



# Purchasing Staff

[purchasing@okcps.org](mailto:purchasing@okcps.org)

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Director of Purchasing 100

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**Jordan Bradford ( Bids/PRs)**

Purchasing Manager 101

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**Jan Saylor (P-Card/Admin/Travel)**

Buyer 103 (106 P-Card Only)

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**Lisa Hays (Athletics/Fac. Rental/ES)**

Buyer 102

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**Tami Wilkinson (Ops/SNS/Bids)**

Buyer 105

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**Shelly Caliebe (Vendors/MS/HS)**

Buyer 104

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405-587-1052



# ZMM97td Open POs

- Run Open PO Report (ZMM97TD) **MONTHLY** All Funds
- **Match BUT lower than PO amount**, email Purchasing to reduced amount and close PO. (ALL items have been received )
- For items not coming, contact [Purchasing@okcps.org](mailto:Purchasing@okcps.org) to reduce PO amount and close

**Reminder:** Watch for and reply to emails from Purchasing and Accounts Payable regarding PO issues.

# PR Requirements

\*\*\*PRs have a minimum of 7 business days for conversion from the time of FULL release\*\*\*

- **Regular PRs (under 10 k, prime vendors, or non-technology)**
  - 1 quote or Flyer
- **Events, Tournaments or Field Trips (non-transportation)**
  - 1 Quote
  - Date's of events in PR short text

# Busses / Transportation

**\*\*\*A Field Trip request must be submitted to Trip Tracker at least ten business days in advance or OKCPS Transportation WILL NOT schedule services for the event. \*\*\***

## Required Documents for Trip Approval

1 Quote

Date's of event in PR short text

Cognito Field Trip Approval attached

# Preparing For FY26

## Contract that start on July 1

**\*Software** ( Example IXL, Lexia Learning etc. )

**\*Maintenance** ( Example Sumnerone, Imagenet, etc. )

**\*Professional Development** ( Instructional Empowerment, ProActive Ed, etc. )

Reminders to get your quotes, make sure that they do not expire before July 30, 2025 and provide a list to Federal Programs if the site is using Titled funds to purchase. Do not alter the documents in any way.)



# **Exciting News:** **INSPIRE** **is** **Coming April 2026**

Fun Facts:

Lakeshore, Staples, School Specialty, Follett, Perma-Bounds and several other companies will no longer require separate carts for placing orders.

They will have Punchout systems. Punchout is where the catalog is connected with INSPIRE and then the PR is created in the system.

The District will be bringing more information to you in the near future.





# Questions

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