

**Background/Purpose**

The Supply Management Department has established contracts with vendors for commodities common to all schools, such as bond (copy) paper, library supplies, science supplies, stationery supplies, art and craft supplies, etc.; to enable schools to select and directly order supply items. These contracts have been established in cooperation with the Public Purchasing Group (PPG). The cooperative buying group is composed of twenty-two members including, CBE, CSSD, Foothills School Division, Mount Royal College, SAIT, and others. Quantities are pooled for volume discounts and shared services.

**Procedure**

1. Schools or department “Purchasing Contact” will have a login and profile set up for school orders under these contracts that provides access to the discounted pricing structure.
2. Rocky View School discounts will only appear once it is connected to the division account.
3. Orders must be placed by authorized school staff for direct purchases.
4. Contact Supply Management for further details.

Commodity	Current Supplier	Website
Stationery, Classroom Supplies	Grand and Toy*	<a href="https://www.grandandtoy.com">https://www.grandandtoy.com</a>
Library Supplies	Carr McLean	<a href="https://www.carrmclean.ca">https://www.carrmclean.ca</a>
Janitorial Supplies	Wesclean	<a href="https://www.wesclean.com">https://www.wesclean.com</a>
Science Supplies	Boreal	<a href="https://boreal.com/store/">https://boreal.com/store/</a>
Arts, Crafts, Classroom Supplies	Supreme Learning*	<a href="http://www.supremebasics.com">www.supremebasics.com</a>
Copy Paper	Spicers	<a href="https://www.gospicers.ca/Main.asp">https://www.gospicers.ca/Main.asp</a>
Physical Education Supplies	Skyline Athletics	<a href="https://www.skylineathletics.com/">https://www.skylineathletics.com/</a>
Student Agendas/Science Supplies	Premier/School Specialty	<a href="http://premier.ca/">http://premier.ca/</a>

\* Additional rebates apply to all orders based on division wide annual volumes.

5. Other system wide contracts are in place, but are not yet set up for direct online ordering. A requisition to Supply Management can be quickly processed with the following vendors.
6. Pricing lists have been sent to schools with the exception of customized promotional items.

Commodity	Current Supplier
<b>Janitorial and Supply Items</b>	RVS Warehouse Inventory
<b>First Aid Supplies</b>	Vereburn Medical
<b>Personal Protective Equipment (PPE)</b>	Acklands Grainger
<b>Promotional Items (Custom Orders)</b>	Staples