

2023-2024

# WESLACO INDEPENDENT SCHOOL DISTRICT

**Purchasing Department  
Policy & Procedures Manual**

Revised:  
February 2024

# **Policy & Procedures Manual 2023-2024**

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## **SECTION I – INTRODUCTION**

### **PURCHASING STAFF**

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Robert Rodriguez	Purchasing Specialist	Extension 36586
Tina Oliva	Purchasing Bookkeeper	Extension 36735
Estella Carranco	Purchasing Bookkeeper	Extension 36744
Natalie Rodriguez	Purchasing Bookkeeper	Extension 36732
Business Office		969-6572

# **WISD PURCHASING DEPARTMENT**

The Purchasing Department has various duties and responsibilities that must be followed in accordance with all laws and policies that have been set forth at the Federal, State or Local Government levels.

## **Mission Statement**

To support the educational goals of the Weslaco Independent School District by acquiring the necessary resources through responsible purchasing practices to provide the necessary goods and services required by our staff and students

## **Goals**

Provide and maintain responsible purchasing activities within Weslaco ISD. This means that we must:

- Promote and apply ethical business practices;
- Maintain the integrity of the purchasing department;
- Insure that all purchasing laws and procedures are being followed by all school campuses and departments;
- Ensure that all local, state and federal funds are being spent in a responsible manner;
- Maintain budgetary control; and,
- Improve and/or revise the process as needed to provide better purchasing practices.

## **SECTION II – STATE REGULATIONS & BOARD POLICY**

### **The Texas Education Code**

Purchasing Contracts (Primarily sections 44.031 through 44.047). An electronic version of the Texas State Education Code can be obtained at the following website address:

<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.44.htm#44.031>.

### **Texas Education Agency (TEA) Financial Accountability System Resource Guide (FASRG) - Purchasing Module**

The TEA Resource Guide can be accessed at the following website address:

[http://www.tea.state.tx.us/index4.aspx?id=1222&menu\\_id=645&menu\\_id2=789](http://www.tea.state.tx.us/index4.aspx?id=1222&menu_id=645&menu_id2=789).

### **Weslaco Independent School District's Board Policy (Sections CH...).**

The Weslaco ISD Board Policy can be accessed at the following website address

<http://www.wisd.us>

## SECTION III – PURCHASING ETHICS

### PURCHASING ETHICS

Public purchasing and the expenditure of public funds require that ethical standards be incorporated into every aspect of the District's purchasing functions. Purchasing personnel and school District employees face the difficult task of developing good vendor relations and encouraging vendor competition while avoiding even the appearance of favoritism or other ethical misconduct. In an effort to get the job done successfully and on time, one may be tempted to circumvent policies, procedures, and laws, or make their own liberal "legal" interpretations of existing policies. Such activity, although well intentioned, will cause ethical problems.

In addition to the information provided in this section, please read the following Board Policy and Administrative Regulation:

- **Board policy DH (Legal)**, Employee Standards of Conduct - Educator Ethics. This policy resides on the District's web site.

Educators shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom.

The State Board for Educator Certification (SBEC) shall provide for the adoption, amendment, and enforcement of an educator's code of ethics [see DH(EXHIBIT)]. SBEC is solely responsible for enforcing the ethics code for purposes related to certification disciplinary proceedings.

Education Code 21.041(b)(8); 19 TAC 247.1(b),

(c) **Public Servants:** All district employees are "public servants" and therefore subject to Title VIII of the Penal Code, regarding offenses against public administration, including restrictions on the acceptance of illegal gifts, honoraria and expenses, and abuse of office. Penal Code 1.07(a)(41), Title VIII [See DBD and BBFA]

- **Board policy DH (Local)**, Employee Standards of Conduct. This policy resides on the District's web site.

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. The District holds all employees accountable to the Educators' Code of Ethics. [See DH (EXHIBIT)]

Each District employee shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

- **Violations of Standards of Conduct**

Each employee shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as a District employee. Violation of any policies, regulations, or guidelines, including intentionally making a false claim, offering a false statement, or refusing to cooperate with a District investigation, may result in disciplinary action, including termination of employment. [See DCD and DF series]

The Texas Education Agency (TEA), *Financial Accountability System Resource Guide – General Ethical Standards and other documents*, prescribes common standards of ethics governing the conduct of employees involved in the purchasing function, which are incorporated in the procedures prescribed below.

