

# Memo

**To:** All Administrators  
**From:** Maureen Caraballo  
**Re:** Purchasing Policy / Purchasing Regulations / Bid Vendor Lists for Purchasing School and Office Supplies and Equipment

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In order to help you comply with purchasing regulations, I have attached the Board of Education's Purchasing Policy, the Board of Education's policy regarding Meals and Refreshments at District Events and Expense Reimbursement for Attendance at Meetings and Conferences, and the District's Purchasing Procedures: Administrative Regulations.

The purchase of supplies can be ordered through an approved New York State Office of General Services (NYS OGS) vendor, through an Ed Data Bid or a piggy-back bid, which has been approved by the Lead Agency, as well as our Board of Education. Please take note that contracts with vendors are updated annually and are subject to change.

If you want more information about New York State contract vendors you may visit the New York State Office for General Services Procurement website at [WWW.NYS.PRO.OGS.NY.GOV](http://WWW.NYS.PRO.OGS.NY.GOV) and click on the "Find Contracts" tab. For Educational Data approved bid vendors you may visit [WWW.ED-DATA.COM](http://WWW.ED-DATA.COM) and click on the "School Districts" tab. Next enter your user number and password. Click on the "Awarded Vendors" tab for a listing of active vendors. Please share this information with your faculty.

Should you have any questions please feel free to call or email me at [caraballo@hohschools.org](mailto:caraballo@hohschools.org) or contact Michelle Puoti at extension 6212 or by email at [puotim@hohschools.org](mailto:puotim@hohschools.org). Thank you for your cooperation.

cc: Roy Montesano  
Clerical Staff

# HASTINGS UNION FREE SCHOOL DISTRICT

## PURCHASING PROCEDURES: ADMINISTRATIVE REGULATIONS

1. All purchases are to be made through the Purchasing Agent in the Business Office. All purchases should have the advance authorization of the Purchasing Agent with requisitions and purchase orders signed by the Purchasing Agent prior to processing. Changes are not to be made to the purchases orders after the Purchasing Agent has signed.
2. Telephone confirmation orders will be honored only with prior approval of the Purchasing Agent. Approval will be reserved for emergency situations. Upon approval, a requisition number should be given to the vendor and the requisition itself should be marked "confirmation".
3. Competitive bidding will be used on purchases of goods of \$20,000 or more (\$35,000 or more for "public works contracts"). The bidding law requires bidding when it is expected that the above totals for similar items in the District will be exceeded over the course of the fiscal year. When a bid exists (local bid or cooperative bid, etc.) it must be used. If you wish the Business Office to try to have a bidder declared unreliable so that we do not have to aware future bids to that vendor, please provide the Purchasing Agent with written information documenting poor experience with that vendor.
4. On requisitions requiring quotes, in the description box of the requisition, please indicate that the vendor's price is the lowest of at least three responsible vendors. Please attach a copy of the quotation sheet to the paper copy of the requisition. Please use the following guidelines:

### PROCEDURES FOR THE PURCHASE OF COMMODITIES, EQUIPMENT OR GOODS

<u>Dollar limit</u>	<u>Procedure</u>
\$1 – 5,000	At the discretion of the Purchasing Department
5,001 – 9,999	Formal <u>written</u> quotes from at least three (3) vendors (if available)
20,000 and up	Sealed bids in conformance with Municipal Law, Section 103

## PROCEDURES FOR THE PURCHASE OF WORK PROJECTS/CONTRACTS

<u>Dollar Limit</u>	<u>Procedure</u>
\$1 – 7,000	At the discretion of the Purchasing Department
7,001 – 29,999	Formal <u>written</u> quotes from at least three (3) vendors (if available)
30,000 and up	Sealed bids in conformance with Municipal Law, Section 103

5. If requisitions otherwise requiring bids or quotes are for products unique to a specific vendor, please indicate this in the description box of the requisition.
6. Requisitions must be completely filled out, coded, and approved by the supervisor before submission to the Business Office. Incomplete or improperly coded requisitions will not be processed and the claimant will be notified by the Purchasing Agent. Include bid numbers or state contract numbers in the description box of all requisitions requiring bids. If you need a copy of a bid or help getting state contract information, please contact Michelle Puoti at extension 6212 or via email at puotim@hohschools.org.

Paper copies of requisitions, applicable contracts and supporting documentation must be submitted to the Business Office for approval. Unless otherwise clearly indicated, all vendor copies of purchase orders will be mailed to the vendor. Please be sure to include units of measure and shipping and handling charges on the requisition.

