

# PROCUREMENT News



A QUARTERLY  
NEWSLETTER FROM  
THE PURCHASING OFFICE

ISSUE 12 **APR 2017**  
[www.apsva.us](http://www.apsva.us)

## LINKS AND FORMS

- Virginia Public Procurement Act (VPPA)–  
<http://eva.virginia.gov/pages/eva-vppa.htm>
- Arlington Public Schools Purchasing Resolution  
[www.apsva.us/wp-content/uploads/2015/02/Purchasing-Resolution-Amendment-4-20-17.pdf](http://www.apsva.us/wp-content/uploads/2015/02/Purchasing-Resolution-Amendment-4-20-17.pdf)  
(Click the link above to download form)
- Criminal Conviction Certification and the Code of Virginia  
[www.apsva.us/wp-content/uploads/legacy\\_assets/www/170aef2bf2-APS-CRIMINAL\\_CONVICTION\\_FORM\\_A-6-15.pdf](http://www.apsva.us/wp-content/uploads/legacy_assets/www/170aef2bf2-APS-CRIMINAL_CONVICTION_FORM_A-6-15.pdf)  
(Click the link above to download form)

*Please contact the Purchasing Office at 703-228-2411, if you have any questions on the purchasing process. Or, log on to [www.apsva.us/purchasing-office/](http://www.apsva.us/purchasing-office/)*

## SUSTAINABLE PURCHASING

**A**PS recognizes the importance of improving the environment by purchasing greener, healthier and more sustainable products. If you are planning to purchase products for, but not limited to, custodial supplies, furniture, IT equipment, or office supplies, you are encouraged to consider purchasing those products which are more environmentally friendly. However, in making your decision, consideration needs to be given to the impact on the budget, quality, quantity, and delivery of the products being purchased.



For information on contracts APS currently has in place which offer sustainable products, or on how to include sustainability when developing a specification, please contact the APS Energy Manager Cathy Lin at [cathy.lin@apsva.us](mailto:cathy.lin@apsva.us) or ext. 7731, or the Purchasing Office.

# STARS FINANCE AND PROCUREMENT USER SESSIONS SPRING 2017

You should have recently received an email announcing that the Department of Finance and Management Services will be holding STARS user sessions to review Finance and Procurement functionality. The sessions plan to highlight system changes, address user questions, and review querying balances and running reports via STARS Inquiries & Report.

■ **System Highlights**—This session will cover recent and upcoming changes to STARS Finance & Procurement.

■ **Inquiries & Reports Training**—This session will review how to view funds available balances and how to run frequently used reports.

■ **Open Work Session**—Bring your STARS iExpense, iProcurement or Direct Pay work with you and ask questions and receive on demand assistance as you enter transactions into STARS.

STARS users are strongly encouraged to attend the System Highlights and Inquiries & Reports Training.

**Please refer to the email for instructions on how to register for the sessions.**

## WORD SEARCH PUZZLE WINNERS

A big thank you to everyone who submitted an entry in response to the word search puzzle in the March Special Edition of the Purchasing Newsletter.

Winners of the warm-up puzzle were Thomas Jefferson's Catrina Tangchittsumran-Stumpf and Long Branch's Stephanie Martin and Emily Fenn. Thank you all for being so observant and identifying two of the answers were missing.

Winners of the second puzzle were Barcroft's Anette Levano, Yorktown's Yuchen Zhang and SSSE's Rosa Ewell. Congratulations to you all!! Prizes will be sent out soon. The answers to the second puzzle can be found at the link below:

<http://www.apsva.us/wp-content/uploads/2015/09/March-2017-Special-Edition-Word-Search-Answers.pdf>



## PURCHASE OF GOODS AND/ OR SERVICES BY DIRECT PAY

As discussed in the January 2017 issue, where goods and/or services are being purchased from a non-governmental source, the purchase should be made through a purchase order.

## FISCAL YEAR 2017 CLOSE-OUT CALENDAR

A reminder that requisitions using 2017 funds that will become purchase orders, including special projects (i.e., grants) need to be in an "approved" state in STARS by no later than May 19, 2017. Please click on the link for other important deadlines for making P-card charges, creating requisitions, receiving goods and services, etc. The calendar can be found at the link below:

<http://www.apsva.us/wp-content/uploads/2015/09/FISCAL-YEAR-2017-CLOSE-OUT-CALENDAR.pdf>

## AMENDMENT OF THE PURCHASING RESOLUTION

At its April 20, 2017 meeting, the School Board adopted an amendment to the Purchasing Resolution which allows APS to consider power purchase agreements in order to purchase renewable power at more affordable costs.

A link to the amended Purchasing Resolution is provided under Links and Forms on the front page.

## WHO DO I CONTACT?

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