



Tips from ISS School Supply:

4 Ways to Maximize Your School Purchasing Budget

As we navigate the ripple effects of COVID-19, schools around the world face a heightened need to make the most of their purchasing budgets this year. With that reality in mind, the [ISS School Supply](#) team offers these four tips:

1 **Manage your existing inventory**

The quick pace of a school year can sometimes result in schools ordering consumables that they already have around campus. Schools purchase things like paper, pens, office supplies, arts and crafts materials and paper towels every year. Take a quick inventory of your current stock of these materials. Remote and hybrid models may have impacted your stock even further and the result can be less need to order consumable this year.

2 **Adjust your technology replacement schedule**

Are your teacher and student used personal technology devices like laptops and tablets on a 3 year replacement cycle? Holding off on ordering any technology this year is going to result in a follow on effect of needing to buy twice the amount next year or an increasing number of failed or underperforming devices, especially given the extra strain remote learning is putting on technology this year. Instead of shifting all new tech purchasing to the future consider reducing the number of new devices you purchase by a percentage this year so that the 2 or 3 year technology purchasing cycle remains sustainable.

3 **Be rigorous about vendor selection**

Consolidating the number of different vendors you purchase from will afford you larger discounts, better service and decreased administrative costs as you manage fewer numbers of purchase orders, payments and deliveries.

4 **Eliminate backorders**

Eliminate backorders and focus on sea freight to save money on shipping. Most schools ship backorders or last minute orders towards the beginning of the school year. Shipping costs are typically higher as compared to full containers and these late shipments require administrative burden and redundant import processes. Ordering early and communicating frequently about your order fill rate with your school supply provider will help reduce the need for back order or air freight shipments.

ISS School Supply supports the sourcing, procurement and transport of school supply items worldwide. Get in touch with our team at [schools@iss.edu](mailto:schoolsupply@iss.edu) to find how we can help streamline your purchasing, save money, and equip your international school educators and students for success.

More about ISS School Supply at ISS.edu/services/school-supply