



Oklahoma City

PUBLIC SCHOOLS

Fiscal Year 2026

Beginning of the Year (BOY)
Finance Training –

PURCHASING



PURCHASING DEPARTMENT:

Send Purchasing questions to purchasing@okcps.org

Marti Sturm-Sawyer (Bids/Technology)

Buyer 100

Purchasing Manager

mwsturm-sawyer@okcps.org

405-587-1046

Jordan Bradford (Bids/Technology)

Buyer 101

Purchasing Manager

kjbradford@okcps.org

405-587-1041

Lisa Hays (Elementary and Athletics)

Buyer 102

Purchasing Specialist

lghays@okcps.org

405-587-1049

Rashelle Caliebe (High School/Middle Schools/Vendor Application)

Buyer 104

Purchasing Specialist

rcaliebe@okcps.org

405-587-1052

Tami Wilkinson (Operations/Transportation/ SNS/Admin)

Buyer 105

Purchasing Specialist

tlwilkinson@okcps.org

405-587-0063

Jan Saylor (P-Card/Travel/ Admin)

Buyer 106 (P-Card) & Buyer 103

Purchasing Specialist

jesaylors@okcps.org

405-587-1047

[OKCPS Purchasing Page](#)





PURCHASING FUNDAMENTALS

Thresholds

- **PURCHASES: (General, SAF, Title I, SNS, & Grant Funds)**
 - \$0 - \$10,000.00 – One Written Quote (Primary Vendor)
 - \$ 10,000.01 - \$250,000.00 – Three (3) Written Quotes
 - \$250,000.01 – And Greater – RFQ/RFP (Sealed Bid Process)
 - Any single purchase greater than \$250,000 requires Board Spending Authority prior to issuance of PO

