

Schools may choose to use staff funds to purchase bottled water at the MCPS contracted rate; however, each school needs its own separate account. For New Account setup, please use the [New Location Form](#). Send to govtrequests@dsservices.com.

Please send requests and concerns regarding delivery, billing questions, cooler replacements, moves, services requests to GovtRequests@dsservices.com. To expedite service please type MCPS in the email Subject line along with your concern. Please include [Julie E Johnson@mcpsmd.org](mailto:Julie_E_Johnson@mcpsmd.org) on all correspondence. You are asked to state your school name and address when requesting service.

The rental cost of each dispenser is **\$1.99** per month (non-refrigerated and hot & cold). Spring Water is **\$3.79**/5gallon bottle. CUPS by the sleeve: flat bottom plastic cups (7oz) at \$2.99 (50ct); cone (5oz) at \$3.50 (200ct). CUPS by the case (20 sleeves per case): 7oz cups at \$59.80; 5oz cones at \$70.00.

Pricing is subject to change as of August 1, 2019

NEW For FY20!

Schools will no longer create Requisitions for Bottled Water Service. Schools will select from one of the following payment options:

- **Purchasing card is the preferred method.** Payments may be paid monthly or set up as re-occurring payments each month.
- **Check** – Pay monthly invoices with a school check.

*Central Office Staff may continue to create purchase orders for their bottled water needs. For additional information on placing a new purchase order or setting up a new account please contact [Julie E Johnson@mcpsmd.org](mailto:Julie_E_Johnson@mcpsmd.org).