

PURCHASING GUIDELINES

The goal of the Purchasing Department is to procure supplies, equipment, and services necessary for district operations in a manner that strives to obtain maximum value for each dollar spent and provides for fair and equitable treatment of everyone involved in the procurement process. To accomplish this goal, all District procurements must follow the District's Procurement Code which requires competition.

COMPETITION REQUIREMENTS

Purchases	Requirement
\$0 - \$10,000	No quotes required. Prices should still be fair and reasonable, so check around for the best prices. Purchases must be distributed equitably among qualified suppliers. When practical, a quotation must be solicited from other than the previous supplier before placing a repeat order.
\$10,000.01 - \$25,000.00	Submit a written request for a quote from a minimum of three (3) qualified sources. The written request must include a purchase description. Documentation of three bona fide responsive quotes must be attached to the requisition. A "no bid" does not qualify as a responsive quote.
Over 25,000.00	Bids must be advertised by the Purchasing Office in South Carolina Business Opportunities (SCBO) for at least seven days.

Note: Purchases shall not be artificially divided to avoid purchasing limits.

STATE CONTRACTS

Competitive requirements have already been met for purchases using state contracts. No additional competition is required. <https://procurement.sc.gov>

PURCHASE METHODS

The following methods are approved for District purchases:

1. Purchase Orders (POs)

All purchases, except P-Card purchases, must be made by District purchase orders that are completed **prior** to authorizing the purchase.

IMPORTANT NOTE: Individuals shall not commit any District funds before a Purchase Order is issued. Individuals who authorize materials to be delivered or services performed before a purchase order is approved and issued, may be held responsible for paying the costs related to the commitment and are subject to disciplinary actions up to and including termination.

2. Purchasing Card (Credit Card) Purchases

The PCard may be used for District approved purchases.

Purchase Orders

- Purchase orders are legal documents that provide written authorization for vendors to provide the goods and/or services described on the order. Requisitions do **not** authorize purchases. Requisitions serve to inform the Procurement Department of the needs of the department/school and to fully define the materials or services requested.

- A purchase order must be in place before any goods are received or any services rendered.
- A description of the supplies or services requested, delivery conditions, quantity, and price must be specifically listed on the order.
- The purchase order must cover definitively and precisely all the essential elements of the purchase to be made in such a manner as to avoid future misunderstandings and minimize the necessity for additional correspondence.
- Requisitions should be submitted to Purchasing in ample time to meet deadlines and to take advantage of any discounts.
- Purchases may not be divided to avoid competition requirements.

Purchasing Card

The Purchasing card is intended for small allowable purchases that do not exceed \$2,500 per commitment. **Purchases shall not be artificially divided in order to circumvent the \$2,500 limit per commitment.**

Cardholder Responsibilities

- Keeping the card secure at all times - The District procurement card is to be protected by the same safeguards that are applied to the security of a personal credit card. It is left to the discretion of each cardholder to determine where the most secure place would be.
- Recording the name, date and purpose of all transactions on the *Authorization for Visa Purchase Form*, obtaining authorization and user signatures, and attaching it to the monthly statement along with the corresponding receipt(s)
- Checking the Visa Authorization Log for fraudulent charges **each day**
- Ensuring receipt of materials and services
- Contacting the supplier to resolve any delivery problems, discrepancies and damaged goods claims
- Reconciling transactions monthly
- Entering monthly requisitions for all transactions

Prohibited Purchases

- Alcoholic Beverages
- Tobacco Products
- Controlled Substances/Narcotics
- Cash Advances
- Technology Items unless **prior written approval** is obtained from the Director of Technology
- Gift Cards
- Employee travel expenses including lodging, taxis, car ride services, and meals
- Airline Tickets
- Purchases for personal use
- Payment of past due invoices

Advance Payments

Advanced payments are defined as payments to vendors before goods are received or before services are rendered. Generally, the District does not pay for goods until they have been received in good order or for services until they have been rendered satisfactorily. As a result, advance payments or prepayments for goods and services shall be avoided whenever possible. However, it may be necessary to provide vendors with an advance payment for items such as:

