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ACTION REQUIRED BY: June 21, 2019

Office of the Chief Operating Officer
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

April 25, 2019

MEMORANDUM

To: All Principals

From: Andrew M. Zuckerman, Chief Operating Officer *AZ*

Subject: ACTION—Fiscal Year 2020 Early Ordering Season

Summary

The purpose of this memorandum is to inform you of the time line for the upcoming Fiscal Year (FY) 2020 Early Ordering season, May 13, 2019, to June 21, 2019.

All warehouse items must be ordered by **Friday, June 21, 2019**, to guarantee summer delivery.

Early Ordering Schedule	
Monday, May 13, 2019	Start of Early Ordering season.
Monday, May 13– Friday, June 21, 2019	Sign up for ordering time through Professional Development Online (PDO). <ul style="list-style-type: none">• Sign up for time in the computer lab at the Center for Technology Innovation in Rockville, if desired.
Friday, May 24, 2019	Elementary schools must confirm unpacking assistance dates. <ul style="list-style-type: none">• Check the schedule posted on the Department of Materials Management Early Ordering web page.• Find your school's date and follow the instructions for confirming your date(s).
Friday, June 21, 2019	Deadline for warehouse orders to ensure summer delivery.
Thursday, June 27, 2019	Deadline for annual copier maintenance, W.T. Cox subscriptions, and water coolers.

Useful Links

- [FY20 Early Ordering web page](#)
- [FY20 Reminders and Checking Out in FMS](#)
- [Summer 2019 Unpacking Assistance Schedule](#)
- [Schedule Your Early Ordering Dates for CTI in PDO](#)
- [Checkout Quick Guide Card](#)

We always are interested in improving our services. Please send suggestions for improving the Early Ordering process to Ms. Eugenia (Jeanie) S. Dawson, acting director, Department of Materials Management, via e-mail.

Action

- For detailed information, review the documents on the Early Ordering web page.
- Inform your school staff of firm deadlines for order lists to be submitted.
- Review your orders and be sure you are ordering the items needed for a successful start to the new school year.
- **Elementary schools:** Check the [Summer 2019 Unpacking Assistance Schedule](#) for your unpacking date, confirm the date as directed, and plan your ordering date accordingly.

Questions

- If you have questions about the Early Ordering process, contact Mrs. Emily E. Anderson, contract administrator, Procurement Unit, at 301-279-3136 or via e-mail.
- If you have questions about the process for warehouse items, contact Mrs. Pamela S. Sier, business services analyst, Supply and Property Management, at 301-279-3348 or via e-mail.

AMZ:ESD:sro

Copy to:

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