328).

2. Navigate to: eProcurement > Create Requisitions



## How to Enter an Office Max Requisition

- In the “Requestor” field, enter your PeopleSoft user ID (or search for your user ID by clicking on the ) and then click



ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement > Create Requisition

Help

### Create Requisition

#### Specify Business Unit and Requester

\*Business Unit: SCSD1  Syracuse City School District

\*Requester: CWINCH82  Winchek, Carol

- In the “Requisition Name” field, enter the name of the requisition **USING ALL CAPITAL LETTERS** as your location, first initial, last name, vendor and then click



ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement > Create Requisition

Help

### Create Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit: SCSD1  Syracuse City School District

\*Requester: CWINCH82  Winchek, Carol

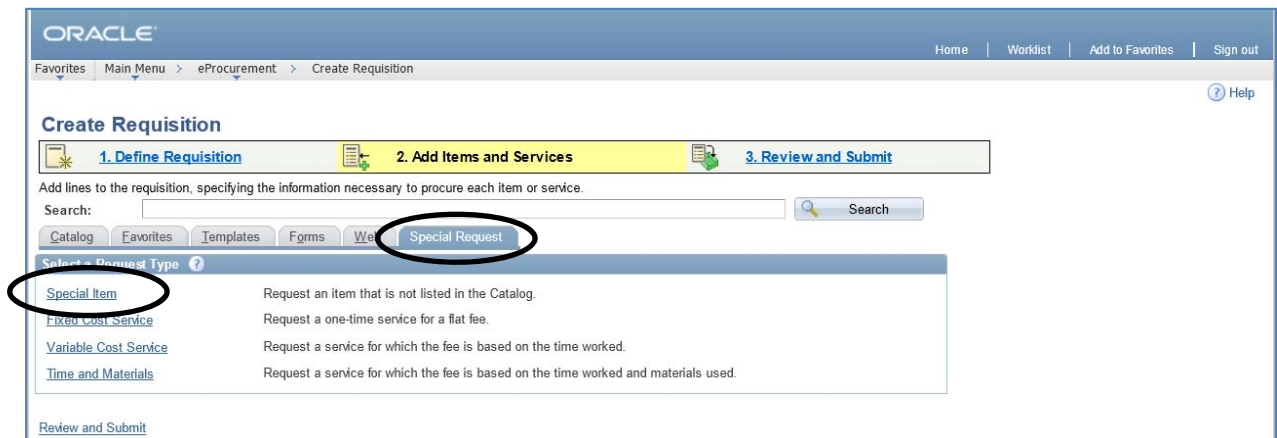
\*Currency: USD

Requisition Name: 001 C WINCHEK OFFICE MAX

Priority: Medium

Line Defaults 

- Click on the “Special Request” tab and then on “Special Item”



ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement > Create Requisition

Help


### Create Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Catalog | Favorites | Templates | Forms | Web **Special Request**

Select a Request Type 

**Special Item** Request an item that is not listed in the Catalog.

Fixed Cost Service Request a one-time service for a flat fee.

Variable Cost Service Request a service for which the fee is based on the time worked.

Time and Materials Request a service for which the fee is based on the time worked and materials used.



## How to Enter an Office Max Requisition

6. Enter requisition information **USING ALL CAPITAL LETTERS** as follows:

### **For Office Supplies (Account 5010)**

- Item Description: FY \_\_/\_\_ OFFICE SUPPLIES FOR (Bldg./Dept./Prog. Name)
- Price: 1.00000
- Quantity: Total dollar amount of expected purchases
- Unit of Measure: \$
- Category: 091002 (Office Supplies)
- Vendor ID: 0000039751 (Office Max Contract, Inc.)

### **For Instructional Supplies (Account 5000)**

- Item Description: FY \_\_/\_\_ INSTRUCTIONAL SUPPLIES FOR (Bldg./Dept.)
- Price: 1.00000
- Quantity: Total dollar amount of expected purchases
- Unit of Measure: \$
- Category: 097002 (Instructional Supplies)
- Vendor ID: 0000039751 (Office Max Contract, Inc.)

### **Example**

In the example below, the Institute of Technology is creating a requisition for fiscal year 2013-2014 for \$50 of office supplies (category 091002) to be spent on orders from the Office Max website.

The screenshot shows the Oracle eProcurement 'Create Requisition' interface. The breadcrumb trail is 'Favorites | Main Menu > eProcurement > Create Requisition'. The page title is 'Create Requisition'. There are three tabs: '1. Define Requisition', '2. Add Items and Services', and '3. Review and Submit'. Below the tabs, there is a search bar and a 'Search' button. The 'Special Request' tab is selected. The 'Special Item' section contains the following fields:

*Item Description:	FY 13/14 OFFICE SUPPLIES FOR INSTITUTE OF TECHNOLOGY		
*Price:	1.00000	*Currency:	USD
*Quantity:	50.0000	*Unit of Measure:	\$
*Category:	091002	Due Date:	
Vendor ID:	0000039751	<a href="#">Suggest New Vendor</a>	
Vendor Name:	OFFICE MAX CONT		

## How to Enter an Office Max Requisition

7. Enter the Office Max contract number in the “Additional Information” section.

**TIP:** For 2013-2014, the contract number is RFB-7268

8. Enter the first and last name, phone number and email address of the person/people who will be allowed to place orders on the Office Max website.

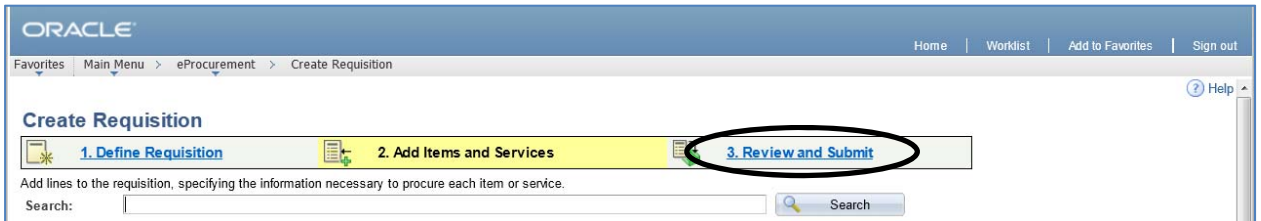
**TIP:** Verify the person’s information is correct... **incorrect information = unable to order**

9. Check the boxes for “Send to Vendor”, “Show at Receipt”, and “Show at Voucher”

10. Click 

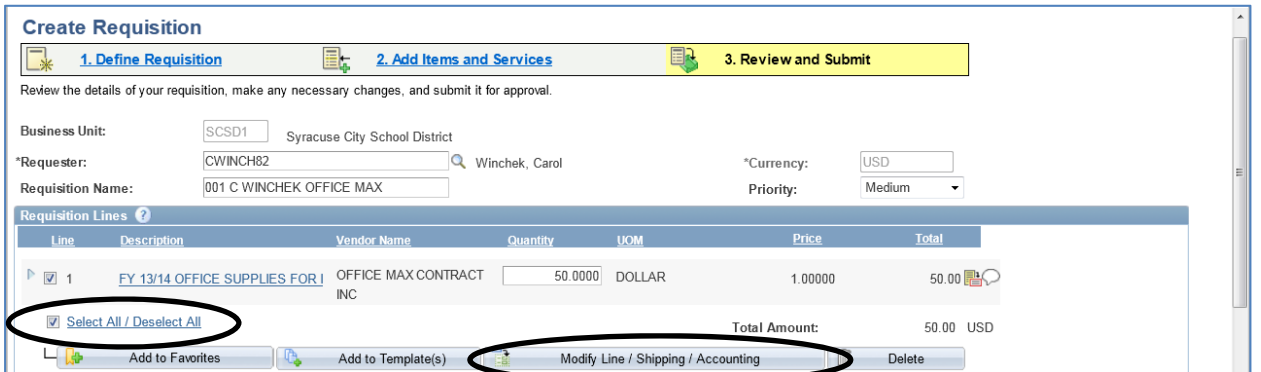


11. Click on “3. Review and Submit”



12. Click on “Select All / Deselect All” to select all lines.

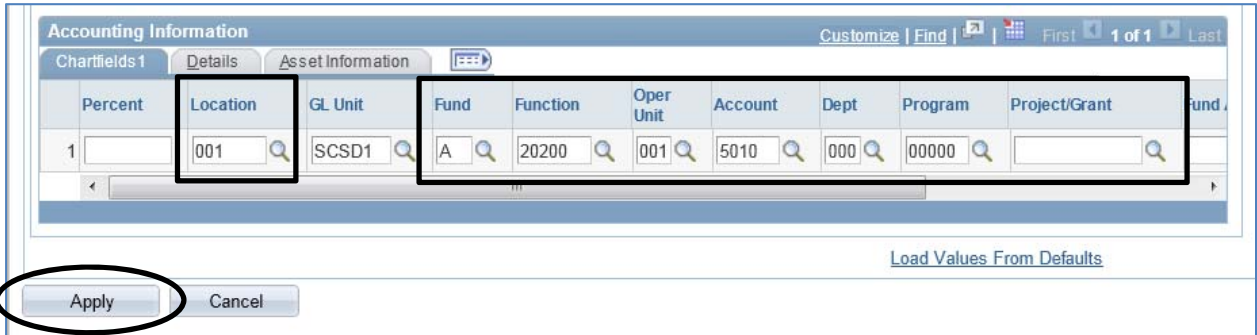
13. Click on 



# How to Enter an Office Max Requisition

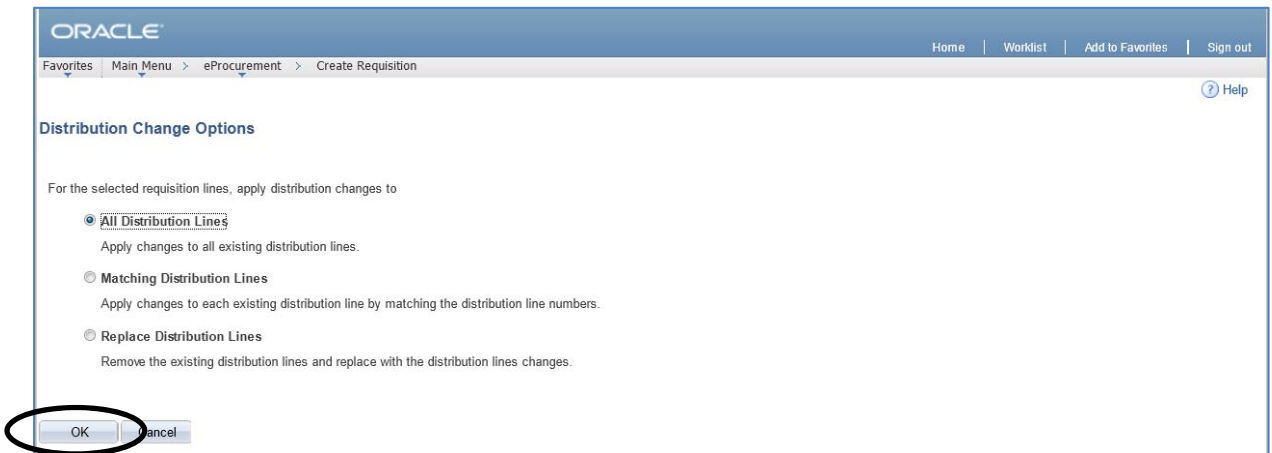
14. Enter the location and the chartfield.

15. Click 

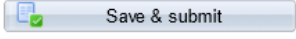


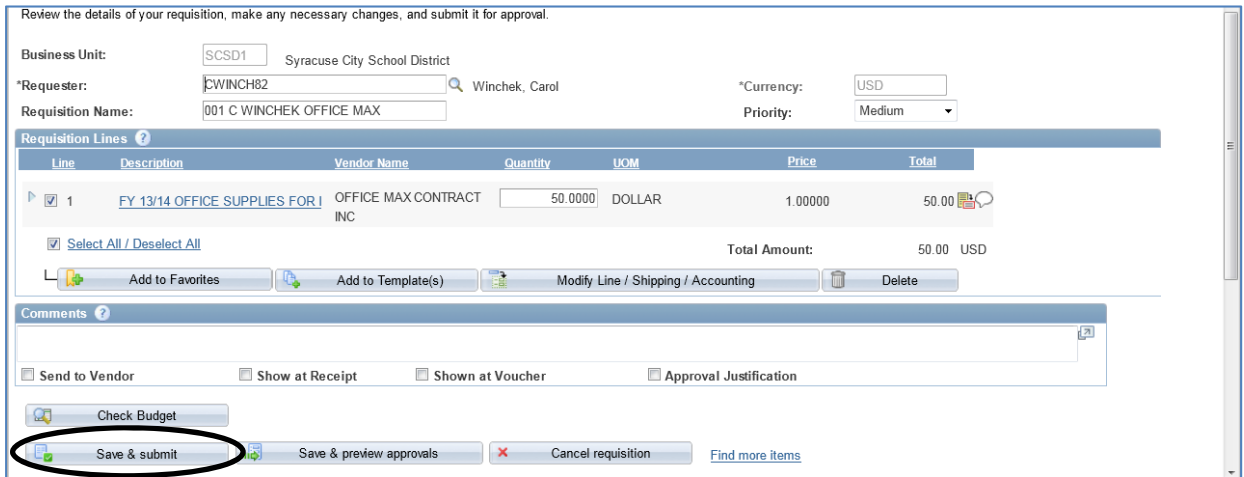
The screenshot shows the 'Accounting Information' dialog box in Oracle. The 'Details' tab is active. A table with columns: Percent, Location, GL Unit, Fund, Function, Oper Unit, Account, Dept, Program, Project/Grant, and Fund. The 'Location' field contains '001' and the 'Fund' field contains 'A'. The 'Apply' button at the bottom left is circled in red.

16. Verify that "All Distribution Lines" is selected and click 



The screenshot shows the 'Distribution Change Options' dialog box. The 'All Distribution Lines' radio button is selected. The 'OK' button at the bottom left is circled in red.

17. Verify the information was entered correctly and click 



The screenshot shows the 'Review the details of your requisition' screen. The 'Business Unit' is 'SCSD1' (Syracuse City School District), the 'Requester' is 'CWINCH82' (Winchek, Carol), and the 'Requisition Name' is '001 C WINCHEK OFFICE MAX'. The 'Requisition Lines' table shows one line with a quantity of 50.0000 and a total of 50.00. The 'Save & submit' button at the bottom left is circled in red.

# How to Enter a Wegmans Requisition

## PURPOSE:

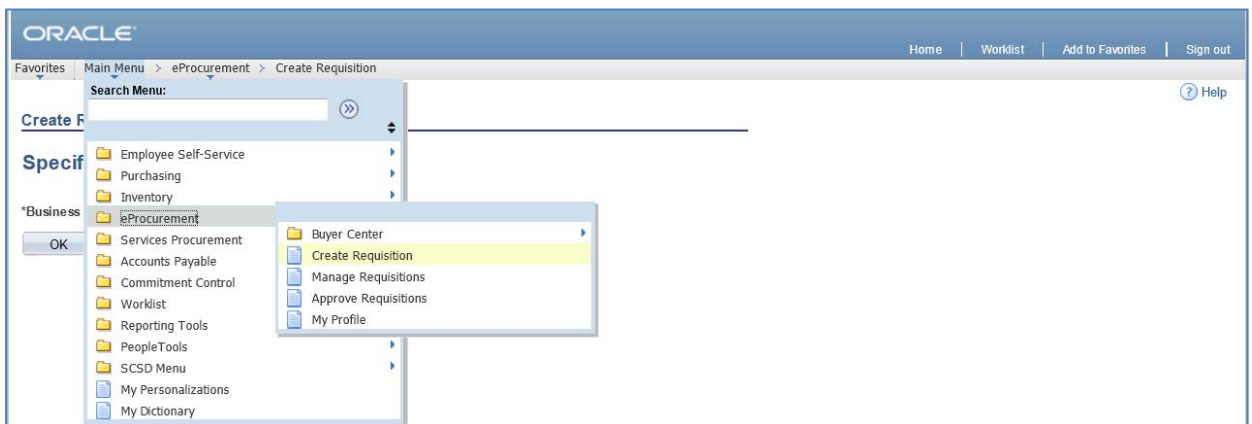
- Wegmans cards are used to purchase food and paper products with Beverage Commissions, grant funds and other sources for student and staff events.
- Designated employees in each School/Department can use their Wegmans card to purchase allowable food and paper products at any Wegmans store.
- The School/Department is responsible for submitting a requisition to create a blanket purchase order to obtain or replenish their Wegmans card each fiscal year.
- Wegmans cards for Beverage Commissions from the current fiscal year can be used through 9/30 of the next fiscal year.
- Wegmans cards for grant funds can be used through the grant end date.
- New cards are generally available 7 days after the PURCHASE ORDER is approved.
- Requests to add additional funds to existing cards are generally posted to your card 2-3 business days after the PURCHASE ORDER is approved.

## PROCEDURE:

1. Working with your Principal/Supervisor, determine the dollar amount to be used for Wegmans purchases and the chartfield/budget number that will be used.

**TIP:** Beverage Commissions for staff and student accounts are allocated throughout the year. If you need assistance determining the amount of funds available, contact Lynne Sheldon at ext. 4873.

2. Navigate to: eProcurement > Create Requisitions



## How to Enter a Wegmans Requisition

- In the “Requestor” field, enter your PeopleSoft user ID (or search for your user ID by clicking on the ) and then click



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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement > Create Requisition

Help

### Create Requisition

#### Specify Business Unit and Requester

\*Business Unit:  Syracuse City School District

\*Requester:  Desilvia, Joan

- In the “Requisition Name” field, enter the name of the requisition **USING ALL CAPITAL LETTERS** as your location, first initial, last name, vendor and then click



ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement > Create Requisition

Help

### Create Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit:  Syracuse City School District

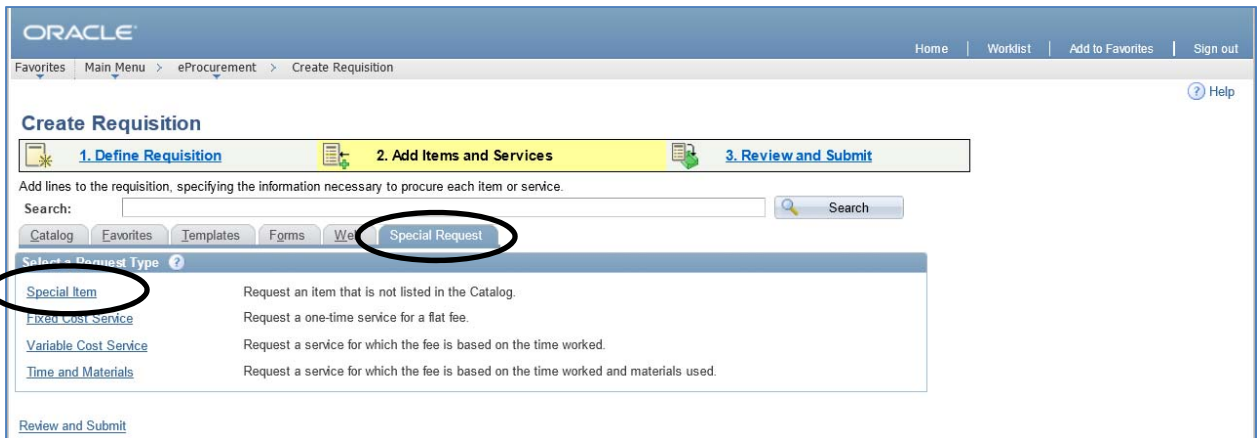
\*Requester:  Desilvia, Joan

\*Currency:

Requisition Name:

Priority:

- Click on the “Special Request” tab and then on “Special Item”



ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement > Create Requisition

Help

### Create Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Catalog | Favorites | Templates | Forms | **Special Request**

Select a Request Type

<b>Special Item</b>	Request an item that is not listed in the Catalog.
Fixed Cost Service	Request a one-time service for a flat fee.
Variable Cost Service	Request a service for which the fee is based on the time worked.
Time and Materials	Request a service for which the fee is based on the time worked and materials used.

## How to Enter a Wegmans Requisition

6. Enter requisition information **USING ALL CAPITAL LETTERS** as follows:

### **For a New Wegmans Card**

- Item Description: SCSD – SCHOOL NUMBER, SCHOOL NAME, TYPE – WEGMANS NEW CARD – TO PURCHASE FOOD AND PAPER PRODUCTS – EXPIRES X/XX/XX

#### **Examples for Beverage Commissions for Students (STD) and Staff (STF):**

SCSD-054 JCTR BC STD – WEGMANS NEW CARD – TO PURCHASE FOOD AND PAPER PRODCUTS – EXPIRES 9/30/14

SCSD-021 DFTH BC STF – WEGMANS NEW CARD – TO PURCHASE FOOD AND PAPER PRODUCTS – EXPIRES 9/30/14

#### **Example for Grant Funds:**

SCSD-051 WEB TITLE I – WEGMANS NEW CARD – TO PURCHASE FOOD AND PAPER PRODUCTS – EXPIRES 8/31/14

- Price: 1.00000
- Quantity: Total dollar amount of expected purchases
- Unit of Measure: \$
- Category: 044072 (Misc. Grocery Items & Supplies)
- Vendor ID: 0000057585 (Wegmans Food Markets, Inc.)

**New Card Requisition Example:** The Johnson Center is creating a requisition for a new Wegmans card for 2013-2014 student beverage commissions for \$656.

**Create Requisition**

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Catalog | Favorites | Templates | Fgms | Web | Special Request

**Special Item**

\*Item Description: SCSD-054 JCTR BEV STD - WEGMANS NEW CARD - TO PURCHASE FOOD AND PAPER PRODUCTS

\*Price: 1.00000 \*Currency: USD

\*Quantity: 656.0000 \*Unit of Measure: \$

\*Category: 044072 Due Date:

Vendor ID: 0000057585 [Suggest New Vendor](#)

Vendor Name: WEGMANS FOOD

## How to Enter a Wegmans Requisition

### To Add Funds to an Existing Wegmans Card (“Replenish Existing Card”)

- Item Description: 7 DIGIT CARD NUMBER, CARD DESCRIPTION – REPLENISH EXISTING CARD – EXPIRES X/XX/XX

**Example:**

4940024 015 HW SMITH BC STD – REPLENISH EXISTING CARD – EXPIRES 9/30/14

- Price: 1.00000
- Quantity: Total dollar amount of expected purchases
- Unit of Measure: \$
- Category: 044072 (Misc. Grocery Items & Supplies)
- Vendor ID: 0000057585 (Wegmans Food Markets, Inc.)

- In the “Additional Information” section, enter the Wegmans ordinance number.

**TIP:** For 2013-2014, the ordinance number is 372-13. The number changes annually.

- In the “Additional Information” section, enter the first and last name and phone number of the person who should be notified when the card is ready to be picked-up.

**TIP:** Verify the person’s information is correct... **incorrect info. = no pick-up notification**

- In the “Additional Information” section, if grant funded, also enter “F – Grant Ends XX/XX/XX” with the grant end date.

- Check the boxes for “Send to Vendor”, “Show at Receipt”, and “Show at Voucher”

- Click 



Additional Information

304-12  
F - Grant Ends 6/30/14  
Contact John Dittman, Jr. at ext. 4135 when card is ready to be picked up

Send to Vendor     Show at Receipt     Show at Voucher

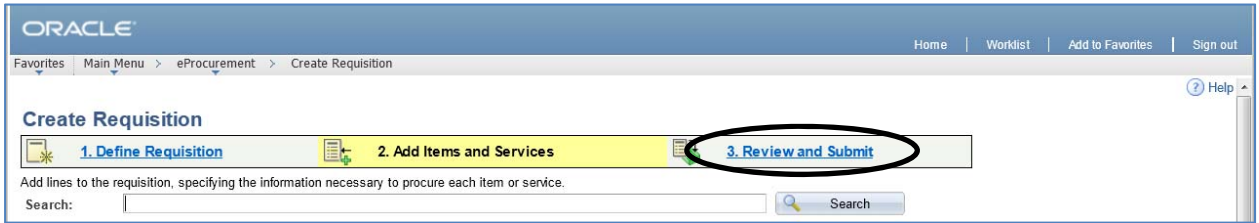
Add Item    Cancel    Add or Start New Type

Request New Item

Request New Item

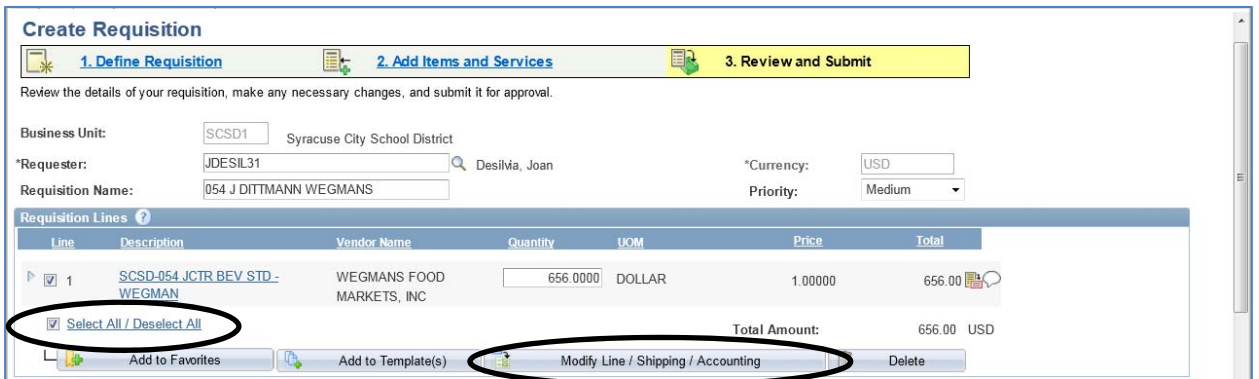
# How to Enter a Wegmans Requisition

12. Click on “3. Review and Submit”



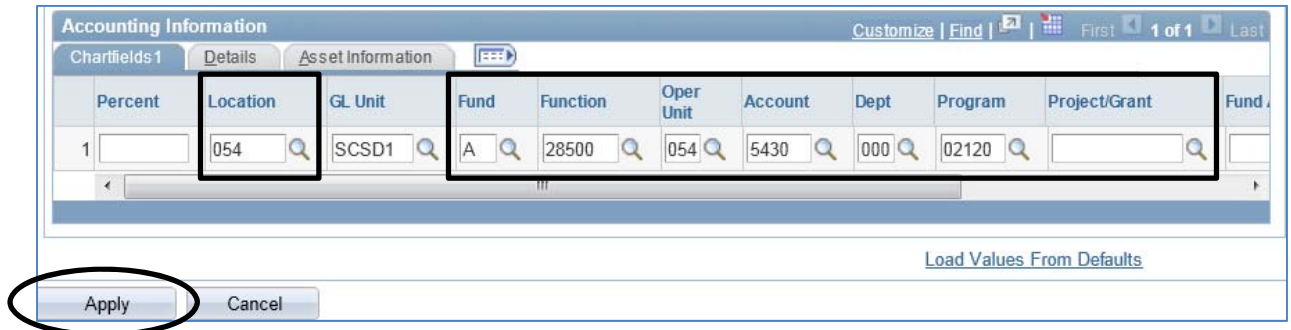
13. Click on “Select All / Deselect All” to select all lines.

14. Click on  Modify Line / Shipping / Accounting



15. Enter the location and the chartfield.

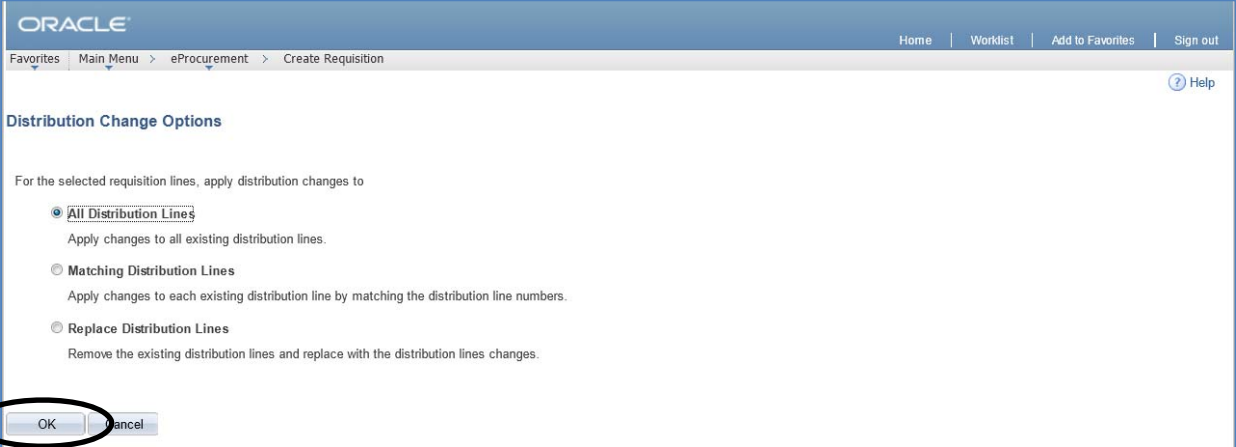
16. Click 





# How to Enter a Wegmans Requisition

17. Verify that “All Distribution Lines” is selected and click 



ORACLE

Home | Worklist | Add to Favorites | Sign out


Favorites | Main Menu > eProcurement > Create Requisition

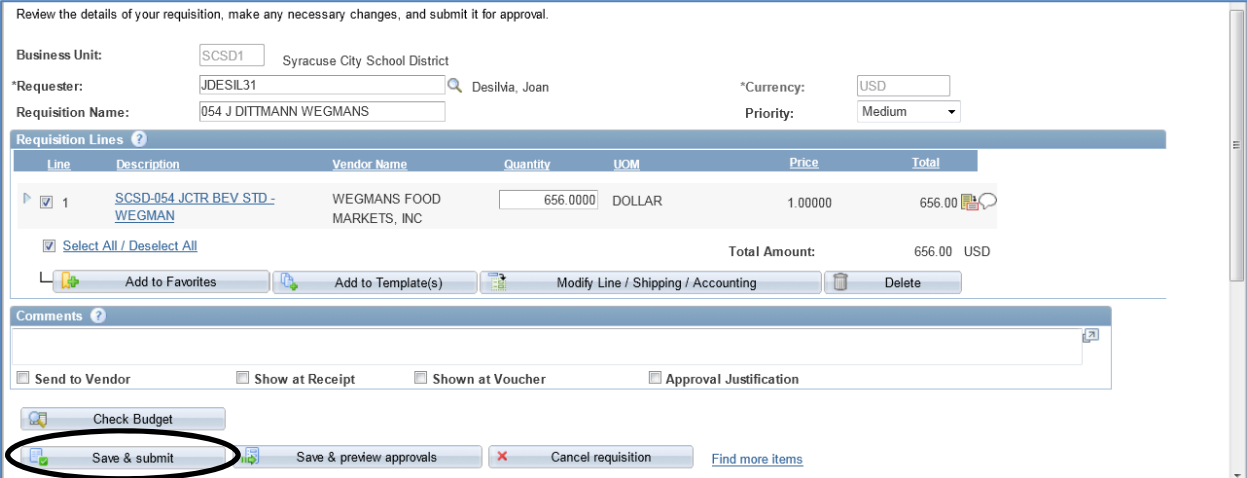
Help

### Distribution Change Options

For the selected requisition lines, apply distribution changes to

- All Distribution Lines**  
Apply changes to all existing distribution lines.
- Matching Distribution Lines**  
Apply changes to each existing distribution line by matching the distribution line numbers.
- Replace Distribution Lines**  
Remove the existing distribution lines and replace with the distribution lines changes.

18. Verify the information was entered correctly and click 



Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit:  Syracuse City School District

\*Requester:  Desilva, Joan

\*Currency:

Requisition Name:  Priority:

### Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
<input checked="" type="checkbox"/> 1	SCSD-054 JCTR BEV STD- WEGMAN	WEGMANS FOOD MARKETS, INC	656.0000	DOLLAR	1.00000	656.00
Total Amount:						656.00 USD

Select All / Deselect All

### Comments

Send to Vendor  Show at Receipt  Shown at Voucher  Approval Justification

[Find more items](#)



# SYRACUSE CITY SCHOOL DISTRICT

**Accounts Payable Department**  
725 Harrison Street · Syracuse, NY 13210  
Phone 315·435·4434 · Fax 315·435·4190

**Sharon L. Contreras**  
Superintendent of Schools

## **PROCEDURES FOR USING DISTRICT WEGMANS CARD**

- Wegmans Shoppers Club cards can be picked up from Pat Hellinger, Accounts Receivable at Central Office ext. 4840.
- You will receive a PIN # with the card. **DO NOT CHANGE THE PIN #.** If you forget or lose the PIN #, contact Pat Hellinger at ext. 4840 or Kristin Felicia at ext. 4813.
- The Shoppers Club cards should only be used for **food** items and products relating to food (napkins, plates, cutlery, etc). If you are unsure if an item is allowed, please contact Kristin Felicia ext. 4813.

**Do not purchase: gift cards, flowers, plants, wrapping paper, note cards, school supplies, alcoholic beverages, tobacco products or lottery tickets.**

**A person who purchases non-allowable item(s) is required to reimburse the District for the cost of the non-allowable item(s) IMMEDIATELY upon notification of disallowance.**

- The SCSD card will receive all applicable store discounts. Do not scan your personal Shoppers Club Card when using the SCSD card.
- Do not leave the store without the original receipt.
- **Submit original receipt and Wegman's Shopper Card Form within 48 hours to Accounts Payable**

Receipt should include:

Signature

Date

Reason for purchase (10<sup>th</sup> gr celebration, staff meeting, etc)

Date of event (if applicable)

PO # (if known)

- To check the balance on your card or report a lost or stolen card: Call 1-800-934-6267 choose option 3.
- Cards should be returned to Pat Hellinger or Kristin Felicia at Central Office when the balance is \$0 or the program ends (PO expiration date).

**Wegmans Shopper Card**

Card# \_\_\_\_\_

School: \_\_\_\_\_

Date of Purchase: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason for  
Purchase: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_

PO# \_\_\_\_\_

Signature: \_\_\_\_\_

*Please sign front of receipt. DO NOT sign back of receipt.*

Within 48 Hours Send Original Receipt(s) to:

*Accounts Payable  
Central Office*

Attach Receipt Here

**Reminder:**

**Sign, write PO number, and description of event on FRONT of this receipt.**

# Wegmans' Shoppers Club Ledger

**Beginning Balance** (Amount Requisitioned) \$ \_\_\_\_\_

Receipt no. \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_ Amount: \$ \_\_\_\_\_ Reason/Event \_\_\_\_\_ Balance \$ \_\_\_\_\_

Receipt no. \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_ Amount: \$ \_\_\_\_\_ Reason/Event \_\_\_\_\_ Balance \$ \_\_\_\_\_

Receipt no. \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_ Amount: \$ \_\_\_\_\_ Reason/Event \_\_\_\_\_ Balance \$ \_\_\_\_\_

Receipt no. \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_ Amount: \$ \_\_\_\_\_ Reason/Event \_\_\_\_\_ Balance \$ \_\_\_\_\_

Receipt no. \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_ Amount: \$ \_\_\_\_\_ Reason/Event \_\_\_\_\_ Balance \$ \_\_\_\_\_

Receipt no. \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_ Amount: \$ \_\_\_\_\_ Reason/Event \_\_\_\_\_ Balance \$ \_\_\_\_\_

Receipt no. \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_ Amount: \$ \_\_\_\_\_ Reason/Event \_\_\_\_\_ Balance \$ \_\_\_\_\_

Immediately following each purchase, please send the original receipt(s) to Accounts Payable with Principal's Signature, the Purchase Order Number, and a written description of what reason/event the purchase was made for.

