

WHITE PLAINS CITY SCHOOL DISTRICT

PURCHASING GUIDELINES:

When purchasing contracts for goods/services under \$20,000.00 and public work contracts under \$35,000.00 it is imperative that we utilize State and local bids when formal bidding procedures are not required by law. Whenever possible, purchases should be processed utilizing bids awarded through New York State, Westchester County, BOCES or Educational Data. In addition, New York State permits "piggy-backing" on contracts lead by other states, local governments, and school districts. Purchasing through these bids will assure that we are getting the best possible prices and quality available to us as well as conforming to state purchasing regulations.

For a complete list of contracts or preferred vendors, please refer to our purchasing webpage. You will have access to the links of the contracts/bids that will be used for this school year. You will also have access to other information regarding purchasing, procedures and regulations.

Please make sure that you include all bid and contract numbers on your requisitions to avoid disapproval by the Purchasing Agent. If the item that needs to be purchased is a specialty item, that is only available through a vendor that is not approved by any of the resources available to us, provide proper price quotes or when applicable a sole source letter. Please refer to our purchasing policy and regulations #6700 and #6700R for amount limitations and quotes needed.

Overview of Purchasing Timeline:

- Oct- March: Budget Development.
- April: Budget Adoption.
- May: Budget Approval by Voters.
- June- Jan 15th: Purchasing opened for General Fund and Grants ending on June 30th.
- June - April 1st: Purchasing open for Grants ending on August 31st.
- June - Purchasing open for teacher supply orders for the new school year.

GENERAL REFERENCE:

- Staff may never purchase items, contract services or encumber district monies for school programs without receiving prior approval on an authorized purchase order, signed by the district Purchasing Agent.

- Only the Purchasing Agent may enter into or sign a purchase order to purchase services or goods in accordance with board policies. All purchases must follow the district's purchasing policy limits as described in purchasing policy #6700 and regulation #6700R.
- Purchase orders may NOT be placed with vendors except through the Business Office. THIS MEANS NO PREPAID ORDERS OR ORDERS BY PHONE.
- Purchase orders must be processed prior to the receipt of goods or services from the vendor, not after the fact.
- Each requisitioner is RESPONSIBLE to keep track of charges against any given purchase order. If a purchase order needs to be increased, please complete a Purchase Order Increase/Decrease Form. Only the Purchasing Agent is permitted to authorize a change to a purchase order.
- Requisitions that are not submitted with the proper backup information or do not include the contract number will be returned to the requisitioner. Please check your nVision dashboard for any requisition that has been returned. The disapproved requisition will have an explanation attached stating why it was returned. Update the requisition and resubmit for approval.
- All requisitioner's must allow a **two-week** time period for review and issuance of a Purchase Order. Requisitions will be converted 2 times a week. Please plan accordingly.
- New vendors: If a purchase is desired from a vendor not in the district's vendor listing then it is incumbent upon the purchaser to make sure the vendor will accept the district's purchase order and to acquire a W-9. Send the W-9, along with new vendor form (located on our purchasing webpage) to the purchasing department for processing.
- Payments on Purchase Orders: All district payments require an approved purchase order. **NO** payment will be made without a purchase order. Purchase orders will be required for non-travel/conference related mileage. Allow enough time for the purchase order to be processed. If payment is required by a certain date, communicate the need for payment to the accounts payable department. Anticipate your school's needs. It is the requisitioner's responsibility to have the payment processed according to the accounts payable calendar.

We encourage all requisitions for the upcoming fiscal year to be submitted after the approved budget vote at the end of May. We also request that all requisitions for the current fiscal year be submitted by January 15th.

- **January 15th is the deadline for June 30th year-end budgets (General Fund, SEDCAR, Title Grants, School Lunch and Capital Fund).** April 1st is the deadline for all August 31st year-end grants.
NO purchase orders will be accepted after this date, except for conferences/travel expenses (if the 15th is on a weekend or holiday, the deadline will be the Friday before the 15th).