

GASBO Cooperative Purchasing Program
Coordinated by Genesee ISD
2023 – 2024

DATE: April 11, 2023

TO: GASBO Member Districts

FROM: Barbara Whittier, Coordinator
Carrie Haubenstricker, Business Services Administrator
GASBO Cooperative Purchasing Program

SUBJECT: GASBO Cooperative Purchasing Ordering Process for the 2023-2024
School Year

The 2023-2024 GASBO Cooperative Purchasing District Order forms are included as separate attachments with this email. Feel free to save and distribute as needed for your district. Districts complete this process in different ways but it may be in your best interest for one person to coordinate the process, communicate with appropriate staff, and provide the ordering form to your buildings/departments.

There are three different documents.

1. The two workbooks each have twelve separate worksheets. The first contains your contact information. The second worksheet is the *Complete Order Form*. For ease of use, the order form has been broken down into ten separate category worksheets as well. In addition, the printing format has been changed to portrait mode. The final workbook submitted may be completed on either the *Complete Order Form* worksheet, or on the individual category worksheets, whichever is most useful to you.
2. The workbook labeled ***GASBO Cooperative Purchasing District Order Form – Protected*** is the document you are to return to me with your final order information by Friday, May 12, 2023. You are able to enter your school district/contact data and order data in the *Quantity Ordered Column ONLY*. This document is protected to lock information that will enable me to cut and paste the quantities you order into my master spreadsheet and generate additional needed information. Once you have entered all of the quantities your school district is ordering, please make certain your contact information is entered on the first spreadsheet, then select **SAVE AS** and rename the document to include your district's name in the file name.
3. The ***GASBO Cooperative Purchasing District Order Form – Unprotected*** document allows you to manipulate the form to your specific needs and purposes within your district.
4. The ***GASBO Cooperative Purchasing Awarded Vendor Contact Information*** document contains the contact information you will need to prepare your purchase orders and to email or call the company directly, should you have any questions for them.

Please send me your completed **GASBO Cooperative Purchasing District Order Form – Protected** by Friday, May 12, 2023 via this email: bwhittie@geneseesd.org

REMINDERS

- *If you have not paid your GASBO dues to participate in the Cooperative Purchasing Program, please do so prior to sending in your order forms.*
- Items must be ordered only in whole units. DO NOT order a part or fraction of a Unit of Order.
- **Vendors are not obligated to honor bid prices and/or may pass on shipping costs for purchase orders totaling under \$250. If this happens, please let me know.**
- Vendor sheets and instructions for preparing purchase orders are expected to be sent back to you around Tuesday, May 23, 2023. If you plan to generate your own vendor sheets, please let me know. However, I will still need either an electronic or paper copy of your GASBO Cooperative Purchasing District Order to compile statistics necessary for next year's bidding process.
- **Please reference this number on the purchase order to ensure proper pricing for the following vendors. Use it also for any questions you may direct to them.**
 - **Pyramid School Products – #30323GEN**

I will also include the number on a cover sheet when I submit the final purchase orders.

- Please let me know if you have any problems with any vendors. I need to know this in case it is a systemic problem with a certain vendor. Because of numerous complaints, three vendors were not allowed to submit a bid this year.
- Shipments are to begin deliveries on or after July 5, 2023. Please indicate this on your purchase orders. I will also over-communicate this to the vendors. If your district will not be accepting any deliveries until a later date, please indicate this on your purchase orders.
- The Calendar and Instructions for Bidders can be found on [GISD Cooperative Purchasing](#) web page.

Feel free to contact me at any time if you have any questions or concerns:
bwhittie@geneseesd.org
810-591-4412.

**THANK YOU FOR PARTICIPATING IN THE
2023-2024 GASBO COOPERATIVE PURCHASING PROGRAM**