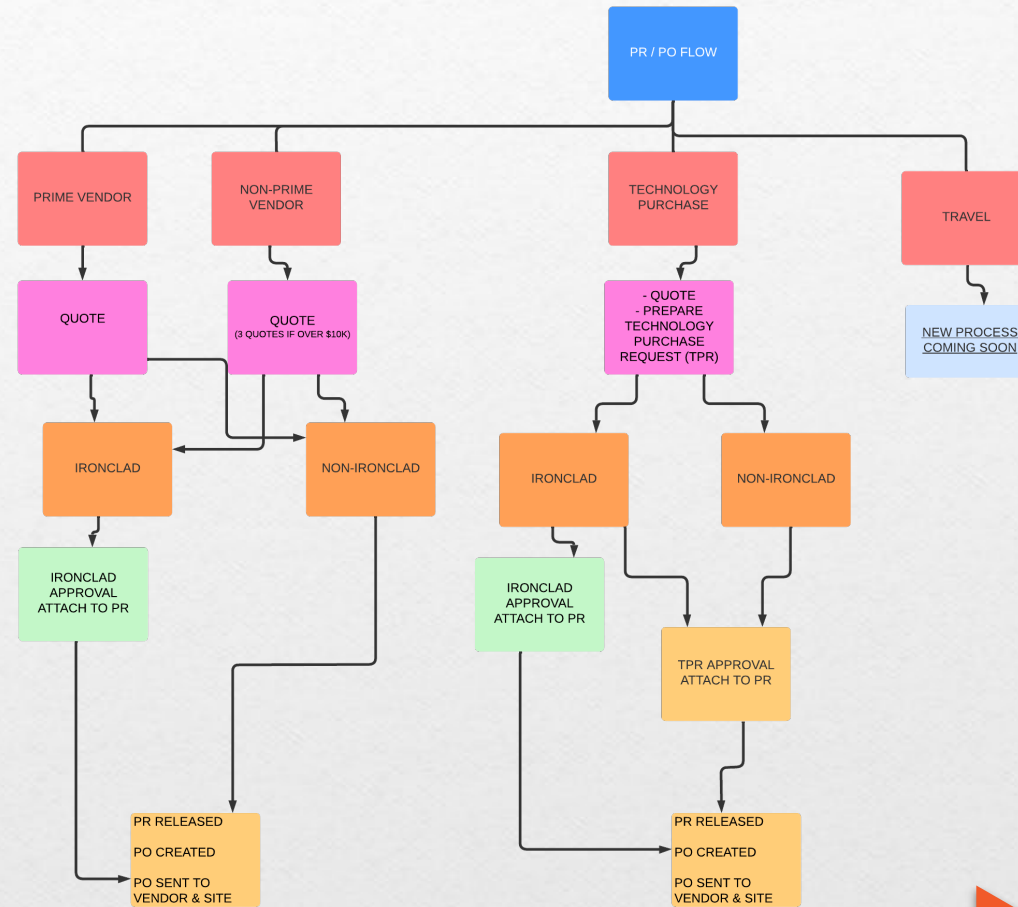




Purchasing Fundamentals

Procurement Process

- Request for Need (Site)
- Create PR (Site)
- Release PR (Principal/Principal Supervisor)
- Convert to PO (Purchasing)
- Close PR (Purchasing)
- Goods Receipt (Site)
- Invoice (Accts Payable)
- Close PO (Site/Purchasing)





PURCHASE REQUISITIONS

- Sponsor completes Requisition Request (Approved by Principal)
- Financial Secretary (FS) creates a PR/PRAF in SAP

No Typos / If SAF - Begin Text w/ SAF / Use Date Format 01/02-08/21

- FS uploads any documentation: Contracts w/ Ironclad approval and/or Quote(s) Requirements (Required)
- Principal reviews attachments for PR compliance and releases (approves) PR.
- Release Limits:
 - ❖ Elementary \$500 and under: PR released by Principal.
 - ❖ Elementary \$500.01 and higher: PR released by Principal and ILD.
 - ❖ Middle & High School \$750 and under: PR released by Principal.
 - ❖ Middle & High School \$750.01 and higher: PR released by Principal and ILD.





QUOTES

**JASON SEIFERT**
EDUCATION ADVISOR
jseifert@pitsco.com
800-835-0686 ext. 4556



QUOTE

QUOTE NUMBER: 104415AA
SENT TO CUSTOMER: 2/10/2025
PRICES GOOD THROUGH: 3/27/2025

BILLING

Claudia Juarez
Prairie Queen Elementary
1325 SW 66th St
Oklahoma City, OK 73159-3128 US
4055877751
cajuarez@okcps.org

SHIPPING

Claudia Juarez
Prairie Queen Elementary
1325 SW 66th St
Oklahoma City, OK 73159-3128 US

DESCRIPTION	ITEM NO.	PRICE	QTY	TOTAL
Bee-Bot® and Blue-Bot® Changeable Maze	46648	\$159.00	1	\$159.00
Mini Straw Rocket Launcher	38155	\$62.75	1	\$62.75

Product Subtotal: \$221.75

Freight: \$22.18

Tax: EXEMPT

Total: \$243.93

PITSCO
EDUCATION

104415AA



Swivl

is a reflective technology company

Quote Name: Quote - Heronville Elementary

Company Address: 1906 El Camino Real, Suite 102,
Menlo Park, CA 94027
US

Created Date: 12/11/2024
Expiration Date: 1/31/2026
Quote Number: 31383

Prepared By: Katie Young
Phone: (210) 436-6457
Email: katie@swivl.com

Contact Name: Leesa Tech
Account Name: Heronville Elementary School
Email: ltech@okcps.org

Bill To Name: Heronville Elementary School
Bill To: 1240 Southwest 29th Street
Oklahoma City, OK 73109
US

Ship To Name: Heronville Elementary School
Ship To: 1240 Southwest 29th Street
Oklahoma City, OK 73109
US

Product Code	Product	Quantity	Sales Price	Discount (Percentage)	Total Price	Sales Tax Rates, %
SW6700	Mirror Pro Individual License, 1 Year	1.00	USD 180.00	60.00%	USD 76.00	0.00
SW4138-CK3	Swivl CK3	2.00	USD 989.00		USD 1,978.00	0.00
SW6120	Swivl Floor Stand	2.00	USD 99.00		USD 198.00	0.00

Comments: Please email PO to katie@swivl.com or call
Katie at (210) 436-6457 to place an order by CC.
Additional Info: The MirrorTalk license has a start date upon PO
issuance and an end date of June 30, 2026. The
license has been pro-rated to reflect the
shortened time that it will be used.

