



earlyordering :

schedule your early ordering dates

April 2019

The early ordering process will take place this year starting May 13, 2019.

Our best practice recommendation is to have all account manager approvals completed within 21 days of the requisition creation date.

This year, we will be offering works sessions at the CTI that are supported by staff from the Procurement Unit.

If you are the person responsible for ordering in your school, please follow the steps below to register for your ordering dates:

- Log on to PDO and enter “Early Ordering” to find a course listing for:
 - ▶ FY20 Early Ordering at the CTI
- If you would like to order at the CTI with the support of the Procurement Unit, register for up to 2 sections/dates.

Things to keep in mind:

- You may register for up to 2 supported sessions at the CTI.
- EACH PERSON from your school who wishes to do their ordering at the CTI must register to reserve a work station for the session.
- If several members of your staff plan to order from your school at the same time, please confirm that your school’s computer system can support the concurrent activity by consulting your Instructional Technology Support Specialist (ITSS).

Registration for CTI early ordering opens on April 25, 2019. If you have any questions or concerns, please contact Emily Anderson for assistance at:

Email: Emily_E_Anderson@mcpsmd.org

Phone: 301-279-3136