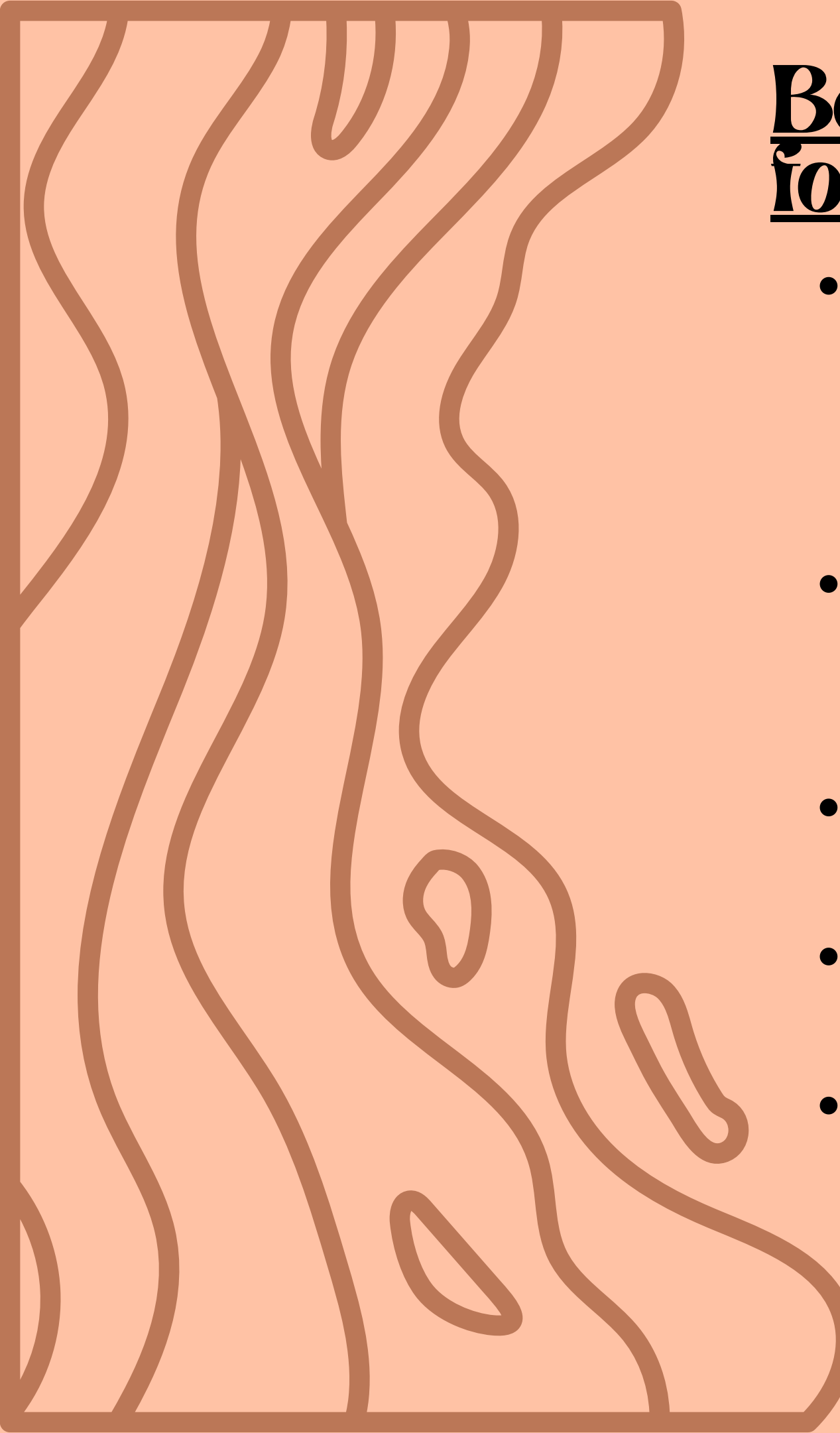


Requirements for Purchases with Federal/State Funds

- *Mackenzie Weatherford, Compliance Specialist 60063*
- *Crystal Trevino, Coordinator 60709*
- *Julia Willett-Weekly, Executive Director 68769*
- *Diego Mata, Administrative Assistant 68769*