## How to Enter a Blanket Requisition (Price = 1, UOM = \$)

### PURPOSE:

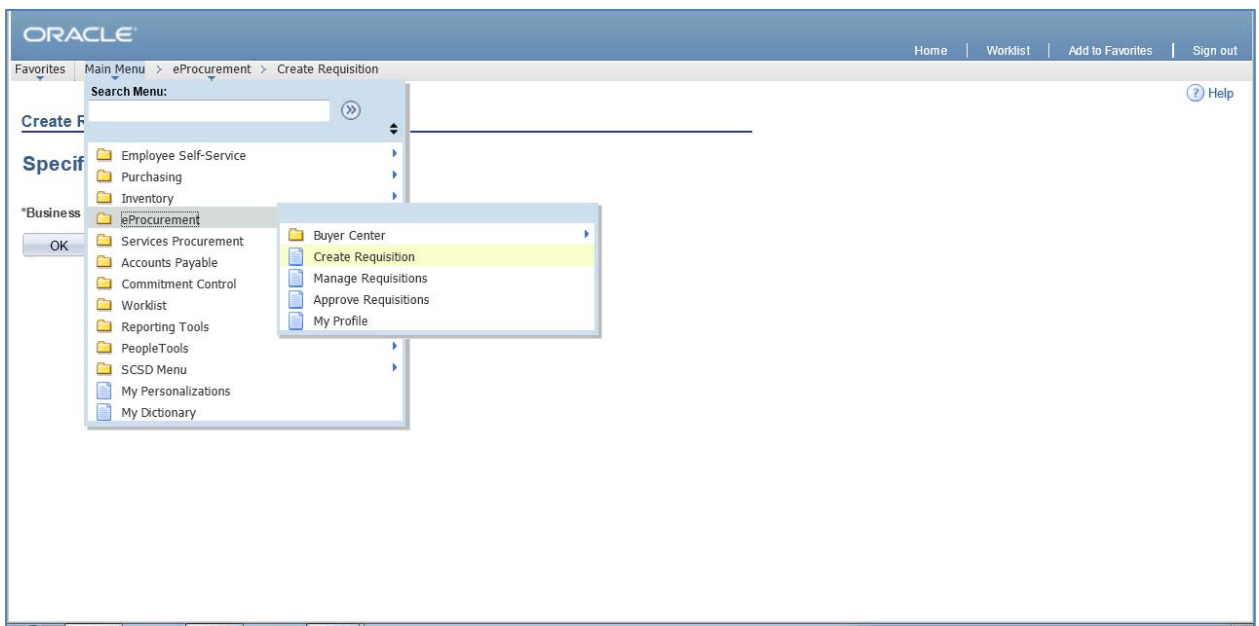
- Blanket purchase orders are generally used for professional services, utilities, Wegmans cards, Office Max orders and anticipated repetitive needs for supplies or services with Facilities, Food Service and Transportation vendors.
- For instructions on how to enter requisitions specifically for Office Max and Wegmans cards, refer to sections 3 and 4.

### PROCEDURE:

1. Work with the Purchasing Department (ext. 4226) and your Supervisor to complete any required Request for Proposal (RFP), contract execution and/or bidding procedures.
2. Determine the total dollar amount of the services/supplies that are expected to be spent with the vendor and the chartfield/budget number to use for the requisition.

**TIP:** If you are unsure which chartfield to use or there are insufficient funds available and funds will need to be transferred into the chartfield, contact the budget department for assistance (ext. 6328).

3. Navigate to: eProcurement > Create Requisitions



## How to Enter a Blanket Requisition (Price = 1, UOM = \$)

- In the “Requestor” field, enter your PeopleSoft user ID (or search for your user ID by clicking on the ) and then click



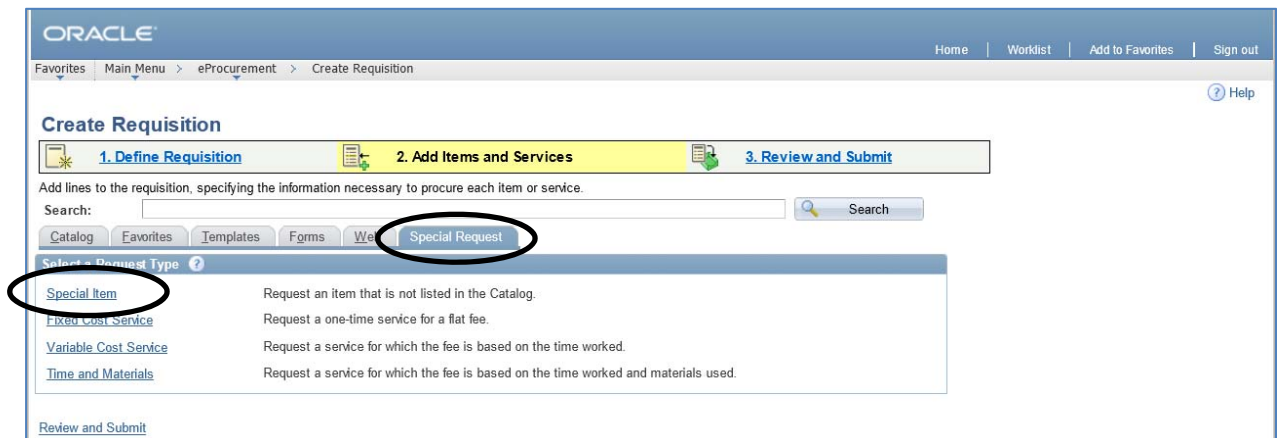
The screenshot shows the Oracle eProcurement interface for creating a requisition. The page title is "Create Requisition". Under the heading "Specify Business Unit and Requester", there are two input fields: "\*Business Unit:" with the value "SCSD1" and a search icon, and "\*Requestor:" with the value "KWARNE61" and a search icon. To the right of the Business Unit field, the text "Syracuse City School District" is displayed. To the right of the Requestor field, the text "Wamer, Ken" is displayed. At the bottom of the form is an "OK" button.

- In the “Requisition Name” field, enter the name of the requisition **USING ALL CAPITAL LETTERS** as your location, first initial, last name, vendor and then click



The screenshot shows the Oracle eProcurement interface for creating a requisition, now in Step 2: "Add Items and Services". The page title is "Create Requisition". A progress bar at the top shows three steps: "1. Define Requisition" (highlighted in yellow), "2. Add Items and Services" (highlighted in green), and "3. Review and Submit" (highlighted in blue). Below the progress bar, the text reads: "Specify requisition name, requester, and other information that applies to the entire requisition." There are several input fields: "Business Unit:" (SCSD1), "Requestor:" (KWARNE61), "Requisition Name:" (FDS K WARNER BYRNE DAIRY), "Currency:" (USD), and "Priority:" (Medium). A "Continue" button is at the bottom left.

- Click on the “Special Request” tab and then on “Special Item”



The screenshot shows the Oracle eProcurement interface for creating a requisition, now in Step 3: "Review and Submit". The page title is "Create Requisition". A progress bar at the top shows three steps: "1. Define Requisition" (highlighted in yellow), "2. Add Items and Services" (highlighted in green), and "3. Review and Submit" (highlighted in blue). Below the progress bar, the text reads: "Add lines to the requisition, specifying the information necessary to procure each item or service." There is a search bar with a "Search" button. Below the search bar are several tabs: "Catalog", "Favorites", "Templates", "Forms", "Web", and "Special Request" (circled in red). Below the "Special Request" tab is a "Select a Request Type" dropdown menu. The dropdown menu is open, showing four options: "Special Item" (circled in red), "Fixed Cost Service", "Variable Cost Service", and "Time and Materials". Each option has a brief description: "Request an item that is not listed in the Catalog.", "Request a one-time service for a flat fee.", "Request a service for which the fee is based on the time worked.", and "Request a service for which the fee is based on the time worked and materials used." At the bottom left is a "Review and Submit" button.

## How to Enter a Blanket Requisition (Price = 1, UOM = \$)

### 7. Enter requisition information **USING ALL CAPITAL LETTERS** as follows:

- Item Description: Enter the specific type of goods or services that will be purchased or provided **AND** the time period for purchases or services
- Price: 1.00000
- Quantity: Total dollar amount of expected purchases
- Unit of Measure: \$

ORACLE  
Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement > Create Requisition

### Create Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:  Search

Catalog | Favorites | Templates | Forms | Web | Special Request

Special Item

\*Item Description: MILK DELIVERIES TO SCHOOLS IN ALL FOUR QUADRANTS FOR THE 2013-2014 FISCAL YEAR

\*Price: 1.00000 \*Currency: USD

\*Quantity: 148000.0000 \*Unit of Measure: \$

\*Category: 044032 Due Date:

Vendor ID: 0000009290 [Suggest New Vendor](#)

Vendor Name: BYRNE DAIRY, INC

### 8. Enter the 6 digit Category or search for Category by clicking on the

- Select Search By "Description" from the drop down menu
- Enter the description of the good/service
- Click
- Select the Category from the search results that best describes the good/service

**TIP:** Category codes do not change from year to year. Use the category code from the previous year's requisition/purchase order or use the frequently used vendors and categories sheets provided to easily find the correct category.

ORACLE  
Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement > Create Requisition

### Create Requisition

#### Look Up Category


Note: You may either Search or Browse to look up the appropriate category for your special request.

Search Categories

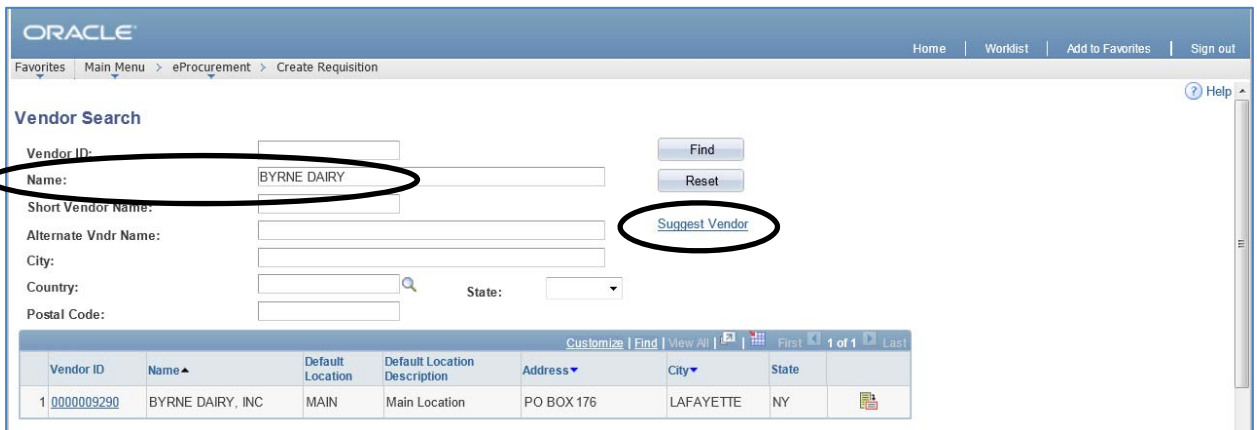
Search By: Description | MILK |

Categories	Category	Description	Find in Tree
1 ALL_ITEMS_ARCHIVE	044032	Milk	


## How to Enter a Blanket Requisition (Price = 1, UOM = \$)

9. Enter the 10 digit Vendor ID or search for Vendor by clicking on the 
- Enter all or part of the vendor name
  - Click
  - Select the Vendor ID the search results that matches the vendor name and address for the order

**TIP:** Vendor ID's do not change from year to year. Use the Vendor ID from the previous year's requisition/purchase order or use the frequently used vendors and categories sheets provided to easily find the correct Vendor ID.

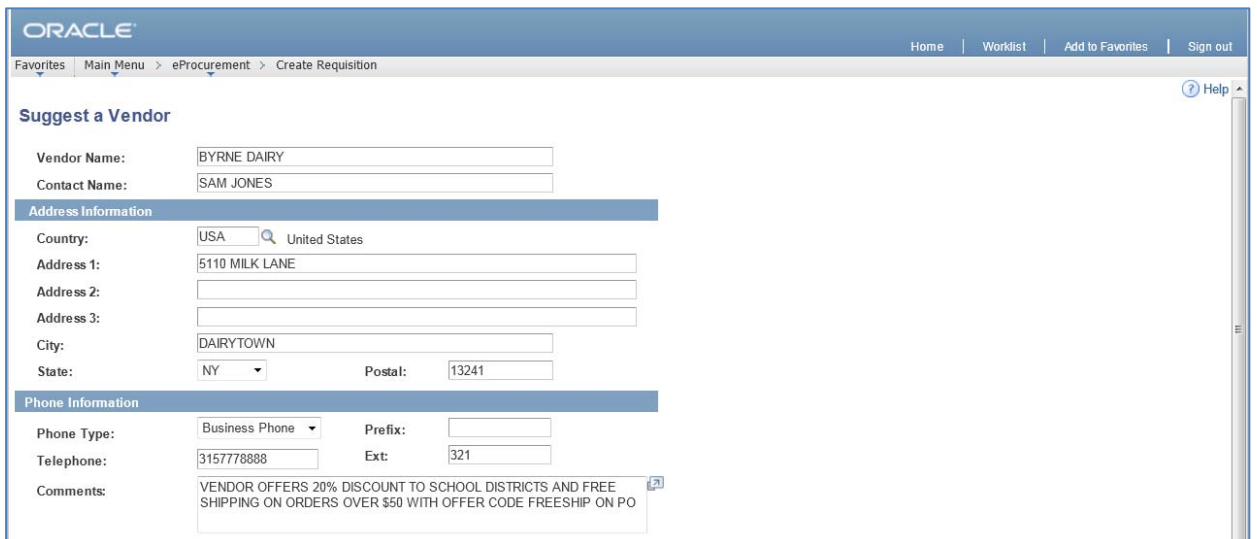


The screenshot shows the Oracle eProcurement 'Vendor Search' page. The 'Name' field is populated with 'BYRNE DAIRY' and is circled in black. The 'Find' button is also circled. Below the search fields is a table with one entry:

Vendor ID	Name	Default Location	Default Location Description	Address	City	State	
1 0000009290	BYRNE DAIRY, INC	MAIN	Main Location	PO BOX 176	LAFAYETTE	NY	

If you are not able to locate the vendor, click [Suggest Vendor](#) to request the vendor be added. Complete **all** information for the vendor including discounts, if the vendor is a sole source, etc. and have the vendor complete Form W-9 available at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

Purchasing will evaluate the new vendor request and may or may not utilize the new vendor.



The screenshot shows the Oracle eProcurement 'Suggest a Vendor' page. The 'Vendor Name' field is populated with 'BYRNE DAIRY' and the 'Contact Name' field is populated with 'SAM JONES'. The 'Address Information' section is filled out with the following details:

- Country: USA (United States)
- Address 1: 5110 MILK LANE
- Address 2: (empty)
- Address 3: (empty)
- City: DAIRYTOWN
- State: NY
- Postal: 13241

The 'Phone Information' section is also filled out:

- Phone Type: Business Phone
- Telephone: 3157778888
- Prefix: (empty)
- Ext: 321

The 'Comments' field contains the text: 'VENDOR OFFERS 20% DISCOUNT TO SCHOOL DISTRICTS AND FREE SHIPPING ON ORDERS OVER \$50 WITH OFFER CODE FREESHIP ON PO'.



## How to Enter a Blanket Requisition (Price = 1, UOM = \$)

10. Enter the following in the “Additional Information” section (if applicable):

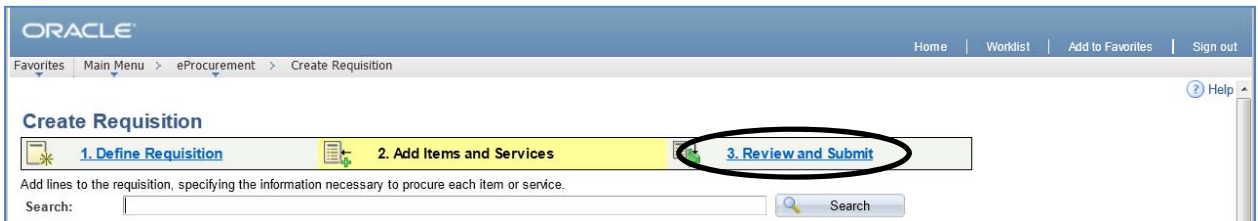
- Board of Education resolution number
- NYS contract number / City of Syracuse ordinance / Bid award number
- “Sole Source” if this vendor is the only vendor capable of providing this item
- “F – Grant Ends” and the grant end date if grant funded
- “Directed Purchase” if the vendor was approved in the grant application
- “Tag and track asset” for assets that need to be tagged and tracked
- Any special instructions for the Purchasing Department or the Vendor (i.e. Pre-Pay by 9/1/14, include specs with PO for vendor, etc.)

11. Check the boxes for “Send to Vendor”, “Show at Receipt”, and “Show at Voucher”

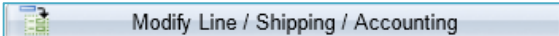
12. Click  and then enter any additional line items if needed

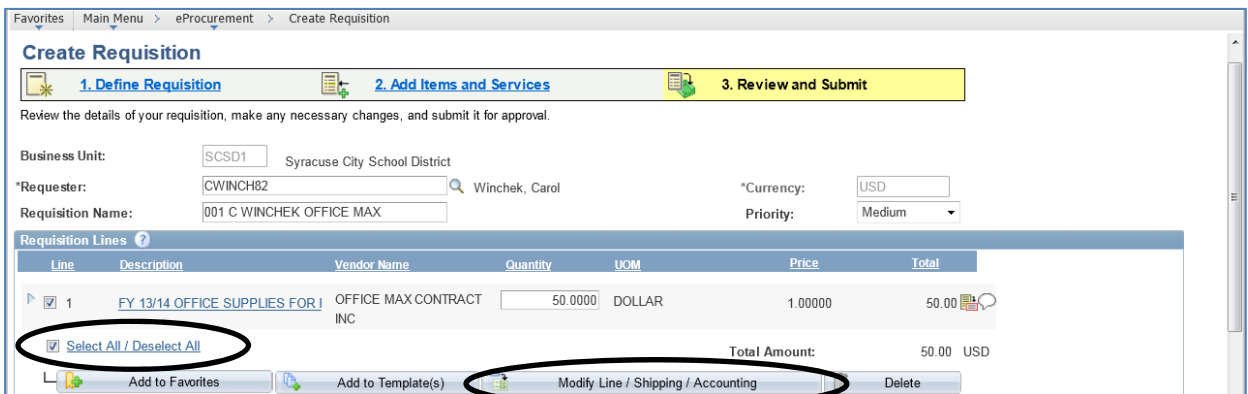


13. Click on “3. Review and Submit”




14. Click on “Select All / Deselect All” to select all lines

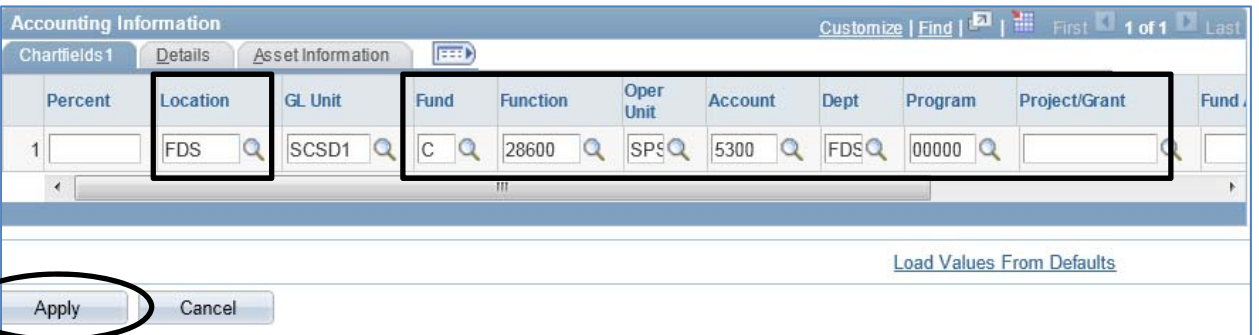
15. Click on 



Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	FY 13/14 OFFICE SUPPLIES FOR I	OFFICE MAX CONTRACT INC	50.0000	DOLLAR	1.00000	50.00

## How to Enter a Blanket Requisition (Price = 1, UOM = \$)

16. Enter the location and the chartfield and click 

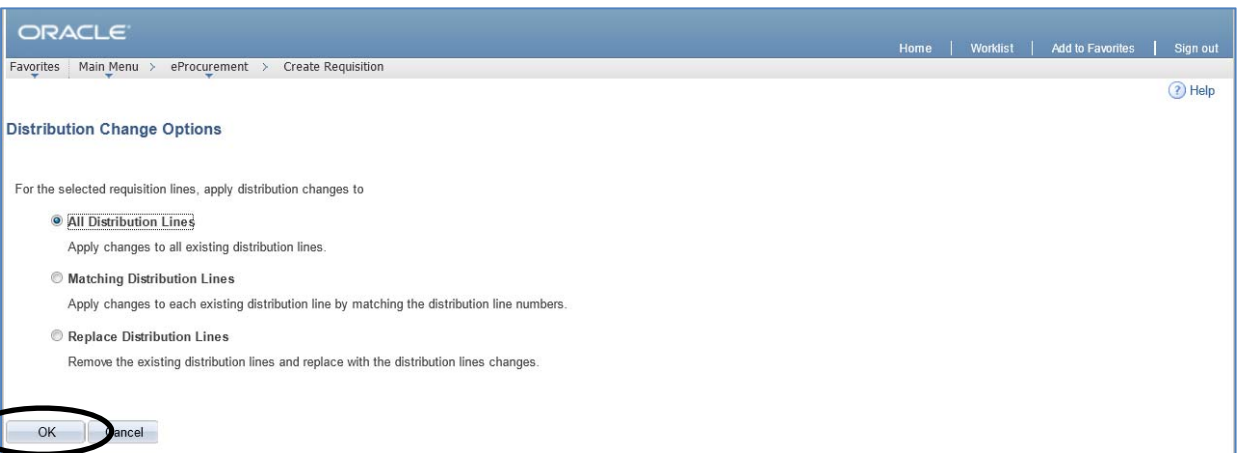


The screenshot shows the 'Accounting Information' form with the following data entered:

Percent	Location	GL Unit	Fund	Function	Oper Unit	Account	Dept	Program	Project/Grant	Fund
1	FDS	SCSD1	C	28600	SPS	5300	FDS	00000		

The 'Apply' button is circled in red.

17. Verify that "All Distribution Lines" is selected and click 




The screenshot shows the 'Distribution Change Options' dialog with the following options:

- All Distribution Lines  
Apply changes to all existing distribution lines.
- Matching Distribution Lines  
Apply changes to each existing distribution line by matching the distribution line numbers.
- Replace Distribution Lines  
Remove the existing distribution lines and replace with the distribution lines changes.

The 'OK' button is circled in red.


18. Add all required file attachments to the requisition

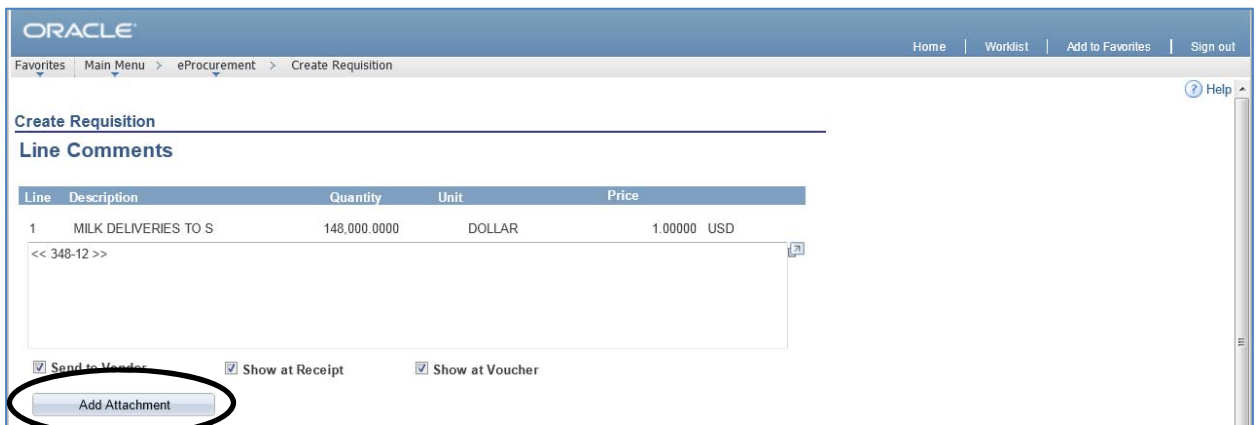
- **Required** attachments include (if applicable):
  - Signed Contract
  - Board of Education resolution
  - Quotes from 3 vendors if total purchase is over \$1,500
  - Vendor pricing information (i.e. shopping cart on website)
  - "Sole Source" letter from vendor, if using sole source exemption
  - Signed Form W-9 if suggesting a new vendor be used
  - Copy of any documents that need to be sent to the Vendor with the PO
- Click on the Add/Edit Comments icon  on the right side



Line	Description	Vendor Name	Quantity	UOM	Price	Total	
1	MILK DELIVERIES TO SCHOOLS FOR	BYRNE DAIRY, INC	148,000.0000	DOLLAR	1.00000	148,000.00	

## How to Enter a Blanket Requisition (Price = 1, UOM = \$)

- Click 



ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement > Create Requisition

Help


### Create Requisition



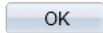
#### Line Comments

Line	Description	Quantity	Unit	Price
1	MILK DELIVERIES TO S	148,000.0000	DOLLAR	1.00000 USD

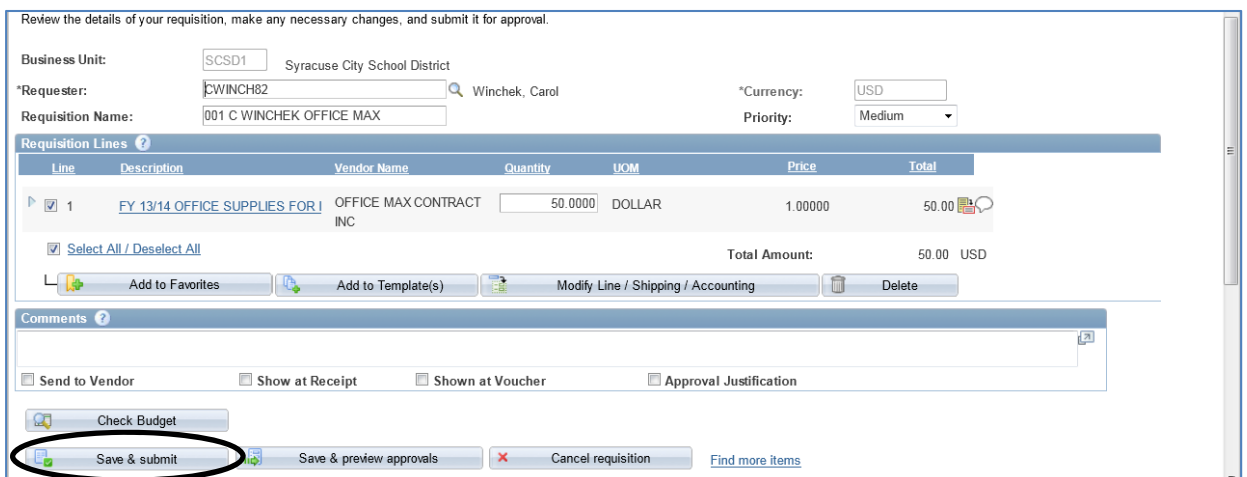
<< 348-12 >>

Send to Vendor  Show at Receipt  Show at Voucher



- Click 
- Navigate to the file to you would like to attach and double click on the file
- Click 
- Repeat as needed to attach multiple files
- After all required files have been attached, click 

19. Verify the information was entered correctly and click 



Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit:  Syracuse City School District

\*Requester:  Winchek, Carol

\*Currency:

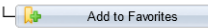
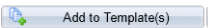
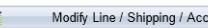

Requisition Name:  Priority:

#### Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
<input checked="" type="checkbox"/> 1	FY 13/14 OFFICE SUPPLIES FOR	OFFICE MAX CONTRACT INC	50.0000	DOLLAR	1.00000	50.00



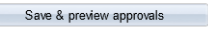
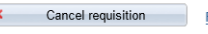
Select All / Deselect All

Total Amount: 50.00 USD

#### Comments

Send to Vendor  Show at Receipt  Shown at Voucher  Approval Justification

    [Find more items](#)

## How to Enter a Special Request Requisition

---

### PURPOSE:

- Special Request requisitions are used for specific good or service orders.
- For instructions on how to enter requisitions for purchase from Office Max and Wegmans cards, refer to sections 3 and 4.

### PROCEDURE:

1. Identify the good or service needed and the chartfield/budget number.

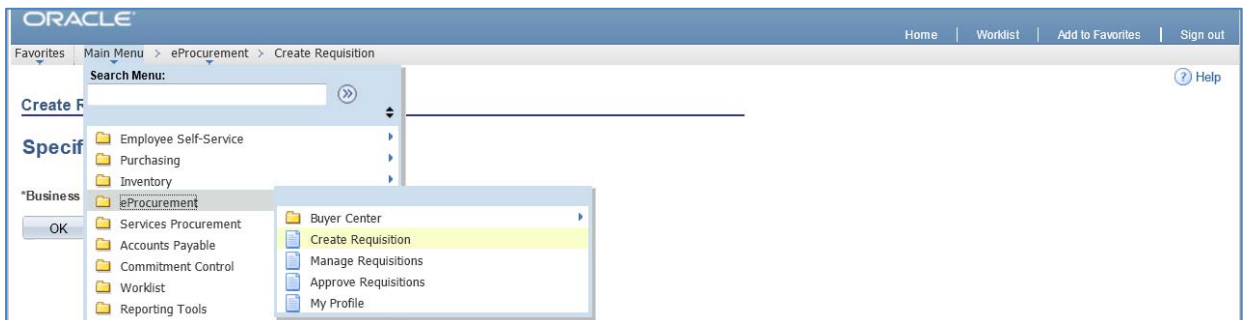
**TIP:** If you are unsure which chartfield to use or there are insufficient funds available and funds will need to be transferred into the chartfield, contact the budget department for assistance (ext. 6328).

2. If the goods are over \$20,000 or services over \$35,000, work with the Purchasing Department (ext. 4226) and your Supervisor to complete any required bidding procedures, Request for Proposal (RFP) and/or contract execution.
3. If the goods or services are over \$1,500, obtain 3 quotes from different vendors. Identify the vendor with the lowest total cost including shipping and installation if necessary.

**TIP:** The shopping cart from a vendor website with the shipping amount shown qualifies as a quote.

**TIP:** If you are only able to obtain a quote from one vendor, attach the quote from the vendor and note in the additional information section “Quote from (vendor name). No response from (vendor names)”.

4. Navigate to: eProcurement > Create Requisitions



## How to Enter a Special Request Requisition

- In the “Requestor” field, enter your PeopleSoft user ID (or search for your user ID by clicking on the ) and then click



ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement > Create Requisition

Help

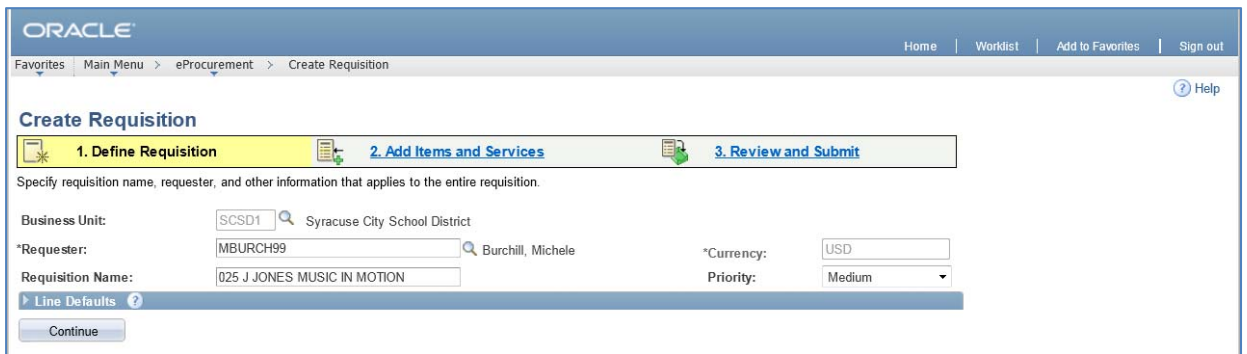
### Create Requisition

#### Specify Business Unit and Requester

\*Business Unit:  Syracuse City School District

\*Requester:  Burchill, Michele

- In the “Requisition Name” field, enter the name of the requisition **USING ALL CAPITAL LETTERS** as the requestor’s location, first initial, last name, vendor and then click



ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement > Create Requisition

Help

### Create Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit:  Syracuse City School District

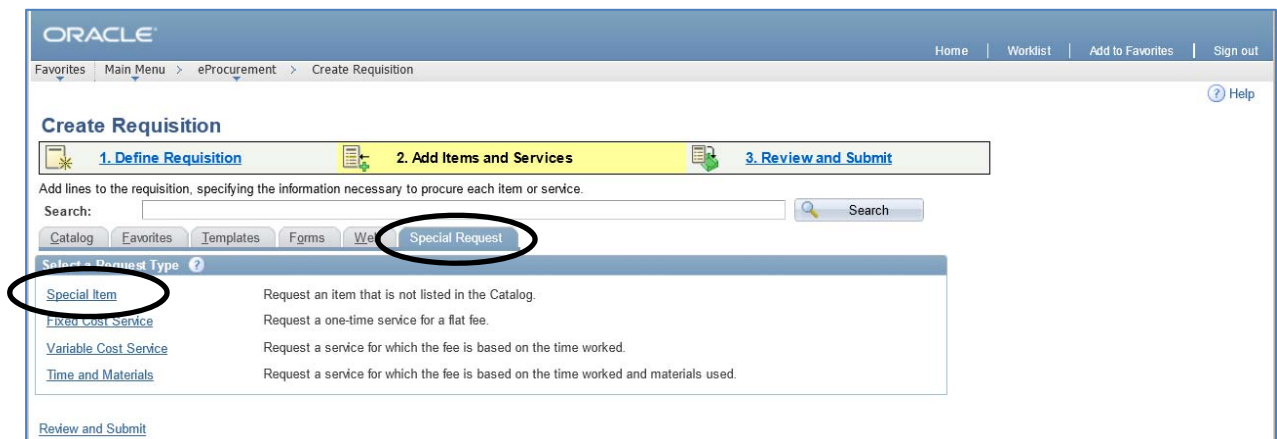
\*Requester:  Burchill, Michele

\*Currency:

Requisition Name:  Priority:

Line Defaults

- Click on the “Special Request” tab and then on “Special Item”



ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement > Create Requisition

Help

### Create Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Catalog | Favorites | Templates | Forms | Web | **Special Request**

Select a Request Type

- Special Item** Request an item that is not listed in the Catalog.
- Fixed Cost Service Request a one-time service for a flat fee.
- Variable Cost Service Request a service for which the fee is based on the time worked.
- Time and Materials Request a service for which the fee is based on the time worked and materials used.

