

Screen shot instructions for Purchase Requisition:

Go to <https://procure.d11.org> to log-in to the website. Click "Start your procurement request"



Please fill in your detail information as requested.

Your Details

Full name*

Adrian Williams

Email*

adrian.williams@d11.org

Phone*

7195202129

Requesters Contact Information

Procurement Request Details

Subject*

Executive Leadership Training

Please enter a brief title or project name. For example, "West ES 3rd grade math tool", or "ESP Annual Training", "5 additional xxxxxx"

Type of Request*

New Buy

Select from the drop-down menu. Types of requests in the drop-down: New Buy, Contract Recompete, Contract Modification, Repeat Purchase Request, No Cost Agreement, Other

General Purchase Category* ⓘ

Independent Consulting Agreement (1099 Vendor)

Select from the drop-down menu. Some of the Purchase Category: Athletic Uniforms, Curriculum (online/Hardcopy), Independent Consulting Agreements (1099 Vendor), New Technology, Software, etc.

Name of Approving Authority at School/Department/Site (Budget Manager, Principal, or Department Head)* ⓘ

Karol Gates

Approving Authority D11 Email Address* ⓘ

karol.gates@d11.org

Purchase Request Description (Upload your scope of work document, Quotes, Superintendent Approvals, Grants/IT or LRS/Curriculum Approvals below)* ⓘ

Difficult Conversation for Executive Directors

Enter name of Service/purchase that is being requested

Required Delivery Date (If less than 30 days provide rationale) ⓘ

DD MMM YYYY

Additional Information (If less than 30-day Window)

Select from the drop-down menus. Urgent Instruction need that if not met will disrupt instructional time; District will pay a fee or not be able to

If the request date is within 30-day window of required delivery date, please provide rationale for this urgent request

Estimated Cost (Budget Amount/Last Purchase Price)* ⓘ

\$75,000.00

Account String (If you have more than one fund string add it in the message box below with the amount of budget associated with each fund string)* ⓘ

10-621-00-24110-039000-0000

Additional Budget Information

Select from the drop-down menu. This is a granted funded request (must be approved by the Director of Grants); Title I funded purchase (Must be approved by the Title I Director); MLO Funded Purchase; This purchase has multiple account strings.

Vendor Name* ⓘ

Solution Tree

Is this a new vendor* ⓘ

No

Yes or No

Vendor Phone Number ⓘ

1 (800) 123-4567

Vendor Email ⓘ

hslice@solutiontree.com

Select the Procurement person from the drop-down menu

Procurement Buyer (Choose One)* ⓘ

Message*

Rich text editor toolbar with icons for link, unlink, bold, italic, underline, font, size, text color, background color, bulleted list, numbered list, strikethrough, indent, outdent, and fullscreen. Below the toolbar is a large text area for composing the message.

Drag & drop a file to attach it, or

Add CC

Add BCC

Submit Request

“Type of Request”

New Buy: Select this if it is the first time the District/Your Department has purchased this.

Contract Recompete: Select this if you have an existing contract that is in its last year and it is time to re-compete for a new contract.

Contract Modification: Select this if you are funding a renewal term; or if there is a change to the current contract term.

Repeat Purchase Requisition: Select if you purchased this within the last 3 years.

No Cost Agreement: Select this if ????????

Other: ????????

“General Purchase Category”

Select one of the options listed. Get as close as you can. You may add clarifying language in the comment box at the bottom of the page if necessary.

“Purchase Request Description”

We need to purchase a 3-year subscription, annually funded, for 4th and 5th grade supplemental science. This has been short cycle approved by C&I. Upload your scope of work document, quote(s), Supt approval (if necessary), or any other document that show approval of the purchase.

“Required Delivery Date”

Please note that the average purchase that doesn't require competition, takes 30 to 60 days to finalize. The more documentation and approvals obtained up front, the better.

“Estimated Cost (Budget Amount? Last Purchase Price”

NOTE: it is imperative that you have available budget and not “pending” budget. Please let us know in advance if the timing of the funding availability is critical to the award of this effort. We will need a statement from the budget manager/Grant's Director/Finance Director/Chief Business/Operations Officer indicating that budget is available pending “a date for receipt of funds” or “Board approval”.

We typically do not work projects when funding is not available. We prioritize funded projects higher than pending funding projects.

“Additional Budget Information”

Select the most applicable and further describe in the message block.

If more than one fund string is being used, please indicate in the message block the budget amount that belongs to each fund string and which work to fund.

“Message”

This has opportunity to expand your response from any of the block above and attach applicable documentation.