

Tioga Central School
Supplies Purchasing Procedure
Teachers / Staff

The majority of your general supplies should be purchased through Kurtz Bros. *even if you find the same item for a lower price through a different vendor.*

1. Login
 - a. www.kurtzbros.com
 - b. Click **Login** link at the top right of the page
 - c. Enter your username and password (provided via SCHOOL e-mail), and click **Login**
 - d. For new users -- upon initial log-in, **Change Password** (left side of screen)

2. Create your requisition
 - a. If you usually order the same items each year, you can easily start with last year's order:
 - i. Click **Resources** dropdown, then **Processed Requisitions**. Your order history will show.
 - ii. Click into your prior year order
 - iii. At the top of the prior year order, click **Add These Items To Cart**. This will fill your Cart with items from the prior year. Click into the Cart to make any changes or modifications.
 - b. Catalogs available in each Main Office
 - c. Express Order (If you know the item number(s) that you want to order)
 - i. Click **Express Order** link on the top left of the page
 - ii. Enter merchandise code and quantity
 - iii. Click **Add**
 - d. Online Ordering (if you need to search for items)
 - i. Find your item:
 1. Search for an item using the **Search** box on the top right of the page **OR**
 2. Browse by Category – click links until you find item you're looking for
 - ii. Add your item(s) to your shopping cart by updating the quantity and click **Add to Cart**
 - e. You can see what you've ordered by clicking **Cart** at the top of the page at any time. You can search for or add additional items directly from the shopping cart
 - f. Submitting Your Order
 - i. Once you have completed your order, click **Save Requisition** from the Shopping Cart Screen
 - ii. Complete the following information:
 1. Description – Enter "25/26 Supply Order" and any further information you would like

2. Marked Carton – Ensure your name is in this box. You may add any additional info that you want on the shipping label
 3. Requested Delivery Date – Enter ASAP.
 4. Budget Code – Leave this blank unless you know the proper budget code
 5. Purchase Order – Leave this blank. This will be assigned by the Business Office
- iii. If you want to save this requisition to complete later, click **No, I will finish later**
1. To access your in-process requisition at a later time, log back into Kurtz and click 'Open Requisitions', then click into the requisition you want to add to / complete
 2. **NOTE** – if you do NOT click back into the requisition first, any changes / additions will be made part of a NEW requisition, and not added to the in-process requisition. You MUST click into the open requisition first to make changes to it.
 3. **NOTE** – you MUST save your requisition. Items do not remain in your cart indefinitely. If you do not complete this step, your items may not be in your cart next time you return.
- iv. Submit your order by clicking **Yes, I am finished** and then **Save**
- v. Once you submit your order, an order receipt will appear on your screen
1. PRINT your receipt
 2. Sign and date the hardcopy on the **Teacher Signature** line
 3. Submit the signed hardcopy to your Building Principal / Manager along with any other non-Kurtz requisitions you may have
- g. To check on the status of your order
- i. Click on **Processed Requisitions** on the left navigation bar
 - ii. All your submitted requisitions will be listed with current status:
 1. In Work – waiting for approval
 2. Ordered – the requisition is now a Kurtz Bros. Order

3. Questions or Problems?

For ordering questions, please call Accounts Payable at x1005 or for log-in questions or issues, please call Kendra at x1008