7. Codes are to be checked carefully so that expenditures are appropriately recorded. If a purchase will cause a code to have a negative balance, please send a request for an appropriation transfer to the Business Office.
8. The Purchasing Agent will encumber (charge to your account) the current prices indicated on the requisition.
9. Receiving copies of purchase orders for fixed assets will be sent to you with a fixed asset tag and stamp. Upon receipt of the item, please affix the stamp to the equipment and fill in the information on the stamp prior to submitting the receiving copy of the purchase order to the Business Office.
10. Conference request forms should be reviewed so that they do not exceed the amount approved by the Superintendent. Reimbursement will be made only for approved expenses for which receipts and the requested conference data is submitted. Reimbursement will be in accordance with District Policy.

The meals shall be reimbursed based on the following:

- Breakfast up to \$10 inclusive of tip
- Lunch up to \$15 inclusive of tip
- Dinner up to \$25 inclusive of tip

An original itemized receipt shall be required on all claims for such reimbursement. Alcoholic beverages are not reimbursable.

11. Please encumber for year-end activities as soon as possible.
12. A sales tax exemption certificate may be requested and used for petty cash purchases. The District may not pay nor reimburse for sales tax.
13. Purchase orders for instructional equipment, supplies, library books, and textbooks are to be submitted by February 15<sup>th</sup>. Other purchase orders for the current school year are to be submitted to the Business Office by March 15<sup>th</sup>. Exceptions should be accompanied by a written explanation and will be considered on an individual basis.
14. Please be sure to submit all claims by June 15<sup>th</sup> so that they can be paid in the current year. Also notify the Business Office of any end-of-year purchase orders (i.e. equipment and rentals, etc.) which might cover two school years (i.e. June 27<sup>th</sup> – July 27<sup>th</sup>), so that the payments can be accrued correctly.
15. Preview items (items shipped on approval) are to be ordered through the regular purchase order procedures, noting that the item is for preview.
16. Individuals who order items without advance authorization, meaning an approved purchase order, of the Purchasing Agent put themselves at risk of assuming individual responsibility for payment.
17. Payment in advance of receipt of items or services is not generally authorized.
18. Payment can be made only when the Business Office has received a valid invoice, along with the signed and dated receiving copy of the approved purchase order. All invoices should go directly to accounts payable, Michelle Puoti.

Please promptly send signed receiving paperwork (after packing slips are carefully checked and items are ticked off) including freight bills, along with the “pink” copy of the purchase order, to the accounts payable clerk so she can pay bills promptly. For partial payments, send a photocopy of the purchase order and indicate items received. Return “pink” copy only when it is for final payment.

19. Open purchase orders are discouraged and will be authorized only when accompanied by compelling rationale.

## 6700 PURCHASING

(formerly 5410 Purchasing)

### REQUIRED POLICY – MUST BE REVIEWED ANNUALLY

The Board of Education views purchasing as serving the educational program by providing necessary supplies, equipment and related services. Purchasing will be centralized in the business office under the general supervision of the Purchasing Agent designated by the Board.

It is the goal of the Board to purchase competitively, without prejudice or favoritism, and to seek the maximum educational value for every dollar expended. Competitive bids or quotations shall be solicited in connection with purchases pursuant to law. The General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving an expenditure of more than \$35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. Purchases of the same commodity cannot be artificially divided for the purpose of avoiding the threshold. Similar procurements to be made in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid.

The district's purchasing activity will strive to meet the following objectives:

1. to effectively supply all administrative units in the school system with needed materials, supplies, and contracted services;
2. to obtain materials, supplies and contracted services at the lowest prices possible consistent with the quality and standards needed as determined by the Purchasing Agent in conformance with state law and regulation and in cooperation with the requisitioning authority. The educational and physical welfare of the students is the foremost consideration in making any purchase;
3. to ensure that all purchases fall within the framework of budgetary limitations and that they are consistent with the educational goals and programs of the district;
4. to maintain an appropriate and comprehensive accounting and reporting system to record and document all purchasing transactions; and
5. to ensure, through the use of proper internal controls, that loss and/or diversion of district property is prevented.

Opportunities shall be provided to all responsible suppliers to do business with the school district. Suppliers whose place of business is situated within the district may be given preferential consideration only when bids or quotations on an item or service are identical as to price, quality and other factors.