### **SPLIT PURCHASES**

**Sequential Purchases** – District employees shall not make purchases, over a period, of items that in normal purchasing practices would be made in one purchase.

**Component Purchases** – District employees shall not make purchases of the component parts of an item that in normal purchasing practices would be made in one purchase.

**Separate Purchases** – District employees shall not make purchases separately in order to circumvent board approval of items that in normal purchasing practices would be made in one purchase.

**CONFLICT OF INTEREST** – [Local Government Code Chapter 176](#) provides information regarding conflict of interest statements to be filed by vendors and certain school district employees. [HB 491](#) passed by the 80<sup>th</sup> Legislature made modifications to the requirements for conflict of interest statements. Refer to the [Texas Ethics Commission website](#) for additional information and sample forms.

**GIFTS** - A district employee who exercises discretion in connection with contracts, purchases, payments, claims, or other pecuniary transactions shall not solicit, accept, or agree to accept any benefit from a person the public servant knows is interested in or likely to become interested in any such transactions of the District. *Penal Code 1.07(41) (A), (E), 36.08(d)*

**FINANCIAL INTEREST** - District employees shall not participate directly or indirectly in procurement when the employee or the employee's family member has a financial interest pertaining to the procurement.

**PERSONAL USE** - District employees shall not make any commitment to acquire goods or services in the name of the District for personal use or ownership.

**Equal Consideration** - District employees shall grant all competitive suppliers equal consideration insofar as state or federal laws and District policy permit. This is especially important when evaluating bids and proposals.



**RELATIVES** - No District employee with purchasing authority may authorize the purchase of anything from any person or from any firm that is controlled, owned, or operated by that employee or from a relative within the second degree by blood or marriage of the employee.

**TEXAS EDUCATION CODE 44.032**

(b) An officer, employee, or agent of a school district commits an offense if the person with criminal negligence makes or authorizes separate, sequential, or component purchases to avoid the requirements of Section 44.031(a) or (b). An offense under this subsection is a Class B misdemeanor and is an offense involving moral turpitude.

(c) An officer, employee, or agent of a school district commits an offense if the person with criminal negligence violates Section 44.031(a) or (b) other than by conduct described by Subsection (b). An offense under this subsection is a Class B misdemeanor and is an offense involving moral turpitude.

(d) An officer or employee of a school district commits an offense if the officer or employee knowingly violates Section 44.031, other than by conduct described by Subsection (b) or (c). An offense under this subsection is a Class C misdemeanor.

(e) The final conviction of a person other than a trustee of a school district for an offense under Subsection (b) or (c) results in the immediate removal from office or employment of that person. A trustee who is convicted of an offense under this section is considered to have committed official misconduct for purposes of Chapter 87, Local Government Code, and is subject to removal as provided by that chapter and Section 24, Article V, Texas Constitution. For four years after the date of the final conviction, the removed person is ineligible to be a candidate for or to be appointed or elected to a public office in this state, is ineligible to be employed by or act as an agent for the state or a political subdivision of the state, and is ineligible to receive any compensation through a contract with the state or a political subdivision of the state. This subsection does not prohibit the payment of retirement benefits to the removed person or the payment of workers' compensation benefits to the removed person for an injury that occurred before the commission of the offense for which the person was removed. This subsection does not make a person ineligible for an office for which the federal or state constitution prescribes exclusive eligibility requirements.

(e) A court may enjoin performance of a contract made in violation of this subchapter. A county attorney, a district attorney, a criminal district attorney, a citizen of the county in which the school district is located, or any interested party may bring an action for an injunction. A party who prevails in an action brought under this subsection is entitled to reasonable attorney's fees as approved by the court.

Employees involved in the purchasing process are exposed to more than ordinary temptations because they are involved with the expenditure of large amounts of public money. Strict adherence to the above standards are critical to the protection of the employee's and the District's reputation.