The following object codes will be reviewed:

- **61xx purchases (typically used for tutoring and extra duty stipends)**
- **62xx purchases (contracted services)**
- **63xx purchases (supplies and materials)**



Before using ANY federal funds, the following must occur:

- Have an initial planning document submitted to the federal/state programs office. The planning document must be approved the executive director over your campus/department.
- Have a campus/district plan and needs assessment support (Problem Statement) for any purchases in Plan4learning.
- Ensure the account number is correct and funds are available to cover any purchase.
- Have vendors approved to do business with ECISD through purchasing dept.
- If you are unsure about whether these things have occurred, please check with your campus/ department administrator, or call our office for support.

Payroll (61xx Expenditures) may begin, the following must occur:

Typically, 61xx accounts are used to pay for full time after school tutors or day tutors. Please ensure the following steps have been completed before allowing tutors to begin:

- ECISD hiring procedures have been followed in accordance to Human Resources.
- Federal State payroll guidelines have been followed.
- Face-to-Face training over Federal state process and procedures has been attended along with signed attestations are on file with our department.
- The campus has provided our office with a roster of those whom have completed training.
- Completed job description is on file with federal/state office.
- Employee is established in Kronos for extra duty.

Contracts (62xx) under \$50,000 are obligated as follows:

- **The requisition entry date is BEFORE the contract you are attaching is signed. Services MAY NOT begin prior to the issuance of the PO.**
- **Two “like” quotes are required from different vendors and should be attached in the TCM of the requisition. If the quote being used is more expensive than the second quote, attach in the TCM an explanation of why the more expensive vendor is being used.**
- **Any services requiring an MOU or BOARD approval must have a requisition started the day before going to the Board for review and approval.**
- **If BOARD approval is necessary to be completed prior to the beginning of the grant year, the language of the contract MUST provide the option to opt out of contract should grant funds not be available.**
- **If contract is for multiple years, the contract MUST provide the option to opt out of contract should grant funds not be available in future years if needed.**

Contracts (62xx) under \$50,000 (cont.) :

- **If contract is for multiple years, the contract MUST provide the option to opt out of contract should grant funds not be available in future years if needed.**
- **Your supervisor is not allowed to obligate contracts for the district. Any contract that requires signatures from an ECISD official, may only be signed by the Purchasing Director. Please ensure the requisition number is stated on the contract when requesting the Purchasing Director's signature.**
- **The contract signed date of the Director of Purchasing must be AFTER the requisition has been started in MUNIS. (This is why the requisition should always be created the day before.)**

Contracts (62xx) under \$50,000 (cont.):

Dates of services must be start and end within the grant period:

- **Year 24 Federal grants, July 1, 2023- Sept. 30, 2024
(211.xx.62xx.xx.CID.xx.21124)**
- **Year 24 State funds, July 1, 2022-June 30, 2024 (any 199 accounts ending in 24, 28, 30)**
- **The date of service must not begin BEFORE the requisition has a purchase order number.**

In addition, contracts (62xx) between \$50,000 & \$249,999 are obligated as follows:

- **RFP (Request for Proposal)- Please contact Director of Purchasing for assistance with writing the RFP and follow guidance as provided. RFP's may not be written for a specific vendor or with the vendor's assistance.**
- **If leveraging a Co-op, please contact Director of Purchasing for assistance with determining if the co-op is an option for the vendor.**
- **The requisition entry date is BEFORE the contract you are attaching is signed, with PO being issued before services are received.**
- **Two "like" quotes are required from different vendors and must be attached in the TCM of the requisition. If the quote being used is more expensive than the second quote, attach in the TCM a statement as to why the more expensive vendor is being used.**

Contracts between \$50,000 and \$249,999 Cont'd

- Any services requiring MOU or BOARD approval must have a requisition started the day before going to the Board for review and approval.
- If BOARD approval is necessary to be completed prior to the beginning of the grant year, the language of the contract **MUST** provide the option to opt out of contract should grant funds not be available.
- If the contract is for multiple years, the contract **MUST** provide the option to opt out of contract should grant funds not be available in future years or needed.
- Your supervisor is not allowed to obligate contracts for the district. Any contract that requires signatures from an ECISD official, may only be signed by the Purchasing Director. Please ensure the requisition number is stated on the contract when requesting the Purchasing Director's signature.
- The contract signed date of the Director of Purchasing must be **AFTER** the requisition has been started in MUNIS. (This is why the requisition should always be created the day before.)

