

**Procedures and Policies Meeting**

**MAY 2, 2024, 9:30 A.M. via ZOOM**

**Agenda**

Topics of Discussion:

1. Purchasing: Toni Russo

- Bids/Proposals/Purchasing Updates
- Requisitions
- Line Item Receiving
- Vendor Punchout
- Open Purchase Orders
- Purchase Order Reminders
- New Vendors
- Boces Cross Contracts
- ED Data

## **TOPICS OF DISCUSSION:**

Toni Russo - Purchasing:

### **BIDS/PROPOSALS/RENEWALS:**

This is the time of year that we do all our new bids/proposals and renewals. Please be aware of the following criteria prior to vendors beginning work in the District:

- Prior to the BOE awarding services to a vendor, all contracts must be signed by the provider and all contractual elements must be verified. These contractual elements include fingerprinting, insurance, certifications, data privacy agreements, etc.
- All service providers that need to be fingerprinted must have a valid NYS clearance, on file, from our Human Resources department, prior to working in district.
- All providers, including those who are being renewed, CANNOT start work prior to the BOE authorization and all appropriate documents are obtained in advance.
- As a result, they will not be paid until such time they are properly approved.

Please make sure you communicate with your vendor that they cannot work until such time they have received an approved agreement from the district and the applicable purchase order.

### **REQUISITIONS**

All requisitions should have a line-by-line item and unit price in the body of the requisition. As per attached quote will no longer be accepted. Our auditors must be able to identify what is being ordered without having to search the back up or the quote for the items to be purchased. All the information necessary to place the order must be included in the body of the requisition.

### **LINE ITEM RECEIVING**

In order to have a clear audit trail, you must attach either the packing slip or the receiving copy (pink) indicating received and signed to the line item receiving attachment page. This process of including the attachment, indicates to the accounts payable team, the invoice can be paid. This eliminates the need for the follow up emails asking for approvals.

Please make sure you know how to use this feature. Line item receiving will be mandatory for all orders (except open po's created in January) for the 24/25 school year. If you need additional training, email me to set up an appointment.

## VENDOR PUNCHOUT

We are in the process of adding Grainger and Barnes and Noble to the punchout vendor system in nVision. Hopefully, these vendors will be set up to receive their online orders for the 24/25 school year. We will update nVision as new vendors join the punchout program.

## OPEN PURCHASE ORDERS

Open po's are only to be used to encumber funds for the purposes of purchasing items after January 1. All orders against these open po's need to be placed no later than April 30, (by Friday, May 3) to ensure the items ordered are received by June 30<sup>th</sup>. NO open purchase orders will be carried over and all open po's will be closed by year end.

## PURCHASE ORDERS REMINDERS

Our Accounts Payable team has been sending out email reminders to the buildings, office personnel, etc. for confirmation of receipt of items ordered. They sometimes will need to send reminders up to 5 times before they receive a response. Please be mindful of these reminders and try to reply as soon as possible so we can pay our vendors in a timely manner.

This is the time of year when Devonnie sends out emails to determine status of purchase orders. Please let her or our Accounts Payable team know if the items ordered are received or if the po needs to be carried over because the order will not be delivered in this school year. If you have any questions, call, or email Accounts Payable.

## NEW VENDORS

To cut down on the possibility of a fraud account, all new vendor forms must come from a White Plains School District Office Manager or Requisitioner. Please do not have your teachers email us the forms directly. We will not create a vendor or update any vendor information if it is emailed to purchasing from an outside source. All new vendor information must be verified with the vendor and then sent to purchasing for updating. Please do not have the vendor email us directly. The online form will be updated accordingly.

## BOCES Cross Contract Agreements (COSERS):

To expedite your BOCES Agreements, and track Cosers for payment, fill out, sign, and return the BOCES Cross Contract form along with your BOCES Agreement (See Attached). If the form is not filled out, signed, and returned with the Cross Contract, the paperwork will not be processed for signature. Once complete, send all forms to Lynn in the purchasing office. She will process all paperwork for signature and send the agreements to SWBOCES. The BOCES Cross Contract form is posted on my website and included in today's handout.

ED DATA:

All Ed Data letters, and teacher routing should have been sent to you or your administrator. Please make sure that all your teachers are routed properly, and your budget allocations are correct. Any updates or changes need to be sent to Joann at Ed Data. Please see the Ed Data form on my website. Fill out the form and send via email to [joannl@ed-data.com](mailto:joannl@ed-data.com)

OPENING OF NEW BUDGET:

An email will go out when the 24/25 school budget is available in nVision. Please let Purchasing know if you need any training for the new school year.

**As always, if you have any questions, please call us. 914-422-2072/2052**

5-2-24 P&P Meeting