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## Introducing eProcurement for Requisitions

Historically, the District has stocked our central warehouse with the most frequently used office and classroom supplies to maximize savings and provide ease of ordering and convenient delivery. This year we are excited to introduce a new eProcurement ordering process that integrates with the district requisition system. This new process will allow district staff, including teachers, to create a shopping cart through EqualLevel, an online shopping mall which reflects District contracted pricing, including competitively bid items and any available educational discounts. Staff will visit the site to create a “shopping cart” of needed items. Once the shopping cart is completed, the requesting staff member will share the cart with their office staff. The office staff will then be able to access the same website and import the requested items into a purchasing requisition, eliminating the need to manually type in detail such as item description, price, quantities, etc. Once the requisition is created, it will route through the financial system for approvals and then be processed by the Purchasing staff. Please have the cart imported and approved quickly so your order can be expedited. Below are the available ordering options.

### CVUSD Warehouse Catalog

At this time, the attached list of items will continue to be stocked in the warehouse for cost effectiveness

These items must be ordered on a warehouse requisition using the previous procedures, rather than including them in your online shopping list.

### EqualLevel Online Shopping Mall

You will find a wide variety of suppliers on the website including: Academic Supplier, Amazon Business, Audiovisual Equipment Contact, B&H, BSN Sports, Complete Book, Fun & Function, Grainger, Lakeshore, Really Good Stuff, Scholastic, School Specialty and Southwest Strings. Additional suppliers will continue to be added over time.

Please use School Specialty for all Office/Classroom Supplies, including instructional materials and other education-related items. We have contracted pricing in place to offer best value for these items. A quick list of items comparable to warehouse stock is available on the school specialty site.

Amazon Business may **ONLY** be used for miscellaneous items not available from any other supplier in the marketplace, due to pricing and availability issues.

### Purchasing Requisitions

At this time, only items not found in the marketplace may be ordered via a standard purchasing requisition using your existing site procedures.

Please visit our purchasing website at [www.cajonvalley.net/pricing](http://www.cajonvalley.net/pricing) for order details on many of these items.

We encourage your feedback and suggestions for improvement to ensure a successful transition.

Questions? Contact your Office Manager or Dawn Vega in the Purchasing Department at (619)588-3266, [vegad@cajonvalley.net](mailto:vegad@cajonvalley.net)