

**INFORMATION SHARING REPORT
December 27, 2021**

PROCUREMENT POINTERS

Sales Tax

Always double check your receipt before you leave the store, make sure you were not charged sales tax. If you need Procurement to send the vendor the City's sales tax exemption certificate we would be happy to help!



IT TIDBITS

TIP for Optiview users - QUICK Search

Open up Optiview

Enter your criteria and right click on the item you are searching (RED arrow). The second screen will appear with the list of items. Users can open the item from this screen.