- Subscriptions
- Licenses
- Postage
- Maintenance and service agreements
- Membership dues
- Airline and hotel reservations
- Registration fees
- Deposits for field trips

Procurement Reminders

Do

- Use State Contract Vendors when practical
- Shop around for best prices when purchasing exempt items and non-exempt items less than \$10,000.
- Get three (3) written quotes for non-exempt purchases between \$10,000 and \$25,000
- Contact Purchasing for non-exempt purchases exceeding \$25,000

Do Not

- Order goods or request services without a purchase order
- Ship items to home address
- Use the purchasing card to pay for past due Invoices
- Purchase personal items with purchasing card
- Use purchasing card to purchase gift cards
- Write down the purchasing card number to carry with you for future use

PURCHASING

Code **DJE** Issued **3/15**

Purpose: To establish the basic structure for purchasing in the district.


One function of the district office is to serve the educational program by providing for the purchase of necessary school supplies, equipment and services. The acquisition of services, equipment and supplies will be centralized under the supervision of the superintendent.

All purchases must comply with the provisions of the district's procurement code. No purchase will be made unless the purchase is covered by budgeted funds, student activities funds or is approved by the superintendent or the board. Purchasing procedures of the district will comply with applicable laws and regulations of the state and federal governments.

Once purchased materials are received, the principal or department head will submit the receiving report to the district accounts payable department, signifying receipt of the material and authorizing payment of the invoice.

The board appoints the superintendent to be responsible for following the tax commission's policies regarding purchases. Purchases of tangible personal property for use by schools or for student activities are taxable. When such purchases are made from out-of-state sellers not registered with the tax commission, the district will declare such purchases and pay the tax to the tax commission. A retail license for the district is to be maintained on an annual basis.

Purchase orders are to be approved electronically in the district's accounting software system. The accounting software must be programmed in a manner that allows schools and departments to access only the accounts that each principal or department head is responsible for. General fund purchase orders can be electronically approved by the principal or department head if the dollar amount of the purchase order is \$500 or less. All general fund purchase orders with a dollar amount in excess of \$500 must be electronically approved by the finance department. All special revenue and capital projects purchase orders must be electronically approved by the finance department regardless of the dollar amount.

 Purchases may be made using the district's procurement card program (P-Card) system. Procurement cards will be issued to department heads, principals, school officials and other employees designated by the superintendent. The principal/department head or his/her designee will be in charge of the daily supervision of the procurement card assigned to his/her location. The principal/department head or his/her designee may distribute the card to teachers or other employees of the district requesting the use of the card for approved purchases. All card users must sign a Colleton County School District Procurement Cardholder/Card User Agreement and a Procurement Card Sign-Out Log.

The maximum credit limit allowed for all procurement cards cannot exceed the maximum amount for a "small purchase" as defined in the district's procurement code unless the department head or principal files a written request with the procurement card program administrator. Any increase in the credit line for a procurement card in excess of the maximum

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amount allowed is temporary and credit limit must be reset to the original amount immediately after the transaction is completed.

Adopted 4/25/95; Revised 10/20/09, 3/17/15

Legal references:

A. S.C. Code, 1976, as amended:

1. Section 59-17-10 - Authority of school districts to make purchases.
2. Section 59-17-90 - Districts may combine to make purchases.
3. Section 59-19-80 - Requirements as to purchases and teacher employment.

PURCHASING

Code **DJ** Issued **7/21**

It is the policy of the district to conduct all matters involving purchasing in accordance with the district's procurement code adopted May 28, 1985, and revised July 14, 2021. A copy of this code can be found on the district's website under "links" in the school board section.

