



PROCUREMENT SERVICES

160 South Hollywood St. • Memphis, TN 38112 • (901) 416-5373 • Fax (901) 416-5325 www.scsk12.org

September 29, 2016

BLOCKED ITEMS FROM OFFICE DEPOT/ PREMIER GROUP PURCHASE WITH BLANKET PURCHASE ORDERS

Our goal as Shelby County Schools District is to ensure we meet the needs of our students through proper management of funds. Our aim as Procurement is to give proper guidance on purchases conducted through the use of blanket PO. Proper planning will reduce improper use of funds; as you would imagine, improper purchases leads to wasteful spending of money that would have been used to help our students meet their education goals. Please note that the following items have been blocked and from the Office Depot and Premier Group website for purchases using blanket POs:

Category Items:

- ❖ Audio Visual
- ❖ Prepaid Gift Cards
- ❖ Printers
- ❖ Software Books
- ❖ Break Room
- ❖ Bag Luggage
- ❖ Desktop Computers
- ❖ Furniture
- ❖ Hard Drives
- ❖ Home Entertainment
- ❖ Military Stores
- ❖ Portable Computers
- ❖ Seating
- ❖ Wireless Broadband Devices

If you have any questions do not hesitate to call Procurement Department and ask to speak with **Faith Mungah** at: **901-416-5646**