

# WHERE TO BUY GUIDE

For your convenience, the Purchasing Department has created this resource guide to point teachers and staff members in the right direction for all your supply needs.

## EQUALLEVEL

Check out our [GUIDED TILES](#) to find all your most frequently requested materials ranging from classroom & office supplies to printers to audiovisual equipment. We have competitive bids in place that offer great pricing! Simply click on the category of item you're looking for to guide you to the appropriate options.



Classroom/Office Supplies



Early Childhood



Ink & Toner



PE Supplies



Printers



Science



Arts and Crafts



Audiovisual Equipment



Books



Seasonal & Motivational



Sensory & Special Needs



Miscellaneous

The [MISCELLANEOUS TILE](#) will direct you to Amazon. However, please keep in mind that Amazon cannot be used for furniture, technology, equipment, software, big-ticket items or items categorized in one of the other tiles.

## OTHER VENDORS



EqualLevel only includes the most frequently purchased supply items and is NOT the only option. If you have specific needs, feel free to submit a requisition for specialty items. Be sure to attach a quote or other relevant information such as web links for the products you wish to purchase. Purchasing will have final discretion to choose the best source. Items such as furniture, equipment and technology have district standards that must be met to ensure quality, legal compliance and durability.

Please use a vendor other than EqualLevel for the following products:

- Appliances
- Apple Products
- Furniture
- Computers
- Musical Instruments
- Software
- Special Needs Items
- Specialty PE items not found in PE Store
- Subscriptions

Reference our [Products & Price Guide](#) or ask your SAA to contact Purchasing to identify the best source for these types of specialty items.

## WAREHOUSE STOCK



Warehouse Stock

Did you know that the warehouse stills keeps many items in stock for your convenience? Batteries, baby wipes, packing tape, and colored paper are some of our most popular items that you can order directly from the warehouse. Simply submit a warehouse requisition for these items. For a complete list of Warehouse stock items, visit our Logistics page and click on [Warehouse Stock Items](#)

## SHOPPING PO'S



A [Shopping Purchase Order](#) gives **YOU** the opportunity to purchase materials at local stores. This is the preferred method to purchase any food, candy or snack items for your classroom, or supplies for your school garden. Have your SAA create a Shopping PO and have fun shopping, without the need to pay out of pocket.

Stores that accept Shopping PO's:

- Barnes & Noble
- El Cajon Sew & Vac
- Home Depot
- Lakeshore Learning Materials
- Smart & Final

**NOTE:** Shopping PO's cannot be used for equipment or large orders and should not exceed \$300.00.

## RESOURCES

[Products and Price Guide](#) (for various ordering information including pizza, furniture, etc.)

[Who Buys What?](#) (Purchasing Contact Information)

*If you still can't find what you need, or have more questions, please have your SAA reach out to Purchasing.*

*We are happy to help you!*