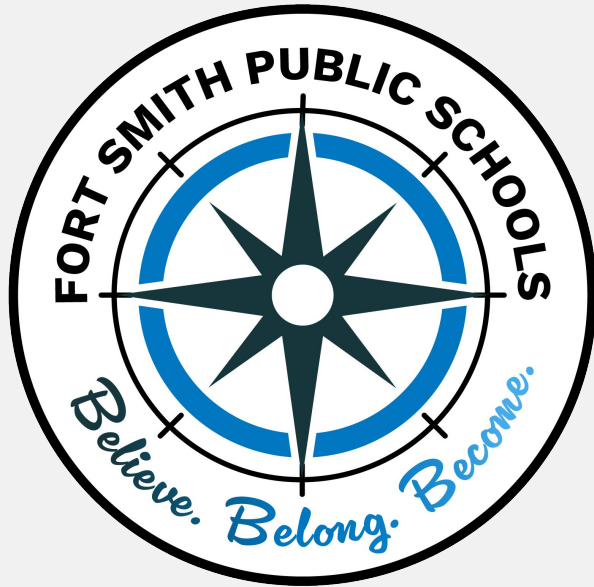




Purchasing Overview

Mr. Craig Tecmire

-

Supervisor of
Purchasing

October 21, 2025

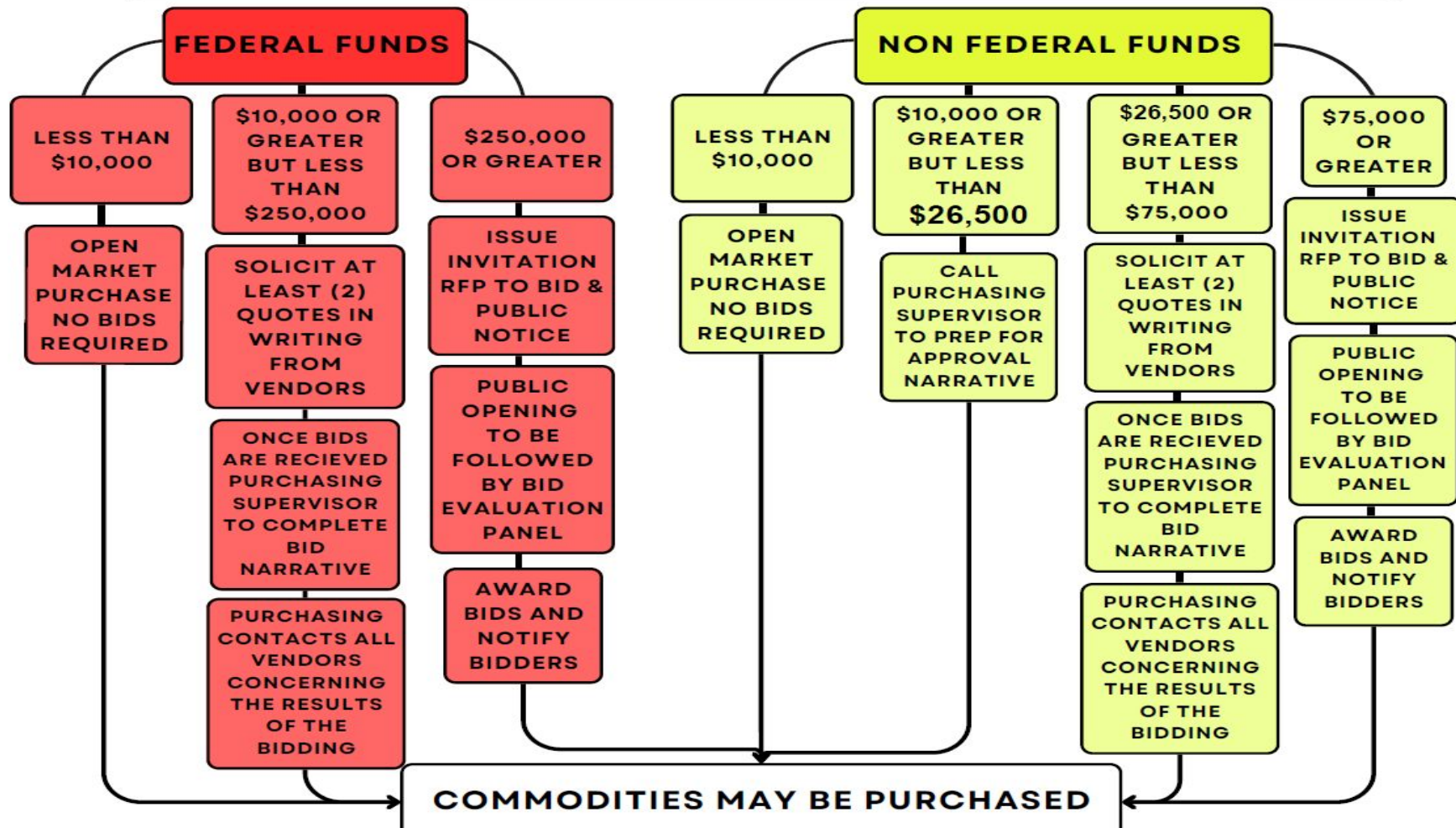
FSPS Policy 7.5 Purchases & Procurement

1. (4) Pages long - Hangs on FSPS website
2. Establishes parameters for District
3. Commodity -vs- Professional Service

Key Takeaways from 7.5

1. Definition of a **Commodity**: All supplies, goods, material, equipment, computers, software, machinery, facilities, personal property, and services, other than personal & professional services, purchased on behalf of the District.
2. Definition of **Professional Services**: Legal, financial advisory, architectural, engineering, construction management, and land surveying professional consultant services.

FORT SMITH PUBLIC SCHOOLS PURCHASING THRESHOLD FLOW CHART



Other ways Purchasing supports

Other duties!

1. Process all PO's for the District ~ 15,000
2. Order, Process, & Tag all Fixed Assets
3. Copier/Printer Repair & Servicing
4. Oversight of District cell phone program
5. Shipping & Receiving - Packages
6. Shred - District wide
7. Textbook Disposal - District wide
8. Walmart/Sam's/Harps centralized charge cards
9. Coordinate setting up new vendors - eFinance
10. FSPS Post Office & Delivery Service - mail & packages
11. Warehousing & warehouse support!

Purchasing Team



Questions

