



REQUISITION PROCESS to ORDER CURRICULUM AND TEACHING SUPPLIES

Frontier funds can be used to buy a wide variety of non-sectarian curriculum and teaching supplies. The number of vendors is mind boggling to say nothing of the instructional materials available today.

Parents/Guardians have the option of:

1. Placing a requisition with Frontier's business office via SALT (our online system) and have the business office order the items. **This is the preferred option** and avoids the reimbursement process. We order on a daily basis and usually have in-stock items available for issue within a week.
2. Parent/Guardian direct purchase of eligible items and submit a reimbursement request.

In general, the items you requisition will be purchased from the vendor you stipulate. Large orders may have to be put out for bid based on ASD Board policy.

To help us get your "Stuff" as quickly as possible, please follow these hints:

- Think through the entire school year when planning your "Stuff" purchases. Request all the stuff you need as early in the year as possible.
- You can never give us too much ordering information.
- We need to know:
 - ✓ ISBN and title
 - ✓ Vendor item number (this is most helpful and often omitted)
 - ✓ Quantity
 - ✓ Unit price
 - ✓ Estimated shipping and handling. 15% is a general guideline if the vendor does not offer shipping information.

- ✓ If you need the item “yesterday“and if you will approve expedited shipping (UPS or FedEx 2-day; USPS Express mail)?
- ✓ What is the vendor’s website address you used to find the stuff?

One of the best ways to help us speed up your order is to create an order online at the vendor’s website, print the shopping cart and send it to us (don’t forget to delete or cancel the order you created). You can also cut and paste the cart into an email and send the email to us. **This will not take the place of creating an online requisition through SALTT**, but will help us get a jump on the order. This assures we have the exact item information as well as the vendor website.

We work approved requisitions on a chronological basis: first in first out. Help us help you: please order as early in the year as possible.

Please remember that all “Stuff” purchased or reimbursed with public funds are property of Frontier Charter/Anchorage School District per Alaska Administrative code:

4 AAC 33.422 “(b) Textbooks, equipment, and other curriculum materials purchased with state money provided to the parent through a fund account, are property of the district. Materials that are not consumables must be returned to the district when the student leaves the program for any reason.”

Your questions, comments and suggestions are always welcome!

Reminder:

Spending Deadline for school year 18/19 is 4:00 PM Friday, March 1, 2019. All requisitions and reimbursements for SY 18/19 must be created in SALTT by that date and time.

Similarly, original receipts and related back-up documents for items to be reimbursed must be turned into the Anchorage or Eagle River offices by 4:00 PM Friday, March 1, 2018.

Questions, comments and suggestions about the requisition process are welcome!

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