## How to Enter a Special Request Requisition

8. Enter requisition information **USING ALL CAPITAL LETTERS** as follows:
- Item Description: Enter the Vendor's item number/part number  
Enter the Vendor's item description
  - Price: Enter the price per item with any applicable discount
  - Quantity: Enter the total quantity needed
  - Unit of Measure: Enter the Vendor's unit of measure  
(i.e. EA – each, PKG – package, DOZ – dozen)

ORACLE  
Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement > Create Requisition

### Create Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Catalog | Favorites | Templates | Fgrms | Web | **Special Request**

#### Special Item

\*Item Description: 4118 LUMMI STICKS 12 PAIRS

\*Price: 17.95000 \*Currency: USD

\*Quantity: 3.0000 \*Unit of Measure: PKG

\*Category: 081002 Due Date:

Vendor ID: 0000036875 [Suggest New Vendor](#)

Vendor Name: MUSIC IN MOTION

9. Enter the 6 digit Category or search for Category by clicking on the
- Select Search By "Description" from the drop down menu
  - Enter the description of the good/service
  - Click
  - Select the Category from the search results that best describes the good/service
- TIP:** Category codes do not change from year to year. Use the category code from the previous year's requisition/purchase order or use the frequently used vendors and categories sheets provided to find the correct category.

ORACLE  
Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement > Create Requisition

### Look Up Category


Note: You may either Search or Browse to look up the appropriate category for your special request.

Search Categories

Search By: Description | music |

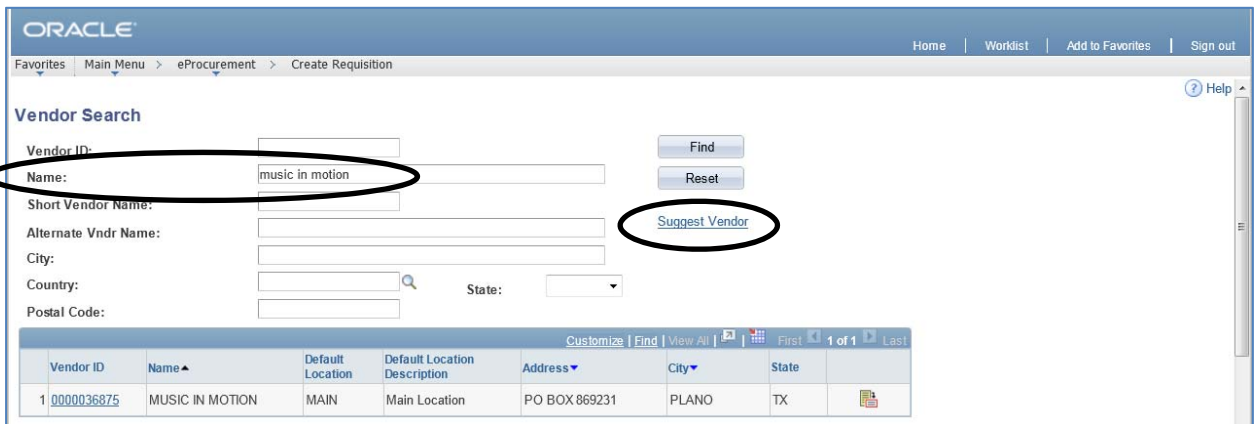
Categories	Customize	Find	First	1-7 of 7	Last
Catalog	Category	Description	Find in Tree		
1 ALL_ITEMS_ARCHIVE	081005	Music Equip. Rntl Svcs			
2 ALL_ITEMS_ARCHIVE	081003	Music Equip. Rpr Prts			
3 ALL_ITEMS_ARCHIVE	081004	Music Equip. Rpr Svcs			
4 ALL_ITEMS_ARCHIVE	081006	Music Svcs			
5 ALL_ITEMS	081002	Music Supplies			


## How to Enter a Special Request Requisition

10. Enter the 10 digit Vendor ID or search for Vendor by clicking on the 

- Enter all or part of the vendor name
- Click
- Select the Vendor ID the search results that matches the vendor name and address for the order

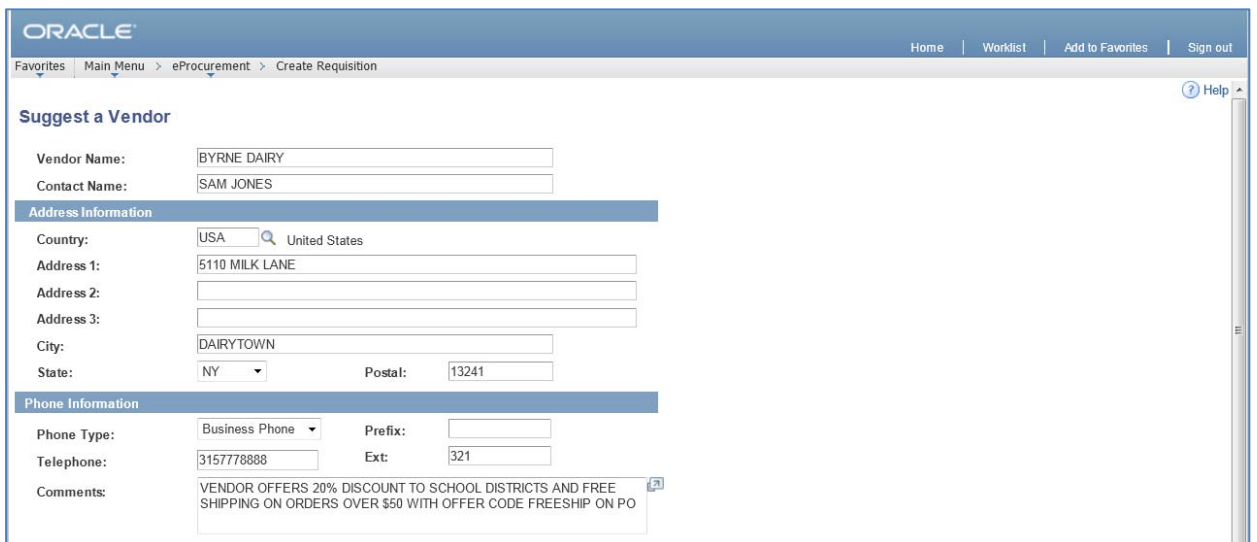
**TIP:** Vendor ID's do not change from year to year. Use the Vendor ID from the previous year's requisition/purchase order or use the frequently used vendors and categories sheets provided to easily find the correct Vendor ID.



Vendor ID	Name	Default Location	Default Location Description	Address	City	State	
1 0000036875	MUSIC IN MOTION	MAIN	Main Location	PO BOX 869231	PLANO	TX	

If you are not able to locate the vendor, click [Suggest Vendor](#) to request the vendor be added. Complete **all** information for the vendor including discounts, if the vendor is a sole source, etc. and have the vendor complete Form W-9 available at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

Purchasing will evaluate the new vendor request and may or may not utilize the new vendor.



**Suggest a Vendor**

Vendor Name: BYRNE DAIRY  
Contact Name: SAM JONES

**Address Information**

Country: USA United States  
Address 1: 5110 MILK LANE  
Address 2:  
Address 3:  
City: DAIRYTOWN  
State: NY Postal: 13241

**Phone Information**

Phone Type: Business Phone Prefix:  
Telephone: 3157778888 Ext: 321

Comments: VENDOR OFFERS 20% DISCOUNT TO SCHOOL DISTRICTS AND FREE SHIPPING ON ORDERS OVER \$50 WITH OFFER CODE FREESHIP ON PO

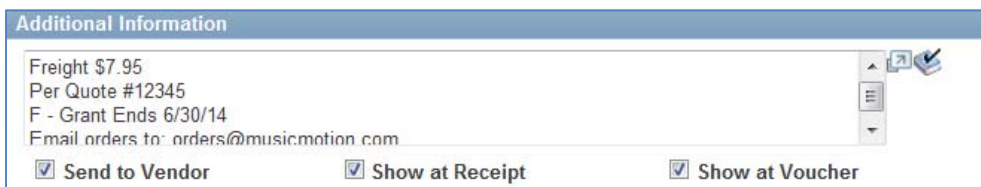
## How to Enter a Special Request Requisition

11. Enter the following in the “Additional Information” section (if applicable):

- “Freight \$...” for the dollar amount for freight
- NYS contract number / City ordinance / Bid award number / Resolution number
- “Sole Source” if this vendor is the only vendor capable of providing this item
- “Directed Purchase” if the vendor was approved in the grant application
- “Per Quote #...” if purchase is based on a quoted price
- “F – Grant Ends ....” and the grant end date if grant funded
- “Tag and track asset” for assets that need to be tagged and tracked
- Any special instructions for Purchasing or the Vendor (i.e. Pre-pay by 9/1/14)
- Vendor discount/promotion codes

12. Check the boxes for “Send to Vendor”, “Show at Receipt”, and “Show at Voucher”

13. Click  and then enter any additional line items if needed

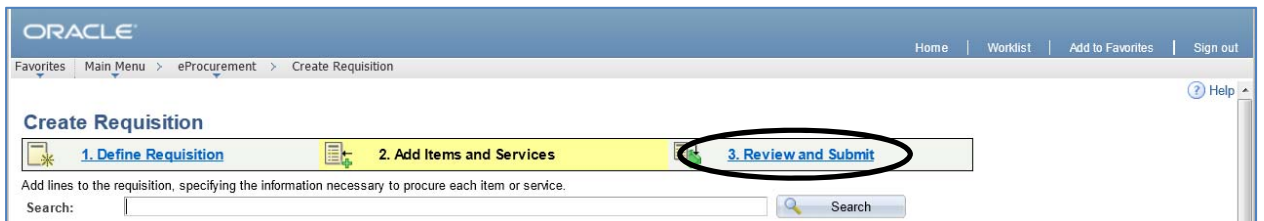


Additional Information

Freight \$7.95  
Per Quote #12345  
F - Grant Ends 6/30/14  
Email orders to: orders@musicmotion.com

Send to Vendor  Show at Receipt  Show at Voucher

14. Click on “3. Review and Submit”



ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement > Create Requisition

Help

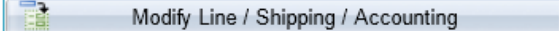
Create Requisition

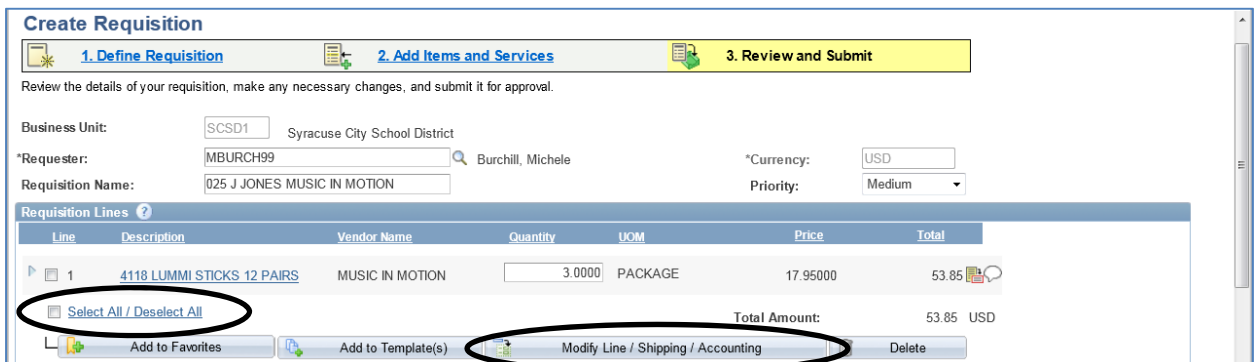
1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:  Search

15. Click on “Select All / Deselect All” to select all lines

16. Click on 



Create Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: SCSD1 Syracuse City School District

\*Requester: MBURCH99 Burchill, Michele

\*Currency: USD

Requisition Name: 025 J JONES MUSIC IN MOTION

Priority: Medium

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	4118 LUMMI STICKS 12 PAIRS	MUSIC IN MOTION	3.0000	PACKAGE	17.95000	53.85

Total Amount: 53.85 USD

Select All / Deselect All

Add to Favorites | Add to Template(s) | Modify Line / Shipping / Accounting | Delete



## How to Enter a Special Request Requisition

17. Enter the requestor's location and the chartfield.

18. Click

Percent	Location	GL Unit	Fund	Function	Oper Unit	Account	Dept	Program	Project/Grant	Fund
1	025	SCSD1	A	21100	025	5000	000	00000		

[Load Values From Defaults](#)

19. Verify that "All Distribution Lines" is selected and click

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites > Main Menu > eProcurement > Create Requisition

Help

### Distribution Change Options


For the selected requisition lines, apply distribution changes to

- All Distribution Lines**  
Apply changes to all existing distribution lines.
- Matching Distribution Lines**  
Apply changes to each existing distribution line by matching the distribution line numbers.
- Replace Distribution Lines**  
Remove the existing distribution lines and replace with the distribution lines changes.

20. Add all required file attachments to the requisition

- **Required** attachments include (if applicable):
  - Signed Contract
  - Board of Education resolution
  - Quotes from 3 vendors if total purchase is over \$1,500
  - Vendor pricing information (i.e. shopping cart on website)
  - Signed Form W-9 if suggesting a new vendor be used
  - Copy of any documents that need to be sent to the Vendor with the PO
  - "Sole Source" letter from vendor if sole source exemption being used
  - Completed **Signed** Request for Excused Absence Forms for **all** employees going on the trip

# How to Enter a Special Request Requisition

- Click on the Add/Edit Comments icon  on the right side

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	4118 LUMMI STICKS 12 PAIRS	MUSIC IN MOTION	3.0000	PACKAGE	17.95000	53.85

- Click

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement > Manage Requisitions

### Create Requisition

#### Line Comments

Line	Description	Quantity	Unit	Price
2	4118 LUMMI STICKS 12	3.0000	PACKAGE	17.95000 USD

<< Freight \$7.95  
Per Quote #12345  
F - Grant Ends 6/30/14  
Email orders to: orders@musicmotion.com >>

Send to Vendor     Show at Receipt     Show at Voucher

- Click
- Navigate to the file to you would like to attach and double click on the file
- Click
- Repeat as needed to attach multiple files
- After all required files have been attached, click

21. Verify the information was entered correctly and click

1. Define Requisition    2. Add Items and Services    3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: SCSD1 Syracuse City School District

\*Requester: MBURCH99 Burchill, Michele    \*Currency: USD

Requisition Name: 025 J JONES MUSIC IN MOTION    Priority: Medium

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	4118 LUMMI STICKS 12 PAIRS	MUSIC IN MOTION	3.0000	PACKAGE	17.95000	53.85

Select All /  Deselect All    Total Amount: 53.85 USD

#### Comments

Send to Vendor     Show at Receipt     Shown at Voucher     Approval Justification

           [Find more items](#)

# How to Copy a Requisition

## PURPOSE:

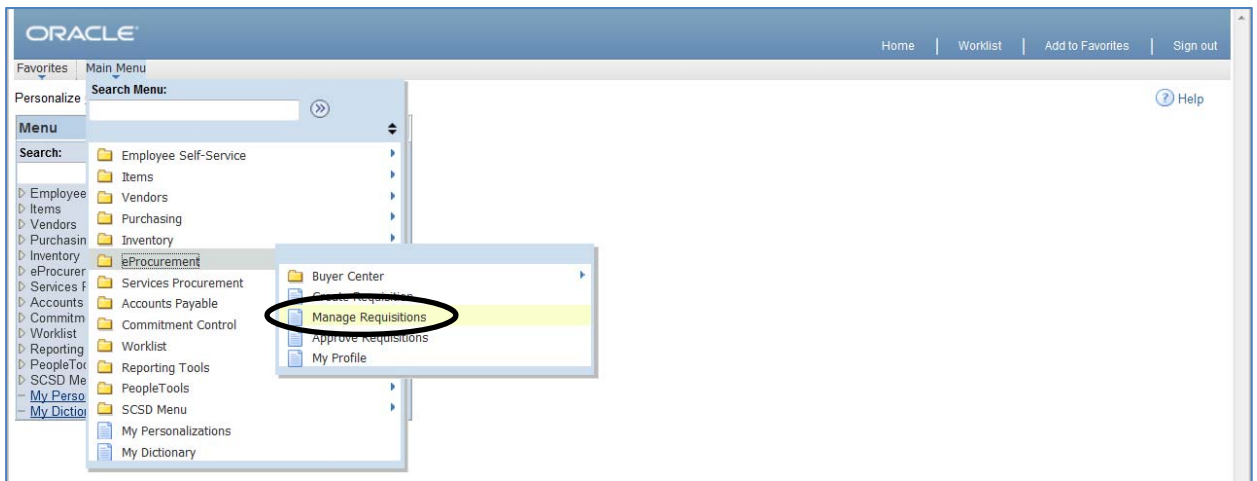
- Some requisitions are created every year. These procedures document how to copy the requisition from the previous fiscal year to create a new requisition for this fiscal year.

## PROCEDURE:

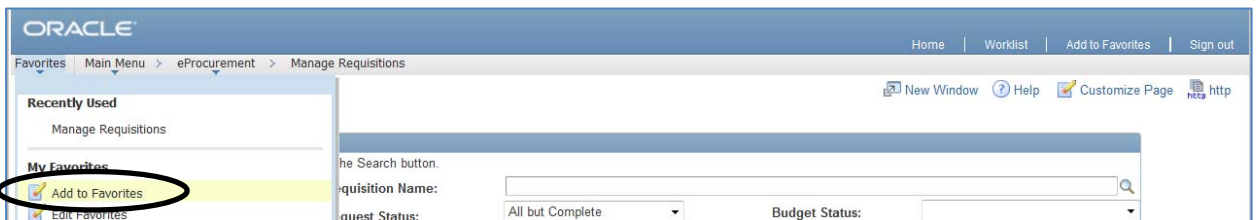
1. Work with your Supervisor to determine which requisitions need to be created again this year, if the dollar amount should remain the same and if the chartfield string should remain the same.

**TIP:** Maintain a list of requisitions that need to be completed annually to facilitate review and entry each year.


2. Navigate to: eProcurement > Manage Requisitions

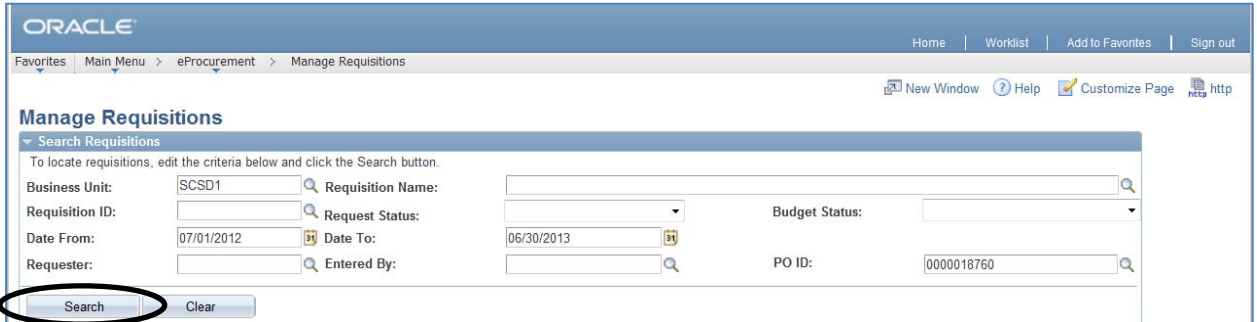


**TIP:** Add frequently used menu items such as “Manage Requisitions” to your Favorites to access them more quickly by clicking on Favorites > Add to Favorites when you’re on the screen you wish to add.



## How to Copy a Requisition

3. Enter the information you know about the requisition (i.e. Requisition ID, PO ID, Requestor) or search for the information by clicking on the  and then click



ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement > Manage Requisitions

New Window | Help | Customize Page | http

### Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit:  Requisition Name:

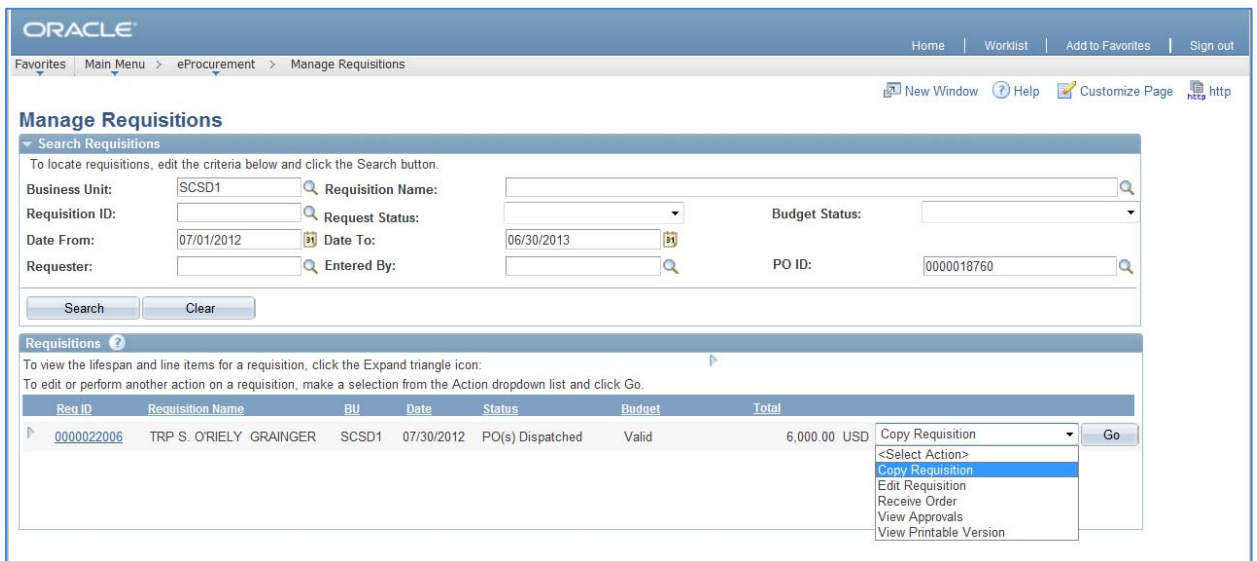
Requisition ID:  Request Status:  Budget Status:

Date From:  Date To:

Requester:  Entered By:  PO ID:

**TIP:** Most Requesters can only view requisitions for which they were the Requester. If you need to view requisitions for other Requesters, have your Supervisor submit a helpdesk ticket requesting access for you to view requisitions and specify the employees whose requisitions you need access to view.

4. For the requisition you want to copy, select “Copy Requisition” from the drop down menu on the right a then click



ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement > Manage Requisitions

New Window | Help | Customize Page | http

### Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit:  Requisition Name:


Requisition ID:  Request Status:  Budget Status:

Date From:  Date To:

Requester:  Entered By:  PO ID:



### Requisitions

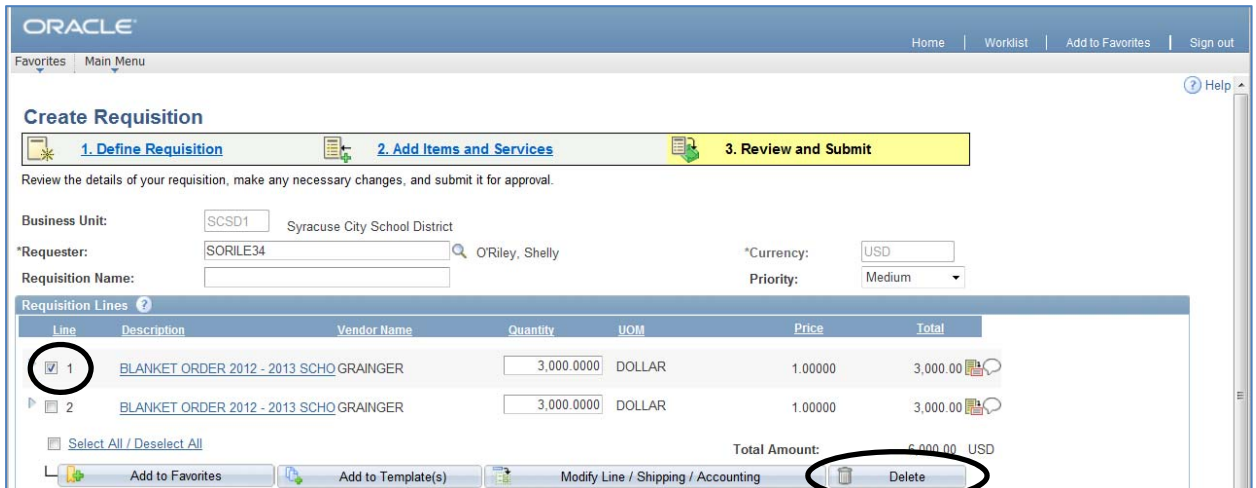
To view the lifespan and line items for a requisition, click the Expand triangle icon.  
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
 0000022006	TRP S. ORIELY GRAINGER	SCSD1	07/30/2012	PO(s) Dispatched	Valid	6,000.00 USD	<input type="text" value="Copy Requisition"/> <input type="button" value="Go"/>

- <Select Action>
- Copy Requisition
- Edit Requisition
- Receive Order
- View Approvals
- View Printable Version

## How to Copy a Requisition

5. Delete any lines that are not required this year by clicking the check box for the line that is no longer required and then click  and 



The screenshot shows the Oracle 'Create Requisition' interface. At the top, there are navigation links: Home, Worklist, Add to Favorites, and Sign out. Below the navigation is a progress bar with three steps: 1. Define Requisition, 2. Add Items and Services, and 3. Review and Submit. The current step is 'Review and Submit'. The interface displays the following information:

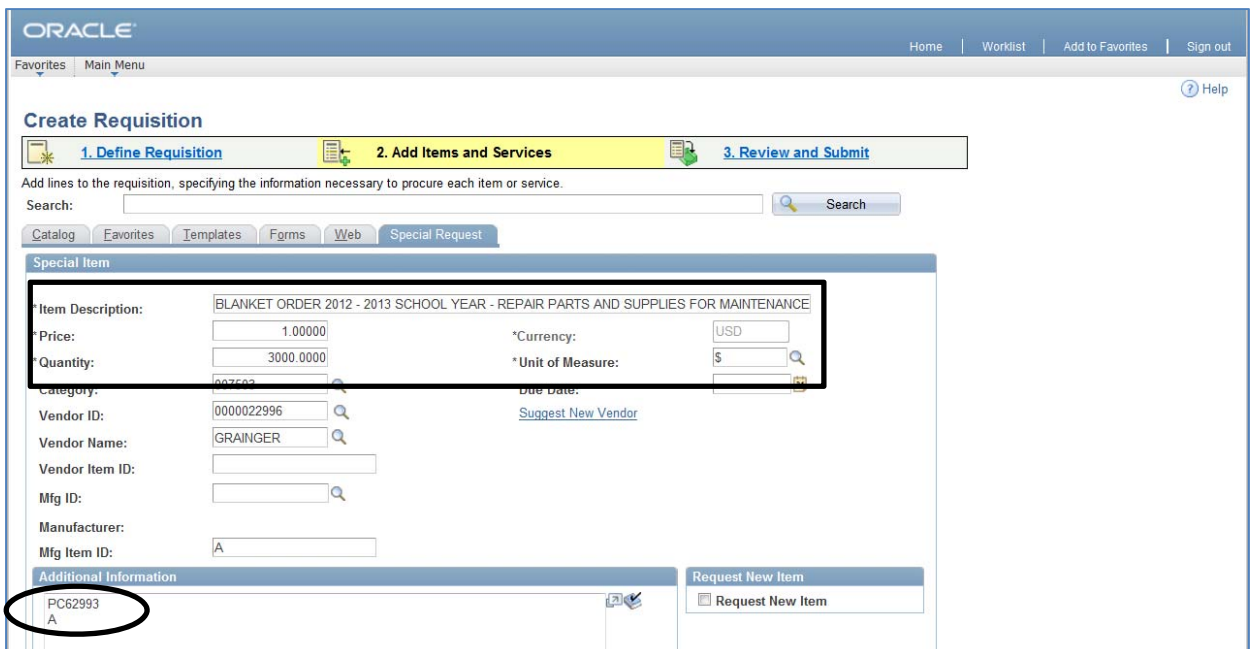
- Business Unit: SCS01 Syracuse City School District
- \*Requester: SORILE34 O'Riley, Shelly
- \*Currency: USD
- Requisition Name: (empty)
- Priority: Medium

The 'Requisition Lines' table is shown below:

Line	Description	Vendor Name	Quantity	UOM	Price	Total
<input checked="" type="checkbox"/> 1	BLANKET ORDER 2012 - 2013 SCHO GRAINGER		3,000.0000	DOLLAR	1.00000	3,000.00
<input type="checkbox"/> 2	BLANKET ORDER 2012 - 2013 SCHO GRAINGER		3,000.0000	DOLLAR	1.00000	3,000.00

At the bottom right of the table, there is a 'Total Amount: 6,000.00 USD'. Below the table, there are several buttons: 'Add to Favorites', 'Add to Template(s)', 'Modify Line / Shipping / Accounting', and 'Delete' (which is circled in red).


6. Click on the "Description" for each line. Verify and update as needed including:
- Item Description (i.e. change 2012-2013 to 2013-2014)
  - Price (i.e. update to vendor's new price to this year)
  - Quantity (i.e. new amount for blanket PO's)
  - Additional Information section (i.e. this year's contract number)



The screenshot shows the Oracle 'Create Requisition' interface, specifically the 'Special Item' form. The progress bar indicates the current step is '2. Add Items and Services'. The form contains the following information:

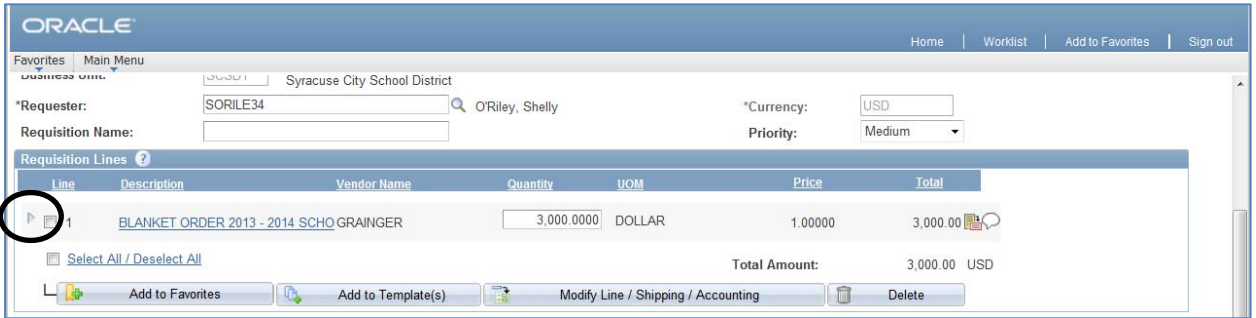
- Search: (empty)
- Category: Favorites, Templates, Forms, Web, Special Request
- Item Description: BLANKET ORDER 2012 - 2013 SCHOOL YEAR - REPAIR PARTS AND SUPPLIES FOR MAINTENANCE
- Price: 1.00000
- Quantity: 3000.0000
- \*Currency: USD
- \*Unit of Measure: \$
- Vendor ID: 0000022996
- Vendor Name: GRAINGER
- Mfg ID: (empty)
- Manufacturer: (empty)
- Mfg Item ID: A

The 'Additional Information' section at the bottom left is circled in red, showing the value 'PC62993 A'.

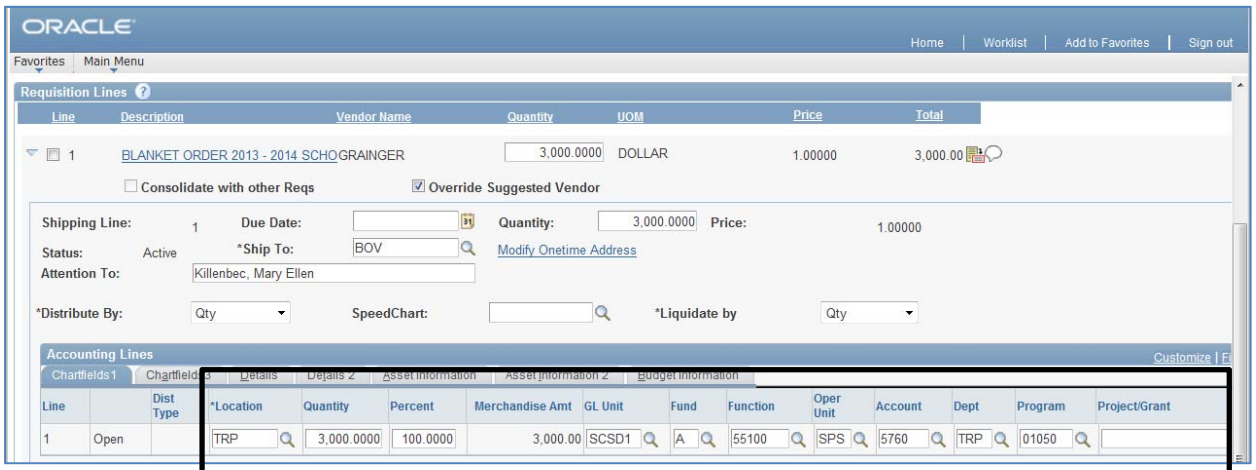
7. When updating is completed, click 

# How to Copy a Requisition

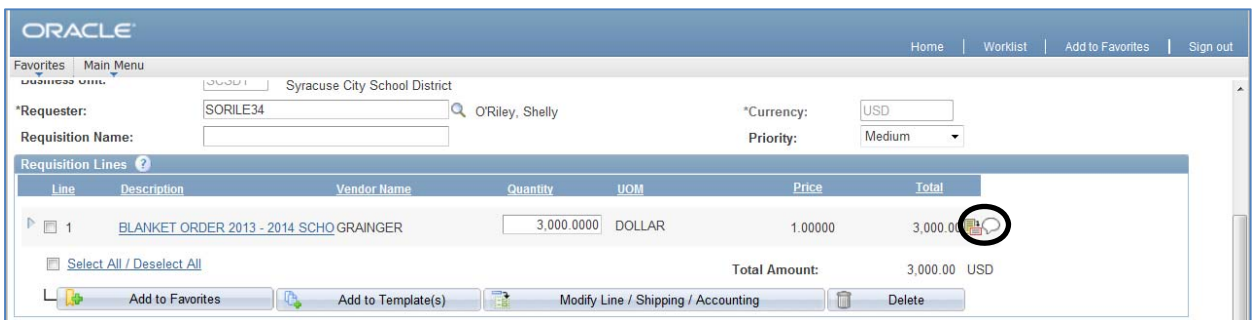
8. Click on the twisty for each line.