Contracts between \$50,000 and \$249,999 Cont'd

Dates of services must be within the grant period:

- **Year 24 Federal grants, July 1, 2023- Sept. 30, 2024 (211.xx.62xx.xx.CID.xx.21124).**
- **Year 24 State funds, July 1, 2023-June 30, 2024 (any 199 accounts ending in 24, 28, 30).**
- **The date of service must not begin BEFORE the requisition has a purchase order number.**

Contracts (62xx) \$+250,000 and above:

- **Require the same steps as contracts between \$50,000 to \$249,999 AND**
- **Require a cost price analysis. Please work with the purchasing director to assure that this has been completed.**
- **Attach the cost price analysis in the TCM of the requisition.**

Supplies & Materials (63xx) under \$50,000:

- The requisition entry date is **BEFORE** the materials are ordered or received.
- Two “like” quotes have been obtained from different vendors and are attached in the TCM of the requisition.
- If the quote being used is more expensive than the second quote, attach in the TCM a statement as to why the more expensive vendor is being used.
- Supplies and materials must be requested and received within the grant period, cont’d on next slide.

Supplies & Materials (63xx) under \$50,000 Cont'd.

- Year 23 Federal grants, July 1, 2023- Sept. 30, 2024 (211.xx.63xx.xx.CID.xx.21124).
- Year 23 State funds, July 1, 2023-June 30, 2024 (any 199 accounts ending in 24, 28, 30).
- The receipt of supplies may not be **BEFORE** the requisition has a purchase order number.

In addition, supplies (63xx) between \$50,000 & \$249,999 are obligated as follows:

- **RFP (Request for Proposal)- Please contact Director of Purchasing for assistance with writing the RFP and follow guidance as provided. RFP's may not be written for a specific vendor or with the vendor's assistance, or**
- **If leveraging a Co-op- Please contact Director of Purchasing for assistance with determining if the co-op is an option for the vendor.**
- **The requisition entry date is BEFORE the contract you are attaching is signed, or are services received.**
- **Two quotes have been obtained from separate vendors and are attached in TCM of requisition.**

In addition, supplies (63xx) between \$50,000 & \$249,999 Cont'd :

- Any services requiring MOU or BOARD approval must have a requisition started the day before going to the Board for review and approval.
- If BOARD approval is necessary to be completed prior to the beginning of the grant year.
- If the quote being used is more expensive than the second quote, the quote must have in writing why the more expensive vendor is being used.
- Supplies and materials must be requested and received within the grant period, cont'd on next slide.

In addition, supplies (63xx) between \$50,000 & \$249,999 Cont'd:


- Year 23 Federal grants, July 1, 2023- Sept. 30, 2024 (211.xx.63xx.xx.CID.xx.21124).
- Year 23 State funds, July 1, 2023-June 30, 2024 (any 199 accounts ending in 24, 28, 30).
- The receipt of supplies may not be **BEFORE** the requisition has a purchase order number.

Supplies (63xx) \$250,000 and above:

- **Require the same steps as supplies between \$50,000 to \$249,999 AND**
- **Require a cost price analysis. Please work with the purchasing director to assure that this has been completed.**
- **Attach the cost price analysis to the requisition in the TCM.**

Keep in Mind.....

- If a contracted service includes an online access fee or materials, the additional items must come out of the correct fund account.
- For example, if a contract for professional development requires materials to be ordered for the training. The requisition will have to be split by the cost of the professional development (62xx) and the cost of materials needed (63xx). You will need to ensure both accounts have the correct amount needed. If not, then you will need to enter a budget change.
- Additionally, if you need an account number created that does not already exist, please call our office first and verify the account number you need. You will then email Regina Saenz to request for the account number to be created.



**In closing, should you have any questions
please do not hesitate to reach out to our
office for assistance by phone or email
and we will be happy to help!**

- *Mackenzie Weatherford, Compliance Specialist 60063*
- *Crystal Trevino, Coordinator 60709*
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**Thank you,
Federal and State
Programs Office**