Where permitted by law, purchases will be made through available cooperative BOCES bids, or by "piggybacking" onto contracts of the United States or agencies thereof or the federal General Services Administration (GSA), the New York State Office of General Services (OGS), departments or agencies of New York State, any New York State county, or any state or any county or political subdivision or district therein, whenever such purchases are in the best interests of the district or will result in cost savings to the district. In addition, the district will make purchases from correctional institutions and severely disabled persons through charitable or non-profit-making agencies, as provided by law.

In accordance with law, the district shall give a preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats. The term "alternative format" shall mean any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as an accommodation for a disabled student enrolled in the district (or program of a BOCES), including but not limited to Braille, large print, open and closed captioned, audio, or an electronic file in a format compatible with alternative format conversion software that is appropriate to meet the needs of the individual student.

The Board is also aware of the need to reduce exposure of students and staff to potentially harmful chemicals and substances used in cleaning and maintenance. In accordance with law, regulation and guidelines set forth by the Office of General Services (OGS), the district will purchase and utilize environmentally sensitive cleaning and maintenance products in its facilities whenever feasible. Cleansers purchased must, first and foremost, be effective so that the district may continue to purchase non-green products as necessary. Environmentally sensitive cleaning and maintenance products will be procured in accordance with standard purchasing procedures as outlined in this policy and regulation.

In order to ensure that the district avails itself of advantageous purchasing opportunities, the Board authorizes the Purchasing Agent to represent the district in applying for federal programs designed to discount prices for goods and services. Specifically, the Purchasing Agent will abide by the rules and regulations associated with applying for telecommunications service discounts through the Universal Service Fund (E-Rate), in addition to complying with the local purchasing policies set forth by the Board. As with all purchasing activity, appropriate documentation of the application and purchase through any federal program will be maintained by the business office.

### Competitive Bidding

Purchase contracts and public works contracts subject to competitive bidding will be awarded to the lowest responsible bidder, however, the Board authorizes that purchase contracts may be awarded on the basis of best value, as defined in State Finance Law §163. Other exceptions to competitive bidding are outlined below.

In addition, the Board authorizes the receipt of sealed bids for purchase contracts in electronic format, pursuant to the provisions of General Municipal Law §103(1) which addresses proper documentation, authentication, security, and confidentiality of electronic bids.

The district shall comply with the requirements of General Municipal Law §103-g, which prohibits, with few exceptions, competitive bidding contracts with entities that invest significantly in the Iranian energy sector, as outlined in the accompanying regulation.

### **Exceptions to Competitive Bidding**

Competitive bidding, even if the dollar value of the purchase meets the threshold established above, is not required in the following circumstances:

1. emergencies where time is a crucial factor;
2. procurements for which there is no possibility of competition (sole source items);
3. professional services that require special skill or training (see policy 6741 for guidance on purchasing professional services);
4. purchases such as surplus or second-hand items from governmental entities, certain food and milk items, or goods and services from municipal hospitals ; or
5. where the district is purchasing through (or is "piggybacking" onto) the contract of another governmental entity.

### **Purchasing when Competitive Bidding Not Required**

Goods and services which are not required by law to be procured by the district through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption.

Alternative proposals or quotations will be secured by requests for proposals, written or verbal quotations or any other appropriate method of procurement, except as permitted by state law for procurements:

1. under a county contract;
2. under a state contract;
3. under a federal contract;
4. under a contract of another political subdivision;
5. of articles manufactured in state correctional institutions; or
6. from agencies for the blind and severely disabled.

The district will provide justification and documentation of any contract awarded to an offeror other than the lowest responsible dollar offeror, setting forth the reasons why such award is in the best interests of the district and otherwise furthers the purposes of section 104-b of the General Municipal Law.

### **General Purchasing Provisions**

The Superintendent of Schools, with the assistance of the Purchasing Agent, shall be responsible for the establishment and implementation of the procedures and standard forms for use in all purchasing and related activities in the district. Such procedures shall comply with all applicable laws and regulations of the state and the Commissioner of Education.

No Board member, officer or employee of the school district shall have an interest in any contract entered into by the Board or the district, as provided in Article 18 of the General Municipal Law.

Comments will be solicited from those administrators involved in the procurement process before enactment of the district's policies regarding purchasing and from time to time thereafter. The policies must then be adopted by Board resolution. All district policies regarding the procurement processes will be reviewed by the Board at least annually.

The unintentional failure to fully comply with the provisions of section 104-b of the General Municipal Law or the district's policies regarding procurement will not be grounds to void action taken nor give rise to a cause of action against the district or any officer or employee of the district.

