

# Punch-Out Vendor Catalogs

## Information for school or department's financial personnel

In an effort to provide you better customer service and faster delivery turn-around. We now have two technology vendors through EFinance Plus Punch-Out shopping. Both have standard technology items. **CDWG** is the district's contracted printer vendor and **Prime Systems** is the district's laptop vendor.

- Please note that items \$5000 and above are considered capital outlay by the District and must be purchased with a 6639 account code.
- The District treats Technology items \$300.00 - \$4999.99 as a fixed asset. This means that they are purchased with a 6398 object code and the District (Technology Services) tags the asset, maintains inventory on the asset and services warranty on the asset.
- Items \$299.99 and below are considered supply items. These items are not tagged and are considered as a consumable supply. Please use a supply budget code to purchase.
- An exception is that all monitors, laptops, tablets and network and / or laser printers under \$300 are considered fixed assets (regardless of unit cost). Please use a budget code with a 6398 account code to purchase these fixed asset items.
- Televisions \$999.99 and under are considered supply items. Televisions \$1000.00 - \$4999.99 are considered a fixed asset by the district and will need to be purchased with a 6398 account. Televisions over \$5000.00 are considered capital and will need to be purchased with a 6639 account code.

Both vendors have their catalogs labeled so it is fairly easy to identify capital, fixed asset and supply items. For CDWG purchases, please reference contract 17-07-1040 (TCPN) and for Prime Systems purchases, please reference contract 17-07-1030 (DIR).

To View CDWG's on-line catalog of products, please visit

[www.cdwg.com/cyfair](http://www.cdwg.com/cyfair)

To View Prime's on-line catalog of products, please visit

<https://www.directron.com/customer/account/login/>

Please use the email address & password below to login. Please note that the password will change every 3 to 4 months.

Email Address: [prime@cfisd.net](mailto:prime@cfisd.net)

Password: **CFISD2021!**

To View NWN's on-line catalog of products, please visit

<https://nstore.nwnit.com/>

Please use the email address & password below to login. **Please note that as of 1/29/2018 NWN's PunchOut connection is not finalized; please submit orders through the standard PO submission method.**

Email Address: [nwn@cfisd.net](mailto:nwn@cfisd.net)

Password: **NWNPassword18**