

## Purchasing Procedure for Art and Ceramic Supplies for purchases under \$5,000 *(for purchases over \$5,000 submit a District requisition)*

1. Check to see if the warehouse stocks the item(s) you need. Attached is a list of art supplies currently at the warehouse. For a list of all items available, click on the link below:



Enter a remote requisition (stores order) in Reflections/QCC. If you need assistance on how to enter a stores order, you can view a training presentation by clicking on the link below:

[purchasing/training](#)

[Warehouse Catalog](#)



2. Check to see if the item(s) you need are on a District or State contract.

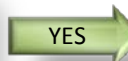


### District or State Contracts

Vendor	Contact	Phone #	Email address	Contract #
Capital Ceramics	Ruth Ann	801-466-6471	<a href="mailto:info@capitalceramics.com">info@capitalceramics.com</a>	DS-2870
Ceramic Supply USA	Jeremy Neff	385-222-7885	<a href="mailto:ceramic@ceramicsupplyusa.com">ceramic@ceramicsupplyusa.com</a>	DS-2870
Dick Blick	Tonya	800-447-8192	<a href="mailto:t.antoine@dickblick.com">t.antoine@dickblick.com</a>	DS-2870
Reuels	Craig	801-355-1713	<a href="mailto:craig@reuels.com">craig@reuels.com</a>	DS-2870
School Specialty (Sax, Childcraft)	Mike Schwab	435-760-2363	<a href="mailto:mike.schwab@schoolspecialty.com">mike.schwab@schoolspecialty.com</a>	DS-2870



3. Obtain and document at least two quotes.\* Make purchase using a pay voucher (if less than \$1,000), school check (if less than \$5,000) or purchasing card (if less than the transaction limit on the card) or a District requisition.



### Suggested vendors you can contact for quotes

Vendor	Contact	Phone #	Email address
<b>Art Supplies:</b>			
Office Depot	Trevor Hirschi	801-736-7380	<a href="mailto:trevor.hirschi@officedepot.com">trevor.hirschi@officedepot.com</a>
Pyramid School Products	Larry Miller	800-792-2644	<a href="mailto:bids@pyramidsp.com">bids@pyramidsp.com</a>
Utah Idaho Supply	Linzi	801-307-5552	<a href="mailto:linzi@uisupply.com">linzi@uisupply.com</a>
Utrecht Art Supplies	Paul Rock	801-832-0400	<a href="mailto:store33@utrecht.com">store33@utrecht.com</a>
<b>Ceramics:</b>			
Bailey Pottery	Customer Service	800-431-6067	<a href="mailto:info@baileypottery.com">info@baileypottery.com</a>
DGS Educational Products	Deanna Shavrick	561-961-5063	<a href="mailto:bid.dgs@comcast.net">bid.dgs@comcast.net</a>
Laguna/ Axner	Rosanne Sloane	626-330-0631	<a href="mailto:rosanne@axner.com">rosanne@axner.com</a>
Mile Hi Ceramics	Zack Pool	303-825-4570	<a href="mailto:zack@milehiceramics.com">zack@milehiceramics.com</a>
Sunstone Pottery	James Simister	435-336-5350	<a href="mailto:simister1@allwest.net">simister1@allwest.net</a>

\* A district quote form is available on the Purchasing website to document your quotes (click on the link below). You must have documentation for audit purposes.

[Quote Form](#)

