

Santa Clara County Office of Education

1. I need to buy some things for my classroom, but I need some help selecting a vendor and estimating the cost to see if I have enough money in my budget. Who should I speak to?
 - The Purchasing Staff can assist you. Purchasing Services has been organized by commodity, which means that each Buyer or Technician is responsible for certain products and services. You may access the Purchasing Services Commodity Code List to check which of the staff members handles the commodity that you are interested in purchasing.

2. Why is everything shipped to the Warehouse?
 - A central receiving location is the most desirable way to maintain accountability and control of paperwork. Our Warehouse Personnel are responsible for maintaining accurate records of goods received.

3. Why does Purchasing change the vendor on a requisition?
 - Purchasing Services has access to numerous sources and through experience can select vendors with the best price, consistent quality and timely delivery of goods.

 - It is Purchasing Services' goal to obtain the best price, quality and delivery for the monies expended. Vendors may be selected on the basis of item availability, cost, and proximity, delivery time or turn-around time.

 - Purchasing Services also avail of educational discounts and contracts generated by the State of California to lever its purchasing power to obtain lower prices.

4. How long does it take for Purchasing Services to process a requisition?
 - Once all department approvals have been made, it takes approximately 3 to 5 working days for Purchasing Services to process routine orders. Requests requiring additional information or quotes may take longer.

5. Is it possible to make changes to a requisition that is still in my queue?
 - Changes can be made against a requisition prior to approval. If additional changes are needed but the requisition has been approved out of your queue, contact Purchasing Services and the appropriate changes can be done at their level.

Purchasing Guidelines

Frequently Asked Questions

6. Can I make changes to a Purchase Order?
 - A Purchase Order Change Order Form (POCO) is needed for Purchasing Services to be process any changes to a PO.

7. When does a Purchase Order Change Order form need to be submitted?
 - Accounting Services has the authorization to pay up to 10% OR \$100.00 (whichever is less) of any additional cost incurred without the need for a POCO. Any additional amount over 10% or \$100 will need a form prepared and submitted by the program with the necessary approvals.

8. How do I log in to the QCC System?
 - Users must be set up with access and password to begin using the QCC system. If you do not have a QCC password, please contact the TSB Help Desk at 1(408) 453-6666.

 - Purchasing Services has training classes scheduled for the last Fridays of each month. Please contact the Purchasing Technicians for upcoming trainings.

9. Who do I call for QCC-related questions?
 - You can contact the TSB Help Desk for systems-related issues, as well as Purchasing Services for any assistance.

10. Who do I contact in Purchasing Services for product information, vendor information and/or delivery status?
 - You can contact the appropriate Buyer for specific information.

11. Can I pick up an item from the vendor?
 - You may pick up the item/s directly from the vendor as long as the PO is designated as a "Will Call" and the it has been approved by Purchasing Services. All necessary paperwork (Packing Slip, Invoices, etc..) must be submitted to Accounting Services for processing. Items purchased with a P-Card or through the Reimbursement Process may also be picked up direct from the vendor.

 - The Warehouse must be contacted if the PO includes insurables/capital outlay items. Fixed Asset Tags must be affixed on any item over \$500.00, or other specified items.