



## **Incentive Notes talked about @ Orientation SY 21-22**

1. Emails will be sent to Medicaid Coordinators in early September stating how much incentive funds your school have earned for the year
2. Complete and scan to [Authorized Purchaser Form](#) to [heather.sams@pgcps.org](mailto:heather.sams@pgcps.org)
  - a. Orders will only be accepted from those names are on this form
  - b. This form is writeable and I can accept an electronic signature this school year due to distance learning
3. Orders should be made via the [Medicaid Incentive Requisition Form](#) and scanned to [heather.sams@pgcps.org](mailto:heather.sams@pgcps.org)
  - a. This form is writeable and I can accept an electronic signature this school year
4. **Please remember that you are ordering supplies to enhance the Special Education students ONLY. You should not spend all of the incentive funds on pens, staples, highlighters, etc.**
  - a. **All orders require justification. You should use the justification box provided on the incentive order form or send in an email**
  - b. **All justification must be detailed as to why items are being ordered to enhance the students and how the items will be given to the students**
5. Remember to sign the Incentive requisition form; it will not be accepted if not signed (Heather can accept an electronic signature this school year)
6. **Supplies cannot be shipped to any student's or teacher's home(s)**
7. The order of printers, printer ink or any similar electronics are not allowed
8. The Medicaid Office does not maintain an approved vendor. You can contact Heather and ask if a vendor is approved or if you have an idea of items that you would like to order and she will help you with what vendor to use
9. Any questions regarding incentive should be directed to Heather Sams
10. All paperwork needs to be scanned to [heather.sams@pgcps.org](mailto:heather.sams@pgcps.org)
11. Heather will send an email stating that she has processed your order(s) and ask for you to please let her know when you receive the order(s) and to scan her the packing slip paperwork.
12. **Orders will be delivered in Heather Sams' name only. Please let your front desk person know this information**
13. Remember it is on you to keep track of your orders. Heather does not know when they will be delivered or have been delivered. If you have questions regarding the whereabouts of your order(s) please contact the vendor and give them the PO#. Heather will assist you with the PO #'s of your order(s)
14. Please contact the vendor for the shipping & handling details not Heather
15. PGCPS is tax exempt. You should not include tax on your order

16. Some vendors give PGCPs discounts but you have to contact the vendor to find out what the discount is and if we do receive one ask them to do a quote for you. Scan the quote along with the incentive order form to Heather
17. If ordering an online subscription, you must request a quote from the vendor. Scan the quote along with the incentive order form to Heather
18. You may purchase shredders and laminators but they cannot be over \$150 and will be delivered to the Medicaid office. You will be required to pick them up within a week of being contacted by Heather. If the item(s) is not picked up in a timely manner it will be sent back to the vendor or distributed to another school or office to enhance services to students with special needs
19. When ordering from Pearson you will need to go to the website or contact vendor and put the correct location on the order form. If no location on order form, I will not process
20. You cannot order from Amazon, Walmart, Camp Pecometh, Educational Etc, and Flocabulary
21. We cannot order technical items such as HDMI adaptors or Apple adaptors
22. Be sure to check your email regarding Medicaid Orders. Heather may email you regarding your orders
23. **DO NOT miss the deadline you have had plenty of time to order. Orders will not be accepted after March 11<sup>th</sup> 2022!!!**