

Welcome to the 2019 Spring Edition of the Business Services Newsletter! We hope that you are having a great school year, so far.



As we look ahead to the final few months of the 2018/2019 school year, Business Services wants to inform you of current happenings throughout our Department. Our Departments are here to be of service to you, students, families and the community. Please let us know if you have questions, comments or suggestions. We work on continuous improvement in the workplace and welcome input.

Please visit the District Website for department specifics and contact information.

## Purchasing Power

### Keeping the Quote Process on the Up and Up!

The Purchasing staff is here to assist you with your quotes and compliance. However, if you prefer to get quotes on your own, here are the things you need to know:

1. Only obtain quotes from vendors who can provide the quality level of the product/service you are seeking.
2. Share the same information with all vendors. This is easily done today with email. Keep the emails as documented proof that you have made contact and shared the same information with them.
3. Make sure that your request is clear by including part numbers, quantities, and descriptions when available.
4. Ask the vendor to include all potential costs, especially freight, which is often overlooked.
5. Never share quote information with competing vendors prior to issuing an order, especially price. That practice is unethical and ultimately results in vendors becoming unwilling to provide quotes to everyone in the District, not just you.
6. If you need help finding a second quote, please contact Purchasing. Send an email to [dopurchasing@tempeunion.org](mailto:dopurchasing@tempeunion.org)

We are always happy to assist you.

## Nutrition Nibbles

### Spring clean your kitchen pantry and fridge.

Some guidelines to determine to throw out that "old" food that seems to be hiding on shelves.

- **Best if Used By/Before.** This guarantees when a product is of the best quality or flavor. For instance, a jar of salsa may not taste as fresh or crackers may be soft instead of crisp after this date. It's not about safety.
- **Sell By.** This is the date set by manufacturers to tell retailers when to remove the product from shelves. The goal is to ensure that the consumer has the product at its best quality, which can be several days to several weeks, depending on the item. For instance, milk, assuming proper refrigeration, should last five to seven days past its sell-by date before turning sour.
- **Use By.** This is the last date that guarantees the best quality of a product. This is also not a safety date except when used on infant formula.



Foods past their prime often develop mold, bacteria, and yeast, causing them to give warning signs to your senses. Spoiled food will usually look different in texture and color, smell unpleasant, and taste bad before it becomes unsafe to eat. Trust your nose!





## Payroll Ponderings

- Q. When is my last day of work and when is my final check for the year?
- A. There are currently 19 duty day calendars for employees of the Tempe Union High School District.

To locate your calendar, log on to: **tempeunion.org**.

Go to:  
**Human Resources > Payroll Documents**

- ❖ Scroll down until you see the Payroll Schedule and Duty Calendar Table
- ❖ Locate your position title in the Position Title column
- ❖ Make note of the System Title and then find that title above the table in the area titled Payroll Schedules
- ❖ Click the link and a PDF will appear with detailed information regarding start and end dates, work days, non-work days, holidays (if applicable), pay period numbers, number of days in each pay period, start and end dates of each pay period and the deadline for documentation to get to payroll to be paid on the scheduled payroll.

Exempt employees who work less than one year and have chosen to receive a lump sum payment will receive that payment on the second to last payday listed on their schedule. The final payday will pay the number of days worked paid at the daily rate of pay.

## Transportation Tidbits

We greatly appreciate the collaboration and flexibility in scheduling activity and athletic trips around route times. Due to the industry-wide driver shortage, it can be very challenging to accommodate all transportation requests.

As a reminder please utilize the following guidelines:

- ✓ Avoid route times from **5:30am-8:00am** and **1:30pm-4:00pm**.
- ✓ A 10 business day notice is required for all trip requests
- ✓ Enter all trips in Trip Tracker at the start of each season (*we can always adjust times later*)
- ✓ Trips with 14 or less passengers should utilize the WMB's (**White Mini Bus**)

### Use of WMB's:

- ✓ All operators are required to complete WMB training and receive a certification card
- ✓ Transportation must be notified immediately of any accidents **and** an event **must be** documented
- ✓ Insure that the vehicle is fueled (half-tank minimum) at start and end of each trip
- ✓ Interior should be free of any trash at the end of each trip
- ✓ For all trips going outside of the County, please bring the WMB in prior for a mechanical inspection

Thank you for everyone's continued support in maintaining these guidelines.

**Your Transportation Team!**

## Budget and Finance Basics

### Reminder: iVisions Purchase Requisition Dates

**FY 2018/19** – Deadline to submit purchase requisitions will be: **April 26, 2018**.

As usual, this purchase requisition cutoff date does not apply to: year-end items such as graduations, banquets, etc; Summer programs such as summer school, summer academies, etc; Board approved travel items.

**FY 2019/2020** – Purchase requisition entry will begin **May 20, 2018**.

Please share this information with the staff members at your site who process purchase requisitions. **Thank You!**