## **SECTION IV – PURCHASING**

### **PURCHASING DATES**

#### **FISCAL YEAR**

July 1, 20xx – June 30, 20xx

#### **DEADLINES**

**March 31, 20XX:** Deadline for purchases of supplies, equipment and furniture.

(the effective date is the first business day prior to this date)

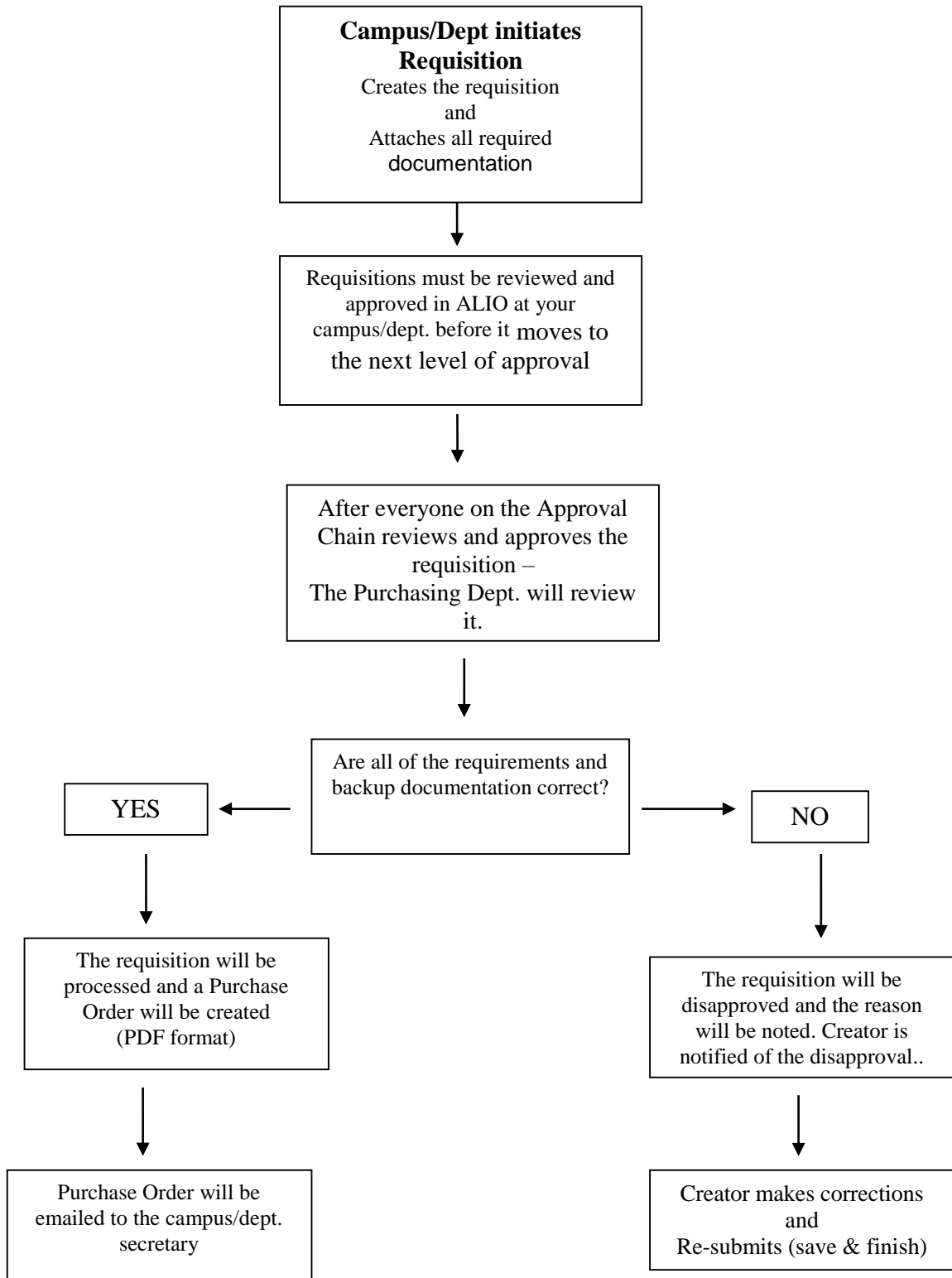
**April 15, 20XX:** Only essential purchases will be allowed (i.e. hotel, consultants, staff development supplies, etc.)