9. Verify chartfield string and location are correct, updating as necessary.

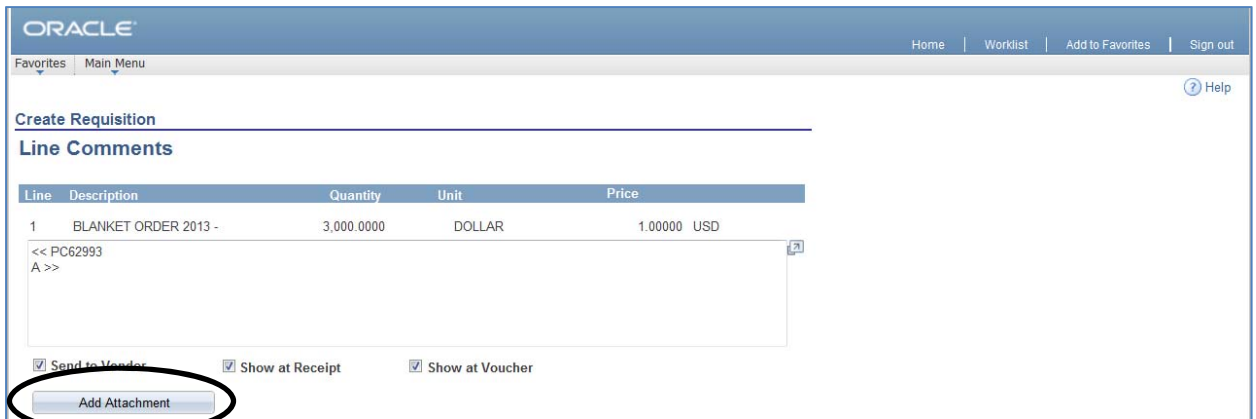


10. Add any required attachments. Click on the Add/Edit Comments icon on the right



## How to Copy a Requisition

11. Click 



ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu

Help

### Create Requisition




#### Line Comments

Line	Description	Quantity	Unit	Price
1	BLANKET ORDER 2013 -	3,000.0000	DOLLAR	1.00000 USD

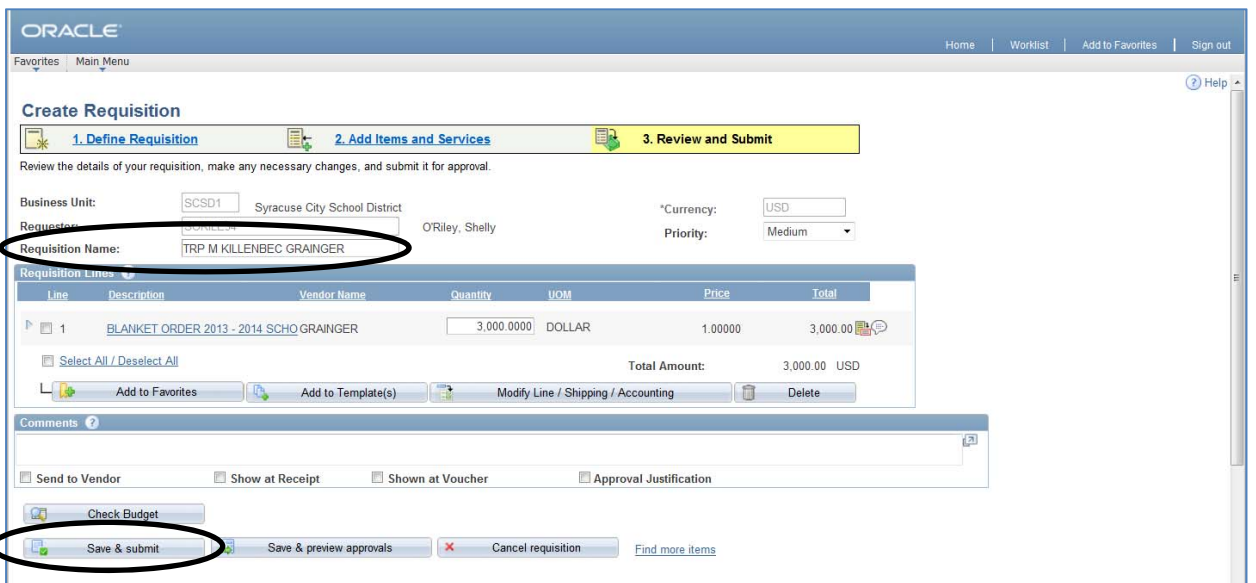
<< PC62993  
A >>

Send to Vendor     Show at Receipt     Show at Voucher

**Add Attachment**

- Click 
- Navigate to the file to you would like to attach and double click on the file
- Click 
- Repeat as needed to attach multiple files
- After all required files have been attached, click 

12. In the “Requisition Name” field, enter the name of the requisition **USING ALL CAPITAL LETTERS** as the Requester’s location, first initial, last name, vendor.



ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu

Help

### Create Requisition

1. Define Requisition    2. Add Items and Services    3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: SCSD1 Syracuse City School District    \*Currency: USD

Requester: ORiley, Shelly    Priority: Medium

**Requisition Name: TRP M KILLENBEC GRAINGER**

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	BLANKET ORDER 2013 - 2014 SCHO GRAINGER		3,000.0000	DOLLAR	1.00000	3,000.00

Select All / Deselect All    Total Amount: 3,000.00 USD

Add to Favorites    Add to Template(s)    Modify Line / Shipping / Accounting    Delete

Comments

Send to Vendor     Show at Receipt     Shown at Voucher     Approval Justification

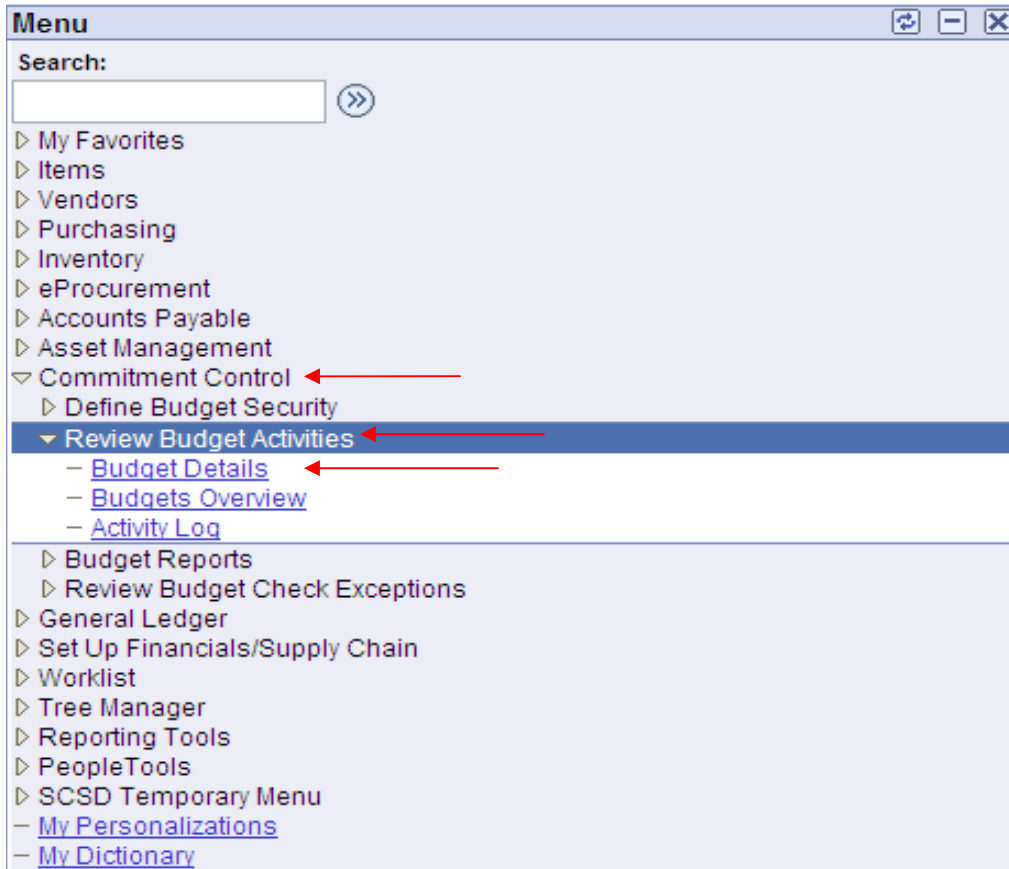
Check Budget

**Save & submit**    Save & preview approvals    Cancel requisition    Find more items

13. Verify the information was entered correctly and click 

## Looking up budget information in PeopleSoft Financials

Menu Path: Commitment Control > Review Budget Activities > Budget Details





# Looking up budget information in PeopleSoft Financials

Click on the magnifying Glass Next to Ledger Group

## Budget Details

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value \_\_\_\_\_

Business Unit: = [v] SCSD1 [Q]  
Ledger Group: = [v] [ ] [Q] ←  
Account: begins with [v] [ ] [Q]  
Department: begins with [v] [ ] [Q]  
Operating Unit: begins with [v] [ ] [Q]  
Fund: begins with [v] [ ] [Q]  
Function: begins with [v] [ ] [Q]  
Program: begins with [v] [ ] [Q]  
Affiliate: begins with [v] [ ] [Q]  
Fund Affiliate: begins with [v] [ ] [Q]  
Project/Grant: begins with [v] [ ] [Q]  
Budget Period: begins with [v] [ ] [Q]  
Statistics Code: begins with [v] [ ] [Q]

Search Clear Basic Search Save Search Criteria

Choose the Ledger Group of interest\*

## Look Up Ledger Group

SetID: SHARE  
Ledger Group: begins with [v] [ ]

Look Up Clear Cancel Basic Lookup

### Search Results

View All First 1-10 of 10 Last

Ledger Group	Description	Ledger Group Type
<u>A_CONTROL</u>	<u>A Fund Control</u>	<u>Expense</u>
<u>A_REVENUE</u>	<u>A Fund Revenue</u>	<u>Revenue</u>
<u>A_TRACK</u>	<u>A Fund Track</u>	<u>Expense</u>
<u>CC_TRACK</u>	<u>CC Detail Track</u>	<u>Expense</u>
<u>C_CONTROL</u>	<u>C Fund Control</u>	<u>Expense</u>
<u>C_REVENUE</u>	<u>C Fund Revenue</u>	<u>Revenue</u>
<u>F_CONTROL</u>	<u>F Fund Control</u>	<u>Expense</u>
<u>F_REVENUE</u>	<u>F Fund Revenue</u>	<u>Revenue</u>
<u>H_CONTROL</u>	<u>H Fund Control</u>	<u>Expense</u>
<u>H_REVENUE</u>	<u>H Fund Revenue</u>	<u>Revenue</u>

\*When looking up A fund Budgets you want to always choose A\_TRACK. For others choose the control group (i.e. F\_CONTROL for F fund, or C\_CONTROL for C funds).

# Looking up budget information in PeopleSoft Financials

Enter in the Chart Fields of the budget you are interested in and click on SEARCH

**Budget Details**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300):

Business Unit: =

Ledger Group: =

Account: begins with

Department: begins with

Operating Unit: begins with

Fund: begins with

Function: begins with

Program: begins with

Affiliate: begins with

Fund Affiliate: begins with

Project/Grant: begins with

Budget Period: begins with

Statistics Code: begins with

[Basic Search](#) [Save Search Criteria](#)

**Note:** The order of Chart Fields is different on the search screen is different. They are displayed in the correct order above and matched to the search screen.


Fill out the Budget period. It is named after the second half of the fiscal year (i.e. 2013 for the 2012/2013 fiscal year)

# Looking up budget information in PeopleSoft Financials





You can then view the budget information as below

## Commitment Control Budget Details

Business Unit	Ledger Group	Fund	Function	Oper Unit	Account	Dept	Program	Budget Period
SCSD1	A_CONTROL	A	20200	000	5010	001	00000	2011

Display Chart 

### Ledger Amounts

Budget:	5,218.00 USD		<a href="#">Attributes</a>	Max Rows: <input type="text" value="100"/>
Expense:	129.49 USD		<a href="#">Parent / Children</a>	
Encumbrance:	0.00 USD		<a href="#">Associated Budgets</a>	
Pre-Encumbrance:	5.34 USD			

Associate Revenue: 0.00 USD

### Available Budget

Without Tolerance:	5,083.17 USD	Percent: (97.42%)	<a href="#">Forecasts</a>
With Tolerance:	5,083.17 USD	Percent: (97.42%)	

Here is your available budget

Warning Warnings: 0 [Budget Exceptions](#)

**Budget:** Original Budget  
**Pre-Encumbrance:** Open Requisitions.  
**Encumbrance:** Open Purchase Orders  
**Expense:** Closed Purchase Orders and Inventory Orders

# How to Look Up a Requisition in PeopleSoft

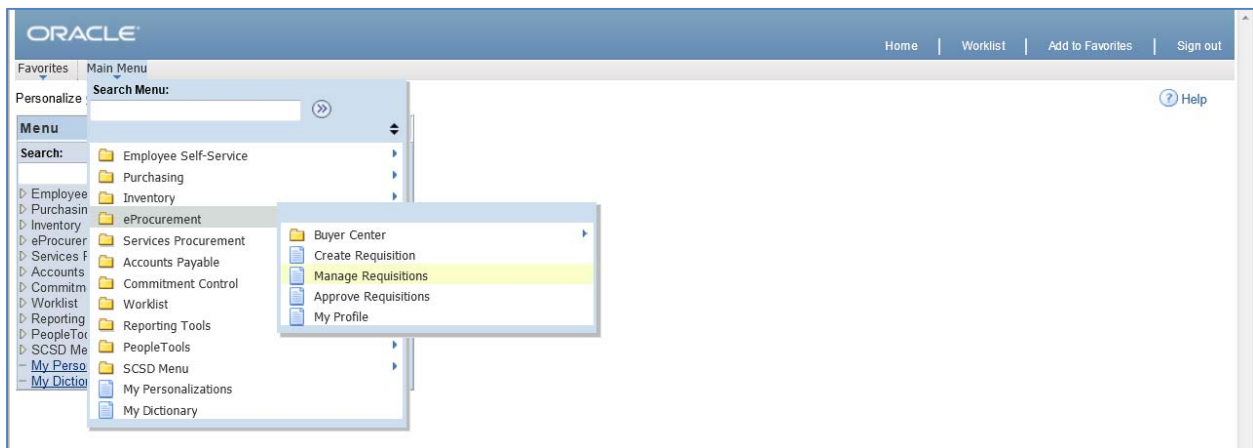
---

## PURPOSE:

- You have entered a requisition and you want to review the requisition status to determine if the requisition has been approved or make changes to the requisition.
- You want to know what the related PO number is, if goods/services have been received or if the vendor has been paid.
- You want to review a similar requisition to help you enter a new requisition.

## PROCEDURE:

1. **Navigate to:** eProcurement > Manage Requisitions



2. **Enter the information you know to locate the requisition – examples include:**

### Search by “Requisition ID”#

- If you know the “Requisition ID”, enter the 10 digit number in the “Requisition ID” field.
- Delete the “Date From” field to allow a larger range for the search.
- Delete the “Requester” field and click search.

**TIP:** The “Request Status” field defaults to “All but Complete”, if the requisition is not found when you search, try changing the “Request Status” to “Complete”.

# How to Look Up a Requisition in PeopleSoft

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## Search by yourself as “Requester”

- If you are looking for an order for which you are the “Requester”, delete the “Date From” field and click search at this time.
- This will list the most current orders, up to 50, for this “Requester”.

**TIP:** To list more orders, change the date range fields to search a time period prior to the last order listed.

## Search by someone else as “Requester”

- If you are not the “Requester” for the order you are looking for, delete the “Date From” field and your name from the “Requester” field.
- Click on the magnifying glass next to the field and find the name of the person who is the “Requester”, click the user ID in the requester column.
- Select search for the most current list of orders for that “Requester”.

## Search by “Entered By”

- If you are the person that entered the order or you know the name of the person that entered the order, you can search for the order by the “Entered By” field.
- Delete the “Date From” field and the “Requester” field.
- Click on the magnifying glass next to the “Entered By” field. Select the desired user ID in the entered by column, then select search.
- This will list up to 50 of the most current orders entered by this person.

## Search by “PO ID”

- If you know the purchase order number and want to view information from the original requisition you can search by “PO ID”.
- Delete the “Date From” field and the “Requester” field.
- Enter the 10 digit purchase order number in the “PO ID” field, then select search.
- This will list all requisitions associated with this PO.

# How to Look Up a Requisition in PeopleSoft

## Search by “Requisition Name”

- When the preceding methods of searches do not provide the results you needed, you can try searching by entering information that may be in the “Requisition Name” field.
- The standard for naming the requisition is the 3 digit location code of where the item(s) are to be delivered, the last name and sometimes first initial of person that the order is for, and the name of the suggested vendor for the order.
- The most useful key word is usually the teacher’s last name.
- Be sure to delete anything in the “Requisition”, “Date From”, “Requester”, “Entered By”, and “PO ID” fields.
- Enter the last name of the person the order is for and select search. This will list all orders with that name in the “Requisition Name” field.
- Scroll down the list to find the requisition you are looking for.
- If you do not find the requisition you were looking for, try a different date range.

**TIP:** Due to security restrictions, some users can only look up requisitions where they are the “Requester” or “Entered By”. If you need assistance, please call the Purchasing Department at 435-4226.

### 3. Review the requisition information

- Click on the twisty next to the requisition number you would like to review to display the different types of information available.

The screenshot displays the PeopleSoft Requisitions interface. At the top, there is a header for 'Requisitions' with a help icon. Below the header, there is a table with columns: Req ID, Requisition Name, BU, Date, Status, Budget, and Total. The first row shows a requisition with Req ID '0000028788', Requisition Name 'Winchek Main Office', BU 'SCSD1', Date '05/09/2013', Status 'Approved', Budget 'Valid', and Total '246.35 USD'. To the right of the total is a dropdown menu labeled '<Select Action>' and a 'Go' button. Below the table, there is a section for 'Requester: Winchek, Carol' and 'Entered By: Winchek, Carol'. Below that is a 'Pre-Encumbrance Balance: 8.06 USD'. A flowchart shows the request lifecycle: Requisition, Approvals, Inventory, Purchase Orders, Change Request, Receiving, Returns, Invoice, and Payment. Below the flowchart is a 'Request Lifespan' section with a 'Line Information' table. The table has columns: Line, Description, Status, Price, Quantity, UOM, and Vendor. The first row shows Line 1, Description 'PAPER, OFFSET/DUPLICATOR/ XER...', Status 'Approved', Price '2.38100 USD', Quantity '100.0000', UOM 'PKG', and Vendor 'W B MASON CO INC'. The second row shows Line 2, Description 'TAPE, ADDING MACHINE, WHITE, 2...', Status 'Approved', Price '0.19000 USD', Quantity '1.0000', UOM 'EA', and Vendor 'OFFICE MAX CONTRACT INC'. The third row shows Line 3, Description 'FOLDER, FILE, HANGING, LETTER...', Status 'Approved', Price '8.06000 USD', Quantity '1.0000', UOM 'PKG', and Vendor 'OFFICE MAX CONTRACT INC'. A red circle highlights the twisty icon next to the requisition number in the table. A red arrow points from the twisty icon to the dropdown menu.

- Click on the specific type of information you would like to review (i.e. “Requisition”, “Approvals”, “Receiving”, “Payment”, etc.)
- **TIP:** Click on the Select Action drop down menu to cancel or copy the requisition

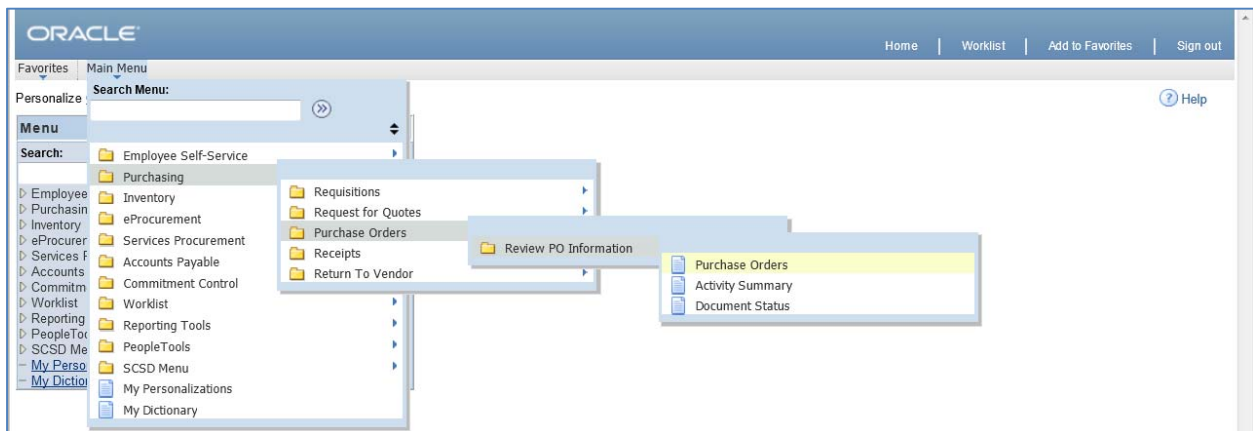
# How to Look Up a Purchase Order in PeopleSoft

## PURPOSE:

- You have entered a requisition and you want to review the purchase order status to determine if the purchase order has been approved.
- You want to review the prior year's purchase order to help you enter a new requisition.

## PROCEDURE:

1. **Navigate to:** Purchasing > Purchase Order > Review PO Information > Purchase Order



2. **Enter the information you know to locate the purchase order – examples include:**

- If you know the Purchase Order number, enter the 10 digit number in the “PO ID” field.
- Enter or search for and select the vendor name.
- Hit Enter or Click

The screenshot shows the 'Purchase Order Inquiry' search screen. The breadcrumb trail is 'Favorites > Main Menu > Purchasing > Purchase Orders > Review PO Information > Purchase Orders'. The page title is 'Purchase Order Inquiry'. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. The search criteria section includes: 'Limit the number of results to (up to 300): 300', 'Business Unit: SCSD1', 'PO ID: begins with 000002', 'Contract SetID: begins with', 'Contract ID: begins with', 'Release Number: =', 'Purchase Order: =', 'Date: =', 'PO Status: =', 'Short Vendor Name: GRAINGER', 'Vendor ID: begins with', 'Vendor Name: begins with', 'Buyer: begins with', and 'Buyer Name: begins with'. There is a 'Case Sensitive' checkbox. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

# How to Look Up a Purchase Order in PeopleSoft

## 3. Click on the Purchase Order you would like to review from the search result listing

Business Unit	PO ID	Contract SetID	Contract ID	Release Number	Purchase Order Date	PO Status	Short Vendor Name	Vendor ID	Vendor Name	Buyer	PO Type	Purchase Order Reference	Hold From Further Processing
SCSD1	0000022476	SHARE	(blank)	0	04/18/2013	Pend Appr	GRAINGER_W W	0000023000	GRAINGER_W W INC	RFLORA41	General	HSGI Clary Req 0000028481	N
SCSD1	0000022476	SHARE	(blank)	0	04/18/2013	Dispatched	GRAINGER_W W	0000023000	GRAINGER_W W INC	RFLORA41	General	Online Src From Req 0000028367	N
SCSD1	0000022447	SHARE	(blank)	0	04/18/2013	Dispatched	GRAINGER_W W	0000023000	GRAINGER_W W INC	NFARIN11	General	Online Src From Req 0000028317	N
SCSD1	0000022447	SHARE	(blank)	0	04/18/2013	Dispatched	GRAINGER_W W	0000023000	GRAINGER_W W INC	NFARIN11	General	Online Src From Req 0000028317	N
SCSD1	0000022026	SHARE	(blank)	0	04/02/2013	Dispatched	GRAINGER_W W	0000023000	GRAINGER_W W INC	NFARIN11	General	Online Src From Req 0000027443	N
SCSD1	0000022026	SHARE	(blank)	0	04/02/2013	Dispatched	GRAINGER_W W	0000023000	GRAINGER_W W INC	NFARIN11	General	Online Src From Req 0000027443	N

## 4. Review the Purchase Order information such as:

- Vendor name and Vendor ID
- Item Description, Category code, PO quantity, unit of measure and amount

**Purchase Order Inquiry**

**Purchase Order**

Business Unit: SCSD1  
 PO ID: 0000022476  
 PO Status: Dispatched  
 Budget Status: Valid

**Header**

PO Date: 04/18/2013  
 Vendor Name: GRAINGER\_W W  
 Vendor ID: 0000023000  
 Buyer: Elizabeth  
 PO Reference: Online Src From Req 0000028367

Backorder Status: Not Backordered  
 Receipt Status: Received  
 Hold From Further Processing

**Amount Summary**

Merchandise: 265.95  
 Freight/Tax/Misc.: 0.00  
 Total: 265.95 USD  
 Encumbrance Balance: 0.00 USD

**Lines**

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1	1UNP4	SHEET ACRYLIC CLEAR 1.5	052031	3.0000	EA	265.95 USD	Approved

- Click on the Line Comments icon on the right side to view the information that was entered in the “Additional Information” section during requisition entry. Click  to return to the previous screen.
- In this example, the state contract number (PC62993), fund (A) and the quote number (Quote 2018329589) were entered.

**Comments**


Comment Status: Active

<< PC62993  
 A  
 QUOTE 2018329589 >>

Send to Vendor  
 Shown at Receipt  
 Shown at Voucher



# How to Look Up a Purchase Order in PeopleSoft

- Click on the Schedule icon  on the right side to view the line details.



**Purchase Order Inquiry**  
**Purchase Order**

Business Unit: SCSD1  
PO ID: 000022476  
PO Status: Dispatched  
Budget Status: Valid

**Header**

PO Date: 04/18/2013  
Vendor Name: GRAINGER, W W  
Vendor ID: 000023000  
Buyer: Florack, Elizabeth  
PO Reference: Online Src From Req 000028367


Backorder Status: Not Backordered  
Receipt Status: Received  
 Hold From Further Processing

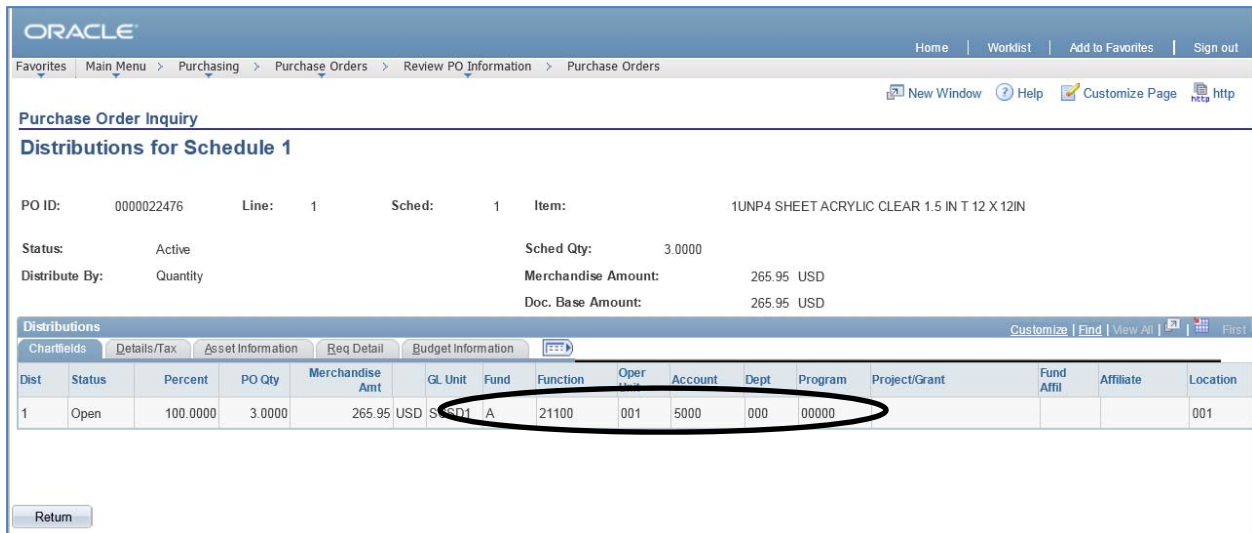
**Amount Summary**

Merchandise: 265.95  
Freight/Tax/Misc.: 0.00  
Total: 265.95 USD  
Encumbrance Balance: 0.00 USD

**Lines**

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		1UNP4 SHEET ACRYLIC CLEAR 1.5	052031	3.0000	EA	265.95 USD	Approved

- Then click on the Distribution/Chartfield icon  on the far right side to view the chartfield string for the line.
- In this example, the chartfield string is:



**Purchase Order Inquiry**  
**Distributions for Schedule 1**

PO ID: 000022476 Line: 1 Sched: 1 Item: 1UNP4 SHEET ACRYLIC CLEAR 1.5 IN T 12 X 12IN

Status: Active  
Distribute By: Quantity

Sched Qty: 3.0000  
Merchandise Amount: 265.95 USD  
Doc. Base Amount: 265.95 USD

**Distributions**

Chartfields	Details/Tax	Asset Information	Req Detail	Budget Information											
Dist	Status	Percent	PO Qty	Merchandise Amt	GL Unit	Fund	Function	Oper	Account	Dept	Program	Project/Grant	Fund Affil	Affiliate	Location
1	Open	100.0000	3.0000	265.95 USD	SCSD1	A	21100	001	5000	000	00000				001

[Return](#)

- Click [Return](#) to go back to the previous screen.
- Click [Return to Main Page](#) on the top right to return to the original Purchase Order inquiry screen.

## Approving Requisitions

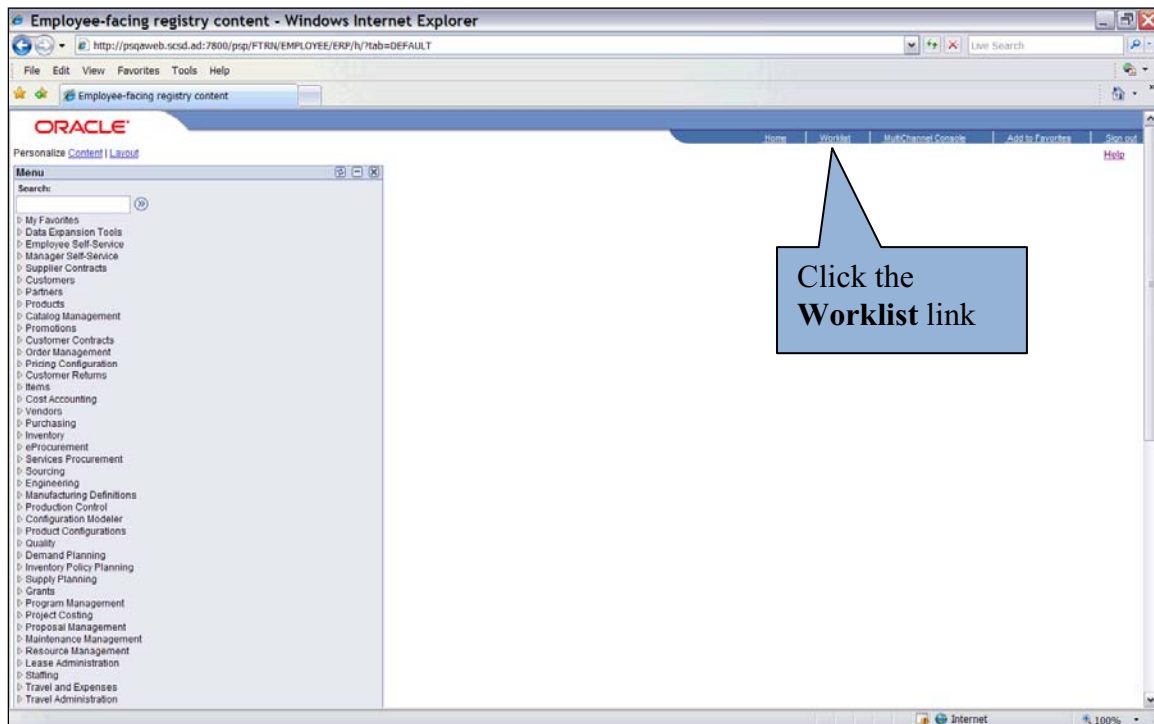
In PeopleSoft, the budget authority will approve requisitions that will effect their budget lines. Approval is needed prior to the request becoming a purchase order.

## Approving Requisitions from a Worklist

As an approver, requisitions will show up on your worklist to be approved. You are able to select individual line items on the requisition to approve or approve all the line items on the requisition. You also can deny line items as well.

## Procedure

Once you have signed in to PeopleSoft, you may go directly to your **Worklist** to review requisitions waiting for your approval.



The worklist screen will show all the requisitions in your worklist. You can select a requisition to review for approval.

Worklist Filters: Approval Routing

Worklist

From	To	Priority	Transaction Approved	Mark-Worked	Reassign
Powers, Marilyn	11/29/2010	2-Medium	Requisition 26021, BUSINESS_UNIT:SCSD1, REQ_ID:0000005412		
Capozzi, Janice	01/28/2011	2-Medium	Requisition 36631, BUSINESS_UNIT:SCSD1, REQ_ID:0000007857		
Capozzi, Janice	01/28/2011	2-Medium	Requisition 36633, BUSINESS_UNIT:SCSD1, REQ_ID:0000007861		
King-Reese, Jennifer	02/10/2011	2-Medium	Requisition 39892, BUSINESS_UNIT:SCSD1, REQ_ID:0000008565		

Choose a requisition from the list.

Worklist - Windows Internet Explorer

ORACLE

Requisition Approval

Req Name: 0000000060  
 Total: 127.73 USD  
 Requester: Cooper, Lemesia  
 Entered on: 01/05/2010  
 Status: Pending  
 Requester's Justification: No justification entered by requester.

