

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 "21/22 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.
 - 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 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 Renee at x1005 or for log-in questions or issues, please call Kendra at x1008