Purchasing Card (P-Card) Project

The district will also implement a purchasing card program to facilitate the local and immediate needs of the teachers and staff. The purchasing card (p-card) will be used to make small value purchases of supplies, materials, equipment, and services for district use only as outlined in the district's *Purchasing Card Policy and Procedures User's Guide*. The p-card process streamlines payments by eliminating the administrative burdens and costs associated with traditional methods of payment. Use of this card is strictly governed by the policies and procedures set forth in the *South Carolina's Purchasing Card Policy and Procedures Guide*. Cardholders or supervisors/approving officials who knowingly, or through willful neglect, fail to comply with the following may be subject to suspension or termination of card privileges or other disciplinary action, up to and including termination of employment and criminal prosecution to the fullest extent of the law:

- the code
- state p-card policy
- internal policies and procedures governing procurement and the p-card project

Staff members will not use a p-card for any single purchase that exceeds \$2,500. Limits may be adjusted as determined by demonstrated need by utilizing the p-card request form. Purchases must be made within budgetary limits. A detailed sales slip/receipt is required for all purchases to include a description of each item purchased. If an original sales slip/receipt is not available, the district is not liable. If a user cannot provide a detailed sales slip/receipt for activity conducted on the p-card while in his/her possession, the individual must reimburse the district for the purchase. Habitual offenses may be constituted as misuse and subject to corrective action (noted above).

Approved travel to be paid for with the p-card includes registration, airline tickets, and hotel charges. A completed and signed authorization for travel form must be attached to all receipts. Meals may not be charged on the p-card unless approved.

The following items are not permitted for purchase with a p-card:

- entertainment expenses
- gift certificates
- technology-related purchases, except toner or flash drives

Lost or stolen cards must be reported to the finance department within 24 hours.

Any staff member who is directly issued a p-card must return the card for immediate cancellation upon leaving employment of the district.

Adopted 2/17/87; Revised 5/26/97, 5/10/10, 2/27/12, 7/14/21

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Legal References:

A. S.C. Code of Laws, 1976, as amended:

1. Section 11-35-75, *et seq.* - School districts subject to South Carolina Consolidated Procurement Code; exceptions.

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES CODE
EXEMPTIONS

1. **COPYRIGHTED EDUCATIONAL MATERIALS** to include, but not be limited to:
 - a. Books, dictionaries, textbooks, newspapers, diplomas
 - b. Professional journals, technical pamphlets, periodicals, subscriptions
 - c. Educational films, filmstrips, slides and transparencies
 - d. Video tapes, cassettes, DVDs
 - e. Standardized test, testing materials, and services to score the tests

2. **COPYRIGHTED TECHNOLOGY MATERIALS** to include, but not be limited to:
 - a. Computer assisted instructional materials, software, interactive video programs and other related materials made available by information technology that can only be obtained from the company providing the information or service
 - b. CD-ROM documents, data bases
 - c. Site Licenses, maintenance contracts, upgrades, renewals and related materials for District-adopted software only available or provided by the software provider
 - d. License agreements/renewals for computer software after such software has been competitively bid as required by the Code and additional software features/options that are only available by the software provider

3. **MEDICAL AND RELATED SERVICES** to include, but not be limited to:
 - a. Licensed/certified medical doctors, physicians, nurses, psychiatrists, psychologists, behaviorists, counselors, dentists, optometrists, etc.
 - b. Hospital and clinical services, occupational and physical therapy
 - c. Mental health organizations and services
 - d. Long-term care medical or educational organizations and treatments programs
 - e. Speech, language and related services, audiologist
 - f. Vaccines

4. **GOVERNMENTAL SERVICES** to include, but not be limited to:
 - a. Services and supplies provided by the Federal government, State agencies, county, city or special purpose districts
 - b. Payments of taxes, social security, annuities, etc.
 - c. School Resource Officer services

5. **EDUCATIONAL SERVICES** to include, but not be limited to:
 - a. Contractual and cooperative agreements for provision of services to students
 - b. Tuitions paid to institutions of higher learning
 - c. Evaluation services and expenses of visiting committees such as Southern Association of Colleges and Schools
 - d. Consultants for evaluation of academic programs
 - e. **Professional artist services, including dancers, writers, poets, theatre groups, craftsmen, folk artists, or other such services (subject to Board approval if greater than \$25,000)**

