

Frontier Charter School

Requisitions for Curriculum and Teaching Supplies

Otherwise known as “Stuff”

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 SALTT (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.

Please remember to order as early in the year as possible.

Don't see an item you are interested in? Need more information? Contact your advisor or the business office.

Your questions, comments and suggestions are always welcome!