



PURCHASING & ACCOUNTS PAYABLE PROCEDURES

Mt. Pleasant Central School District

This document outlines the Accounts Payable Procedures of the district.

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Purchasing and Accounts Payable Procedures

The Board of Education of the Mt. Pleasant Central School District establishes District Policy pertaining to various aspects of district operations. Procedure documents such as this further outline how various functions operate.

General Information:

1. The following purchasing thresholds have been approved by the District and should be followed at all times. Formal bids will be obtained by the Business Office. All other quotations should be obtained by the requesting department or building.

Estimated Amount of Purchase	Procedure / Requirements
Purchases under \$2,000	No quotes required
\$2,001 - \$5,000	Three (3) verbal quotations, name of vendor and date of quote.
\$5,001 - \$20,000	Three (3) formal written quotations.
In excess of \$20,000; \$35,000 for public works	Publicly advertised bids in accordance with General Municipal Law.

2. All purchase orders remaining open at June 30th will be liquidated unless prior arrangements have been made in writing to the Business Office to carry over into the subsequent year.
3. Equipment is defined as a non-consumable item with a cost greater than **\$1,000** per unit. When ordering such items, equipment codes must be used (AXXXX-200-XX-XXXX). Equipment codes are to be used for purchasing equipment only. Please do not requisition equipment in service or supply lines, or vice versa.
4. Petty cash funds are used for incidental emergency type items up to \$50.
5. Purchase orders are required for ALL expenditures. This includes all transportation expenditures, conference, travel and mileage reimbursements, including inter-school travel.
6. Open purchase orders are to be used for recurring items purchased throughout the year. One example is copy machine staples.
7. Sales tax exemption forms will be maintained in the Business Office ONLY. An exemption form should be used for purchases on behalf of the school district only, which DOES NOT INCLUDE student activity accounts. Should one be required for a purchase, please request a form from the Business Office. Employees will not be reimbursed for NYS sales tax.
8. All requisitions for materials, supplies, equipment, contractual services, and textbooks should be completed prior to November 1st, with the exception of year-end field trips and ceremonies. Any requisitions made after this date must be justified in writing to the Purchasing Agent.

9. Please allow sufficient time for requisitions to be processed. There are several layers of approval for District purchases of goods and services, and urgent or rush requests should be avoided when possible.

Bid Requirements:

1. If a contract or purchase is awarded to a vendor other than the lowest responsible bidder, documentation justifying the reason for such award is required and subject to approval by the Director of Business Administration/Purchasing Agent. Said documentation and approval must accompany the purchase requisition.
2. Bids must incorporate a clear and accurate description of technical requirements for material, product or service to be purchased, minimum requirements vendor/product must fulfill and methods for evaluation of bid proposals.
3. Unless otherwise documented in the Bid documents, Bids will be awarded to the lowest responsible bidder for the item/services requested. All bids will be evaluated for compliance with requirements listed in the request for bid. Documented prior unsatisfactory experiences with a vendor or substitute product may be grounds for disqualification of a product or vendor at the discretion of the district.

Goods or Services purchased with Federal Funds:

- a. All purchases will adhere to Appendix II of the Uniform Grant Guidance – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards and adhere to the Simplified Acquisition Threshold as determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) and authorized by 41 U.S.C. 1908.
- b. Minority businesses, women's business enterprises, and labor surplus area firms will be used when possible.
- c. Non-procurement debarment and suspension standards will apply, and vendors listed on the government-wide exclusion list in the System for Award Management (SAM) will not be award purchase contracts.

Ordering Goods and Services:

1. All requisitions for 2023-2024 must have a date no earlier than July 1, 2023.
2. Purchased goods and services must comply with the purchasing guidelines provided above. Every effort should be made by the purchaser to use the approved District bids, i.e. Educational Data, BOCES bids, or New York State contracts. General supplies must be purchased from a bid, if available. The source of the pricing MUST be included on the requisition, or it will be denied.
3. Requisitions MUST BE SUBMITTED AND CONVERTED TO A PURCHASE ORDER prior to purchasing goods or services. Absolutely NO ORDERS should be placed with the vendor before approval of the Purchasing Agent. Anyone who circumvents the District's purchasing policies to order goods or services will be held personally responsible for payment. Further, a requisition is not a purchase order, and requisition numbers should not be provided to vendors in lieu of a purchase order number.

