

Purchase Orders: NON-COMPLIANCE

The procedures below ensure that the District complies with the State of New York General Municipal Law Sections 103 & 104 for purchasing and the White Plains City School District's Board of Education policies.

Per WPCSD Purchasing Guidelines

- Staff may never purchase items, contract services or encumber district monies for school programs without receiving prior approval on an authorized purchase order, signed by the district Purchasing Agent.
- Only the Purchasing Agent may enter into or sign a purchase order to purchase services or goods in accordance with board policies. All purchases must follow the district's purchasing policy limits as described in purchasing policy #6700 and regulation #6700R.
- Purchase orders may NOT be placed with vendors except through the Business Office. THIS MEANS NO PREPAID ORDERS OR ORDERS BY PHONE.
- Purchase orders must be processed **prior** to the receipt of goods or services from the vendor, not after the fact.

Purchases that have been made with a vendor, without a purchase order and before prior approval of the Purchasing Agent do not comply with General Municipal Law 103 & 104 for purchasing and White Plains City School District's Board of Education Policy. A non-compliant purchase order occurs when a department receives either an item or service prior to a purchase order being processed and without subjecting the purchase to the customary purchasing procedures. If this happens, you will be cited for NON-COMPLIANCE. Please see the attached copy of a memo that your Administrator will be receiving to cite you for non-compliance.

If an order is placed with a vendor without using a school district authorized purchase order, the vendor's check/payment will be held until the Business Office can have a direct conversation with that vendor. Prior to payment, the vendor will receive a copy of the attached letter, which will need to be signed and returned to us.

If an emergency arises, please contact the Business Office for prior approval.

White Plains City School District

5 Homeside Lane, White Plains, NY 10605
914-422-2000

Toni Russo
Purchasing Supervisor/Agent
914-422-2072
tonirusso@wpcsd.k12.ny.us

MEMORANDUM

DATE:

TO:

RE: Non- Compliance to Purchasing Procedure

The attached Purchase Order is being cited for non-compliance to District Purchasing Procedures for the following reasons:

- Purchase Order #
- According to the paperwork provided to the district, items/services were clearly contracted prior to the requisition being entered and subsequently prior to purchase order authorization.

As a Public School District, we are considered a Municipal Governmental Entity and therefore, must comply with General Municipal Law Section 103 and 104 for purchasing.

Please be advised that no staff member is permitted to contract directly for the purchase of any goods or services for the White Plains City School District. Only the District's purchasing agent upon issuing an approved purchase order may purchase goods or services. No other District employee has the authority to call, fax or mail a request for goods or services. Please refer to White Plains City School District policies and guidelines.

Please note that vendors and the employees will be held liable if purchases are contracted for without the purchasing agent's approval.

Please review and return to the Purchasing Agent.

Administrator Signature: _____ Date: _____

Purchasing Agent: _____ Date Returned: _____

White Plains City School District
5 Homeside Lane, White Plains , NY 10605 (914)422-2042

Toni Russo
Purchasing Supervisor/Agent
tonirusso@wpcsd.k12.ny.us

DATE:

NAME
ADDRESS

Dear Billing Department:

The White Plains City School District appreciates your servicing our account and we look forward to continuing our work with you in the future.

In an effort to make sure that all vendors of the White Plains City School District get paid in an appropriate, timely manner we request that you review our procedures below. Sign and return the attached statement indicating your understanding and compliance with our procedures.

As a Public School District, we are considered a Municipal Governmental Entity and therefore, must comply with General Municipal Law Section 103 and 104 for purchasing.

Please be advised of the following:

- The vendor is not permitted to fill any order or to provide any services without an approved purchase order signed by the District's purchasing agent mailed or faxed from the District's Business Office.
- No other District employee has the authority to call, fax or mail a request for goods or services.
- For consultant services an approved contract and Board of Education approval (if applicable) must also be obtained prior to services commencing.

**IN THE EVENT THAT A VENDOR DOES NOT COMPLY WITH THE ABOVE,
THE DISTRICT WILL NOT BE HELD LIABLE FOR THE PURCHASE OF
GOODS OR SERVICES FROM THE VENDOR.**

**PLEASE SIGN AND EMAIL THIS FORM TO
tonirusso@wpcsd.k12.ny.us**

I have read the above statement and understand the conditions in which orders for goods or services can be rendered to the White Plains City School District. Non-compliance will result in non-payment by the White Plains City School District.

Vendor Name: _____

Authorized Signature: _____

Date: _____

Print Name: _____