### **Cross-ref:**

6710, Purchasing Authority

6741, Contracting for Professional Services

### **Ref:**

Comprehensive Iran Sanctions, Accountability, and Divestment Act of 2010 (Public Law 111-195)

Education Law §§305(14); 409-i; 1604(29-a); 1709(4-a)(9)(14)(22); 2503(7-a); 2554(7-a)

General Municipal Law §§102; 103; 103-g; 104; 104-b; 109-g; 800 et seq.

State Finance Law §§97-g(3), (4), (5); 163; 163-b; 165-a

County Law §408-a(2)

HASTINGS-ON-HUDSON-UNION FREE SCHOOL DISTRICT  
Section 6000 - FISCAL MANAGEMENT  
6830 EXPENSE REIMBURSEMENTS FOR ATTENDANCE AT MEETINGS AND CONFERENCES

**6830** EXPENSE REIMBURSEMENTS FOR ATTENDANCE AT MEETINGS AND CONFERENCES

(formerly 5810)

Expense Reimbursement for Cost of Attending Meetings and Conferences

District employees, officials and Board of Education members will be reimbursed for reasonable out-of-pocket expenses incurred for attending approved meetings and conferences. Approval shall be the responsibility of the Superintendent of Schools or, in the case of a Board member, the Board of Education.

Reimbursement shall be only for actual and necessary expenses. Detailed, original providers' receipts must be provided to obtain reimbursement, with the exception(s) noted below. The Assistant Superintendent for Business may at his or her discretion accept a signed statement if an original receipt cannot be located.

Reimbursable expenses include transportation to and from the event, travel essential to the event (at mealtime, e.g.), registration, room and board.

The IRS mileage rate shall be used to reimburse the use of personal vehicles.

Gratuities for meals or taxi fare shall not exceed 20% of cost.

The District may pay the full cost of registration for approved attendance at a conference, convention, or meeting.

The District does not reimburse personal expenses including, but not limited to, alcoholic beverages, loss of or damage to personal property, tobacco, child care, personal telephone calls.

Expense Reimbursement for Cost of Traveling to School Related Activities

District employees, officials, and members of the Board of Education will be reimbursed for reasonable out-of-pocket expenses incurred while traveling for approved school-related activities. The Superintendent shall determine whether attendance by District staff at any conference or professional meeting is in the best interest of the District and eligible for reimbursement of expenses under this policy.

Only expenses necessary to the purpose of the travel shall be reimbursable. Transportation costs such as taxi cabs are allowable only for essential transportation. Mileage will be paid at the rate fixed annually by the Board. Tax exemption certificates shall be issued and utilized as feasible.

To obtain reimbursement, the claimant must complete and sign an expense statement, attach all original receipts for which reimbursement is claimed, and the original approved conference attendance request form and submit this documentation to the appropriate administrator.

Board members shall submit requests for reimbursement to the Board President, who shall approve or disapprove with the consent of the Board. Reimbursement for travel expenses incurred by the Superintendent of Schools shall be approved by the president of the Board of Education. The Superintendent shall approve reimbursement of expenses for attendance at meetings and conferences by central office administrators and building principals. The building principals and/or the Treasurer shall approve reimbursement of expenses for all other personnel.

Expense Reimbursement for Meals

When an employee's incurs the cost of a meal as part of authorized professional activities, reasonable expense will be reimbursed by the District.

Authorized activities include dining with a consultant employed by the District, committee work that extends through a regular mealtime, meetings that cannot reasonably be scheduled at a time other than mealtime, and other activities that occur at mealtime because it is advantageous to the District for employees to work at that time.

Meal costs may be reimbursed to an employee who is required to remain in the District beyond normal working hours to attend evening meetings or study sessions of the Board of Education, or other meetings at the request of the Superintendent, or attending approved meetings and conferences, on per diem, based on the M&IE breakdown (meals and incidental expenses) established by the federal government in [gsa.gov/perdiem](http://gsa.gov/perdiem).

Requests for reimbursement and original receipts shall be submitted for approval to the Principal and Business Office. The Business Office shall make final determinations about request approvals.

Exceptions to these guidelines for employees may be granted only by advance request to the Superintendent, the Director of Finance, or an individual delegated by the Superintendent. As appropriate, the Superintendent shall establish regulations to implement this policy.

Ref:

Education Law Sec 1604(27); 1709(30); 1804, 2118; 3023; 3028

General Municipal Law 77-b

Adopted: 11-21-05

Revised: 12-11-06