May 2, 2012

TO: All Principals

FROM: Karen A. Michalak, District Instructional Media & Technology Specialist
       Jennifer Krill, Supervisor of Instructional Media & Technology Services
       Wendy Spriggs, Director of District Media & Technology Services


We are once again planning to submit a combined EBSCO order so the district is able to qualify for a 10.84% discount for the purchase of periodicals for school media centers.

All schools should enter their EBSCO information on TERMS after June 25, 2012, and before July 23, 2012. To facilitate this process, we have provided sample screen shots of all the information, which should be entered on TERMS. Your media specialist will provide the bookkeeper with the EBSCO invoice to attach to the Purchase Requisition along with the EBSCO annual renewal list. Your bookkeeper then submits these documents to Purchasing for processing. Please Note: Your BUYER FOR THIS PURCHASE ORDER MUST BE “BORG”. This purchase order must go to the School Board for approval.

We request your co-operation so that we can continue to qualify for the district-wide discount.

Once all schools have entered this information, the combined order will go to the School Board.

This contact provides us with significant savings to the district each year and we hope the screen shots of what should be entered on TERMS will facilitate the process for your bookkeeper.

During the week of May 7, 2012, the school media specialist will receive a catalog entitled, Periodicals for Schools 2012 EBSCO, a school 2012 invoice (site specific), and an annual renewal list form from EBSCO. If you need to add any subscriptions to your list, contact EBSCO directly at 1-800-633-4604 for the most current pricing.

Please call if you have any questions.

cc: Ruth B. Reilly, Assistant Superintendent for Curriculum and Instruction
    Dr. David Scanga, Assistant Superintendent for Elementary Schools
    Tina Tiede, Assistant Superintendent for Secondary Schools
    Tom Barker, Executive Director for Elementary Schools
    Beth Brown, Executive Director for Secondary Schools
    Andree Jackson, Purchasing
    Bookkeepers
    Media Specialists

Attachments: Directions for ordering EBSCO in TERMS.