## Art/Ceramic Supplies available at Warehouse

Stock #	Item	Unit
171740	BRISTOL BOARD PADS, STRATHMORE 300 SERIES, 100 LB. SMOOTH	EACH
171609	BRUSH, EASEL, 1/2" WIDE	12/PKG
171625	BRUSH, FOAM WEDGE, 1", DISPOSABLE	10/PKG
171610	BRUSH, PAINT, 1/2" WIDE WITH WOODEN HANDLE (INEXPENSIVE)	EACH
171611	BRUSH, PAINT, 1" WIDE WITH WOOD HANDLE (INEXPENSIVE)	EACH
171612	BRUSH, PAINT, 1 1/2" WIDE WITH WOOD HANDLE (INEXPENSIVE)	EACH
171613	BRUSH, PAINT, 2" WIDE WITH WOOD HANDLE (INEXPENSIVE)	EACH
171614	BRUSH, PAINT, 3" WIDE WITH WOOD HANDLE (INEXPENSIVE)	EACH
171615-20	BRUSH, WATERCOLOR, CAMEL HAIR, SIZE 2 - 12	DOZEN
171837-44	CARPET WARP, 800 YARD TUBE, COTTON	EACH
171628	CHALK, ART FOR PAPER (NOT CHALKBOARD)	24/BOX
171629	CHALK, ART FOR PAPER (NOT CHALKBOARD)	12/BOX
171630	CHALK, ASSORTED COLORS, (FOR CHALKBOARDS)	12/BOX
171632	CHARCOAL, FOR ART DRAWINGS, 4" LONG STICKS	12/BOX
173080	CLAY, AIR DRY, 25 #, CRAYOLA, WHITE	BOX
171637	CLAY, MODELING, WHITE COLOR, LOW FIRE	25#/BAG
171639	CLAY, PREPARED, ASSORTED COLORS	1#/BOX
171640	CLAY CONTAINER, 5 GALLON, BUCKET WITH LID AND HANDLE	EACH
171642	CRAYONS, STANDARD SIZE, ASSORTED COLORS	8/BOX
171643	CRAYONS, LARGE SIZE, ASSORTED COLORS, 8/BOX	8/BOX
171644	CRAYONS, STANDARD SIZE, ASSORTED COLORS, 16/BOX	16/BOX
171645	CRAYONS, STANDARD SIZE, ASSORTED COLORS, 24/BOX	24/BOX
171646-54	CRAYONS, (REFILL), 12/BOX	12/BOX
171755	DARNING/TAPESTRY NEEDLES, SIZE 13	25/PKG.
171606	DRAWING BOARD, 18" X 24", BASSWOOD	EACH
141124-44	DRAWING PAPER	REAM
151377	ERASER, ART GUM, 1" x 1" x 2"	12/box
151382	ERASER, KNEADED, FOR ART USE	24/box
171664	FIXATIF, PRESSURE SPRAY CAN, CLEAR FINISH	EACH
171667	FOIL, ALUMINUM, 36 GAUGE, 36" X 25' ROLL	ROLL
171668	FOIL, COPPER, 12" X 10' ROLL, 36 GAUGE	ROLL
171669	GLAZE, CLEAR, GALLON #1001	GAL
171671-91	GLAZE	PINT
171721-27	INK, BLOCK PRINTING, WATER SOLUABLE	TUBE
171730	INK, INDIA, DRAWING TECH, BLACK	PINT
171729	INK, INDIA, LETTERING BLACK, HIGGINS	1 OZ
171607	LEATHER TOOLING BOARD, 12" X 12", RUBBER	EACH
171603	LINOLEUM BLOCK, 4" X 5", GOLDEN CUT, UNMOUNTED	12/PKG
171605	LINOLEUM BLOCK, 4" X 6" SMOKEY TAN, MOUNTED, SPEEDBALL	12/PKG
171608	LINOLEUM BRAYER, 4" WIDE HARD RUBBER WITH WIRE FRAME	EACH
171661	LINOLEUM CUTTER, CUTTING BLADE, SPEEDBALL #4105	EACH
171658	LINOLEUM CUTTER, LINING BLADE #1	EACH
171657	LINOLEUM CUTTER, SPEEDBALL SET	SET

## Art/Ceramic Supplies available at Warehouse

171638	LIQUID SLIP, DAMP FOR MOLDS	GAL
171836	LIQUID STARCH	QUART
151472-79	MARKERS, WATERBASE, CRAYOLA	DOZEN
171731-35	MATBOARD: 32" X 40", 14 PLY	SHEET
171655	MUFFIN TRAYS, 9 LARGE WELL PLASTIC TRAY, WHITE	EACH
171799	OIL PASTELS, 12 COLORS/SET, CRAYOLA PORTFOLIO SERIES	SET
171800	OIL PASTELS, 16 COLORS/SET, CRAYOLA	SET
171801	OIL PASTELS, 28 COLORS/SET, CRAYOLA	SET
173052-61	PAINT, POSTER, LIQUID, 16 OZ/EA	EACH
171798	PAPER BAGS, WHITE COLOR, #6	500/PKG
171802	PASTE, WALL PAPER, WHEAT	3 PDS/BAG
171805	PENCILS, ART, 12 COLORS/SET, PRISMA COLOR	SET
171806	PENCILS, ART, 24 COLORS/SET, PRISMA COLOR	SET
171808	PENCILS, CHARCOAL #4B, 12/BOX	12/BX
171803	PENCILS, COLORED, 12 COLORS/SET	SET
171804	PENCILS, COLORED, 24 COLORS/SET	SET
171830	PLASTER OF PARIS (POWDER)	50# BAG
171765	PAINT, POSTER, LIQUID, WHITE, CRAYOLA ARTISTA II	PINT
171766-75	PAINT, POSTER, POWDER, BLACK	POUND
171741-55	POSTERBOARD (RAILROAD BOARD) 22" X 28", 4 PLY	EACH
171831	PROTRACTOR, PLASTIC EMBOSSED	EACH
171717	QUARRY TILE, 6" X 6", UNLUGGED, UNGLAZED	44/CASE
171635	SAFETY COMPASS, PLASTIC	EACH
171739	SCRATCHBOARD, PRE-INKED, BLACK, 10 POINT	PKG.
171720	SPEEDBALL PEN HOLDER	DOZEN
171810-23	SPEEDBALL PEN TIPS	DOZEN
171757	TAPESTRY NEEDLES, SIZE 18	25/PKG.
173075	TEMPURA MIXING MEDIUMS, PEARL IT, 16 OZ. BOTTLE	EACH
171701-12	UNDERGLAZE, WALNUT BROWN	2 OZ
171790-97	WATERCOLOR PAINT REFILL, OVAL SHAPED	DOZEN
171781	WATERCOLOR PAINT SET, OVAL SHAPED, 8 COLORS, WITH BRUSH	EACH
173090-173097	WATERCOLOR PAPER	PKG.
171850	WIRE, ALUMINUM, 18 GAUGE, SOFT WEAVING, 50 FT/ROLL	ROLL
171849	WIRE, STOVEPIPE, BLACK, 18 GAUGE	ROLL
171851-63	YARN, RUG, 100% POLYESTER	SKEIN
171881-87	YARN, WORSTED, 4 PLY	SKEIN
173100	ZIG-ZAG Picture hangers	PKG.