4. Requisitions for purchases are to be processed through nVision. Please speak with the District Treasurer if you receive a grant from the PTA, Education Foundation, or another source.
5. All requisitions for technology items, including hardware, software and peripherals, should be ordered through the Director of Technology, including grants.
6. If any special discounts or shipping arrangements are made with a vendor representative, please reference that individual's names on the requisition to ensure that the arrangements will be honored.
7. New vendors must be preapproved by the Purchasing Agent before placing the order. All vendors (including individual service providers) must send a completed W-9 form before payments can be made.
8. Copies of all quotes received must be provided to Accounts Payable. Please attach quotes to the electronic requisition and/or send these with a printed copy of the requisition to the principal or supervisor who will forward to the Accounts Payable Clerk.
9. If there are no funds or insufficient funds available, a budget transfer will be required prior to the requisition being placed. The principal or supervisor should submit a budget transfer request to the Business Office for approval. Please note that per Board of Education Policy number 5330 budget transfers in excess of \$5,000 require Board of Education approval.
10. Please verify that all required information is complete before submitting a requisition to the Purchasing Agent for approval.
11. If approved by the principal/supervisor, the requisition will be sent electronically to the Purchasing Agent, who will verify the proper code and bidding guidelines are utilized.
12. The Purchasing Agent will either approve or deny the purchase request.
13. After approval, the purchase order will be printed and an encumbrance will be placed. The vendor copy will then be sent to the vendor, unless instructed otherwise.
14. Once the order is placed, the receiving and requestor copies will be available to print by the building/department requestor in nVision. The accounting copies will remain on file in the Business Office for payment. If the purchase is for equipment or technology, an inventory control tag will be provided to the facilities department to be affixed to the equipment once received.
15. Any request to increase a purchase order must be documented in writing to the Purchasing Agent via email or a copy of the purchase order. Such documentation must include the cause of

the increase and include the department or building administrator approval. Purchase orders should not be increased without the approval of the Purchasing Agent.

16. If a purchase order is to be canceled, mark CANCEL on the receiving copy and return it to the Business Office for liquidation.

Receiving Goods and Services:

1. Once the goods and/or services ordered are received, the requestor must inspect the goods promptly and determine if the order is complete by checking the packing slip or verifying that the services were provided as listed on the receiving copy of the purchase order. PLEASE DO NOT WAIT UNTIL YOU NEED THE ITEMS TO OPEN THE BOX. This will avoid any possible time-sensitive issues if items are incorrect or insufficient.
2. If the order is complete, the purchaser should inform the school or department secretary immediately and forward the packing slip to them. He/she will then send the signed and dated receiving copy of the purchase order and packing slip to Accounts Payable where it will be matched with the invoice and paid.
3. If the order is not complete, the purchaser should inform the school's secretary as to whether items have been backordered or canceled. If additional items are expected, the secretary has two options. He/she can retain the original copy of the purchase order until the additional items arrive, or check "PARTIAL payment", sign and submit a copy of the receiver's copy of the purchase order so the Business Office can keep the balance of the purchase order for additional payments. If these procedures are not followed, the entire encumbrance will be liquidated.
4. Any invoices sent directly to the schools should be forwarded to Accounts Payable immediately so that payments will not be delayed.
5. If the purchase was for equipment or portable electronics, serial numbers must be provided on the receiving copy of the purchase order, and the inventory tag must be affixed to the equipment. Payment will not be processed without this information.

Exchanges/additions or cancelations to your order:

1. Keep a record on your copy of the purchase order of the names of all contacts at the company with whom you have spoken.
2. You need building/department administrator AND Business Office approval to add items, increase services or increase the total value of the purchase order.
3. If the shipping error is caused by the company, request a UPS/FedEx return shipping label from the vendor.

4. Keep all records of tracking numbers, dates when the item was returned and how it was returned together with the receiving copy of the purchase order.
5. If there is a duplicate shipment, please make arrangements for goods to be returned. DO NOT use any of the duplicated items. All duplicated items MUST be returned. There is no authorization to keep them.
6. Forward all the above information on exchanges/additions or cancelations to your order to Accounts Payable at the District Office to ensure that District funds will not be paid for items that have been returned.

