

PROCUREMENT “DID YOU KNOW?”

Valuable information on new and improved products, processes and programs, as well as tips and tricks on placing orders and navigating in FMS that will save you time and money!

HP toner ■■■

- New plain packaging
- Same great product
- Same low price!



Did you know...

...since May, 2016, HP has been packaging toner sold to MCPS in plain boxes rather than in the colorful retail packaging sold in stores?

The new plain packaging with HP logo and toner model number should keep prices down while giving us the same original HP toner at the same price. Continue to order toner through the main store in FMS.

...MCPS prequalifies photography companies for school picture and yearbook contracts?

That's right! MCPS formally prequalifies photographers to provide pictures and yearbook services to schools. As a result, MCPS schools may only enter into photography contracts with a company that has been prequalified and approved by the Board of Education. See our list of [prequalified photographers](#) for more information.

...many suppliers offer catalog and website discounts to MCPS?

It's true! So, before submitting that non-catalog request, for items not found in FMS, make sure you have the lowest prices possible. See our [list of suppliers](#) with offered discounts.

...you can order or renew most WT Cox subscriptions with your MCPS MasterCard?

Yep! No pesky requisitions and purchase orders needed. Simply ensure the expenditure(s) is approved by your account approver and that you have an active [CoxNet](#) user account. That's it!

...you are able to view and download your approved purchase orders directly from FMS?

Yes! No more waiting for Procurement to send additional copies of purchase orders. Follow the [detailed instructions](#).