Business Unit: SCSD1  
 Requisition ID: 0000000060  
 Priority: Medium

Line Information

Line	Item Description	Vendor Name	Qty	UOM	Comments
1	PAPER CONSTRUCTION	KURTZ-001	5.82000	USD	
2	PAPER KRAFT SCARLET, 26" X...	KURTZ-001	10.0000	EA	12.08000 USD

Select All / Deselect All  
 View Line Details

Review/Edit Approvals

Enter Approver Comments

Approve Deny  
 Return to Worklist

To view budget information please click on Select All and then click on View Line Details

If you have Comments you would type them here. (You cannot deny a Req without comments)

Choose Approve or Deny to complete the process.

The requester of the requisition will receive a notification of your approval or denial.

The screenshot shows a web browser window displaying the PeopleSoft Requisition Approval interface. The browser address bar shows the URL: <http://psqaweb.scsd.edu:7800/psp/FTRN/EMPLOYEE/ERP/jsp/WORKLIST?ICAction=ICViewWorklist&Menu=Worklist&Market=GBL&PanelGroupName=WORKLIST>. The interface includes a left-hand navigation menu with options like 'My Favorites', 'Purchasing', 'eProcurement', and 'Worklist'. The main content area is titled 'Requisition Approval' and contains several sections: 'Confirmation' with a green checkmark and the text 'search catalog has been routed for further approval.', 'Review/Edit Approvers', 'Budget Authority' (showing 'Approved' by 'Duck, Donald' on '3/29/2010 - 5:02 PM'), and 'Purchasing Department' (showing 'Pending' with 'Multiple Approvers' and 'District Buyer'). A 'Return to Worklist' link is located at the bottom left of the main content area. A blue callout bubble on the right side of the screen contains the text: 'Here you can see your approval and preview pending approvals.' A blue callout box at the bottom center contains the text: 'Click on Return to Worklist to choose another requisition.'

## Creating an Information Request for a Requisition

### Open the Review/Edit Approvers Section on the Requisition Approval Page

[View printable version](#)

Line Information ?

Line	Item Description	Vendor Name	Quantity	UOM	Price	Requester's Comments
<input type="checkbox"/>	1 978-1-4511-4903-6 FORD ROACH...	LIPPINCOTT WIL	27.0000	EA	49.56000 USD	
<input type="checkbox"/>	2 978-1-4511-5833-5 NCLEX-PN 5...	LIPPINCOTT WIL	27.0000	EA	55.99000 USD	
<input type="checkbox"/>	4 978-1-4511-2044-8 TIMBY MED ...	LIPPINCOTT WIL	27.0000	EA	49.56000 USD	

Select All / Deselect All

Review/Edit Approvers

Enter Approver Comments

[Return to Worklist](#) [Approval History](#)

### Click on the Request Information Link

Review/Edit Approvers

**Budget Authority**

054 D BOURGEOIS LIPPINCOTT: Approved [View/Hide Comments](#) [Start New Path](#)

**Purchasing Department**

054 D BOURGEOIS LIPPINCOTT: Approved [View/Hide Comments](#) [Start New Path](#)

**CFO**

054 D BOURGEOIS LIPPINCOTT: Pending [View/Hide Comments](#) [Request Information](#) [Start New Path](#)

CFO

Pending

Slack, Suzanne  
Chief Financial Officer [+](#)

[Comment History](#)

Enter Approver Comments

## Creating an Information Request for a Requisition

If you leave and go back into the approval page it should look like this.  
(This step is optional if you want to double check)

CFO

054 D BOURGEOIS LIPPINCOTT: **Awaiting Further Approvals** [View/Hide Comments](#)  
[Start New Path](#)

CFO

**On Hold**

 [Slack, Suzanne](#)  
Chief Financial Officer  
12/14/12 - 11:46 AM

**Information Request**

 [Lent, Kathryn](#)  
Information Request

**Comment History**

The user will receive both a worklist and an e-mail notification of your information request.

You will receive an email notification when they have updated added their comments.

You can then review their comments and approve by clicking on the link in the e-mail or using your worklist.

**Requested Information has been added for for Requisition ID "0000024054" Business Un...**

[peoplesoft@scsd.us](mailto:peoplesoft@scsd.us) [[peoplesoft@scsd.us](mailto:peoplesoft@scsd.us)]

**Sent:** Friday, December 14, 2012 11:53 AM

**To:** PeopleSoft

Requested information has been added for requisition.

Requester: KALENT58  
Business Unit: Syracuse City School District  
Requisition ID: 0000024054  
Requisition Name: 054 D BOURGEOIS LIPPINCOTT  
Date: 2012-12-06

You can navigate directly to the approval page by clicking the link below.

[http://psdevweb.scsd.ad:12580/psp/FCFG91/EMPLOYEE/ERP/c/PV\\_MAIN\\_MENU>Action=U&BUSINESS\\_UNIT=SCSD1&REQ\\_ID=0000024054](http://psdevweb.scsd.ad:12580/psp/FCFG91/EMPLOYEE/ERP/c/PV_MAIN_MENU>Action=U&BUSINESS_UNIT=SCSD1&REQ_ID=0000024054)

## Creating an Information Request for a Requisition

View the comments by clicking on View/Hide Comments

### Review/Edit Approvers

#### Budget Authority

test:Awaiting Further Approvals [View/Hide Comments](#) [Start New Path](#)

General Fund

**Approved**

✓ [Williams, Matthew](#)  
Fund A  
12/12/12 - 2:21 PM

**Comments**


**Carni, Deborah at 12/17/12 - 2:01 PM**  
This is where you would type the justification for your order

#### CFO

test:Awaiting Further Approvals [View/Hide Comments](#) [Start New Path](#)

CFO

**On Hold**

 [Slack, Suzanne](#)  
Chief Financial Officer  
12/14/12 - 11:47 AM

**Information Request**

 [Carni, Deborah](#)  
Information Request

**Comments**

## Responding to a Requisition Information Request

If you receive an Information Request in an e-mail or on your worklist, the approver is asking for justification for your order.

Click on the link in your e-mail or on your worklist.

### Worklist Example

This is how you know the worklist item is an information request

Work List Filters: Approval Request Informatio Feed

Customize | Find | View All | First 1 of 1 Last

From	Date From	Work Item	Worked By Activity	Priority	Link		
Slack, Suzanne	12/14/2012	Approval Request Information	Approval Workflow	2-Medium	<a href="#">Requisition: 120673, SCSD1, 2012-12-06, N. O. BUSINESS UNIT: SCSD1 REQ ID: 0000024054</a>	Mark Worked	Reassign

Click on the link to add your justification comments

### Email Example

Information has been requested for requisition.

Requester: DCARNI05  
Business Unit: Syracuse City School District  
Requisition ID: 0000024096  
Requisition Name: test  
Date: 2012-12-12

You can navigate directly to the approval page by clicking the link below.

[http://psdevweb.scsd.ad:12580/psp/FCFG91/EMPLOYEE/ERP/c/PV\\_MAIN\\_MENU>Action=U&BUSINESS\\_UNIT=SCSD1&REQ\\_ID=0000024096](http://psdevweb.scsd.ad:12580/psp/FCFG91/EMPLOYEE/ERP/c/PV_MAIN_MENU>Action=U&BUSINESS_UNIT=SCSD1&REQ_ID=0000024096)

Click on the link to add your justification comments



## Responding to a Requisition Information Request

You can then enter your Justification Comments and click Save Comments.

This will e-mail the approver letting them know that you have added your justification for their review.

Requester's Justification:

*No justification entered by requester.*

[View printable version](#)

### Line Information ?

Line Information		Customize   Find   First 1 of 1 Last						
	Line	Item Description	Vendor Name	Quantity	UOM	Price		Requester's Comments
<input type="checkbox"/>	1	<a href="#">PAPER_OFFSET/DUPLICATOR/XER...</a>	W B MASON-001	10.0000	PKG	2.38000	USD	

[Select All / Deselect All](#)

[View Line Details](#)

### Review/Edit Approvers

#### Enter Comments

This is where you would type the justification for your order

Enter your  
Comments Here

[Save Comments](#)

Then Click on  
Save Comments

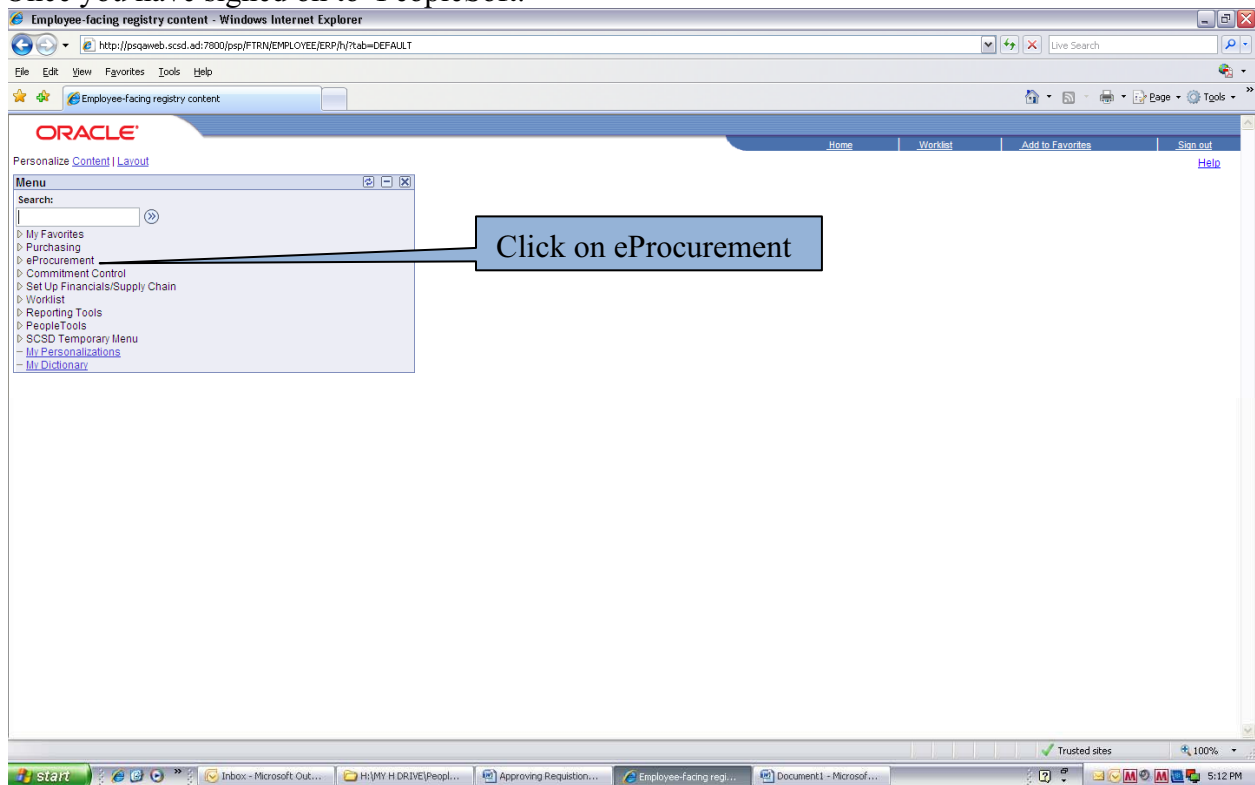
[Return to Worklist](#)

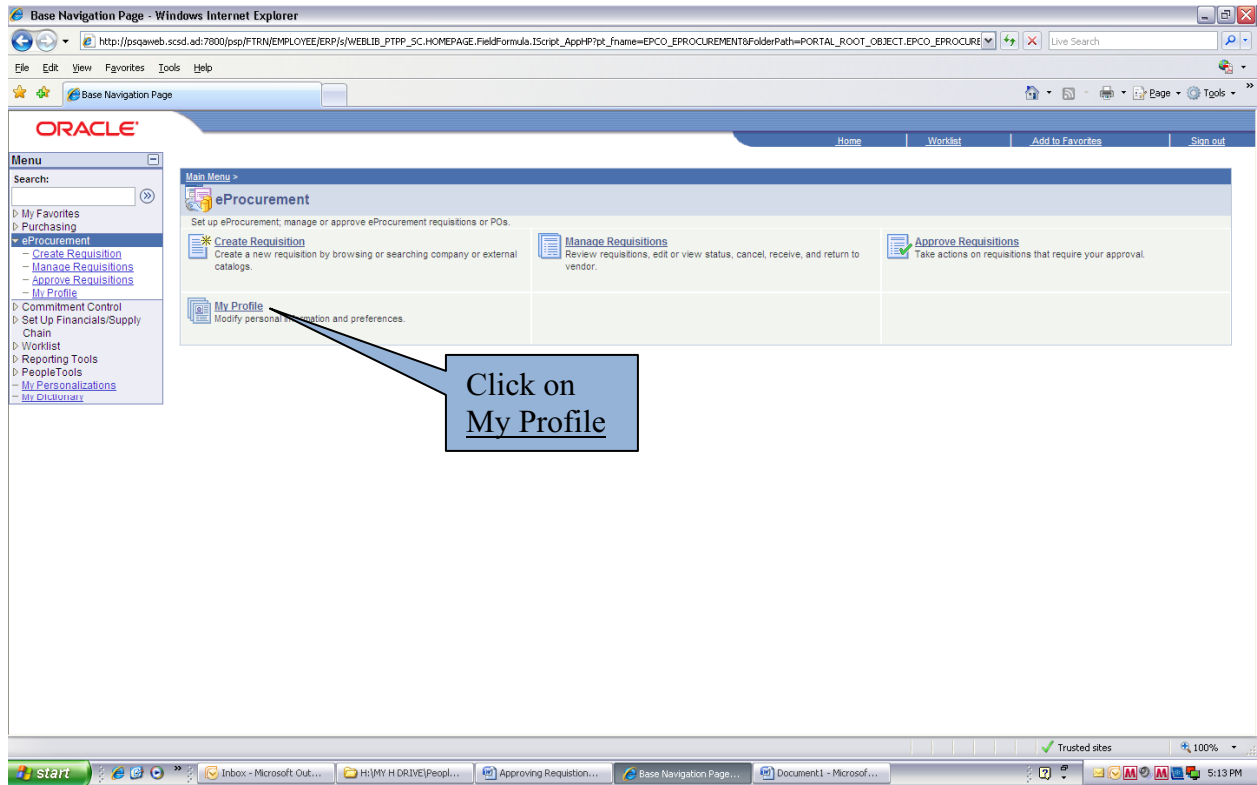
## Delegating Requisition Approval Authority

In PeopleSoft as a budget owner, you have the ability to delegate the approval authority for requisitions assigned to your budget when you are not able to approve requests due to time away from the office; etc. You can delegate the approval authority for a specific date range. The assigned delegate (typically this individual would be your designated backup) will receive all the requests entered against your budget from that point on in their worklist.

## Procedure

Once you have signed on to PeopleSoft:



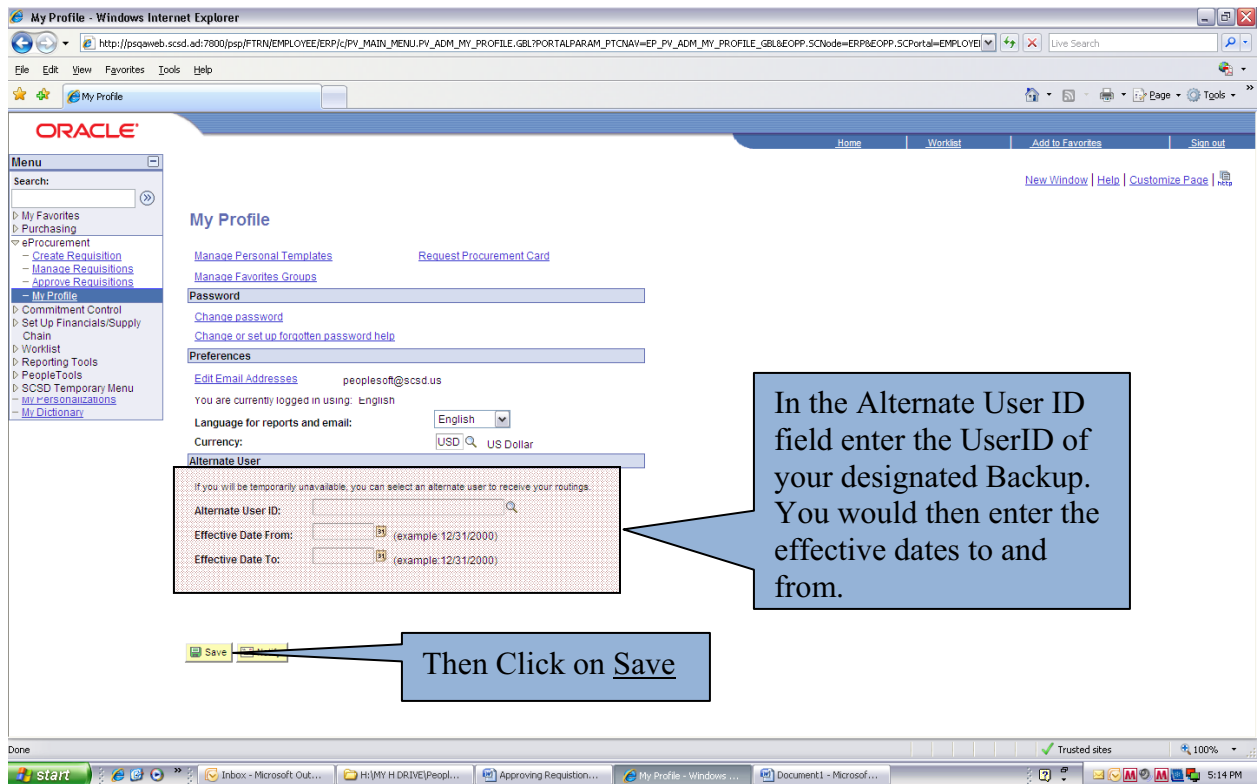


Base Navigation Page - Windows Internet Explorer

Oracle eProcurement Main Menu

- Set up eProcurement; manage or approve eProcurement requisitions or POs.
- Create Requisition: Create a new requisition by browsing or searching company or external catalogs.
- Manage Requisitions: Review requisitions, edit or view status, cancel, receive, and return to vendor.
- Approve Requisitions: Take actions on requisitions that require your approval.
- My Profile: Modify personal information and preferences.

**Click on My Profile**



My Profile - Windows Internet Explorer

Oracle My Profile

Manage Personal Templates | Request Procurement Card

Manage Favorites Groups

**Password**

Change password | Change or set up forgotten password help

**Preferences**

Edit Email Addresses | peoplesoft@scsd.us

You are currently logged in using: English

Language for reports and email: English

Currency: USD US Dollar

**Alternate User**

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID:

Effective Date From:  (example: 12/31/2000)

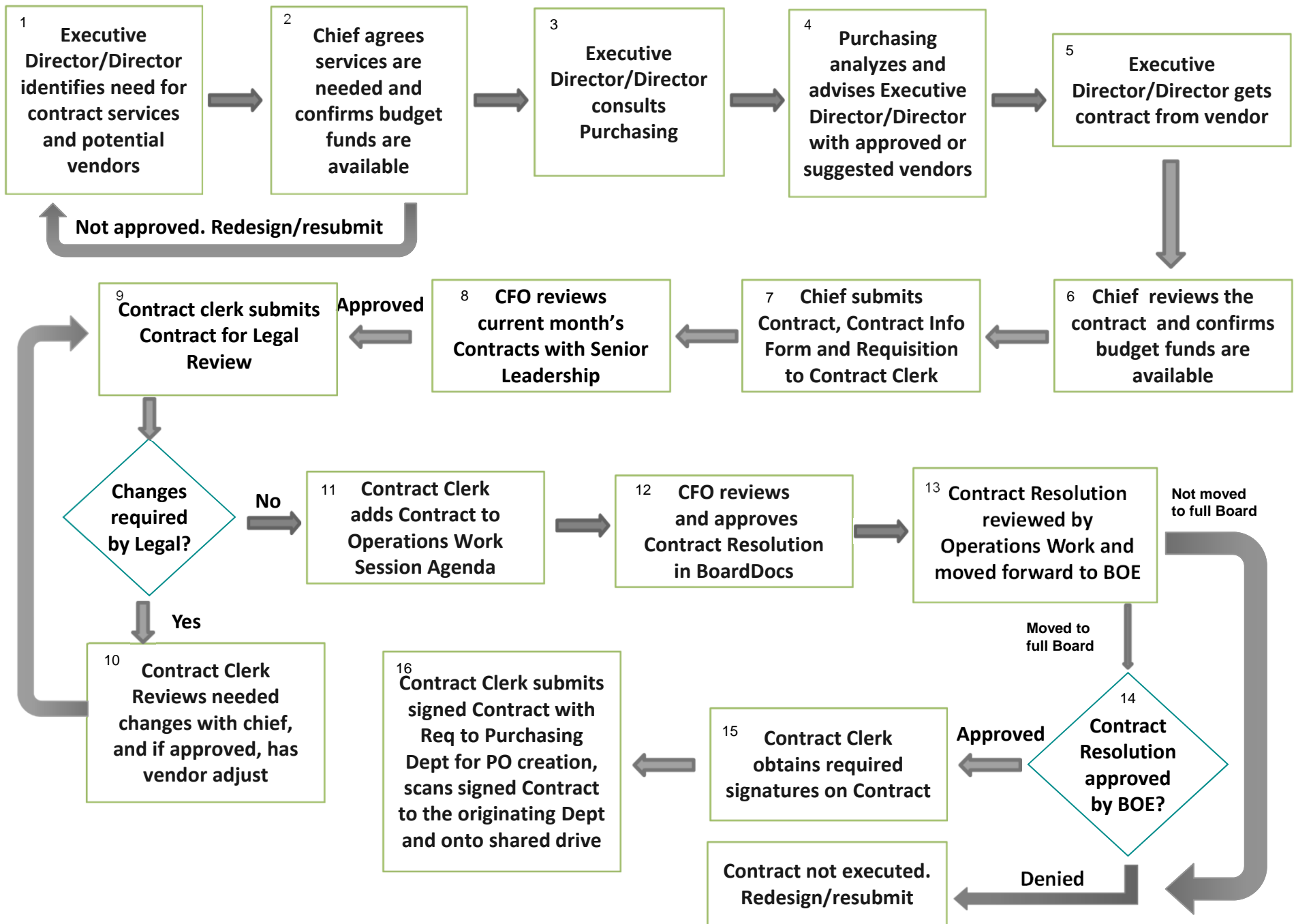
Effective Date To:  (example: 12/31/2000)

**Then Click on Save**

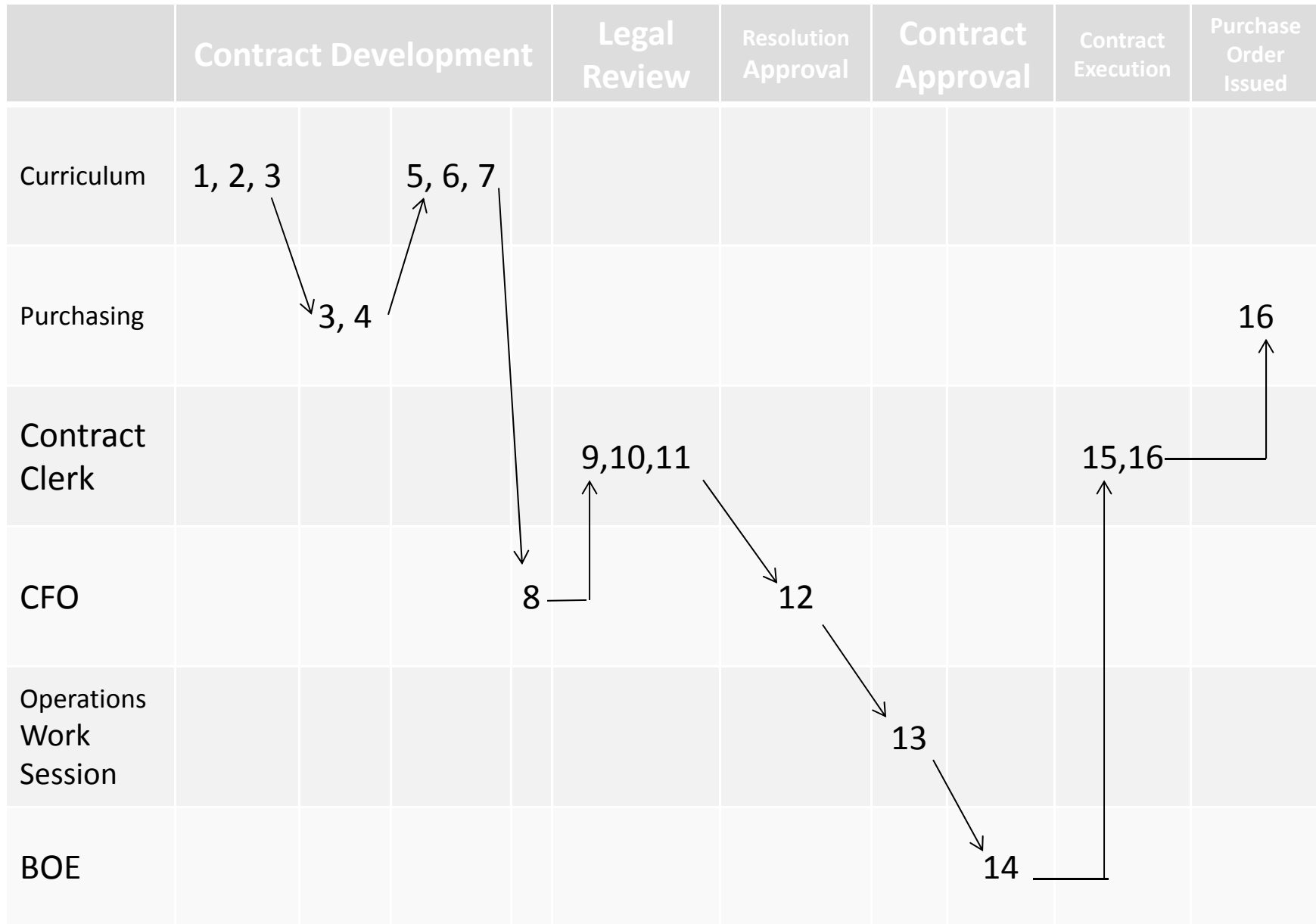
In the Alternate User ID field enter the UserID of your designated Backup. You would then enter the effective dates to and from.

# CONTRACT PROCESS FLOWCHART

Revised 3/15/13



# Standard Contract Flow



# CONTRACT INFORMATION FORM

Email completed form with contract to [bchapman@scsd.us](mailto:bchapman@scsd.us)  
Please fill out this form completely or there may be delays in approval

CONTRACT ORIGINATED BY: \_\_\_\_\_  
SCSD Employee

CONTRACT DATES: \_\_\_\_/\_\_\_\_/\_\_\_\_ through \_\_\_\_/\_\_\_\_/\_\_\_\_

Check One:  NEW CONTRACT  CONTRACT RENEWAL

Contract reviewed by Purchasing: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Contract reviewed by Chief: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**NOTE: All contracts should have a signature line for the Superintendent AND another signature line for the Chief originating the contract. Please ensure the contract includes all necessary signature lines BEFORE submission.**

Brief description of service(s) to be provided: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contract amount is not to exceed: \$ \_\_\_\_\_

To be paid from budget line:         
Fund Function Op unit Account Dept Program Grant

Budget Description: \_\_\_\_\_

Grant Title (if applicable): \_\_\_\_\_

Cost Last Year: \$ \_\_\_\_\_

Reason for Increase/Decrease: \_\_\_\_\_

# of Students / Teachers / Employees Affected: Prior Year: \_\_\_\_\_ Current Year: \_\_\_\_\_

Cost per Student: \$ \_\_\_\_\_ Check One:  Per year cost  One-time cost

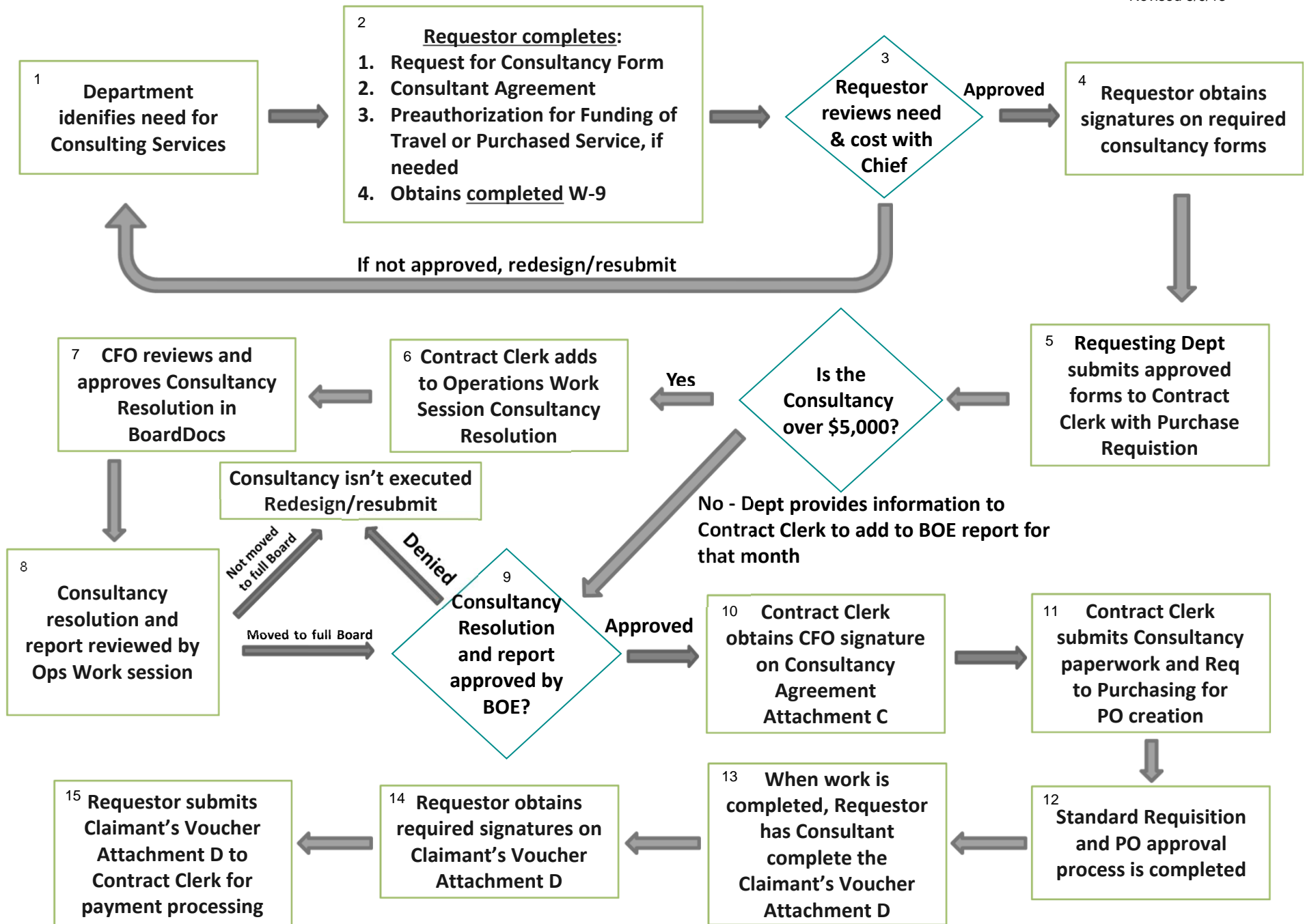
**VENDOR Contact Name for SIGNATURE on contract:** \_\_\_\_\_

**VENDOR Method of Contact by Contracts Clerk (check one):**  Email  Fax  Mail

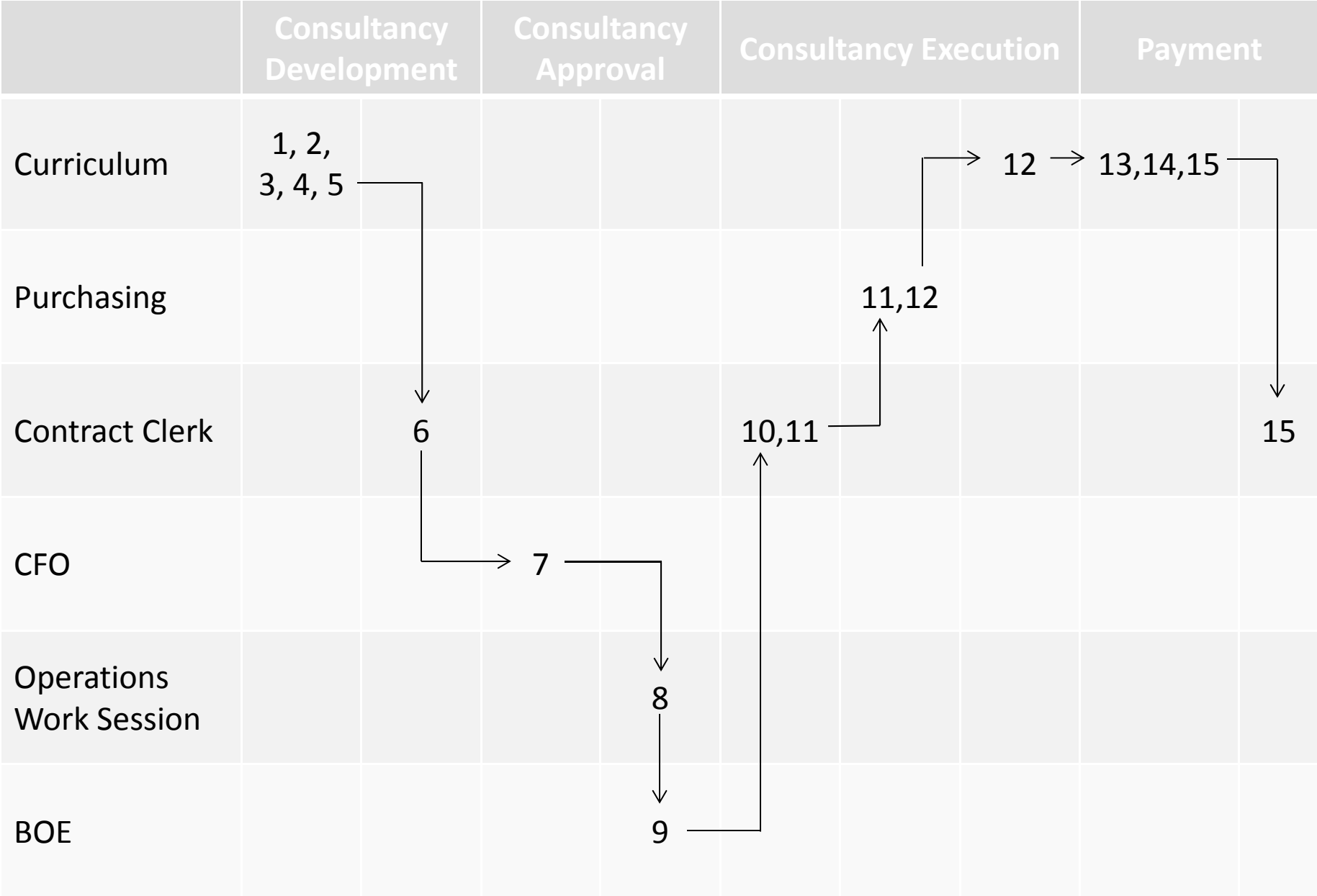
Information for vendor method of contact for signature (i.e. email address, fax number, or mailing address):  
\_\_\_\_\_  
\_\_\_\_\_

# CONSULTANCY FLOWCHART

Revised 5/9/13



# Standard Consultancy Flow





## REQUEST FOR CONSULTANT SERVICES SYRACUSE CITY SCHOOL DISTRICT

NOTE: All Requests for Consultant Services that will result in the Consultant earning more than \$5,000 in a given year **must** have prior approval by the Board of Education **before** service commences. Consultants earning cumulative totals of \$5,000 or less must be reported to the Board of Education.

