

MSD of Lawrence Township
Purchasing Procedures and Guidelines

Regular Purchases

- Prepare requisition to purchase (attach quote if received)
- Forward to appropriate Administrator for approval
- Submit requisition in Munis to Central Office
- Requisition is approved by appropriate person in Central Office
- Requisition is converted to a Purchase Order by Central Office
- Items are ordered via a Purchase Order
- Once items are received, return receiving copy of Purchase Order to Accounts Payable

Credit Card Purchases

- In most cases, a requisition needs to be approved and Purchase Order issued before credit card is processed
- Note on requisition that it is going to be a credit card order
- Wait for Purchase Order to be issued before placing order
- Reference Purchase Order number on order
- Return receiving copy of Purchase Order to Accounts Payable

Travel

- Prior to submitting conference registration, conference must be approved by appropriate Administrator(s) with funding source noted and Purchase Order issued
- When registering for conference, reference Purchase Order number
- Only one mileage reimbursement per conference will be processed, unless there are more than four attendees
- Mileage is paid from point of departure or MSDLT location, whichever is less
- When overnight stays are required, attendees must share a room. Two per room. (Unless approved in advance by the Superintendent)

Per Diem to be paid according to the Federal Government rates of reimbursements as follows:

- Can be found at <https://www.gsa.gov/perdiem>
- Once there, click on M&IE Breakdown
- Follow the step-by-step instructions to determine the per diem for the area. Our reimbursement rate only applies to breakfast, lunch, and dinner.

Reimbursement as follows:

Total	Breakfast	Lunch	Dinner
54	13	15	26
59	14	16	29
64	16	17	31
69	17	18	34
74	18	20	36

- (Itemized receipts must be turned in order to be reimbursed)
- (No alcohol beverages to be reimbursed)
- (On day of travel, breakfast is not reimbursable. On day of return, dinner is not reimbursable unless attendee should be home later than 7:00pm)
- (Snacks are not reimbursable)
- (We do not reimburse for incidental expenses)

Personal Expenses

Personal expenses, other than travel, will not be reimbursed. Purchase order process to be followed instead.

ECA Reimbursement

Do not use the ECAs as a way to avoid the Purchase Order process. ECAs will not be reimbursed.

When do I Need a Quote or Bid?

Purchases under \$50,000

- No quote or bid needed
- Always a good idea to get a quote if possible
- You might even get a better price if you secure 2 quotes
- Never use catalog price when purchasing items, usually you can get a lower price if you ask
- Include quote(s) with requisition in all cases

Purchases over \$50,000 and under \$150,000

- Must have quotes from at least 3 suppliers known to deal in items being purchased
- Suppliers must be invited to quote at least 7 days before the date you wish to receive the quote.
- Quote awarded to lowest responsible and responsive supplier
- Include quote(s) and copy of invitation to quote with requisition in all cases

Purchases over \$150,000

- Must be formally bid
- Seek the assistance of the Chief Financial Officer to make sure bids are properly prepared and advertised

In all cases, you should seek the advice of the Chief Financial Officer if you have any questions or need assistance.

