Learn the New MCPS Business Hub!

- Summer ordering will occur in the Business Hub. Revisit training materials from the Hub homepage by scrolling to the Help Desk menu, and clicking on the Help Library tile.
- If you do not have access to the Procurement menu in the Hub, be sure to register for online training and ask your principal or supervisor to initiate an access request through UMSAP. See the UMSAP user guide for instructions.

Analyze Current Budget

- Review current funds allocated, previous years’ spending patterns, and previous years’ funds available.
  - How much did you have in previous school years?
  - How much was spent for each of those years?
  - Was funding adequate to meet individual program/department needs?

Assess Current Inventories

- Review inventory of supplies, printer equipment and toner, paper, service agreements, and textbooks.
- Based on guidance from your school administration, and with input from resource teachers and content specialists, assess your school’s needs for the coming school year.
- Determine if damaged books can be returned to the usable inventory if rebound.

Assess Instructional Program Needs

- Classroom supplies & instructional materials
- Office supplies & materials
- Textbooks
- Instructional equipment
- Media center collection & materials
- Printer/copier toner & supplies
- Eligible classroom technology supplies
- Health room supplies
- Equipment service/maintenance agreements

Develop & Communicate Budget Resources

- Review/discuss budget recommendations with your principal
- Principal should review and discuss with the instructional leadership team
  - Funds available to support their program for next year
  - Hub account numbers for operating fund allocations and the intended use for funds in each account.
  - Activity codes assigned for department use (if applicable)
  - 80% budget rule – save some funds for later in the year
  - There is a $250 minimum for non-catalog request (NCR) orders
  - Do not use your operating budget P-card for FY22 purchases prior to July 1, 2021
  - Do not use your operating budget P-card for FY21 purchases after May 21, 2021

Communicate Processes and Timelines

- Communicate processes for ordering, purchase approval, and receiving
- Communicate fiduciary responsibilities to instructional leadership team, including financial monitoring and record keeping
- Timelines & deadlines for:
  - Summer ordering
  - Summer deliveries
  - Surplus pickups
  - Bookbinding
  - Textbook requests
Summer Ordering Checklist

Best practices for schools

How do you communicate processes and timelines?
- Presentation to Administrative Team and Instructional Leadership Team meetings
- Memorandum with budget allocation, detailed process information and timelines
- Emails used to follow-up and remind staff
- Save all early ordering information and resources in Staff Shared folder

Who are placing early orders in the schools?
- School Business Administrators
- Media Specialists
- Resource Teachers & Content Specialists
- Secretaries
- School Financial Specialists
- Media Assistants
- Athletic Directors
- Paraeducators
- ITSS
- Building Service Managers

What information do they need?
- Budget allowance and new Hub account numbers
- Ordering dates
- DMM Early Ordering Resources / Website
- Summer ordering guides and quick notes index card
- Support guide for Add Approver to a Requisition
- Support guide to set up primary account in Procurement preferences
- Reminders from DMM
- Approver requirements
- Items to order (Previous and New)
- Approved Vendor List
- Textbook Request/Approval Form

How do school financial agents train and support staff placing orders?
- PDO (On demand procurement training)
- Online training and remote work sessions
- One-on-one support
- Technology consultant support
- Email reminders
- Meeting presentations
- Information sheets

Common problems in purchase requisitions
- Orders for next fiscal year submitted before July 1st
- Wrong account charged
- Wrong ISBN used for textbook orders
- Combining different vendors in the same NCR requisition

Avoiding the pitfalls
- Establish a common naming convention for all school requisitions that includes the fiscal year and department or office name.
- Require users to include the name of the charge account in the justification field for all requisitions.
- Require users to add name of school financial agent as approver, BEFORE the principal. The school financial agent confirms that:
  - the requisition is charged to the appropriate account;
  - sufficient funds are available for the purchase; and
  - the requisition has been charged to the correct Budget (GL) date.
- Track spending to ensure that funds are managed wisely and allocations are not overspent.