Payment:

1. Payment will be made promptly on invoices received that match the purchase order on file.
2. If the invoice is deemed by the Business Office to be significantly different than the purchase order, a copy of the invoice may be sent to the purchaser for explanation.
3. Vendors should not be contacting the schools directly seeking payment. Any inquiries from vendors regarding payment of invoices should be directed to Accounts Payable.
4. ACH payment forms completed by vendors are entered into nVision under vendor ACH payment set up.

Reimbursement of Conference and Travel Expenses:

1. All conference expenses must be submitted as part of the initial request on My Learning Plan (MLP). Any expenses not submitted in the initial request will not be reimbursed. After an approved course/trip has been completed, the final expenses must be entered into MLP, the course/trip marked complete, and the certificate forwarded to Human Resources.
2. The completed MLP submission indicating the actual expenses, together with the original receipts should be submitted to the Business Office for payment along with a completed claim form. If seeking reimbursement, please provide a copy of the cancelled check, credit card statement, or cash receipt. If a credit or debit card is used, a copy of the statement in addition to a detailed receipt must be submitted for reimbursement. Actual expenses may not exceed amounts initially requested in MLP. All requests for reimbursement must be submitted either 30 days from date of expense/conference or June 15th, whichever comes first.
3. Meals will be reimbursed only when attending a conference out of the District that extends beyond a meal period or overnight. There will be no reimbursement for meals included in the registration fee. Original detailed receipts which itemize purchases must be submitted. Credit card receipts that are not itemized will not be accepted. The District will reimburse for reasonable "tips" not to exceed 20%. Under no circumstances will the District reimburse for alcoholic beverages. Reimbursement for meals will be limited as follows:

- a. Overnight trips: United States Government Services Administration (GSA) approved per diem rates based on destination (currently \$69/day in the Albany area, for example). Visit the GSA website for more information on per diem rates at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. This is the maximum the District will pay per day with the submission of itemized receipts. Only meals will be reimbursed. There will be no reimbursement for items purchased outside of a meal period.
- b. Local day trips:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$30.00

- 4. Reimbursement for travel expenses will be reimbursed to the employee only. No employee should pay for another employee's expenses. Each employee must submit a requisition and receive approval for their own expenses prior to expending any funds in order to receive reimbursement.
- 5. Mileage will be reimbursed for travel to and from the conference based on actual mileage traveled above the normal commute. Please provide MapQuest, Google Maps or similar mileage calculation with your claim. The IRS and the District's mileage rate as of July 1, 2023 is \$.655 per mile. This includes any transportation to airports. The District will not reimburse for rental cars or car service without prior authorization. Please refer to the IRS website for current mileage rate information : <https://www.irs.gov/tax-professionals/standard-mileage-rates>.
- 6. Sales Tax on overnight hotel stays in New York State will not be reimbursed. Employees should file New York State form ST-129 with the hotel at the time of stay. This form is available at most hotels and via download here: https://www.tax.ny.gov/pdf/current_forms/st/st129_fill_in.pdf
- 7. An open purchase order for anticipated travel expenses between schools should be approved for regularly scheduled employee travel, such as shared staff traveling between buildings. Reimbursement should be claimed at least quarterly.
- 8. IMPORTANT: All requests for reimbursement must be submitted the earlier of 30 days from date of expense/conference or June 15th. Any claims submitted after that date will not be honored.

Claims Payment Process:

- 1. Service / Goods received - need either signed packing slips or signed receiving copy of the PO
- 2. Invoices received by any building should be sent to A/P
- 3. Payment claim is assembled: signed PO, invoice, packing slip or signed receiving copy

- “Remit to” to on the invoice is reviewed versus PO to identify any changes to payment details
 - Call to confirm any change and if it is necessary an updated W-9
4. Payment processing / Check Printing and ACH Payment - see nVision process
- The Treasurer’s flash drive is needed to print checks and ACH stubs, it contains a password to access the signature file, in the absence of the Treasurer the Deputy School District Treasurer is the designated person and the signature file needs to be switched in nVision.
5. Internal Claim Auditor review
- Check Warrant, claims packet, checks and ACH stubs are provided to the internal claims auditor for review
 - Any issues identified are resolved and claims are approved for payment
 - ACH payments require NACHA file creation and upload to bank 2 days prior to payment date
 - Some checks require a second manual signature (per BOE resolution on reorg agenda):
 - \$15,000.00 up to \$30,000.00 - Director of Business Administration
 - \$30,000 or above - Superintendent of Schools