From (Requestor): \_\_\_\_\_

To (Chief): \_\_\_\_\_

Consultant's Name:	
Address:	
Email:	
Phone:	
W-9	*Must be attached for taxpayer identification number

Dates of Service	Description of Services to be Rendered per attached Consultant Agreement	Quantity	Unit Fee	Total Cost

Reason for using this specific Consultant: \_\_\_\_\_

To be paid from:

Fund    Function    Op Unit    Account    Dept    Program    Grant

**APPROVED for Funding:** (A Fund – Chief or F Fund – Director of Special Programs)

\_\_\_\_\_  
**Signature** \_\_\_\_\_  
**Date**

\*\*\* Submit signed Attachment A&B, with C signed by Consultant and W-9 to Contract Clerk with **requisition** for BOE. If needed, attach the Pre-authorization for Funding of Travel or Purchased Service.

\*\*\*The Requestor and Chief will be notified after Board of Education review. The Contract Clerk will obtain additional signatures on Attachment C and submit to Purchasing to have a PO created.

# CONSULTANT AGREEMENT

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ by and between the Syracuse City School District of Syracuse, New York, hereinafter referred to as the District and \_\_\_\_\_, hereinafter referred to as the contractor.

Witnesseth: That the contractor, for and in consideration for the sum of \_\_\_\_\_ dollars to be paid as hereinafter set forth, agrees to perform the following services: \_\_\_\_\_

The provision of service is to commence \_\_\_\_\_ and to be completed on or before \_\_\_\_\_ conditions permitting.

For and in consideration of the services to be performed by the contractor, the District agrees to pay said contractor the sum of \_\_\_\_\_ as follows: \_\_\_\_\_

This is the entire agreement of the parties hereto, and it is agreed that any additional charge will be considered only if it is beyond the scope of services herein detailed. Additionally, the parties agree that additional charges for services not herein detailed must be evidenced by a second agreement and supportation thereof.

The contractor has read School Services Division Bulletin No. 16 and understands that he/she is not an employee of the Syracuse City School District. The contractor also understands that he/she is fully responsible for filing the necessary self-employment quarterly tax payments in accordance with federal and state laws, and is fully responsible for insurance coverage such as workers compensation, disability, etc.

The contractor is hereby informed that he/she is not subject to the direction or control of the Syracuse City School District. The District does not issue instructions, set the hours of work, nor set the sequence or pattern of work. The contractor is free to follow their own schedule and their own method(s).

**THE SYRACUSE CITY SCHOOL DISTRICT**

**CONTRACTOR/CONSULTANT**

\_\_\_\_\_  
*Signature\**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

\*Only the Chief Financial Officer or Superintendent are authorized to sign consultancy agreements on behalf of the District after review by the BOE.

\_\_\_\_\_  
*Superintendent's Signature*  
*(required if this consultancy is over \$5,000)*

\_\_\_\_\_  
*Date*

**CLAIMANT'S VOUCHER**

*(To be submitted to Special Programs or Fiscal Services  
by Consultant when work is completed and payment is to be claimed)*

Consultant's Name: \_\_\_\_\_

Dates	Description of Services	Quantity	Unit Price	Amount
<b>TOTAL</b>				

**CLAIMANT'S CERTIFICATION:**

I, \_\_\_\_\_ certify that the above account in the amount of \$ \_\_\_\_\_ is true and correct, and that the labor or services, merchandise, materials, articles, or disbursements charged were actually performed, delivered, or made on the dates stated for the CITY SCHOOL DISTRICT OF THE CITY OF SYRACUSE; THAT THE SUMS CHARGED THEREFORE ARE REASONABLE AND JUST; that no setoff exists; that no part has been paid or satisfied or claim assigned to other parties except such as are included or referred to in such account; THAT TAXES FROM WHICH THE SCHOOL DISTRICT IS EXEMPT ARE NOT INCLUDED; that the provisions of the New York State Labor Law have been complied with; and that the amount claimed is actually due.

\_\_\_\_\_  
Consultant's Signature

\_\_\_\_\_  
Date

**Verified Services Rendered:**

\_\_\_\_\_  
*Signature of Administrator who Requested Services*

\_\_\_\_\_  
*Date*

**Approved for Payment:**

\_\_\_\_\_  
*A Fund – Chief      F Fund – Director of Special Programs*

\_\_\_\_\_  
*Date*

**\*\*\* Submit approved Attachment D to Contract Clerk \*\*\***

**Pre-Authorization for Funding of Travel or Purchased Services**

(Please type or print clearly!)

Requestor's Name: \_\_\_\_\_

Building/Department: \_\_\_\_\_ Phone \_\_\_\_\_

Request Date: \_\_\_\_\_

Activity Name: \_\_\_\_\_

Activity Date(s): From \_\_\_\_\_ to \_\_\_\_\_

Funding Source or Grant Name: _____ _____
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**Staff Travel:** *(Please include Excused Absence Form and applicable Purchase Requisitions.)*

Location: \_\_\_\_\_ Person(s) Attending: \_\_\_\_\_

Activity Type:  Conference  Workshop  In-District Mileage  Site-Visit  Meeting  Other

	Amount	Please check <input checked="" type="checkbox"/> method of payment:		Total
		Purchase Order	Reimbursement	
Registration	\$ _____	<input type="checkbox"/>	or <input type="checkbox"/>	\$ _____
Airfare/Train/Bus	\$ _____	<input type="checkbox"/>	or <input type="checkbox"/>	\$ _____
Mileage	\$ _____	<input type="checkbox"/>	or <input type="checkbox"/>	\$ _____
Lodging	\$ _____	<input type="checkbox"/>	or <input type="checkbox"/>	\$ _____
Meals	\$ _____	<input type="checkbox"/>	or <input type="checkbox"/>	\$ _____
Tolls	\$ _____	<input type="checkbox"/>	or <input type="checkbox"/>	\$ _____
Ground Transportation	\$ _____	<input type="checkbox"/>	or <input type="checkbox"/>	\$ _____
Parking	\$ _____	<input type="checkbox"/>	or <input type="checkbox"/>	\$ _____
Other: _____	\$ _____	<input type="checkbox"/>	or <input type="checkbox"/>	\$ _____

**Total Cost for Staff Travel Initiative: \$ \_\_\_\_\_**

**Student Travel:** *(Please include Field Trip Packet and applicable Purchase Requisitions.)*

Location: \_\_\_\_\_ Transportation/Bus Costs: \$ \_\_\_\_\_

Purpose: \_\_\_\_\_ Admission/Site Rental Fee: \$ \_\_\_\_\_

Description of Students Attending: \_\_\_\_\_ Other Cost: \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ Other Cost: \_\_\_\_\_ \$ \_\_\_\_\_

**Total Cost for Student Travel Initiative: \$ \_\_\_\_\_**

**Purchased Services/Consultants:** *(Please include Consultancy Packet or Purchase Requisition.)*

Activity Type:  Consultancy  Contract  Site License  Rental  Performance  Other

Service Provider Name(s): \_\_\_\_\_

Brief Description of Service: \_\_\_\_\_

**Total Cost for Purchased Service/Consultancy: \$ \_\_\_\_\_**

**Signatures for Approval:**

Building/Department Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Special Programs/General Fund Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

Budget Number: \_\_\_\_\_ Initials: \_\_\_\_\_

## Food Service - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Bread	044022	ALTERI BAKERY, INC	0000002339
		MIDSTATE BAKERY DIS.	0000035517
		NEW YORK BAKERY OF SYRACUSE INC	0000902615
Desktop & Laptop Computers Equip.	023001	SIRIUS COMPUTER SOLUTIONS	0000048856
Desktop & Laptop Computers Supplies	023002	DELL MARKETING, L.P.	0000015002
		DYNTEK SERVICES INC	0000016642
		HEARTLAND PAYMENT SYSTEMS INC	0000902529
Dues & Registration Fees	030006	NYSNA	0000037087
Envelopes	096022	DUPLI ENVELOPE & GRAPHICS CORP	0000016590
Food Services Equip.	045001	CENTRAL RESTAURANT SUPPLY, INC	0000010700
		MIKE'S POWER EQUIPMENT, LLC	0000035655
Food Services Professional Services	045006	PALMER DISTRIBUTING INC	0000901645
		SYSTEMS TECHNOLOGY GROUP INC	0000052786
Food Services Rental	045005	A VERDI LLC	0000000466
Food Services Repair Services	045004	COUNTY WIDE APPL. & TV SERVICE	0000013370
		DUFFY'S EQUIPMENT SERVICE, INC	0000016534
Food Services Supplies	045002	CENTRAL RESTAURANT SUPPLY, INC	0000010700
		MIKE'S POWER EQUIPMENT, LLC	0000035655
		SYSCO FOOD SERVICES SYRACUSE	0000052950
Food Storage Space Rental	044005	FOOD FEATURES, INC	0000020421
Juice	044042	BEVERAGE PLUS	0000007215
		BYRNE DAIRY, INC	0000009290
		UPSTATE FARMS COOPERATIVE, INC	0000055875
Locks Safes & Equip.	065001	GRAINGER, W W INC	0000023000
Major Appliance Repair Services	003014	ABC REFRIGERATION	0000000087
		BOWERMAN ASSOC INC DBA BELDEN AVE DIST	0000902670
		GOLDEN, PAUL DBA ZJ'S COMMERCIAL KITCHEN	0000902563
Major Electric	003011	RA LIN, INC	0000044440
Milk	044032	BYRNE DAIRY, INC	0000009290
		PERRY'S ICE CREAM CO, INC	0000042198
		RENZI BROS., INC	0000045213
		UPSTATE FARMS COOPERATIVE, INC	0000055875
Misc. Grocery Items & Supplies	044072	SYRACUSE BANANA	0000051775
		SYSCO FOOD SERVICES SYRACUSE	0000052950
		WEGMANS FOOD MARKETS, INC	0000057585
Office Supplies	091002	OFFICE MAX CONTRACT INC	0000039751
Subscriptions	123506	FEDERAL NEWS SERVICES, INC	0000019769
		NATION RESTAURANT NEWS	0000902572
Telephone Answering Services	018076	SYSTEMS TECHNOLOGY GROUP INC	0000052786
Telephone-Cellular Services	018086	AT & T MOBILITY	0000000377

## Capital Projects - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Brick Services (Mason)	012006	HERITAGE MASONRY RESTORATION INC	0000902345
Communication System Services	018006	IBM GLOBAL SERVICE	0000026612
		MATRIX COMMUNICATIONS	0000034594
Control System Services	061026	AIRTECH HEATING & A C INC	0000001689
		JOY PROCESS MECHANICAL	0000029167
		RIDLEY ELECTRIC, INC	0000045487
Hazards Mat Abmnt Services	096506	CRAL CONTRACTING INC	0000902365
Major Electric	003011	RIDLEY ELECTRIC, INC	0000045487
Plumbing Services	103006	BURNS BROS. CONTRACTORS, INC	0000009061
Professional Services	106006	BELL & SPINA ARCHITECTS PLAN.	0000006651
		BELLOWS CONSTR SPECIALTIES LLC	0000006674
		BOULEY ASSOCIATES INC	0000902227
		C & S COMPANIES, INC	0000009313
		CRAL CONTRACTING INC	0000902365
		JOY PROCESS MECHANICAL	0000029167
		RIDLEY ELECTRIC, INC	0000045487

## Special Programs - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Arts & Crafts Supplies	004002	GRAINGER, W W INC	0000023000
		K MART	0000029418
		KURTZ BROTHERS	0000030621
		NASCO HOME EC. SUPPLY	0000037000
		SCHOOL SPECIALTY, INC	0000047354
Audio-Visual Equip.	006001	CDW GOVERNMENT, INC	0000009314
		SCHOOL SPECIALTY, INC	0000047354
		TONY BAIRD ELECTRONICS INC	0000901928
Audio-Visual Supplies	006002	APPLE COMPUTER, INC	0000004460
		CDW GOVERNMENT, INC	0000009314
		OFFICE MAX CONTRACT INC	0000039751
		SCHOOL SPECIALTY, INC	0000047354
Batteries & Accessories	007042	OFFICE MAX CONTRACT INC	0000039751
Books- Non-Text & Ppr Bck	011021	BARNES & NOBLE BOOKSELLERS	0000006158
			0000006160
		LAKESHORE LEARNING MATERIALS	0000030724
		PEARSON EDUCATION INC	0000041842
		SCHOLASTIC, INC.	0000047085
Books- Text	011001	BARNES & NOBLE BOOKSELLERS	0000006158
		PEARSON EDUCATION INC	0000041842
Bus Srvcs	025046	CNY CENTRO INC	0000010601
Calculators	013051	ARMIN,ERIC INC EAI EDUCATION	0000004645
Ceramic & Clay Supplies	004012	SCHOOL SPECIALTY, INC	0000047354
Desktop & Laptop Computers Equip.	023001	APPLE COMPUTER, INC	0000004460
		BRETFORD	0000901598
		CDW GOVERNMENT, INC	0000009314
		SIRIUS COMPUTER SOLUTIONS	0000048856
		TONY BAIRD ELECTRONICS INC	0000901928
Desktop & Laptop Computers Supplies	023002	APPLE COMPUTER, INC	0000004460
		BRETFORD	0000901598
		CDW GOVERNMENT, INC	0000009314
		DELL MARKETING LP	0000900824
		DELL MARKETING, L.P.	0000015002
		DYNTEK, INC	0000016621
		OFFICE MAX CONTRACT INC	0000039751
SIRIUS COMPUTER SOLUTIONS	0000048856		
Dues & Registration Fees	030006	AVID CENTER	0000005495
		HOLIDAY INN ALBANY	0000025862
		ORENDA SPRINGS	0000040755
Electronic Supplies	036002	OFFICE MAX CONTRACT INC	0000039751
Facsimile Equip.	018051	OFFICE MAX CONTRACT INC	0000039751
Field Trip Rntl Srvcs	111005	ORENDA SPRINGS	0000040755
Fine Paper	096102	EDUCATION WORK STATION CO (THE)	0000053973
Food Srvcs Equip.	045001	GRAINGER, W W INC	0000023000

## Special Programs - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Food Srvc's Supplies	045002	FISHER SCIENCE EDUCATION	0000020175
		NASCO HOME EC. SUPPLY	0000037000
Gov't Comdts Srvc's & prcsng	044006	ELMCREST CHILDREN'S CENTER	0000018630
Hand Tools	060002	CDW GOVERNMENT, INC	0000009314
Instructional Equip.	097001	ARMIN,ERIC INC EAI EDUCATION	0000004645
		OFFICE MAX CONTRACT INC	0000039751
Instructional Srvc's	097006	BOCES OCM	0000007685
Instructional Supplies	097002	ARMIN,ERIC INC EAI EDUCATION	0000004645
		AVID CENTER	0000005495
		ETA HAND2MIND	0000016692
		GRAINGER, W W INC	0000023000
		K MART	0000029418
		LAKESHORE LEARNING MATERIALS	0000030724
		NASCO HOME EC. SUPPLY	0000037000
		OFFICE MAX CONTRACT INC	0000039751
		PREMIER SCHOOL AGENDAS	0000043437
		SCHOOL SPECIALTY, INC	0000047354
Interactive Devices Equip.	110031	APPLE COMPUTER, INC	0000004460
		TONY BAIRD ELECTRONICS INC	0000901928
Interactive Devices Supplies	110032	APPLE COMPUTER, INC	0000004460
		CDW GOVERNMENT, INC	0000009314
Laboratory Chemicals	015002	FISHER SCIENCE EDUCATION	0000020175
Lamps & Lighting Supplies	035012	GRAINGER, W W INC	0000023000
Misc Grocery Items & Supplies	044072	WEGMANS FOOD MARKETS, INC	0000057585
Office Supplies	091002	OFFICE MAX CONTRACT INC	0000039751
		SCHOOL SPECIALTY, INC	0000047354
Pest Control Supplies	100002	GRAINGER, W W INC	0000023000
Printer Equip.	023021	CDW GOVERNMENT, INC	0000009314
Printer Rpr Pts	023023	CDW GOVERNMENT, INC	0000009314
		EDUCATION WORK STATION CO (THE)	0000053973
Printer Rpr Srvc's	023024	EDUCATION WORK STATION CO (THE)	0000053973
Printer Srvc's	023026	EDUCATION WORK STATION CO (THE)	0000053973
Printer Supplies	023022	CDW GOVERNMENT, INC	0000009314
		DYNTEK, INC	0000016621
		EDUCATION WORK STATION CO (THE)	0000053973
		OFFICE MAX CONTRACT INC	0000039751
Professional Srvc's	106006	AVID CENTER	0000005495
		BOCES OCM	0000007685
		ELMCREST CHILDREN'S CENTER	0000018630
Property Rental/Lease	107005	ELMCREST CHILDREN'S CENTER	0000018630
		ORENDA SPRINGS	0000040755
Scanning & Imaging Computers Supplies	023012	APPLE COMPUTER, INC	0000004460



## Special Programs - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Science Supplies	070002	CAROLINA BIOLOGICAL SUPPLY CO	0000010040
		FISHER SCIENCE EDUCATION	0000020175
		INTELITEK	0000901355
		LAKESHORE LEARNING MATERIALS	0000030724
		SCHOOL SPECIALTY, INC	0000047354
Shipping Equip.	094001	GRAINGER, W W INC	0000023000
Shipping Supplies	094002	OFFICE MAX CONTRACT INC	0000039751
Specialty Items (Pens, ect.)	001022	PREMIER SCHOOL AGENDAS	0000043437
Subscriptions	123506	SCHOLASTIC, INC.	0000047085
Tapes	060162	GRAINGER, W W INC	0000023000
Telephone Equip.	018061	CDW GOVERNMENT, INC	0000009314
Toys Games & Supplies	110002	ARMIN,ERIC INC EAI EDUCATION	0000004645
		ETA HAND2MIND	0000016692
		LAKESHORE LEARNING MATERIALS	0000030724
		NASCO HOME EC. SUPPLY	0000037000
		OFFICE MAX CONTRACT INC	0000039751
Travel Professional Svc(agent)	130006	ADVANTAGE TRAVEL	0000001312
Travel/Conference Ticket & Reg	130001	ADVANTAGE TRAVEL	0000001312
Travel/Conference/Lodging Rent	130005	ADVANTAGE TRAVEL	0000001312
		HOLIDAY INN ALBANY	0000025862
Trophies Awrds & Supls	078002	BARNES & NOBLE BOOKSELLERS	0000006160
Workbooks & Train Mnls	011011	AVID CENTER	0000005495
		BARNES & NOBLE BOOKSELLERS	0000006158
			0000006160
		NASCO HOME EC. SUPPLY	0000037000
		PEARSON EDUCATION INC	0000041842
		SCHOLASTIC, INC.	0000047085
SCHOOL SPECIALTY, INC	0000047354		

## UPK - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Instructional Services	097006	PARKSIDE CHILDREN'S SERVICES	0000041648
		PEACE INC (ST DANIELS)	0000041827
		PEACE INC (SUMNER)	0000041812
		PEACE, INC (MERRICK)	0000041810
		PEACE, INC (DUNBAR HEAD START)	0000041802
Instructional Supplies	097002	WESTERN PSYCHOLOGICAL SERVICES	0000057860
Major Electric	003011	RA LIN, INC	0000044440
Misc. Grocery Items & Supplies	044072	WEGMANS FOOD MARKETS, INC	0000057585
Printer Supplies	023022	CDW GOVERNMENT, INC	0000009314
		OFFICE MAX CONTRACT INC	0000039751
Professional Services	106006	ATONEMENT CHILD CARE	0000005101
		CATHEDRAL ACADEMY @ POMPEI	0000010263
		CATHOLIC CHARITIES	0000010260
			0000010262
		ELMCREST CHILDREN'S CENTER	0000018630
		ENABLE EXPLORING YOUR WORLD	0000018780
		ERWIN NURSERY SCHOOL	0000019003
		HUNTINGTON FAMILY CENTER	0000026487
		JOWONIO SCHOOL	0000029169
		LEAN ON ME DAY CARE CENTER	0000031260
		LEARN AS YOU GROW	0000031283
		PARTNERS IN LEARNING,INC ANCLA	0000041660
		PEACE, INC (ST. BRIGID'S)	0000041820
		SALVATION ARMY	0000046625
Property Rental/Lease	107005	HOLY TRINITY	0000025989
Workbooks & Training Materials	011011	SYRACUSE HOUSING AUTHORITY	0000052264
		BARNES & NOBLE BOOKSELLERS	0000006158

## Athletics - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Arts & Crafts Supplies	004002	GREAT LAKES SPORTS	0000023171
Athletic Equip. Repair Parts	110023	RIDDELL ALL AMERICAN SCOREBOARDS, ETC. INC	0000045481 0000047470
Athletic Service & Contests	110026	GORNEY, JIM NYSPHSAA SECTION III ONONDAGA HIGH SCHOOL LEAGUE	0000022890 0000038804 0000040430
Athletic&Sporting Gds Equip.	110021	GOPHER SPORT LAUX SPORTING GOODS INC LITANIA SPORTS GRP INC DBA GILL ATHLETIC PALOS SPORTS, INC PORTA PHONE CO SCHELDE TOTH'S SPORTS	0000022876 0000031073 0000902489 0000041383 0000043079 0000047021 0000054670
Athletic&Sporting Gds Supls	110022	BSN SPORTS FLAGHOUSE INC GLS: GREG LARSON SPORTS GOPHER SPORT GREAT LAKES SPORTS GTM SPORTSWEAR GYM CLOSET LAUX SPORTING GOODS INC NASCO HOME EC. SUPPLY NYSPHSAA SECTION III RIDDELL ALL AMERICAN S & S WORLDWIDE, INC SCHOLASTIC SPORTS SALES,LTD. SCHOOL HEALTH CORP. SCHOOL SPECIALTY, INC SPORTIME SUSPENDED AQUATIC MENTOR TOLEDO P.E. SUPPLY CO US GAMES INC WALK 4 LIFE INC WOLVERINE SPORTS SCHOOL TECH	0000005638 0000020208 0000023399 0000022876 0000023171 0000023817 0000023893 0000031073 0000037000 0000038804 0000045481 0000046290 0000047187 0000047240 0000047354 0000050109 0000051588 0000054597 0000055468 0000901732 0000058685
Audio-Visual Supplies	006002	CASCIO INTERSTATE MUSIC VALIANT NATIONAL AV SUPPLY	0000010219 0000055987
Cleaning Equip.	117011	RESTOCKIT.COM	0000901276
Desktop & Laptop Computers Supplies	023002	APPLE COMPUTER, INC SIRIUS COMPUTER SOLUTIONS	0000004460 0000048856
Dues & Registration Fees	030006	BALDWINVILLE BOYS VOLLEYBALL BALDWINVILLE CHEERLEADING BOOSTER CLUB BALDWINVILLE HARRIERS CBA BOOSTER CLUB CENTRAL SQUARE CROSS COUNTRY CHITTENANGO CENTRAL SCHOOL CHITTENANGO VARSITY CLUB CNS BOYS TRACK CNS CHEERLEADING BOOSTER CLUB CNY DISTRICT BOARD 38: IAABO CNYCL E.S.M. HARRIERS FULTON ATHLETIC BOOSTER CLUB JAMESVILLE DEWIIT H.S. NIAGARA SWIMMING INC NYSAAA	0000005928 0000902367 0000005980 0000009299 0000010724 0000902363 0000011449 0000010646 0000902340 0000010605 0000009396 0000016652 0000901336 0000028532 0000901135 0000036907

## Athletics - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Dues & Registration Fees	030006	ONONDAGA HIGH SCHOOL LEAGUE	0000040430
		SYRACUSE OSWEGO BOARD OF	0000052460
		TULLY CENTRAL SCHOOL DISTRICT	0000055030
		VVS ALL SPORTS BOOSTER CLUB	0000902328
		WATERLOO CSD	0000902348
		WEEDSPORT CENTRAL SCHOOL	0000057575
		WEST GENESEE CHEERLEADING	0000901238
WHITESBORO CENTRAL SCHOOL DISTRICT	0000902332		
Fine Paper	096002	SCHOOL SPECIALTY, INC	0000047354
First Aid Supplies	077002	COLLINS SURGICAL	0000012020
		GOPHER SPORT	0000022876
		MOORE MEDICAL CORP.	0000036413
Food Services Equip.	045001	CENTRAL RESTAURANT SUPPLY, INC	0000010700
Hats	017042	LAUX SPORTING GOODS INC	0000031073
Instructional Supplies	097002	FLAGHOUSE INC	0000020208
		NASCO HOME EC. SUPPLY	0000037000
Marking Stamps	068012	NY MARKING DEVICES DBA JESSEL MARK EQT	0000028718
		OFFICE MAX CONTRACT INC	0000039751
Music Equip. Repair Services	081004	INTEGRATED FITNESS RESOURCES	0000027987
Playground Supplies	102002	GREAT LAKES SPORTS	0000023171
Printer Supplies	023022	CDW GOVERNMENT, INC	0000009314
		OFFICE MAX CONTRACT INC	0000039751
Safety & Protective Supplies	115002	LAUX SPORTING GOODS INC	0000031073
		MOORE MEDICAL CORP.	0000036413
		US GAMES INC	0000055468
Science Supplies	070002	LAUX SPORTING GOODS INC	0000031073
Screen Printing Services	105046	NATIONAL AQUATIC SERVICE, INC	0000037120
Tapes	060162	GREAT LAKES SPORTS	0000023171
		SCHOLASTIC SPORTS SALES,LTD.	0000047187
Toys Games & Supplies	110002	GOPHER SPORT	0000022876
		GYM CLOSET	0000023893
		S & S WORLDWIDE, INC	0000046290
		TOLEDO P.E. SUPPLY CO	0000054597
Travel/Conference Ticket & Reg	130001	CNS BOYS TRACK	0000010646
		GORNEY, JIM	0000022890
		NEW HARTFORD SCHOOL DISTRICT	0000038382
		SKANEATELES XC & TRACK	0000902044
		TULLY GIRLS CROSS COUNTRY	0000055025
Travel/Conference/Lodging Rent	130005	BMC MAYBROOK DBA SUPER 8 MAYBROOK	0000902777
		SARATOGA HOTEL&CONFERENCE	0000046848
Uniforms	017002	ADPRO TEAM SPORTS	0000000926
		B&T SPORT SHOP	0000005640
		CHEER OUTFITTERS	0000902272
		DREISSIG APPAREL	0000016220
		EASTBAY/FOOTLOCKER.COM	0000901275
		GTM SPORTSWEAR	0000023817
		HAZEN'S ATHLETIC CTR INC	0000902630
		KW SPORTS	0000030650
		LAUX SPORTING GOODS INC	0000031073
		MC KIE SPORTS INC	0000902359
		TEAM CONNECTION INC	0000902248
		VARSITY SPIRIT FASHION & SUPPLIES INC	0000902271
Workbooks & Train Manuals	011011	BSN SPORTS	0000005638

## Board of Education - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Desktop & Laptop Computers Equip.	023001	SIRIUS COMPUTER SOLUTIONS	0000048856
Desktop & Laptop Computers Supplies	023002	CDW GOVERNMENT, INC DELL MARKETING, L.P. DYNTEK, INC	0000009314 0000015002 0000016621
Dues & Registration Fees	030006	CNY SCHOOL BOARDS ASSOCIATION CNY SBA CONF.OF BIG FIVE SCHOOL DIST. ONON. MADISON SCHL.BDS.ASSOC.	0000010647 0000009373 0000012350 0000040436
Envelopes	096112	OFFICE MAX CONTRACT INC	0000039751
Office Equip.	091001	OFFICE MAX CONTRACT INC	0000039751
Professional Services	106006	DERMODY, BURKE & BROWN FERRARA, FIORENZA,LARRISON, TESTONE,MARSHALL&DISCENZA,LLP	0000015192 0000019833 0000053914
Travel/Conference Ticket & Reg	130001	NYSSBA:NYS SCHOOL BOARDS ASSOC	0000037026
Water Services	135016	COCA COLA	0000901353

## Curriculum and Instruction - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Arts & Crafts Supplies	004002	DICK BLICK	0000015500
		KAPLAN EARLY LEARNING COMPANY	0000029534
		NASCO HOME EC. SUPPLY	0000037000
		SCHOOL SPECIALTY, INC	0000047354
Audio-Visual Equip.	006001	CDW GOVERNMENT, INC	0000009314
Audio-Visual Supplies	006002	CDW GOVERNMENT, INC	0000009314
		SCHOOL SPECIALTY, INC	0000047354
		VALIANT NATIONAL AV SUPPLY	0000055987
Books- Non-Text & Paper Back	011021	BARNES & NOBLE BOOKSELLERS	0000006158
		FOLLETT EDUCATIONAL SERVICES	0000020417
		KAPLAN EARLY LEARNING COMPANY	0000029534
		LAKESHORE LEARNING MATERIALS	0000030724
		PERMA BOUND	0000042181
		SCHOOL SPECIALTY, INC	0000047354
Books- Text	011001	BARNES & NOBLE BOOKSELLERS	0000006158
		FOLLETT EDUCATIONAL SERVICES	0000020417
		FOLLETT LIBRARY RESOURCES	0000020419
		HOUGHTON MIFFLIN CO	0000026253
		HOUGHTON MIFFLIN GREAT SOURCE	0000026250
		HOUGHTON MIFFLIN HARCOURT	0000901422
		MCGRAW HILL COMPANIES	0000033344
		MCGRAW HILL COMPANY	0000901490
		NCS PEARSON, INC	0000036984
		PEARSON EDUCATION	0000041839
		PEARSON EDUCATION INC	0000041842
		SCHOOL SPECIALTY, INC	0000047354
		TCI TECHNOLOGY	0000900793
TEACHER DIRECT	0000053400		
Bus Services	025046	CNY CENTRO INC	0000010601
		FIRST STUDENT WEST	0000020163
		ONONDAGA COACH CORPORATION	0000040320
Classroom furniture	047012	SCHOOL SPECIALTY, INC	0000047354
Communication System Services	018006	CTB MCGRAW HILL SCHL.PUBLISH.	0000009481
Desktop & Laptop Computers Equip.	023001	APPLE COMPUTER, INC	0000004460
Desktop & Laptop Computers Services	023006	APPLE COMPUTER, INC	0000004460
		DELL MARKETING, L.P.	0000015002
		SIRIUS COMPUTER SOLUTIONS	0000048856
		TCI TECHNOLOGY	0000900793
Desktop & Laptop Computers Supplies	023002	CDW GOVERNMENT, INC	0000009314
		DELL MARKETING, L.P.	0000015002
		DYNTEK, INC	0000016621
Dues & Registration Fees	030006	AASA MEMBERSHIP	0000901150
		ASCD ASSOC SUPV & CURRIC DEV	0000000388
		NSBE WORLD HEAD QUARTERS	0000037073
Food Services Supplies	045002	NASCO HOME EC. SUPPLY	0000037000
		S.A.N.E.	0000046276
Instructional Services	097006	INTERFAITH WORKS OF CNY	0000027998
		MATH SOLUTIONS	0000033932
Instructional Supplies	097002	MARE BRUTUS LEARNING SOLUTIONS	0000902700
		NASCO HOME EC. SUPPLY	0000037000
		NOCTI	0000902708
		SCHOOL SPECIALTY, INC	0000047354
		TCI TECHNOLOGY	0000900793
Instruments	081001	GUITAR CENTER	0000023845
		MUSICIANS FRIEND	0000036880

## Curriculum and Instruction - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Interactive Devices Equip.	110031	TONY BAIRD ELECTRONICS INC	0000901928
Interactive Devices Supplies	110032	BARNES & NOBLE BOOKSELLERS NORTHERN TOOL & EQUIPMENT TONY BAIRD ELECTRONICS INC	0000006158 0000900524 0000901928
Marking Stamps	068012	NY MARKING DEVICES DBA JESSEL MARK EQT	0000028718
Misc. Grocery Items & Supplies	044072	WEGMANS FOOD MARKETS, INC	0000057585
Music Supplies	081002	GUITAR CENTER MUSICIANS FRIEND	0000023845 0000036880
Office Furniture	047002	HON	0000026068
Office Supplies	091002	CDW GOVERNMENT, INC NY MARKING DEVICES DBA JESSEL MARK EQT OFFICE MAX CONTRACT INC	0000009314 0000028718 0000039751
Printer Equip.	023021	APPLE COMPUTER, INC CDW GOVERNMENT, INC	0000004460 0000009314
Printer Supplies	023022	CDW GOVERNMENT, INC TECH DEPOT	0000009314 0000053602
Professional Services	106006	BOCES OCM BRANCH'S DRIVING SCHOOL CNYRIC MOST: MUSEUM OF SCIENCE TECH. ROSAMOND GIFFORD ZOO TO YOU	0000007685 0000008273 0000902269 0000036630 0000045954
Scanning & Imaging Computers Equip.	023011	SIRIUS COMPUTER SOLUTIONS	0000048856
Science Supplies	070002	CAROLINA BIOLOGICAL SUPPLY CO KAPLAN EARLY LEARNING COMPANY LAKESHORE LEARNING MATERIALS WARDS NATURAL SCIENCE ESTAB.	0000010040 0000029534 0000030724 0000057440
Subscriptions	123506	EDUCATION WEEK SCHOLASTIC MAGAZINES	0000017281 0000047160
Testing & Viewing Supplies	117022	CTB MCGRAW HILL SCHL.PUBLISH.	0000009481
Toys Games & Supplies	110002	KAPLAN EARLY LEARNING COMPANY	0000029534
Travel/Conference Ticket & Reg	130001	ADVANTAGE TRAVEL NSBE WORLD HEAD QUARTERS	0000001312 0000037073
Travel/Conference/Lodging Rent	130005	HEI HOSPITALITY DBA HILTON INDIANAPOLIS MARRIOTT HOTEL ALBANY SHERATON PARSIPPANY HOTEL TODAY'S IV INC DBA WESTIN BONAVENTURE	0000902576 0000034337 0000048343 0000057876
Workbooks & Train Manuals	011011	DICK BLICK HOUGHTON MIFFLIN HARCOURT MCGRAW HILL COMPANIES PEARSON EDUCATION INC SINGAPORE MATH.COM INC TCI TECHNOLOGY	0000015500 0000901422 0000033344 0000041842 0000902466 0000900793

