

Procedures and Policies Meeting

September 29, 2020, 9:30 am via Zoom Invite

Agenda

Topics of Discussion:

1. Purchasing: Toni Russo
 - New Forms & Updates 2020
2. Technology: Ron Velez
 - K-12 Health Alerts
 - Data Privacy Agreements – Approving Software Purchases
3. Transportation: Sergio Alfonso
 - Communication of new information/procedures/updates
4. Meeting Schedule:
 - All meetings will be by zoom invite and will start at 9:30 am and run until 11:00 am (approximately). All meeting materials will be posted to purchasing's webpage.
 - Meeting Dates:
 - September 29, 2020
 - November 19, 2020
 - January 28, 2020
 - March 18, 2020
 - May 27, 2020

TOPICS OF DISCUSSION:

Purchasing: Toni Russo

New forms and new/updated procedures:

All new/updated forms and procedures for this school year have been posted to my webpage. Please update your desktop or hand out forms accordingly.

Some changes to be noted:

- Requisition Description: Please include a one word description of what you are purchasing in the Requisition Description on the top section of the requisition under the vendor line (example: If you are purchasing office supplies/materials from Staples, you should note in the Requisition Description- SUPPLIES- see attachment). When we run nVision reports this will help us distinguish what the purchase order was for.
- Purchase Order Increase/Decrease forms: Increase/decrease forms can only be used to increase the purchase order due to a change in shipping charges or pricing. The form cannot be used to purchase additional quantities. Please place your purchase orders with enough funds to cover the total cost for the product/service. If you need to increase a purchase order above the total amount and the increase is not due to shipping or pricing increases you will be required to enter a new purchase order.
- Online Ordering Forms: Approval path sheet for online orders for Staples, School Specialty and Lakeshore has been updated to include new account, transfer account or additional approval path needed.
Please check one:
New Account- the teacher is new to the District or has never had an online ordering district account.
Transfer Account - the teacher has worked in the District and has transferred to a new building so the account needs to be updated.
Additional Approval Path- the teacher orders for two departments (example Elementary/ Special Education Teacher).
- SAMS Verification Forms: The portion of the form that is for OFFICE USE ONLY must be filled out by the WPCSD employee who is requesting the new or updated vendor information. Please do not leave it blank.
- Templates: RFPs, RFQ's and Contract templates have been lawyer approved and updated for 2020. Bid template is a work in progress.
- Data Privacy Agreement and Procedures: In January 2020, the ED-2 law for Data Privacy was adopted. To be compliant with the law, all software or licenses that will need to be

purchased must be approved by the District's Data Privacy Officer, Ron Velez. A Data Privacy Agreement will need to be signed by the vendor and the DPO will need to approve the vendor's plan on protecting all data that has been collected on the students/teachers of the District. Each purchase of software must be approved by the DPO and attached to the requisition as backup. Procedures and the Data Privacy Agreement are included on my webpage.

- Contracts and Coser Agreements: When processing all contracts including BOCES Cosers (cross contracts) the requisition must be placed, and a copy of the contract attached to the requisition as backup. The contract *is not* signed until the purchase order has been run.

Contracts:

Attach the signed by the vendor contract to the requisition. The original signed vendor contract should be sent to me through interoffice mail. Once the po is run the contract will then go to the proper person for signature. If a contract is over \$20,000.00 it must be BOE approved prior to the District signing it. Please contact purchasing prior to when the contract is needed to have the contract placed on the next BOE meeting's agenda.

Coser Agreements:

Attach the coser agreement to the requisition as backup. Once the po is run the Assistant Superintendent for Business will sign the coser and the Business Office will forward the signed agreement to BOCES. If there is an additional coser needed on a po, the agreement gets forwarded to purchasing where it will be signed and sent to BOCES. The additional coser needs to include the po number that it applies too. If it is sent to purchasing without a po number, it will not be processed.

- Amazon Business Online Orders for Technology Accessories and Supplies:
An Amazon Business account will be opened for each building for the purchase of technology accessories and supplies that can not be purchased through normal purchasing channels. Amazon Business will not be used for any other purchasing need. You may not use Amazon Business to purchase computers, printers, I-Pads or any Apple or Dell product.
- Accounts Payable Schedule 2020 and new Mileage Reimbursement forms have been added to purchasing's webpage.

Purchasing Reminders:

If you submit a requisition without the proper backup, missing contract numbers or quotes, your requisition will be disapproved, therefore delaying the order. If the amount of your requisition and quotes do not equal or if the total aggregate amount is over \$20,000.00, your requisition will be disapproved. This is a reminder to follow your purchasing policy and guidelines. You know what is needed to have a complete requisition, if you have a question, call us, we are here to help. Don't place a requisition without the proper paperwork needed to support it. It only takes a couple of seconds to proof your requisition. It may take up to two weeks, depending on approvals, for the corrected requisition to be converted.

Meeting Schedule:

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- Future Meeting Dates:
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 - January 28, 2020
 - March 18, 2020
 - May 27, 2020