

SITE OPERATIONS CIRCULAR NO. 1027
Office of School Site Support

SAN DIEGO CITY SCHOOLS

Date: November 21, 2005

To: Middle and High School Principals

Subject: AWARD OF CONTRACT: TEXAS INSTRUMENTS
CALCULATORS AND PERIPHERAL DEVICES

**Department and/or
Persons Concerned:** Librarians, Department Chairs and Math Resource Teachers

Due Date: None

Action Requested: Share with appropriate staff.

Brief Explanation:

On October 25, 2005, the Board of Education approved a contract for the purchase of Texas Instruments calculators and peripheral devices. In order to facilitate the purchase of these items by schools, the following items have been created in the PeopleSoft eProcurement System. The Item Number, Item Description and Unit Price for the awarded items are as follows:

<u>Item Number</u>	<u>Description</u>	<u>Unit Price</u>
000000000000005982	Texas Instruments TI-83 Plus Graphing Calculator, Ti83 Plus	\$86.24
000000000000005983	Texas Instruments TI-84 Plus Graphing Calculator (Silver Edition) Easy Spot, TI84	\$112.98
000000000000005984	Texas Instruments TI-84 PLSEVSII Overhead Panel and View Screen, Silver Edition, Including LCD Panel, View Screen Calculator, Cables and Carrying Bag	\$292.19

Do not submit a Special Request Requisition for these items. Instead, create a regular Search Catalog Requisition. Any of the three items shown above can be ordered by using either the ePro Basic Search method or the Advanced Search method, which are as follows:

Basic Search Method:

- Create a new ePro requisition and click the "Search Catalogs" link.
- In the Basic Search keyword textbox, type this: **texas%**
- Then click the Search button.
- Scroll down the page to view the three calculators and choose which item(s) you desire to order.
- Complete the rest of the ePro requisition as you normally would.

Advanced Search Method:

- Create a new ePro requisition and click the “Search Catalogs” link.
- Click the “Advanced Search” link.
- In the “Item ID” textbox, type the ID number of the calculator you want to order (see above).
TIP: In place of all the zeroes, you can type a % in front of the ID #. Example: %5982
- Click the Search button.
- Scroll down the page to find the calculator and choose to order it.
- Complete the rest of the ePro requisition as you normally would.

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APPROVED:



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PMI:jv

Distribution: Lists B, E, and F