**Communications, Print Shop and Mailroom -  
Previously Used Categories and Vendors**

<b>Category Description</b>	<b>Category</b>	<b>Vendor Name</b>	<b>Vendor No.</b>
Ads- Print	001002	CNY LATINO	0000010625
		MINORITY REPORTER INC	0000902260
		SYRACUSE NEW TIMES FAMILY TIMES	0000902242
Ads-Other Media	001012	CLEAR CHANNEL SYRACUSE	0000011833
Advertising Design & Services	001006	KINGDOM ENTERTAINMENT CO INC	0000902559
		NORMAL COMMUNICATIONS LLC	0000902642
Audio-Visual Supplies	006002	RA LIN, INC	0000044440
Batteries & Accessories	007042	OFFICE MAX CONTRACT INC	0000039751
Bookbinding Supplies	010002	SPIRAL BINDING COMPANY, INC	0000050084
Cleaning Supplies	117012	PRESS TEK	0000043502
Copier Machines	013011	EASTERN COPY PRODUCTS	0000016810
		XEROX CORP	0000900666
Dues & Registration Fees	030006	NEW HORIZONS	0000038378
		NYSPRA	0000036882
Fine Paper	096002	W B MASON CO INC	0000901601
		XPEDX	0000059100
	096102	XPEDX DIV INTERNATIONAL PAPER	0000059099
		XPEDX PAPER & GRAPHICS STORE	0000059103
Food Services Prfsnal Services	045006	GENEVA WORLDWIDE INC	0000901575
Instructional Services	097006	BRAGMAN, HEATHER N DBA PHOTOGRAPHER	0000902492
Office Supplies	091002	OFFICE DEPOT	0000039754
		OFFICE MAX CONTRACT INC	0000039751
		SCHOOL SPECIALTY	0000047353
		XEROX CORP.	0000059092
Photographic Services	101006	BRAGMAN, HEATHER N DBA PHOTOGRAPHER	0000902492
		DIVINE DENSTINY ENTERPRISES LLC	0000902010
		WAINWRIGHT PHOTO & CAMERA SHOP INC	0000901582
Photographic Supplies	101002	WAINWRIGHT PHOTO & CAMERA SHOP INC	0000901582
Printer Services	023026	XEROX CORP	0000900666
Printer Supplies	023022	PITNEY BOWES	0000042525
		TECH DEPOT	0000053602
Printing Repair Services	105004	ED & ED TEAM (THE)	0000055876
		PJ GRAVES & DAUGHTER, LLC	0000041151
Printing Services	105006	CAMILLUS BUSINESS FORMS	0000009763
		PLAN & PRINT SYSTEMS	0000042587
Printing Supplies	105002	PRESS TEK	0000043502
		XPEDX	0000059100
			0000059101
		XPEDX PAPER & GRAPHICS STORE	0000059103
Professional Services	106006	BOCES OCM	0000007685
		GENEVA WORLDWIDE INC	0000901575
Property Rental/Lease	107005	PITNEY BOWES	0000042525
Shipping Equip. Services	094006	FEDEX	0000019780
		UPS FREIGHT	0000055865
Shipping Supplies	094002	MULCORR CONTAINER CO	0000036685
		ULINE	0000055207
Specialty Items (Pens, etc...)	001022	PLAN & PRINT SYSTEMS	0000042587
Travel/Conference/Lodging Rent	130005	HOLIDAY INN ALBANY	0000025862



## Facilities and Operations - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Audio-Visual Equip.	006001	CDW GOVERNMENT, INC	0000009314
		SYRACUSE TIME AND ALARM CO INC	0000052790
		TONY BAIRD ELECTRONICS INC	0000901928
Bathroom accessories	009002	FERGUSON ENTERPRISES, INC	0000019820
Batteries & Accessories	007042	SCHAEFER, J & M, INC	0000046970
Chemical Cleaners & Misc. Spls.	007312	EASTERN MAINTENANCE SUPPLIES	0000016817
		GRAINGER, W W INC	0000023000
Cleaning Supplies	117012	EASTERN MAINTENANCE SUPPLIES	0000016817
Communication Sys Equip.	018001	CDW GOVERNMENT, INC	0000009314
Compressors & Generators	035051	SOUTHWORTH MILTON, INC D/B/A/ MILTON CAT	0000049867
Control System Repair Parts	061023	ACME CONTROL SERVICE, INC	0000000910
Desktop & Laptop Computers Equip.	023001	SIRIUS COMPUTER SOLUTIONS	0000048856
Desktop & Laptop Computers Supplies	023002	SIRIUS COMPUTER SOLUTIONS	0000048856
Diesel Engine Repair Parts	007503	CHROMATE INDUSTRIAL CORP.	0000011475
Drywall/Plasterboard	012032	KAMCO SUPPLY	0000029490
Electronic Equip.	036001	ANIXTER INC	0000004295
Electronic Supplies	036002	ANIXTER INC	0000004295
		SYRACUSE TIME AND ALARM CO INC	0000052790
Elevator Repair Services	037004	SCHINDLER ELEVATOR CORPORATION	0000047010
Fasteners	060032	CHROMATE INDUSTRIAL CORP.	0000011475
Fire Sprinkler Insp. Services	040826	SIMPLEX GRINNELL LP	0000048615
Fittings & Couplings	103002	WEBB, F.W. COMPANY	0000057549
Flag Pole & Flag Repair Services	042004	SEHL BURNS SERVICES	0000047898
Floor Cleaning Supplies	016072	MAINTENANCE PRODUCTS & EQUIP.	0000033940
Grounds Keeping Equip.	053001	PIONEER MANUFACTURING CO	0000042469
Hand Tools	060002	EFFECT GROUP, INC	0000018363
Heating Repair Services	061004	MACK BROTHERS BOILER &	0000033600
		POSTLER & JAECKLE CORP.	0000043200
Heating Services	135026	CONSTELLATION NEWENERGY INC	0000902169
		DIRECT ENERGY BUSINESS	0000015768
		NATIONAL FUEL RESOURCES	0000037537
		NATIONAL GRID	0000039145
HVAC Filters	061042	EDCO SALES INC	0000017155
Key & Lock Repair Parts	065003	ACCREDITED LOCK SUPPLY	0000901964
Lighting Repair Parts	035013	CITY ELECTRIC	0000011600
Locks Safes & Equip.	065001	MAZIUK + CO	0000034760
Maintenance Equip. Repair Parts	075003	SIMPLEX GRINNELL LP	0000048615
Metal Door Repair Parts	027013	ACCREDITED LOCK SUPPLY	0000901964
Mobile Radio Equip.	018011	MOTOROLA	0000901483
Mobile Radio Services	018016	MOTOROLA	0000901483
Mower Repair Parts	053013	CAZENOVIA EQUIPMENT CO, INC	0000010280
Office Furniture	047002	HAWORTH	0000024892
Office Supplies	091002	OFFICE MAX CONTRACT INC	0000039751
Paint	095002	PIONEER MANUFACTURING CO	0000042469
		PURCELLS WALLPAPER & PAINT CO	0000044105
		SHERWIN WILLIAMS PAINT CO	0000048355
Pool Repair Parts	104003	COREY'S ALL FAB LLC	0000902222
Pool Repair Services	104004	TARSON SERVICE	0000900853
Rugs & Carpets	043002	EFFECT GROUP, INC	0000018363
Seals Gaskets & Bearings	007453	CHROMATE INDUSTRIAL CORP.	0000011475
		WEBB, F.W. COMPANY	0000057549
Sign Making Services	118026	SIGN A RAMA	0000048480
Storage Services	007906	A VERDI LLC	0000000466
Tile & Linoleum	043012	EFFECT GROUP, INC	0000018363
		KAMCO SUPPLY	0000029490
		TILE & CARPET TOWN	0000054269
Tile & Linoleum Install Services	043016	EFFECT GROUP, INC	0000018363
Time Clocks & Recorders	013031	BROWN SOUND EQUIPMENT CORP.	0000008720
Welding Supplies	141002	CHROMATE INDUSTRIAL CORP.	0000011475
Window Repair Parts	090003	COMMERCIAL WINDOW REPAIR SOLUTIONS INC	0000902096
Window Repair Services	090004	SONIC TECHNOLOGIES	0000901553

## Fiscal Services - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Arts & Crafts Supplies	004002	DISCOUNT SCHOOL SUPPLY	0000015764
		PYRAMID SCHOOL PRODUCTS	0000044144
		SCHOOL SPECIALTY, INC	0000047354
Audio-Visual Supplies	006002	DISCOUNT SCHOOL SUPPLY	0000015764
		VALIANT NATIONAL AV SUPPLY	0000055987
Books- Non-Text & Paper Back	011021	ATLANTIC INFORMATION SVC INC	0000902280
		DISCOUNT SCHOOL SUPPLY	0000015764
Carrying Cases	019041	B & H PHOTO & VIDEO	0000005614
		OFFICE DEPOT	0000039754
Communication Sys. Repair Parts	018003	BROWN SOUND EQUIPMENT CORP.	0000008720
Communication Sys. Repair Service	018004	PORTA PHONE CO	0000043079
Cutting Tools & Abrasives	063052	GRAINGER, W W INC	0000023000
Desktop & Laptop Computers Equip.	023001	SIRIUS COMPUTER SOLUTIONS	0000048856
Desktop & Laptop Computers Services	023006	OLD DOMINION SOLUTIONS	0000039975
Desktop & Laptop Computers Supplies	023002	APPLE COMPUTER, INC	0000004460
		DELL MARKETING LP	0000900824
		DELL MARKETING, L.P.	0000015002
		DYNTEK, INC	0000016621
		SIRIUS COMPUTER SOLUTIONS	0000048856
Dues & Registration Fees	030006	ATLANTIC INFORMATION SVC INC	0000902280
		BUSINESS TRAINING EXPERTS	0000902742
		CNYSBA	0000009373
		MARRIOTT HOTEL ALBANY	0000034337
		NAPM GREATER SYRACUSE, INC	0000036947
		NYS GOVT.FINANCE OFF.ASSOC,INC	0000036987
		NYSAMPO	0000046641
		NYSASBO:NYS ASOC SCH.BUS.OFF.	0000038533
		SKILLPATH SEMINARS	0000049077
		SUNY OSWEGO	0000051433
Electronic Repair Parts	036003	UNITED RADIO	0000055389
Envelopes	096022	DUPLI ENVELOPE & GRAPHICS CORP	0000016590
Fine Paper	096102	PRINTING & PROMOTIONAL SOLUTIONS	0000900812
Fire & Burglar Alarm Services	116506	EASTERN SECURITY SERVICES	0000016827
Gloves	115042	GRAINGER, W W INC	0000023000
Hand Tools	060002	GRAINGER, W W INC	0000023000
Instructional Supplies	097002	CAMILLUS BUSINESS FORMS	0000009763
		DISCOUNT SCHOOL SUPPLY	0000015764
		SCHOOL SPECIALTY, INC	0000047354
Insurance	151016	DAVIS VISION	0000014560
		MEDCO HEALTH SOLUTIONS INC	0000034795
		PMA INSURANCE GROUP (THE)	0000053975
		POMCO ACCOUNTING DEPT.	0000043029
		SYRACUSE TEACHERS ASSOC.	0000052785
Interactive Devices Equip.	110031	APPLE COMPUTER, INC	0000004460
Key & Lock Repair Services	065004	FRADON LOCK CO	0000020538
Major Electric	003011	RA LIN, INC	0000044440
Maps Globes & Info Aid Refer	076002	OFFICE DEPOT	0000039754
Marking Stamp Repair Services	068014	NY MARKING DEVICES DBA JESSEL MARK EQT	0000028718
Material Handling Repair Services	076104	THOMPSON & JOHNSON EQUIPMENT	0000054120
Measures	060142	GRAINGER, W W INC	0000023000
Misc. Grocery Items & Supplies	044072	WEGMANS FOOD MARKETS, INC	0000057585

## Fiscal Services - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Mobile Radio Repair Parts	018013	UNITED RADIO	0000055389
Office Equip.	091001	OFFICE MAX CONTRACT INC	0000039751
Office Furniture	047002	HON	0000026068
Office Supplies	091002	DISCOUNT SCHOOL SUPPLY	0000015764
		NY MARKING DEVICES DBA JESSEL MARK EQT	0000028718
		OFFICE DEPOT	0000039754
		OFFICE MAX CONTRACT INC	0000039751
Paper Box Supplies	019002	GRAINGER, W W INC	0000023000
Paper Recycle Services	095126	PRO SHRED SECURITY	0000043709
Printer Equip.	023021	OFFICE MAX CONTRACT INC	0000039751
Printer Supplies	023022	CDW GOVERNMENT, INC	0000009314
		DYNTEK, INC	0000016621
		OFFICE DEPOT	0000039754
		SOURCE TECHNOLOGIES	0000900903
		TECH DEPOT	0000053602
Printing Services	105006	COOLEY GROUP	0000012920
		MOORE WALLACE D/B/A RR DONNELLEY	0000901147
Professional Services	106006	APRIANT INC	0000902734
		HARBRIDGE CONSULTING	0000024549
		HAYLOR, FREYOR & COON	0000900844
		M & T BANK INVESTMENT GROUP	0000032769
		OMNI GROUP (THE)	0000053921
		PMA INSURANCE GROUP (THE)	0000053975
QUESTAR III BOCES	0000044182		
Shipping Equip.	094001	PRINTING & PROMOTIONAL SOLUTIONS	0000900812
Shipping Supplies	094002	MULCORR CONTAINER CO	0000036685
Small Electric	003001	RA LIN, INC	0000044440
Storage Space Rental	019035	IRON MOUNTAIN RECORDS MANAGEMT	0000028216
Testing Equip.	036011	HAR ROB FIRE APPARATUS	0000024540
Toys Games & Supplies	110002	DISCOUNT SCHOOL SUPPLY	0000015764
Travel/Conference Ticket & Reg	130001	CNYSBA	0000009373
		SKILLPATH SEMINARS	0000049077
Travel/Conference/Lodging Rent	130005	FT.WILLIAM HENRY RESORT HOTEL	0000020484
		SENECA NIAGARA FALLS GAMING CORP	0000902331
		SPA HOTEL II LLC DBA COURTYARD MARRIOTT	0000902717
		STATE HOUSE LLC (THE)	0000902686

## Health Services - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Batteries & Accessories	007042	GRAINGER, W W INC	0000023000
Business Machine Equip.	013001	OFFICE MAX CONTRACT INC	0000039751
Desktop & Laptop Computers Equip.	023001	SIRIUS COMPUTER SOLUTIONS	0000048856
Desktop & Laptop Computers Supplies	023002	CDW GOVERNMENT, INC SIRIUS COMPUTER SOLUTIONS	0000009314 0000048856
Dues & Registration Fees	030006	PESI LLC SCHOOL HEALTH ALERT	0000042212 0000047238
Facsimile Equip.	018051	CDW GOVERNMENT, INC	0000009314
First Aid Supplies	077002	AJ MEDICAL PRODUCTS, LLC COLLINS SURGICAL DEPARTMENT OF EMERGENCY MANAGEMENT GLOBAL EQUIPMENT CO GLOBAL INDUSTRIES INC MACGILL, WILLIAM, AND CO MERCK HUMAN HEALTH MOORE MEDICAL CORP. NATIONWIDE TESTING ASSOC. OFFICE MAX CONTRACT INC SCHEIN, HENRY, INC SCHOOL HEALTH CORP. SCHOOL NURSE SUPPLY, INC	0000000280 0000012020 0000901161 0000022513 0000902111 0000033680 0000035130 0000036413 0000038075 0000039751 0000046995 0000047240 0000047255
Gloves	115042	FISHER SCIENCE EDUCATION MEDCO SUPPLY, INC	0000020175 0000034790
Hazards Mat Abmnt Services	096506	STERI CYCLE	0000050800
Instructional Supplies	097002	SCHOOL NURSE SUPPLY, INC	0000047255
Med. Instructional Rental	077015	NATIONWIDE TESTING ASSOC. SCHOOL NURSE SUPPLY, INC	0000038075 0000047255
Med. Instructional Supplies	077012	AJ MEDICAL PRODUCTS, LLC DEPARTMENT OF EMERGENCY MANAGEMENT MOORE MEDICAL CORP. SCHOOL NURSE SUPPLY, INC	0000000280 0000901161 0000036413 0000047255
Medical Equip.	077001	MACGILL, WILLIAM, AND CO MOORE MEDICAL CORP. SCHOOL HEALTH CORP. SCHOOL NURSE SUPPLY, INC ZOLL	0000033680 0000036413 0000047240 0000047255 0000059388
Medical Equip. Repair Parts	077003	AJ MEDICAL PRODUCTS, LLC HAL HEN COMPANY ZOLL	0000000280 0000902225 0000059388
Medical Equip. Repair Services	077004	AUDIO MEDTRIC LLC DBA AUDIO MEDTRIC TECH	0000902594
Misc. Grocery Items & Supplies	044072	BLUE MOUNTAIN SPRING WATER SCHOOL SPECIALTY, INC	0000007557 0000047354
Office Furniture	047002	NATIONAL BUSINESS FURNITURE SCHOOL HEALTH CORP.	0000037366 0000047240
Office Supplies	091002	NY MARKING DEVICES DBA JESSEL MARK EQT OFFICE MAX CONTRACT INC	0000028718 0000039751
Party Supplies	110012	OFFICE MAX CONTRACT INC	0000039751
Printer Supplies	023022	DELL MARKETING, L.P. DYNTEK, INC	0000015002 0000016621
Safety & Protective Supplies	115002	MOORE MEDICAL CORP.	0000036413
Small Electric	003001	HOME DEPOT	0000026024
Subscriptions	123506	SCHOOL HEALTH ALERT	0000047238
Travel/Conference Ticket & Reg	130001	NYS ASSOC OF SCHOOL NURSES PESI LLC SKILLPATH SEMINARS	0000902599 0000042212 0000049077

## Library Services - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Audio-Visual Equip.	006001	APPLE COMPUTER, INC	0000004460
Audio-Visual Supplies	006002	APPLE COMPUTER, INC	0000004460
		BMI EDUCATIONAL SERVICES	0000005635
		CDW GOVERNMENT, INC	0000009314
		LIBRARY VIDEO COMPANY	0000031834
		MACKIN LIBRARY MEDIA	0000033625
		TONY BAIRD ELECTRONICS INC	0000901928
Books- Non-Text & Paper Back	011021	BEARPORT PUBLISHING	0000006470
		BMI EDUCATIONAL SERVICES	0000005635
		BOUND TO STAY BOUND BOOKS, INC	0000008048
		BRODART LIBRARY ORDERS	0000008541
		CAPSTONE PRESS	0000009963
		ENSLOW PUBLISHERS	0000018929
		FOLLETT LIBRARY RESOURCES	0000020419
		JUNIOR LIBRARY GUILD	0000029174
		LERNER PUBLISHING GROUP	0000031558
		MACKIN LIBRARY MEDIA	0000033625
		PEARSON EDUCATION INC	0000041842
		PERMA BOUND	0000042181
		SCHOLASTIC INC	0000047165
		WORLD BOOK INC	0000058881
Desktop & Laptop Computers Equip.	023001	SIRIUS COMPUTER SOLUTIONS	0000048856
Desktop & Laptop Computers Supplies	023002	DELL MARKETING LP	0000900824
		DYNTEK, INC	0000016621
		LIBRARY CORPORATION, THE	0000031839
Office Equip.	091001	GAYLORD BROS INC	0000021400
Office Supplies	091002	BOUND TO STAY BOUND BOOKS, INC	0000008048
		CDW GOVERNMENT, INC	0000009314
		DEMCO INC	0000015080
		GAYLORD BROS INC	0000021400
		JUNIOR LIBRARY GUILD	0000029174
		LIBRARY VIDEO COMPANY	0000031834
		MACKIN LIBRARY MEDIA	0000033625
		OFFICE MAX CONTRACT INC	0000039751
		TONY BAIRD ELECTRONICS INC	0000901928
		UPSTART	0000055863
WORLD BOOK INC	0000058881		
Professional Services	106006	BOCES OCM	0000007702
Scanning & Imaging Computers Equip.	023011	APPLE COMPUTER, INC	0000004460
		SIRIUS COMPUTER SOLUTIONS	0000048856
Scanning & Imaging Computers Supplies	023012	APPLE COMPUTER, INC	0000004460
Subscriptions	123506	EBSCO SUBSCRIPTION SERVICES	0000016943
		SCHOLASTIC INC	0000047165

## Art, Co-Curricular and Music - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Decoration Rental	024005	BACKDROPS BEAUTIFUL	0000902223
Draperies & Blind Equip.	090011	SYRACUSE SCENERY&STAGE LIGHT.	0000052720
Dues & Registration Fees	030006	NEW YORK STATE ART TEACHER ASSOCIATION NYSSMA	0000902687 0000037067
Field Trip Rental Services	111005	CNY COSTUMES, INC	0000010611
Marking Stamps	068012	OFFICE MAX CONTRACT INC	0000039751
Music Equip. Repair Services	081004	DIEFES MUSICAL INST. REPAIRS EMPIRE WINDS FRIEDMAN, RICHARD A. HOSMER (TOM) VIOLINS MUSIC & ARTS CENTER	0000015620 0000018768 0000020799 0000026150 0000036846
Music Supplies	081002	INTERSTATE MUSIC SUPPLY PEPPER, J.W. & SON, INC SHAR PRODUCTS COMPANY	0000028202 0000042061 0000048190
Property Rental/Lease	107005	MUSIC THEATRE INT'L.	0000036883
Sheet Music Supplies	081012	PEPPER, J.W. & SON, INC	0000042061
Uniforms	017002	CNY COSTUMES, INC	0000010611

**Office of the Superintendent -  
Previously Used Categories and Vendors**

<b>Category Description</b>	<b>Category</b>	<b>Vendor Name</b>	<b>Vendor No.</b>
Audio-Visual Supplies	006002	CDW GOVERNMENT, INC	0000009314
Desktop & Laptop Computers Supplies	023002	OFFICE MAX CONTRACT INC	0000039751
Dues & Registration Fees	030006	CNYSBA	0000009373
Marking Stamps	068012	NY MARKING DEVICES DBA JESSEL MARK EQT	0000028718
Misc. Grocery Items & Supplies	044072	MAINES FOOD & PARTY WAREHOUSE WEGMANS FOOD MARKETS, INC	0000033924 0000057585
Office Furniture	047002	HON	0000026068
Office Supplies	091002	NY MARKING DEVICES DBA JESSEL MARK EQT OFFICE MAX CONTRACT INC SCHOOL SPECIALTY, INC	0000028718 0000039751 0000047354
Printer Supplies	023022	CDW GOVERNMENT, INC	0000009314
Printing Services	105006	PARENT INSTITUTE	0000041523
Specialty Items (Pens, etc.)	001022	PRINTING & PROMOTIONAL SOLUTIONS	0000900812
Travel/Conference/Lodging Rent	130005	RENAISSANCE MAYFLOWER HOTEL	0000045204
Trophies Awards & Supplies	078002	CNY ARTS INC DBA CULTURAL RES CNCL SYR &	0000902755

## Pupil Services - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Ads- Print	001002	STUDENT SUPPLY	0000902022
Arts & Crafts Supplies	004002	NASCO HOME EC. SUPPLY	0000037000
Athletic & Sporting Goods Supplies	110022	BSN SPORTS FLAGHOUSE INC LAUX SPORTING GOODS INC S & S WORLDWIDE, INC SCHOLASTIC SPORTS SALES,LTD.	0000005638 0000020208 0000031073 0000046290 0000047187
Audio-Visual Equip.	006001	SYRACUSE TIME AND ALARM CO INC	0000052790
Carrying Cases	019041	STAPLES TECHNOLOGY SOLUTIONS	0000901734
Desktop & Laptop Computers Equip.	023001	SIRIUS COMPUTER SOLUTIONS	0000048856
Desktop & Laptop Computers Supplies	023002	CDW GOVERNMENT, INC DELL MARKETING LP DELL MARKETING, L.P. DYNTEK, INC OFFICE MAX CONTRACT INC SIRIUS COMPUTER SOLUTIONS	0000009314 0000900824 0000015002 0000016621 0000039751 0000048856
Flags & Banners	042002	CUSTOM LOGO INC	0000014260
Instructional Services	097006	NEW JUSTICE CONFLICT RESOL.SVC	0000038374
Instructional Supplies	097002	CHILDREN'S INSTITUTE, INC CNY SHIRTS KAPLAN ORIENTAL TRADING CO, INC PEARSON ASSESSMENTS	0000011384 0000902179 0000029533 0000040760 0000041848
Med. Instructional Supplies	077012	PEARSON CLINICAL ASSESSMENTS	0000901235
Misc. Grocery Items & Supplies	044072	WEGMANS FOOD MARKETS, INC	0000057585
Office Supplies	091002	OFFICE MAX CONTRACT INC SMILE MAKERS STAPLES TECHNOLOGY SOLUTIONS	0000039751 0000049201 0000901734
Party Supplies	110012	ORIENTAL TRADING CO, INC	0000040760
Printer Supplies	023022	OFFICE MAX CONTRACT INC	0000039751
Professional Services	106006	CONTACT COMMUNITY SERVICES CTR.FOR COMMUNITY ALTERNATIVES EXPEDITIONARY LEARNING SCHOOLS MCLEAN HOSPITAL	0000012670 0000010415 0000019262 0000033476
Specialty Items (Pens, etc...)	001022	POSITIVE PROMOTIONS STUDENT SUPPLY	0000043140 0000902022
Testing & Viewing Supplies	117022	PEARSON ASSESSMENTS  PEARSON CLINICAL ASSESSMENTS PSYCHOLOGICAL ASSESS.RESOURCES RIVERSIDE PUBLISHING CO	0000041836 0000041848 0000901235 0000043846 0000045619
Testing Equip. Supplies	036012	PEARSON ASSESSMENTS	0000041836
Toys Games & Supplies	110002	ORIENTAL TRADING CO, INC SMILE MAKERS	0000040760 0000049201
Trophies Awards & Supplies	078002	ORIENTAL TRADING CO, INC SMILE MAKERS	0000040760 0000049201



## School Security - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Accessory Repair Parts	017013	SYRACUSE UNIFORMS & APPAREL	0000052610
Audio-Visual Equip.	006001	OFFICE MAX CONTRACT INC	0000039751
Automotive-General Vehicle	007400	AMERICAN TRUCK&VAN ACCESSORIES	0000003875
Badges Access. & Supplies	017012	QUARTERMASTER	0000044181
Communication System Services	018006	UNITED RADIO	0000055389
Crime Detect/Survl Equip.	116521	PROMARK INTERNATIONAL	0000043758
Crime Detection Supplies	116522	TECUMSEN HARDWARE D/B/A SALT CITY HARDWR	0000901632
Desktop & Laptop Computers Supplies	023002	DELL MARKETING, L.P.	0000015002
		DYNTEK, INC	0000016621
		SIRIUS COMPUTER SOLUTIONS	0000048856
Dues & Registration Fees	030006	ONONDAGA COUNTY CLERK	0000040348
		UNITED RADIO	0000055389
First Aid Supplies	077002	GALLS, INC	0000021121
Gloves	115042	GALLS, INC	0000021121
Hand-Held Communication Equip.	018041	MOTOROLA	0000901483
Hand-Held Equip. Repair Parts	018043	UNITED RADIO	0000055389
Identification Supplies	116532	BRISTOL ID TECHNOLOGIES	0000008511
		IDESCO CORP	0000900711
		INTERFORM	0000027995
		RAPTOR	0000901484
Mobile Radio Equip.	018011	MOTOROLA	0000901483
		UNITED RADIO	0000055389
Mobile Radio Repair Parts	018013	UNITED RADIO	0000055389
Mobile Radio Repair Services	018014	MOTOROLA	0000901483
		UNITED RADIO	0000055389
Mobile Radio Services	018016	MOTOROLA	0000901483
		UNITED RADIO	0000055389
Mobile Radio Supplies	018012	MOTOROLA UNITED RADIO	0000901483 0000055389
Office Supplies	091002	OFFICE MAX CONTRACT INC	0000039751
Printer Repair Parts	023023	HYATT'S GRAPHIC SUPPLY	0000026574
Printer Repair Services	023024	HYATT'S GRAPHIC SUPPLY	0000026574
Printer Supplies	023022	CDW GOVERNMENT, INC	0000009314
		DAY AUTOMATION SYSTEMS, INC	0000014600
		LINSTAR, INC	0000032058
		TECH DEPOT	0000053602
Professional Services	106006	COMNETIX, INC	0000012232
Rainwear & Boots	115032	SYRACUSE UNIFORMS & APPAREL	0000052610
Safety & Protective Equip.	115001	UNITED RADIO	0000055389
Safety Clothing & Vests	115012	GALLS, INC	0000021121
Safety Equip. Repair Services	115004	UNITED RADIO	0000055389
Shipping Supplies	094002	HYATT'S GRAPHIC SUPPLY	0000026574
Sign Making Services	118026	ADVANTAGE SIGN SUPPLY CO INC	0000902760
		HYATT'S GRAPHIC SUPPLY	0000026574
Travel/Conference/Lodging Rent	130005	HOLIDAY INN EXPRESS	0000025849
		RM 36 OPERATING LLC DBA HOLIDAY INN EXPR	0000902627
Uniforms	017002	QUARTERMASTER	0000044181
		STADRI EMBLEMS	0000050218
		SYRACUSE UNIFORMS & APPAREL	0000052610

## Shared Accountability - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Alarm Equip. Repair Parts	116503	MAZIUK + CO	0000034760
Alarm Equip. Supplies	116502	MAZIUK + CO	0000034760
Audio-Visual Equip.	006001	SYRACUSE TIME AND ALARM CO INC TEQUIPMENT, INC TONY BAIRD ELECTRONICS INC	0000052790 0000053907 0000901928
Audio-Visual Repair Parts	006003	M B ELECTRONICS AUDIO VISUAL MITSUBISHI DIGITAL ELECTRONICS SMITH, STEWART W. INC TEQUIPMENT, INC TIGER DIRECT, INC TVC COMMUNICATIONS, L.L.C.	0000032765 0000035992 0000049360 0000053907 0000054264 0000052981
Audio-Visual Repair Services	006004	GUITAR CENTER IBM NATIONAL PARTS CENTER KEY SERVICES MIDWEST INC LASER PROS INTERNATIONAL RUMETCO SYRACUSE TIME AND ALARM CO INC	0000023845 0000026609 0000900820 0000031025 0000046172 0000052790
Audio-Visual Supplies	006002	TEQUIPMENT, INC TONY BAIRD ELECTRONICS INC	0000053907 0000901928
Bar Coding & Inventory Spls	023052	HARLAND TECHNOLOGY SERVICES	0000900609
Batteries & Accessories	007042	IBM NATIONAL PARTS CENTER	0000026609
Business Machine Equip.	013001	IBM NATIONAL PARTS CENTER	0000026609
Business Machine Repair Services	013004	HARLAND TECHNOLOGY SERVICES	0000900609
Business Machines Services	013006	TOSHIBA BUSINESS SOLUTIONS	0000054641
Communication Sys Equip.	018001	TEQUIPMENT, INC	0000053907
Communication Sys. Repair Parts	018003	AT & T MOBILITY BROWN SOUND EQUIPMENT CORP. GRAYBAR ELECTRIC COMPANY,INC	0000000377 0000008720 0000023165
Communication System Services	018006	ADURO TECH INC APPLE COMPUTER INC BOCES ONON.,CORT.,MADISON CTY. CDW GOVERNMENT, INC IBM GLOBAL SERVICE IXL PHOTO MICROGRAPHICS SHI INTERNATIONAL CORP STATA CORP LP SYRACUSE METRONET	0000901705 0000004461 0000007713 0000009314 0000026612 0000901237 0000042349 0000902557 0000902007 0000052329
Copier Machine Rental	013015	TOSHIBA BUSINESS SOLUTIONS	0000054641
Copier Machine Repair Parts	013013	TOSHIBA BUSINESS SOLUTIONS	0000054641
Copier Machine Repair Services	013014	TOSHIBA BUSINESS SOLUTIONS	0000054641
Copier Machines	013011	XEROX CORP	0000900666
Crime Detect Equip. Repair Service	116524	CEDAR PATH SOLUTIONS GROUP INC	0000901723
Desktop & Laptop Computers Equip.	023001	APPLE COMPUTER INC APPLE COMPUTER, INC CDW GOVERNMENT, INC LENOVO (UNITED STATES) INC SIRIUS COMPUTER SOLUTIONS	0000004461 0000004460 0000009314 0000031531 0000048856
Desktop & Laptop Computers Repair Parts	023003	APPLE COMPUTER INC B & H PHOTO & VIDEO CDW GOVERNMENT, INC SECURITY ENGINEERED MACHINERY CO INC TIGER DIRECT, INC	0000004461 0000005614 0000009314 0000902520 0000054264
Desktop & Laptop Computers Repair Services	023004	IBM NATIONAL PARTS CENTER SIRIUS COMPUTER SOLUTIONS TRI DELTA RESOURCES, CORP.	0000026609 0000048856 0000054920
Desktop & Laptop Computers Services	023006	APPLE COMPUTER INC	0000004461

