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ACTION REQUIRED BY: November 21, 2016

Office of the Chief Operating Officer
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

November 10, 2016

MEMORANDUM

To: Principals and Directors

From: Andrew M. Zuckerman, Chief Operating Officer *AZ*

Subject: ACTION—Office Depot/OfficeMax Migration in Financial Management System

Summary

The purpose of this memorandum is to inform you of upcoming changes to the OfficeMax store in the Financial Management System (FMS) and the impact on purchasing availability dates during this changeover period.

All purchases made in the OfficeMax store must be completed by **Monday, November 21, 2016**, and approved by the account owner by **Wednesday, November 23, 2016**.

Due to the merger of Office Depot and OfficeMax, the OfficeMax store in FMS will be replaced with a web-based shopping experience cobranded as "Office Depot OfficeMax." The function of the store will remain the same. However, the appearance of the store will resemble other modern shopping sites with improved search functionality and additional detail for most items. As with the current OfficeMax store, the Office Depot OfficeMax store will not allow purchase of items that are on other Montgomery County Public Schools (MCPS) awarded contracts.

The following dates signify shopping and approval deadlines for purchases in the current OfficeMax store prior to the projected December 5, 2016, launch date of the new Office Depot OfficeMax store. **Note that the store will be down from November 22 through December 4, 2016.** Please plan accordingly.

Office Depot/OfficeMax Migration Schedule	
November 21, 2016	Final day to place an order in the OfficeMax store in FMS.
November 22– December 4, 2016	OfficeMax store closed for Office Depot migration.
November 23, 2016	Final day for account approvers to approve OfficeMax orders before they are canceled.
November 28– December 2, 2016	Approved OfficeMax orders processed; unapproved OfficeMax orders canceled.
December 5, 2016	New Office Depot shopping experience replaces OfficeMax in FMS. Cobranded Office Depot/OfficeMax store opens for new orders in FMS.

Note that the **Employee Purchase Program** will continue as a benefit to MCPS employees for their personal shopping. You may continue to access the OfficeMax store through the link given for personal purchases during the Office Depot/OfficeMax downtime on MCPS.

Action

- All purchases made in the OfficeMax store must be completed by **Monday, November 21, 2016**, and approved by the account owner by **Wednesday, November 23, 2016**.

Questions

- Please contact Mrs. Barbara E. Regalia, team leader, Procurement Unit, at 301-279-3555 or via e-mail, or you may contact Mrs. Kathleen C. Lazor, director, Department of Materials Management, at 301-279-3348.

AMZ:KCL:mmt

Copy to:

Executive Staff	School Business Administrators
Mr. Bishop	School Financial Specialists
Ms. Christman	Mr. Song
Ms. Jones	Dr. Trenkamp
Mrs. Lazor	Mrs. Trombatore
Media Specialists	Mrs. Cuttitta
Ms. Reasoner	Mr. Koutsos
Mrs. Regalia	Mr. Lloyd
School Administrative Secretaries	