Discount: 3.22%
Total Price: USD 2,261.00
Grand Total: USD 2,261.00

All sales are final, except for explicitly agreed-upon evaluations or as
outlined in Swivl Purchasing terms (www.swivl.com/terms).
For Reflectivity service terms please see www.swivl.com/terms.
For MirrorTalk service terms please see <http://www.mirror-talk.com/terms>.

BASICS PLUS, INC
PO BOX 1093
12820 SW 18TH STREET
MUSKOGEE, OK 73064-0593
Phone & 1-800-733-2663 Web Site www.basicsplusbooks.com

Fax # 1-866-577-2081

Quote
PA10336523

Price Quote

Date	Price Quote #
11/18/2024	2 8189

PLEASE REFERENCE PRICE QUOTE
NUMBER ABOVE WHEN ORDERING

PRICE SUBJECT TO CHANGE.

This quote is guaranteed for 30 days. After that, please confirm price before ordering.

Bill To
OKLAHOMA CITY PUBLIC SCHOOLS
FINANCIAL SERVICES ACCOUNTS PAYABLE
P.O. BOX 36609
OKLAHOMA CITY, OK 73136

Ship To
ROOSEVELT MIDDLE SCHOOL
ATTN: ANN CARAVAN
2233 SW 44TH
OKLAHOMA CITY, OK 73119

Please confirm the shipping and billing address if ordered.

Item	Description	Quantity	Each	Amount
Childrens Books	From the Desk of Zoe Washington	100	6.95	695.00
Childrens Books	The Last Question: Newbery Medal Winner	100	7.65	765.00
Childrens Books	Restart	100	4.85	485.00
Childrens Books	Unfractured	100	6.95	695.00
Sub-Total				2,640.00
Freight	Shipping		0.00	0.00
Total				\$2,640.00



IRONCLAD APPROVAL

Timberlake Construction Co Inc | Jefferson MS Final GMP 3 FY25

Workflow Complete

Completed

The workflow is complete and the record has been stored. No additional action is needed.

Info

View contract information and data

Activity Feed

Comment, notify others, or add new participants with @mention

Send message

Search activity in approvals

All

Comments and emails

Documents

Properties

Approvals

ER

Eric Randall

 approved the document on behalf of **Cabinet Member Approver**.
Feb 6, 2025 at 3:58 PM

HJ

Hayley Jones

 approved the document on behalf of **Legal**.
Feb 6, 2025 at 3:36 PM

MS

Marti Sawyer

 approved the document on behalf of **Purchasing Approver**.
Feb 3, 2025 at 2:48 PM





PROCESS HOLDUPS

Profit

Effective for Fairs scheduled between 8/12/24 and 8/10/25

If your Book Fair sales are \$3,800 and above, you may opt to take profit in Scholastic Dollars, cash, or a combination of Scholastic Dollars and cash. See the chart below for all other sales levels. Online Fairs are not eligible for cash profit.

- When you elect to take a combination, Scholastic Dollars are worth double the value in cash.
- The total profit amount cannot exceed 25% of sales at cash value.
- Use the Profit Split page on the Financial Form to automatically calculate and optimize your profit elections.

- Crossing Fiscal Years
- T&C/Signatures in Ironclad
- Non-prorated quotes
- Expired Quotes

ACTIVITY	QTY	RATE	AMOUNT
Rank One Logistics/Sports SAAS Subscription Annual Activities and Logistics Management Software Subscription for 2024/2025 School Year	11	1,000.00	11,000.00
Thank you very much for your support of Rank One Sport. Please let us know how we can improve to make your experience even better. If you have any questions about this invoice please contact our billing group at 888-544-3637 Ext. 5.	SUBTOTAL		11,000.00
	TAX		0.00
	TOTAL		USD 11,000.00

*1 - Prices are wholesale, but do include any Shipping Fees or Sales Tax when applicable.