## Shared Accountability - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
		BOCES ONON.,CORT.,MADISON CTY.	000007713
		DOX ELECTRONICS INC	0000016177
		IBM GLOBAL SERVICE	0000026612
		LENOVO (UNITED STATES) INC	0000031531
		ORACLE AMERICA INC	0000040749
		TIME WARNER TELECOM	0000054383
		TRI DELTA RESOURCES, CORP.	0000054920
Desktop & Laptop Computers Supplies	023002	APPLE COMPUTER INC	0000004461
		APPLE COMPUTER, INC	0000004460
		BOOKFLIX SCHOLASTIC INC	0000900607
		CAPSTONE PRESS	0000009963
		CAREER CRUISING	0000009983
		CDW GOVERNMENT, INC	0000009314
		DELL MARKETING LP	0000900824
		DELL MARKETING, L.P.	0000015002
		DYNTEK, INC	0000016621
		EBSO PUBLISHING	0000016944
		ENCHANTED LEARNING	0000018789
		ENCYCLOPEDIA BRITANNICA, INC	0000018805
		GALE CENGAGE	0000021101
		GROLIER EDUCATIONAL	0000023681
		IBM	0000026602
		INFOBASE PUBLISHING	0000027172
		NOODLETOOLS INC	0000902707
		ORACLE AMERICA INC	0000040749
		PHOTO MICROGRAPHICS	0000042349
		PROQUEST LLC	0000043751
		ROSEN PUBLISH.&POWERKIDS PRESS	0000045961
		SIRIUS COMPUTER SOLUTIONS	0000048856
		SURVEY MONKEY.COM LLC	0000036260
		TEACHINGBOOKS.NET, LLC	0000053580
		TRI DELTA RESOURCES, CORP.	0000054920
		TUMBLEBOOKS	0000055031
Electronic Repair Parts	036003	BLUE RAVEN TECHNOLOGY, INC	0000007555
		GRAYBAR ELECTRIC COMPANY,INC	0000023165
		MCM ELECTRONICS	0000032822
Fittings Couplings & Supls	060052	MIDWEST TECHNOLOGY PROD.&SVCES	0000035602
Identification Equip. Repair Parts	116533	SYRACUSE TIME AND ALARM CO INC	0000052790
Identification Equip. Repair Service	116534	LINSTAR, INC	0000032058
Interactive Devices Equip.	110031	APPLE COMPUTER INC	0000004461
		TEQUIPMENT, INC	0000053907
		TONY BAIRD ELECTRONICS INC	0000901928
Interactive Devices Repair Parts	110033	TONY BAIRD ELECTRONICS INC	0000901928
Interactive Devices Supplies	110032	TEQUIPMENT, INC	0000053907
		TONY BAIRD ELECTRONICS INC	0000901928
Marking Stamp Repair Services	068014	NY MARKING DEVICES DBA JESSEL MARK EQT	0000028718
Microfilm Supplies	080002	PHOTO MICROGRAPHICS	0000042349
Office Equip. Repair Services	091004	PHOTO MICROGRAPHICS	0000042349
Office Supplies	091002	FREEDOM SCIENTIFIC	0000020771
		GRAINGER, W W INC	0000023000
		OFFICE MAX CONTRACT INC	0000039751
		SCHOOL SPECIALTY, INC	0000047354
Printer Equip.	023021	CDW GOVERNMENT, INC	0000009314
		LENOVO (UNITED STATES) INC	0000031531
		SIRIUS COMPUTER SOLUTIONS	0000048856
Printer Equip.	023021	TECH DEPOT	0000053602
Printer Repair Parts	023023	CDW GOVERNMENT, INC	0000009314

## Shared Accountability - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
		ELECTRONIC BUSINESS MACHINES	0000018420
Printer Repair Services	023024	LINSTAR, INC	0000032058
Printer Services	023026	CDW GOVERNMENT, INC LEXMARK INTERNATIONAL INC	0000009314 0000031688
Printer Supplies	023022	DELL MARKETING, L.P. DYNTEK, INC OFFICE MAX CONTRACT INC TECH DEPOT	0000015002 0000016621 0000039751 0000053602
Professional Services	106006	EDUCATIONAL FUNDING GROUP EFG IBM GLOBAL SERVICE ORACLE AMERICA INC	0000900805 0000026612 0000040749
Scanning & Imaging Computers Equip.	023011	IBM GLOBAL SERVICE	0000026612
Scanning & Imaging Computers Repair Services	023014	BLUE RAVEN TECHNOLOGY, INC	0000007555
Servers/Router Equip.	023031	IBM IBM GLOBAL SERVICE IBM NATIONAL PARTS CENTER LINSTAR, INC	0000026602 0000026612 0000026609 0000032058
Servers/Router Services	023036	CDW GOVERNMENT, INC DELL MARKETING, L.P. ORACLE AMERICA INC	0000009314 0000015002 0000040749
Servers/Router Supplies	023032	SOLARWINDS WORLDWIDE LLC	0000902267
Tapes	060162	SYRACUSE SCENERY&STAGE LIGHT.	0000052720
Telephone Equip.	018061	CDW GOVERNMENT, INC	0000009314
Telephone Installation Services	018066	AT & T VERIZON RECV.MGT.BUSINESS CTR.	0000000374 0000056447
Telephone-Cellular Equip.	018081	AT & T MOBILITY	0000000377
Telephone-Cellular Services	018086	AT & T MOBILITY	0000000377
Testing & Viewing Supplies	117022	SCANTRON	0000900974
Tool Boxes	060001	GRAINGER, W W INC	0000023000

## Special Education - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Arts & Crafts Supplies	004002	CASCADE SCHOOL SUPPLY	0000010225
		CLASSROOM DIRECT	0000011774
		DISCOUNT SCHOOL SUPPLY	0000015764
		LAKESHORE LEARNING MATERIALS	0000030724
		OFFICE MAX CONTRACT INC	0000039751
		PYRAMID SCHOOL PRODUCTS	0000044144
		S & S WORLDWIDE, INC	0000046290
		SCHOOL SPECIALTY, INC	0000047354
		SCIENCE KIT	0000047420
		TEACHER DIRECT	0000053400
Athletic&Sporting Gds Supls	110022	BSN SPORTS	0000005638
		CANNON SPORTS, INC	0000009894
		EASTBAY/FOOTLOCKER.COM	0000901275
		GAMEBREAKER HELMETS	0000902364
		LAUX SPORTING GOODS INC	0000031073
		SPORTIME	0000050109
Audio-Visual Repair Services	006004	PHONAK HEARING SYSTEMS	0000042345
Audio-Visual Supplies	006002	AMERICAN PRINTING HOUSE FOR	0000003720
		CDW GOVERNMENT, INC	0000009314
		CLASSROOM DIRECT	0000011770
		OFFICE MAX CONTRACT INC	0000039751
		PHONAK HEARING SYSTEMS	0000042345
		VALIANT NATIONAL AV SUPPLY	0000055987
Books- Non-Text & Paper Back	011021	ACADEMIC COMMUNICATION ASSOC.	0000000490
		LINGUI SYSTEMS INC	0000032038
		SCHOOL SPECIALTY	0000047353
		TEACHER'S DISCOVERY	0000053407
		THERAPRO, INC	0000053954
Carrying Cases	019041	CLASSROOM DIRECT	0000011770
Cleaning Supplies	117012	OFFICE MAX CONTRACT INC	0000039751
Desktop & Laptop Computers Supplies	023002	LAKESHORE LEARNING MATERIALS	0000030724
		SUPER DUPER PUBLICATIONS	0000051565
Dues & Registration Fees	030006	ASCD ASSOC SUPV & CURRIC DEV	0000000388
		CNCL.FOR EXCEPTIONAL CHILDREN	0000013294
		LEARNING ALLY INC	0000901655
First Aid Supplies	077002	MAXI AIDS INDEPENDENT LIVING	0000034681
Instructional Equip.	097001	ACADEMIC THERAPY PUBLICATIONS	0000000493
		OFFICE MAX CONTRACT INC	0000039751
Instructional Services	097006	CAMDEN CENTRAL SCHOOL DISTRICT	0000009750
		CATO MERIDIAN CENTRAL SCHOOLS	0000901403
		SOUTHSIDE CHARTER SCHOOL	0000049750
		SYRACUSE ACADEMY OF SCIENCE	0000051772
		WEST GENESEE CENTRAL SCH.DIST.	0000057725
Instructional Supplies	097002	AMERICAN PRINTING HOUSE FOR	0000003720
		ARMIN,ERIC INC EAI EDUCATION	0000004645
		BEYOND PLAY	0000007226
		CALLOWAY HOUSE	0000009710
		CLASSROOM DIRECT	0000011770
		CLASSROOM PRODUCTS LLC	0000902544
		CONSTRUCTIVE PLAY US TOY, CO	0000012540
		DOVER PUBLICATIONS, INC	0000016147
		ETA HAND2MIND	0000016692
		LAKESHORE LEARNING MATERIALS	0000030724

## Special Education - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Instructional Supplies	097002	LINGUI SYSTEMS INC	0000032038
		MCDONALD PUBLISHING CO	0000033206
		MENTORING MINDS	0000035113
		NATIONAL AUTISM RESOURCES INC	0000902352
		OFFICE MAX CONTRACT INC	0000039751
		ORIENTAL TRADING CO, INC	0000040760
		PEARSON ASSESSMENTS	0000041836
		QUILL CORP.	0000044195
		REALLY GOOD STUFF, INC	0000044873
		SCHOOL SPECIALTY	0000047353
		SCHOOL SPECIALTY, INC	0000047354
		STEPS TO LITERACY, LLC.	0000050803
		SUPER DUPER PUBLICATIONS	0000051565
		TEACHER DIRECT	0000053400
		TEACHER'S DISCOVERY	0000053407
THERAPRO, INC	0000053954		
TIME TIMER	0000054267		
Interactive Devices Supplies	110032	AMERICAN PRINTING HOUSE FOR	0000003720
Maps Globes & Info Aid Refer	076002	LAKESHORE LEARNING MATERIALS	0000030724
		NYSTROM DIV. OF HERFF JONES	0000039620
		TEACHER DIRECT	0000053400
Med. Instructional Repair Services	077014	PHONAK HEARING SYSTEMS SOUTHPAW ENTERPRISES, INC	0000042345 0000049765
Med. Instructional Supplies	077012	INDEPENDENT LIVING AIDS, INC	0000026973
		MOORE MEDICAL CORP.	0000036413
		ORIGINAL BEAN BLANKET CO (THE)	0000902442
		OTICON INC	0000040862
		PATTERSON MEDICAL SUPPLY INC	0000902019
		PHONAK HEARING SYSTEMS	0000042345
		SCHOOL SPECIALTY, INC	0000047354
SOUTHPAW ENTERPRISES, INC	0000049765		
Medical Equip.	077001	PHONAK HEARING SYSTEMS	0000042345
Medical Equip. Repair Parts	077003	PHONAK HEARING SYSTEMS	0000042345
Medical Equip. Repair Services	077004	PHONAK HEARING SYSTEMS	0000042345
Misc. Grocery Items & Supplies	044072	GREEN HILLS FARM STORES INC	0000023377
		PRICE CHOPPER	0000043556
		PRICE CHOPPER	0000043558
		WEGMANS FOOD MARKETS, INC	0000057585
Office Supplies	091002	CLASSROOM DIRECT	0000011770
		CLASSROOM DIRECT	0000011774
		OFFICE DEPOT	0000039754
		OFFICE MAX CONTRACT INC	0000039751
		SAFEGUARD BUSINESS SYSTEMS	0000048150
		SCHOOL SPECIALTY, INC	0000047354
		TEACHER DIRECT	0000053400
Printer Supplies	023022	CDW GOVERNMENT, INC	0000009314
		OFFICE MAX CONTRACT INC	0000039751
Professional Services	106006	AURORA OF CENTRAL NEW YORK, INC	0000005285
		BOCES OCM	0000007685
		HILLSIDE CHILDREN'S CENTER	0000900828
		ONON.CTY.DEPT.OF SOCIAL SVCES.	0000040387
		ROCHESTER SCHOOL OF DEAF	0000901711
		UPSTATE CEREBRAL PALSY	0000055880

## Special Education - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
		WOODS SERVICES	0000058730
Safety & Protective Supplies	115002	GRAINGER, W W INC SCHOOL SPECIALTY, INC	0000023000 0000047354
Science Supplies	070002	BENZ MICROSCOPE & OPTICS FREY SCIENTIFIC CO SARGENT WELCH SCIENCE KIT	0000006923 0000020794 0000046849 0000047420
Shipping Supplies	094002	OFFICE MAX CONTRACT INC	0000039751
Specialty Items (Pens, etc...)	001022	LAKESHORE LEARNING MATERIALS SCHOOL SPECIALTY, INC	0000030724 0000047354
Subscriptions	123506	CNCL.FOR EXCEPTIONAL CHILDREN SCHOLASTIC, INC.	0000013294 0000047085
Tapes	060162	SCHOLASTIC SPORTS SALES,LTD.	0000047187
Testing & Viewing Supplies	117022	PEARSON EDUCATIONAL ASSESSMENT PSYCHOLOGICAL CORPORATION	0000900749 0000043848
Toys, Games & Supplies	110002	ARMIN,ERIC INC EAI EDUCATION CASCADE SCHOOL SUPPLY ETA HAND2MIND KURTZ BROTHERS LAKESHORE LEARNING MATERIALS LINGUI SYSTEMS INC NASCO HOME EC. SUPPLY OFFICE MAX CONTRACT INC REALLY GOOD STUFF, INC SCHOOL SPECIALTY SCHOOL SPECIALTY, INC SUPER DUPER PUBLICATIONS TEACHER DIRECT	0000004645 0000010225 0000016692 0000030621 0000030724 0000032038 0000037000 0000039751 0000044873 0000047353 0000047354 0000051565 0000053400
Trophies Awards & Supls	078002	SUPER DUPER PUBLICATIONS	0000051565
Workbooks & Training Manuals	011011	ACADEMIC COMMUNICATION ASSOC. BARNES & NOBLE BOOKSELLERS CREATIVE THERAPY STORE CRYSTAL SPRINGS BOOKS EVAN MOOR EDUCATIONAL PUBLISH. LAKESHORE LEARNING MATERIALS LINGUI SYSTEMS INC NASCO HOME EC. SUPPLY PCI EDUCATIONAL PUBLISHING CO PRO ED REALLY GOOD STUFF, INC REMEDIA PUBLICATIONS, INC SCHOOL SPECIALTY, INC SUPER DUPER PUBLICATIONS TEACHER DIRECT TEACHER'S DISCOVERY TRIUMPH LEARNING LLC WILSON LANGUAGE TRAINING	0000000490 0000006160 0000013785 0000014025 0000019199 0000030724 0000032038 0000037000 0000041136 0000043706 0000044873 0000045175 0000047354 0000051565 0000053400 0000053407 0000054959 0000058492

**Summer School, Occupational Ed., High School, Student Cabinet -  
Previously Used Categories and Vendors**

<b>Category Description</b>	<b>Category</b>	<b>Vendor Name</b>	<b>Vendor No.</b>
Animals - Preserved	072021	CAROLINA BIOLOGICAL SUPPLY CO	0000010040
Arts & Crafts Supplies	004002	SCHOOL SPECIALTY, INC	0000047354
Calculators	013051	OFFICE MAX CONTRACT INC	0000039751
Field Trip Rental Services	111005	SUNY COLLEGE ENVIRONMENTAL SCI & FORESTRY	0000902192
Food Services Professional Services	045006	CARNEGIE & COMPANY	0000010034
Food Services Repair Services	045004	ABC REFRIGERATION	0000000087
Gas Engine Repair Parts	007513	FORSYTHE MOTOR PARTS NAPA MAIN STORE UNITED AUTO SUPPLY OF SYRACUSE	0000020480 0000037062 0000055310
General Vehicle Supplies	007402	SAFETY KLEEN CORP UNITED AUTO SUPPLY OF SYRACUSE	0000046380 0000055310
Hand Tools	060002	HOME DEPOT SNAP ON TOOLS	0000026024 0000049462
Identification Supplies	116532	LINSTAR, INC	0000032058
Instructional Equip.	097001	ARMIN, ERIC INC EAI EDUCATION	0000004645
Instructional Supplies	097002	AUTOMOBLOX COMPANY LLC BACK SCRATCHERS SALON SYSTEMS BURMAX CO INC OFFICE MAX CONTRACT INC OMNITRON ELECTRONICS SALLY BEAUTY SUPPLY SCHOOL SPECIALTY, INC	0000902422 0000005659 0000009009 0000039751 0000040092 0000046607 0000047354
Laboratory Chemicals	015002	CAROLINA BIOLOGICAL SUPPLY CO	0000010040
Misc. Grocery Items & Supplies	044072	MAINES FOOD & PARTY WAREHOUSE MAINES PAPER & FOOD SERVICES SYRACUSE BANANA WEGMANS FOOD MARKETS, INC	0000033924 0000033925 0000051775 0000057585
Office Supplies	091002	OFFICE MAX CONTRACT INC	0000039751
Photographic Equip.	101001	B & H PHOTO & VIDEO	0000005614
Printer Equip.	023021	OFFICE MAX CONTRACT INC	0000039751
Printer Repair Parts	023023	TECH DEPOT	0000053602
Printer Supplies	023022	TECH DEPOT	0000053602
Property Rental/Lease	107005	CARNEGIE & COMPANY NORTHEAST DECORATING & EXHIBIT ONCENTER COMPLEX	0000010034 0000039345 0000040108
Science Equip.	070001	CAROLINA BIOLOGICAL SUPPLY CO PEAVEY CORP DBA LYNN PEAVEY CO	0000010040 0000902661
Science Supplies	070002	AMERICAN ACRYLICS CAROLINA BIOLOGICAL SUPPLY CO ELECTRONIX EXPRESS FISHER SCIENCE EDUCATION PEAVEY CORP DBA LYNN PEAVEY CO PITSCO, INC PROJECT LEAD THE WAY INC SCIENCE KIT WARDS NATURAL SCIENCE ESTAB.	0000901287 0000010040 0000018416 0000020175 0000902661 0000042540 0000043740 0000047420 0000057440
sweatshirts Imprinted	017036	4 IMPRINT	0000020504
T-Shirts Imprinted	017026	4 IMPRINT	0000020504
Welding Supplies	141002	DELO WELDING & IND.SUPPLY CORP	0000015020
Workbooks & Train Manuals	011011	BURMAX CO INC NATL ELECTRONIC SVC ASSOC DBA ISCET NATL INSTITUTE AUTOMOTIVE SER EXCELLENCE	0000009009 0000902689 0000902549



## Talent Management - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Ads- Print	001002	CNY LATINO POST STANDARD SCOTSMAN PRESS INC	0000010625 0000043165 0000047590
Desktop & Laptop Computers Supplies	023002	451 SOLUTIONS CDW GOVERNMENT, INC OFFICE DEPOT TECH SMITH CORP	0000902220 0000009314 0000039754 0000900523
Dues & Registration Fees	030006	AVS/CNY CNY-CDA COLLEGE OF SAINT ROSE ONONDAGA COUNTY CLERK ROCHESTER AREA COLLEGES, INC WNYACCC INC BUFFALO AREA TRD	0000900866 0000009982 0000900484 0000040348 0000045703 0000901983
Marking Stamps	068012	NY MARKING DEVICES DBA JESSEL MARK EQT	0000028718
Office Supplies	091002	NY MARKING DEVICES DBA JESSEL MARK EQT OFFICE MAX CONTRACT INC SAFEGUARD BUSINESS SYSTEMS	0000028718 0000039751 0000048150
Printer Equip.	023021	CDW GOVERNMENT, INC	0000009314
Printer Supplies	023022	CDW GOVERNMENT, INC TECH SMITH CORP	0000009314 0000900523
Professional Services	106006	451 SOLUTIONS BOCES OCM CENTRAL XCHANGE	0000902220 0000007685 0000010598
Travel/Conference/Lodging Rent	130005	UNIQUEST HOSPITALITY LLC DBA EMBASSY STE	0000902616
Workbooks & Training Manuals	011011	STATE OF NEW YORK	0000050580

## Transportation - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Auto Glass Repair Services	007824	CARL'S AUTO GLASS SERVICE,INC SAFELITE FULFILLMENT INC	0000010026 0000901804
Automatic Trans. Services	007764	B & M TRANSMISSION B & M USED CARS	0000902558 0000008352
Auto Testing Equip.	007891	SNAP ON INDUSTRIAL	0000049457
Body Repair Services	007804	DAVE'S BODY SHOP LLC	0000902375
Books- Non-Text & Paper Back	011021	PUPIL TRANSPORT.SAFETY INSTIT.	0000044100
Bus Services	025046	BOCES OCM BOCES OSWEGO COUNTY CNY CENTRO INC FIRST STUDENT WEST FIRST STUDENT, INC	0000007685 0000007603 0000010601 0000020163 0000020161
Car Road Services	007406	B & B AUTOMOTIVE & TRUCK	0000005610
Cleaning Services	117016	ARAMARK UNIFORM SVCS	0000901515
Desktop & Laptop Computers Equip.	023001	IBM GLOBAL SERVICE SIRIUS COMPUTER SOLUTIONS SYRACUSE TIME AND ALARM CO INC	0000026612 0000048856 0000052790
Desktop & Laptop Computers Services	023006	EASYBUS, INC	0000016890
Desktop & Laptop Computers Supplies	023002	DELL MARKETING LP DEPT OF PUBLIC WORKS SYRACUSE DYNTEK, INC EDUCATION LOGISTICS, INC SIRIUS COMPUTER SOLUTIONS	0000900824 0000015178 0000016621 0000017250 0000048856
Diesel Engine Repair Parts	007503	AIRGAS EAST BURDICK CHEVROLET BUS PARTS WAREHOUSE CROSSROAD HIGHWAY SUPPLY CUMMINS NORTHEAST SYRACUSE D & W DIESEL & ELECTRIC. INC GRAINGER	0000001586 0000901516 0000009100 0000901021 0000014095 0000014310 0000022996
Diesel Engine Repair Services	007504	AIRGAS EAST BURDICK CHEVROLET	0000001586 0000901516
Diesel Gasoline	046002	DEPT OF PUBLIC WORKS SYRACUSE	0000015178
Dues & Registration Fees	030006	CYR FOUNDATION	0000901188
Gas Engine Repair Parts	007513	BLACKBURN TRUCK BODIES FLEET PRIDE FORSYTHE MOTOR PARTS HACKERS PACKERS, INC. KOERNER FORD OF SYRACUSE INC LEONARD BUS SALES, INC LONZY'S RADIATOR SERVICE LOWERY BROS. CHRYSLER JEEP,INC MATTHEWS BUS PARTS	0000007418 0000020230 0000020480 0000023997 0000030386 0000031541 0000032416 0000032557 0000034624
Gas Engine Repair Services	007514	HACKERS PACKERS, INC. KOERNER FORD OF SYRACUSE INC LEONARD BUS SALES, INC LONZY'S RADIATOR SERVICE LOWERY BROS. CHRYSLER JEEP,INC MATTHEWS BUS PARTS MEYERS TOWING NYE FORD	0000023997 0000030386 0000031541 0000032416 0000032557 0000034624 0000035378 0000900822
General Vehicle Supplies	007402	ALLDATA LLC IMPERIAL SUPPLIES HOLDINGS CO INC DBA RA LIN, INC	0000901842 0000902472 0000044440
Grounds Keeping Repair Parts	053003	GRASSLAND EQUIP.& IRRIGAT.CORP	0000023148

## Transportation - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Interactive Devices Equip.	110031	SNAP ON INDUSTRIAL	0000049457
Key & Lock Services	065006	FRADON LOCK CO	0000020538
Lubricants	046032	SUPERIOR LUBRICANTS	0000900576
Maintenance Equip. Rental Services	075005	COLE MUFFLER	0000011900
Maintenance Equip. Repair Parts	075003	BEAM MACK SALES & SERVICE, INC GENUINE NAPA PARTS SYRACUSE NEW YORK TECH SUPPLY	0000006420 0000022040 0000038526
Mechanic's Tool Repair Parts	007413	NEW YORK TECH SUPPLY	0000038526
Mechanic's Tools Repair Services	007414	NEW YORK TECH SUPPLY	0000038526
Office Supplies	091002	NY MARKING DEVICES DBA JESSEL MARK EQT OFFICE MAX CONTRACT INC	0000028718 0000039751
Printer Equip.	023021	CDW GOVERNMENT, INC	0000009314
Printer Supplies	023022	CDW GOVERNMENT, INC	0000009314
Professional Services	106006	BOCES OCM MARCH GRP INC DBA TRANSPORTATION ADVISOR	0000007685 0000902452
Safety Shoes	115022	HENRY FRANK WHOLESALE LTD	0000902736
Sign Repair Parts	118023	BUDGET 1 HR. SIGN SYSTEMS	0000008818
Special Apparatus Repair Services	007604	NEW YORK BUS SALES NORTH AMERICAN EQUIPMENT SERV INC PAUL'S TIRE SERVICE LLC SGS TESTCOM INC. STADIUM INTERNATIONAL TRUCKS STS TRUCK EQUIPMENT & TRAILER	0000038400 0000901920 0000041771 0000046285 0000050215 0000051119
Spring Repair Services	007724	ALLIED SPRING & SERVICES INC	0000002260
Subscriptions	123506	LEGAL ROUTES LLC	0000031479
Tire Repair Parts	007953	GOODYEAR WHOLESALE TIRE CTR 1187	0000900814
Tire Supplies	007952	GOODYEAR WHOLESALE TIRE CTR 1187	0000900814
Tire Tools	007951	NEW YORK TECH SUPPLY	0000038526
Trash Trk&Sp.App. Repair Parts	007603	NEW YORK BUS SALES NORTH AMERICAN EQUIPMENT SERV INC OMNI SERVICES PAUL'S TIRE SERVICE LLC PBS BRAKE & SUPPLY RED'S BRAKE SVCE EQUIP.WAREHSE ROTELLAS BODY SHOP RUMETCO SAFETY KLEEN CORP STADIUM INTERNATIONAL TRUCKS STS TRUCK EQUIPMENT & TRAILER SUPERIOR LUBRICANTS TARCO STEEL CO DBA BUSHWICK METALS LLC TRACEY ROAD EQUIPMENT TRANSPORTATION REPAIR SERVICE UNITED AUTO SUPPLY OF SYRACUSE UNITED RADIO	0000038400 0000901920 0000900821 0000041771 0000041118 0000044950 0000046010 0000046172 0000046380 0000050215 0000051119 0000900576 0000053120 0000054698 0000054725 0000055310 0000055389
Travel/Conference/Lodging Rent	130005	ALBANY HOTEL TRS LLC D/B/A/ HOTEL ALBANY	0000902034
Travel/Conference Ticket & Reg	130001	EDUCATION LOGISTICS, INC NEW YORK HEAD MECHANICS ASSOC. NYAPT PUPIL TRANSPORT.SAFETY INSTIT.	0000017250 0000038409 0000037053 0000044100
Truck & Sp. App. Road Services	007606	NYE FORD SCHMID,RUDY, BODY & FRAME SHOP	0000900822 0000047025
Truck Wheels	007962	FREY HEAVY DUTY	0000020792

## Schools - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Arts & Crafts Supplies	004002	CASCADE SCHOOL SUPPLY	0000010225
		CLASSROOM DIRECT	0000011774
		DICK BLICK	0000015500
		LAKESHORE LEARNING MATERIALS	0000030724
		NASCO HOME EC. SUPPLY	0000037000
		OFFICE MAX CONTRACT INC	0000039751
		PYRAMID SCHOOL PRODUCTS	0000044144
		SCHOOL SPECIALTY, INC	0000047354
		TEACHER DIRECT	0000053400
Audio-Visual Equip.	006001	B & H PHOTO & VIDEO CDW GOVERNMENT, INC	0000005614 0000009314
Audio-Visual Supplies	006002	B & H PHOTO & VIDEO CDW GOVERNMENT, INC VALIANT NATIONAL AV SUPPLY	0000005614 0000009314 0000055987
Books- Non-Text & Paper Back	011021	BARNES & NOBLE BOOKSELLERS	0000006158
		BARNES & NOBLE BOOKSELLERS	0000006160
		LAKESHORE LEARNING MATERIALS	0000030724
		NEWBRIDGE EDUCATIONAL PUBLISH.	0000038976
		SCHOLASTIC	0000047079
		SCHOOL SPECIALTY	0000047353
		SCHOOL SPECIALTY, INC	0000047354
		SOCIAL STUDIES SCHOOL SERVICE	0000049600
		TEACHER CREATED MATERIALS	0000053391
TEACHER DIRECT	0000053400		
TEACHER'S DISCOVERY	0000053406		
Books- Text	011001	BARNES & NOBLE BOOKSELLERS	0000006160
		PEARSON EDUCATION INC	0000041842
		SCHOOL SPECIALTY, INC	0000047354
Desktop & Laptop Computers Equip.	023001	APPLE COMPUTER, INC	0000004460
		LENOVO	0000026606
		SIRIUS COMPUTER SOLUTIONS	0000048856
Desktop & Laptop Computers Services	023006	DELL MARKETING, L.P.	0000015002
		SIRIUS COMPUTER SOLUTIONS	0000048856
Desktop & Laptop Computers Supplies	023002	APPLE COMPUTER, INC	0000004460
		DELL MARKETING LP	0000900824
		DYNTEK, INC	0000016621
		LAKESHORE LEARNING MATERIALS	0000030724
		SIRIUS COMPUTER SOLUTIONS	0000048856
Instructional Equip.	097001	ARMIN,ERIC INC EAI EDUCATION	0000004645
Instructional Supplies	097002	ACE EDUCATIONAL SUPPLIES INV	0000902524
		ARMIN,ERIC INC EAI EDUCATION	0000004645
		CALLOWAY HOUSE	0000009710
		CARLEX	0000010030
		CARSON DELLOSA PUBLISHING CO	0000010203
		CLASSROOM DIRECT	0000011770
		CLASSROOM DIRECT	0000011774
		CRYSTAL PRODUCTIONS	0000014018
		ETA HAND2MIND	0000016692
		INNOVATIVE LEARNING CONCEPTS	0000027277
		KAGAN PUBLISHING	0000029435
		LAKESHORE LEARNING MATERIALS	0000030724
		LINGUI SYSTEMS INC	0000032038
		NASCO HOME EC. SUPPLY	0000037000
		OFFICE MAX CONTRACT INC	0000039751
		ORIENTAL TRADING CO, INC	0000040760
		REALLY GOOD STUFF, INC	0000044873

## Schools - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Instructional Supplies	097002	REMEDIA PUBLICATIONS, INC	0000045175
		SCHOOL NURSE SUPPLY, INC	0000047255
		SCHOOL SPECIALTY	0000047353
		SCHOOL SPECIALTY, INC	0000047354
		STEPS TO LITERACY, LLC.	0000050803
		SUPER DUPER PUBLICATIONS	0000051565
		TEACHER CREATED RESOURCES	0000053389
		TEACHER DIRECT	0000053400
		TEACHER'S DISCOVERY	0000053406
		TREND ENTERPRISES, INC	0000054857
Maps Globes & Info Aid Refer	076002	CARLEX	0000010030
		CARSON DELLOSA PUBLISHING CO	0000010203
		LAKESHORE LEARNING MATERIALS	0000030724
		NYSTROM DIV. OF HERFF JONES	0000039620
		REALLY GOOD STUFF, INC	0000044873
		SCHOOL SPECIALTY, INC	0000047354
		SOCIAL STUDIES SCHOOL SERVICE	0000049600
		TEACHER DIRECT	0000053400
		TEACHER'S DISCOVERY	0000053406
Misc. Grocery Items & Supplies	044072	WEGMANS FOOD MARKETS, INC	0000057585
Music Supplies	081002	MUSIC & ARTS CENTER	0000036846
		MUSIC & ARTS CENTERS	0000036853
		MUSIC IN MOTION	0000036875
		MUSIC TIME, INC	0000036878
		MUSICIANS FRIEND	0000036880
		PEPPER, J.W. & SON, INC	0000042061
		PLANK ROAD PUBLISHING, INC	0000042580
		WOODWIND & BRASSWIND	0000058763
Office Equip.	091001	OFFICE MAX CONTRACT INC	0000039751
		SCHOOL SPECIALTY, INC	0000047354
Office Supplies	091002	CLASSROOM DIRECT	0000011770
		CLASSROOM DIRECT	0000011774
		LAKESHORE LEARNING MATERIALS	0000030724
		OFFICE MAX CONTRACT INC	0000039751
		SCHOOL SPECIALTY	0000047353
		SCHOOL SPECIALTY, INC	0000047354
TEACHER DIRECT	0000053400		
Paint	095002	SATCO SUPPLY	0000046861
Printer Supplies	023022	CDW GOVERNMENT, INC	0000009314
		OFFICE MAX CONTRACT INC	0000039751
		TECH DEPOT	0000053602
Science Equip.	070001	WARDS NATURAL SCIENCE ESTAB.	0000057440
Science Supplies	070002	CAROLINA BIOLOGICAL SUPPLY CO	0000010040
		FISHER SCIENCE EDUCATION	0000020175
		FLINN SCIENTIFIC INC	0000020264
		FREY SCIENTIFIC CO	0000020794
		NASCO HOME EC. SUPPLY	0000037000
		SARGENT WELCH	0000046849
		SCHOOL SPECIALTY, INC	0000047354
		SCIENCE KIT	0000047420
		VEX ROBOTICS	0000900639
		WARDS NATURAL SCIENCE ESTAB.	0000057440
Sheet Music Supplies	081012	PEPPER, J.W. & SON, INC	0000042061
		SHEET MUSIC PLUS	0000048272

## Schools - Previously Used Categories and Vendors

Category Description	Category	Vendor Name	Vendor No.
Subscriptions	123506	SCHOLASTIC, INC. TIME FOR KIDS WEEKLY READER	0000047085 0000054274 0000057587
Toys Games & Supplies	110002	ARMIN,ERIC INC EAI EDUCATION CASCADE SCHOOL SUPPLY CLASSROOM DIRECT CLASSROOM PRODUCTS LLC ETA HAND2MIND KURTZ BROTHERS LAKESHORE LEARNING MATERIALS NASCO HOME EC. SUPPLY OFFICE MAX CONTRACT INC ORIENTAL TRADING CO, INC REALLY GOOD STUFF, INC S & S WORLDWIDE, INC SCHOOL SPECIALTY, INC SUPER DUPER PUBLICATIONS TEACHER DIRECT TEACHER'S DISCOVERY	0000004645 0000010225 0000011770 0000902544 0000016692 0000030621 0000030724 0000037000 0000039751 0000040760 0000044873 0000046290 0000047354 0000051565 0000053400 0000053406
Training & Instructional Films	006012	LIBRARY VIDEO COMPANY PLANK ROAD PUBLISHING, INC SOCIAL STUDIES SCHOOL SERVICE TEACHER'S DISCOVERY	0000031834 0000042580 0000049600 0000053406
Workbooks & Train Manuals	011011	ACE EDUCATIONAL SUPPLIES INV BARNES & NOBLE BOOKSELLERS CARLEX CURRICULUM ASSOCIATES, INC ETA HAND2MIND EVAN MOOR EDUCATIONAL PUBLISH. HEINEMANN PUBLISHING LAKESHORE LEARNING MATERIALS LINGUI SYSTEMS INC MACKIN LIBRARY MEDIA NASCO HOME EC. SUPPLY REALLY GOOD STUFF, INC SCHOLASTIC INC SCHOLASTIC, INC. SCHOOL SPECIALTY SCHOOL SPECIALTY, INC SINGAPORE MATH.COM INC SOCIAL STUDIES SCHOOL SERVICE TEACHER DIRECT TEACHER'S DISCOVERY TEACHER'S DISCOVERY TRIUMPH LEARNING LLC WIESER EDUCATIONAL INC	0000902524 0000006158 0000010030 0000014180 0000016692 0000019199 0000025259 0000030724 0000032038 0000033625 0000037000 0000044873 0000900996 0000047085 0000047353 0000047354 0000902466 0000049600 0000053400 0000053404 0000053406 0000054959 0000058240