



PURCHASING DEPARTMENT

Darryl Reed, Purchasing Supervisor...x4208
darryl.reed@ssd412.org

AUTHORITY TO PURCHASE

The State of Washington delegates purchasing authority to the Shoreline School District Board of Directors. The School Board delegates purchasing authority to specific positions within the district. Only individuals in those positions are authorized may make purchases on behalf of the district. Given that authority, we have been entrusted as a steward of the public trust and their money to 1) manage public funds in a responsible manner, and 2) manage risk, minimize liability, and provide for accountability.

Unauthorized purchases by individuals may result in personal liability for the purchase cost (Board Policy #7320). Parents, students, volunteers, PTSA and Booster members are restricted from allocating district funds.

HOW TO SELECT PRODUCTS AND SERVICES

First, check with the Purchasing Department or discuss your needs with your Office Manager. The district has a standard method of buying the item or service that you need. Most likely we have established local, state or national contracts, by which we are able to leverage large buying power for significant cost savings.

We also have a vast selection of vendors who accept our purchase orders and provide direct billing. In many instances we have multiple vendors who provide the same products for comparison shopping.

Many times, an out of state vendor may show lower costs but will tack on additional shipping and handling charges which adds up quickly and we could have found it locally.

HOW TO INITIATE A PURCHASE

In-District Resources—Some services are available from in-district sources:

- FedEx services (IT Dept, x4225)
- Printing, duplicating, binding & Mail Room (Copy Center, x4230)
- Used furniture (Warehouse, x4247)

The district has established standards for computers, related equipment and software. The IT Department must be consulted prior to any IT purchase.

The Purchase Order—A PURCHASE ORDER IS THE DISTRICT'S PREFERRED METHOD to purchase goods and services. Submit the required details to your Office Manager to initiate a purchase order requisition and for approval by your Principal or Administrator. This is submitted to Purchasing for further approval and processing.

Blanket Purchase Orders—Blanket purchase orders are an acceptable method to procure goods over the school year for multiple purchases from one vendor. This lowers the processing time and internal costs.

VENDOR PAYMENT

Accounts Payable processes payments weekly. Proper documents must be in Accounts Payable by Tuesday at noon of each week. Checks are ordered and usually arrive on the following Friday. We are unable to simply “cut a check” on demand. A holiday or other situations may alter this timeline.

COMPETITIVE PROCUREMENT REQUIREMENTS

Purchases Over \$40,000—State law requires the Purchasing Department to solicit quotes/bids from multiple vendors. Other state requirements may apply, depending upon the type of procurement.

Under no circumstances should staff members procure or enter into an agreement to procure goods or services over \$40,000 without consulting in advance with the Purchasing Supervisor.

VENDOR SELECTION

The Purchasing Department has an established procedure to activate new vendors including verification of licenses, conflicts of interest and comparison with similar current vendors and has the responsibility of final selection.

HOW TO PURCHASE PERSONAL SERVICES

Contact the Purchasing Department to receive proper direction before purchasing services.

Generally, when someone is hired to perform a service under the direction and supervision of a district employee, it is considered an employer/employee relationship. Arrangements for payment will be made through payroll. If services are of a specialty nature, requiring the expertise of an individual who is working independently, a competitive search may be required.

Contracts—It is required that a contract be in place prior to the commencement of *any* service. The Business Services web site contains a template for the “Professional Services Agreement” form, which is to be completed and signed by the vendor, your Building Administrator and Business Services prior to the contracted start date.

Only selected district officials may sign contracts on behalf of the district. **DO NOT** enter into any agreement without prior approval or sign any contract. This is done at the district Business offices.

ON-SITE WORK/INSURANCE REQUIREMENTS

Under a variety of circumstances, outside vendors are required to provide evidence of commercial general liability insurance. The district is named as an additional insured to the vendor’s insurance policy.

SALES TAX

The district is not exempt from paying state sales tax, even for “out of state” purchases. Goods used in this state are subject to either sales tax or use tax but not both. Even though the vendor’s invoice may not include Washington State sales tax, the Accounting office must assess and pay the required tax on all applicable purchases.

REIMBURSEMENTS

The Shoreline School District will reimburse staff for *occasional*, minor “out of pocket” expenses incurred in the performance of their work assignment when the following guidelines/requirements are followed as per district policies and State RCW and WAC codes. Parents, volunteers, PTSA and Booster members cannot be reimbursed.

- Do not exceed \$200 per purchase.
- Original, itemized receipts must be attached.
- Proof of payment must be shown on receipt or copy of cancelled check or redacted credit card/bank statement.
- Shipped orders must be to a district address.
- Claims must be received in the Purchasing Department within 60 days of the receipt date.
- Payment for reimbursements typically take 4-6 weeks from the date Accounting receives the document.

Please note in most cases, a contracted discount the district receives is not available via a walk-in, over the counter retail purchase. We highly suggest to check first if your desired purchase can be obtained through an established vendor who is already set up to accept purchase orders and subsequently receive those discounts.

The Business Services web site contains the templates of the Reimbursement Forms.

Travel reimbursements are processed after the completed trip. Please note prior authorization is usually required for travel. Travel guidelines are available in the document section of the Business Services web site.

CONFLICT OF INTEREST

Employees of the Shoreline School District who act on its behalf have an obligation to avoid activities or situations, which may result in a conflict of interest or the appearance of a conflict of interest.

NEVER accept payments or gifts of any kind, and contact Purchasing before accepting any samples.

Please feel free to contact the Purchasing Department for any questions.