THANK YOU.

Accepted By

Accepted Date

Comments

Please email PO to katie@swivl.com or call Katie at (210) 436-6457 to place an order by CC.

Discount

3.22%

Additional Info

The MirrorTalk license has a start date upon PO issuance and an end date of June 30, 2025. The license has been pro-rated to reflect the shortened time that it will be used.

Total Price

USD 2,251.00

Grand Total

USD 2,251.00

TSW2182X, 218X Yellow
High-yield Toner Cartridge,
print 2,500 pages

\$ 115.99

1

\$ 115.99

Sub Total

\$ 836.94

Grand Total

\$ 836.94

Terms & Conditions

Top Shelf Technologies LLC General Terms and Conditions: Return Authorization: Prior to returning any unused merchandise, customers must obtain an RMA (Return Merchandise Authorization) and shipping instructions from Top Shelf Technologies LLC. Items returned without an RMA will not be credited. Warranty for Compatible Printing Supplies: All compatible printing supplies come with a 12-month exchange warranty and a lifetime warranty against defects. OEM Products: All OEM products (including machines, parts, consumables, hardware, and software) have a 30-day exchange policy and cannot be returned after thirty days from the date of purchase.

Authority Signature





PURCHASE ORDERS

- Close POs - POs should close within 60-90 days.
 - ❖ Except Blanket/Mileage POs
- Goods Receipt (GR) – Upload Packing Slips to MIGO
 - ❖ Check off, Date, and Sign upload to SAP
- Open PO Report (ZMM97TD) – Run & Analyze every 30 days.
 - ❖ Variations in GRs, IRs, & PO amount –
 - ❖ Review, confirm, adjust if necessary.
- Three (3) Way Match is necessary to close PO.
 - ❖ Email Purchasing to reduce PO amount to GR/IR amount.





PROFESSIONAL DEVELOPMENT TRAVEL

- **FORM APPROVED 30 DAYS PRIOR TO TRIP (All Signatures)**
- **PR Created** - PR Requestor enters PR in draft mode (U Status) into SAP to establish PR number for PD/Travel Request Form.
- **PD/Travel Request Form** - Attendee completes PD/Travel Request form. Form & Conference Agenda are routed for approval signatures.
- **PR Update** - PD/Travel Form returned approved - PR Requestor moves PR to K Status and approved PD/Travel Request Form and Conference Agenda is attached to the PR. *(PD/Travel Form & Agenda must attached to PR for Buyer to convert PR to PO)*
- **PR Approval (Release Strategy)** - PR is approved / released in SAP according to release strategy.
- **PR Converted to Purchase Order (PO)** - After PR is approved, the Buyer will convert PR(s) into PO(s) and forwards PO(s) to Requestor.
- **Conference Registration** - *PR Requestor registers Attendee for the Conference and books travel with Travel Company.*
- **If any, Expense Reimbursement (within 30 days of the completion of the travel event)** - Attendee submits Expense Reimbursement (or Mileage) form with original itemized receipts & routes for approval signatures.
- **Goods Receipt** - After verifying attendance, PR Requestor GRs all POs in SAP.
- **Invoice Receipt** - Expense reimbursement forms and receipts submitted to Accounts Payable Department to process for payment.
- **NO SHOW** – Note Conference cancellation requirements. OKCPS may still be responsible for payment.
- **THERE IS AN UPDATED PROCESS AND FORM COMING. PLEASE BE ON THE LOOKOUT FOR INSTRUCTIONS**





ILLEGAL PURCHASE

Purchase made PRIOR to a PO being converted –

If item is purchased/received BEFORE a PO is issued, it is considered an ILLEGAL PURCHASE and an *Illegal Purchase Form* must be completed before PR can be converted or payment can be made.





QUESTIONS

purchasing@okcps.org

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