6. **POLICY AND LEGAL SERVICES** to include, but not be limited to:
 - a. Attorney services (subject to Board approval), court recorders, expert witness services, bond rating services and costs associated with issuance or refinancing of bonds (subject to Board approval if greater than \$25,000)
 - b. Certified Public Accountants (subject to Board approval)
 - c. Legislative consultant (subject to Board approval)
 - d. Financial advisors, investment management, brokerage services (subject to Board approval)
 - e. Insurance coverage, both primary and reinsurance
 - f. Other professional services obtained on a fee basis (subject to Board approval)

7. **STAFF DEVELOPMENT** (subject to Board approval if greater than \$25,000) to include, but not be limited to:
 - a. Training provided by consultants, certified teachers/trainers or District personnel
 - b. Training materials secured or prepared for instructional purposes
 - c. Workshop, conference, and seminar registration
 - d. Instructional training seminars or staff development offered by the District to district employees and those contractual services necessary to provide the services for the seminar.

8. **STUDENT SERVICES** to include, but not be limited to:
 - a. Electronic and printed exams, tests, testing materials, including scoring services and materials
 - b. State-adopted science kits and refurbishments
 - c. Canine drug and/or weapon detection services and related support services
 - d. Homebound services and home visits
 - e. Instruction provided by certified teachers, interpreter services, English tutors
 - f. Interpreters, interpreter services, tutors

9. **UTILITIES & ENERGY EXPENSES** to include, but not be limited to:
 - a. Fuel, propane, natural gas
 - b. Oil company credit card purchases of gas, oil or fluids
 - c. Electric/power services
 - d. Water/sewer, gas, cable TV, and related services and costs

10. **COMMUNICATION EXPENSES** to include, but not be limited to:
 - a. Local & long-distance telecommunication services
 - b. Telecommunication equipment, upgrades, maintenance & repair contracts
 - c. Lease of imbedded telephone systems

11. **REFUNDS** to include, but not be limited to:
 - a. Refunds of health insurance, earnest monies, bid securities, or other funds temporarily entrusted to the District

12. **ITEMS PURCHASED FOR RESALE**

13. **MAIL AND DELIVERY SERVICES, POSTAGE AND POST OFFICE BOXES.**

14. **PERISHABLE FOODS.**

15. **TRAVEL EXPENSES FOR STAFF & STUDENTS** to include, but not be limited to.
 - a. Airline, car rental, bus, train, parking, taxis, etc.
 - b. Hotel accommodations
 - c. Meals/allowances
 - d. Conference/seminar and other registrations/fees
 - e. Admission costs/fees

16. **PROFESSIONAL DUES & MEMBERSHIPS.**

17. **PROPERTY SERVICES** to include, but not be limited to:
 - a. Appraisals and related services (subject to Board approval if greater than \$25,000)
 - b. Leasing of public parking lots, lecture halls, theaters, arenas, athletic facilities, recreational areas, etc. for District sponsored events

18. **ADVERTISING**
 - a. Local newspapers, professional journals, publications, radio, television, etc.
19. **PUPIL ACTIVITY FUNDS.**
20. **PROFESSIONAL ARTISTS.**
21. **CLERGY SERVICES.**
22. **GRANT SPECIFIED EQUIPMENT AND SERVICES:**
 - a. Purchase of grant specified and approved equipment, subcontracts and consultants required for the successful completion of the grant project and where competitive bidding is not required or practical (subject to Board approval if greater than \$25,000)
23. **CONFIDENTIAL GOODS AND SERVICES:**
 - a. Goods and services of a confidential/sensitive nature that would cause injury to students, staff and/or the District if procured through public solicitation (subject to Superintendent approval)
24. **COOPERATIVE PURCHASE WITH PUBLIC PROCUREMENT UNITS:**
 - a. Procurements by the District through a cooperative purchase where the public procurement unit or external procurement activity administering the cooperative purchase complied with the requirements Office of General Services of the State Budget and Control Board.
25. **BUDGET AND CONTROL BOARD EXEMPTIONS:**
 - a. The District also adopts the exemptions granted by the State Budget and Control Board, both present and future.

***Note: Board approval shall mean the approval of the proposed contract or payment, or for recurring expenses, approval of the vendor(s) at least annually.**