

MEMO

DATE: October 3, 2007
TO: FCS Bookkeepers and Users of Munis
CC: Rick Gunn, Dan Jones, Bob Branch
FROM: Brad Richardson
RE: Updated Munis Procedures

Effective October 3, 2007, your contact for all Munis related assistance is changing from Central Support Services to the new Purchasing Department. Shelia Cooper and Bob Branch are no longer the primary contacts. Instead, please send all Vendor Maintenance related issues to Purchasing Agent, Trey Tryan (ttryan@forsyth.k12.ga.us). In addition, please copy Brad Richardson to any correspondence so that I can assist in the event that Trey is not in the office. An email is the preferred method of communication, but feel free to call with any specific questions.

We will be your primary contact for vendor maintenance issues such as adding or modifying vendors and updating records. As usual, please instruct any prospective vendor to download a vendor application to return along with a copy of their W-9. The vendor application can be found on the main Purchasing web-page. Please stress the importance of the W-9, as we will not enter any new vendors into the database without a copy of it included with the application. In rare instances of emergency, we will consider waiving this policy but we will tell the vendor that we must receive the W-9 within five (5) business days or we will make their account inactive.

Another change to the Vendor Maintenance process is that we will now begin entering all completed applications into Munis; however, we will tag these new entries as "inactive" until there is a request from the school/user department to actually make a purchase. Therefore, you will still need to let us know if/when you need a vendor activated, but you should be able to view them in the database. We will review the request, along with the profile of the requested vendor, to make a determination about activation. This should be a formality in most cases, but there may be times where we require further information to proceed. Our goal is to make this as user friendly as possible, while still conducting sound purchasing practices.

Last, please be aware that an active vendor in Munis does not signify that you are free to purchase from them without consideration. We are all still obligated to meet the competition thresholds as set forth by the FCS Board of Education (regarding quotes, bids, sole source etc). What an active vendor in Munis does signify is that they are cleared from an accounting standpoint assuming that all other purchasing requirements have been satisfied.

Please feel free to contact me with any questions concerning these or any other purchasing related procedures. Thank you for doing your part in keeping us compliant with Board Policy and best practices.