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|  | **Staff Email Templates** |

**Prepared by BuyQ Consulting Services**

**Support for introducing new procurement processes to your team—without confusion or pushback**

Use these email templates to communicate clearly, set expectations, and build buy-in as you roll out new systems or policies. Each message is short, human, and action-oriented.

### **📥 Template 1: Announcing a New Procurement Process**

**Subject:** New (and simpler!) steps for making purchases 🧾  
**Send to:** All staff who submit or approve purchases

Hi team,

We’re rolling out a new procurement process starting [date] to help make purchasing easier, clearer, and more consistent across the board.

Here’s what’s changing:

* All requests over $[threshold] should now go through [tool or form]
* We’ve added a short checklist to make sure nothing gets missed
* A few new vendors have been added to our preferred list—check them out!

🎯 **Why it matters:** This helps us stay compliant, get better pricing, and reduce delays.

📎 You can find the new guide here: [link]  
📧 And if you have questions or feedback, I’m always happy to chat.

Thanks for rolling with us as we make these improvements!

Best,  
 [Your Name]

### **📥 Template 2: Friendly Reminder About the Process**

**Subject:** Quick reminder: how to submit purchases this month  
**Send to:** Any department or campus still adjusting to the new process

Hi [Team or Department Name],

Just a quick reminder to use the [purchase request form/system] for any orders this month.

✅ It helps us make sure requests are approved, tracked, and submitted smoothly  
🕐 And avoids last-minute scrambles and shipping delays

Thanks for your attention to the process—and your patience as we continue to improve it!

Best,  
 [Your Name]

### **📥 Template 3: Acknowledge What’s Working**

**Subject:** Big thanks + a quick process win 🙌  
**Send to:** Site leaders, team leads, or anyone following the new process well

Hi [Name/Team],

I just wanted to say thank you for the way your team has adapted to the new procurement process.

We’ve seen fewer missing receipts, faster approvals, and smoother vendor communications—huge win. 🙌

This is a small thing that makes a big difference across our schools. If you have suggestions for improvement, we’re always listening.

Gratefully,  
 [Your Name]