(the effective date is the first business day prior to this date)

**June 10, 20XX:** Stop All purchases. Last day for purchases all

(the effective date of this deadline is the first business day prior to this date)

## PURCHASING FLOWCHART



## **GENERAL PURCHASING RULES**

1. **Do Not purchase items without an approved purchase order!**  
A Purchase done without an approved purchase order is considered a purchasing violation.
2. **Do Not** purchase additional items after the PO has been created (buy only what is listed on the PO).
3. **Do Not** substitute items or approve substitutions.
4. **Do Not** split purchases to avoid the purchasing rules of getting quotes.
5. **Do Not** create a “blanket” purchase to avoid purchasing rules of getting quotes.
6. **Do Not** use “non-approved” vendors. Use contracted vendors awarded through a Weslaco ISD contract or a Purchasing Cooperative (must attempt to get quotes from approved vendors first).
7. **Do Not** use “Emergency Purchase” as a reason to avoid getting quotes. Emergency purchases are not part of the normal purchasing process; they do occur but are infrequent.
8. **Do Not** forget about your open purchase orders (they are your responsibility and must be closed after their term has expired).

# **PURCHASE METHODS**

## **1. WESLACO ISD AWARDED BIDS/PROPOSALS**

Awarded bids/proposals by the Weslaco ISD Board of Trustees may be used as a method of purchase. These contracts are awarded through the following process.

### **RECEIVING & RANKING PROCESS**

#### **The bid and proposal ranking process involves four steps:**

- Step #1** – all Bids and Proposals are received at the Superintendent’s Office before the specified date and time;
- Step #2** - a ranking committee is formed;
- Step #3** - the committee reviews and ranks all of the acceptable bids and/or proposals.
- Step #4** – the Ranking Committee’s recommendation is presented to the board.

#### **Step #1 - Receiving Bids & Proposals**

- All bids & proposals are received at the Weslaco ISD Superintendent’s Office
- All bids & proposals are date stamped and logged into a spreadsheet.
- Any bids & proposals that arrive after the stated date and time are not accepted; and, if received they are logged and returned unopened.
- Late bids & proposals are disqualified and are returned unopened.

#### **Step #2 - Ranking Committee**

The Deputy Superintendent or his designee will select a committee to evaluate all of the received and acceptable bids/proposals.

- The ranking committee must have a Committee Manager
- The Purchasing Director or his designee will act as the Committee Manager.
- The ranking committee size will be 3-6 individuals not including the Committee Manager.
- Ranking Committee members should have some knowledge of the proposal subject being ranked;
- Purchasing Department staff cannot be part of the Ranking Committee.

#### **Step #3 - Ranking Process**

The selected Ranking Committee will meet to evaluate the received proposals.

- All proposals received that met the required criteria will be evaluated.
- All Committee Members must sign a “Conflict of Interest & Non-Disclosure Form”;

- If a conflict exists the Committee Member will be dismissed immediately
- Discussions amongst all Members will begin after the “Conflict of Interest & Non-Disclosure Form” has been collected by the Committee Manager and all members present have been approved to continue.
- Vendor rankings cannot begin until all discussion has been completed and seized.
- Committee Member ranking will be done individually based on the criteria and instructions given by the Committee Manager.
- The meeting is closed after all Ranking Members have completed the ranking form.

#### **Step #4 – Recommendation**

The committee’s recommendation will be sent to the school board as an Agenda Item.

- The committee’s ranking sheets are totaled.
- The vendor receiving the highest points will be recommended for award.
- An agenda item will be created and presented to the school board for consideration.

Awarded Bids are listed on our WISD web page.

- quote must indicate the bid/proposal # being used and the contract number
- make sure that the awarded contract covers the item(s) you are purchasing
- attach the sheet from the WISD website showing the vendor was awarded the contract.
- Must follow instructions as indicated on the awarded bid proposal.

## **2. CO-OP VENDORS**

1. The law allows us (as members of the co-op) to purchase goods & services from any of the “approved” vendors without having to get formal bids or quotes.
2. Purchases can be made from any vendor that is listed with the following purchasing cooperatives: See “Co-Op List on next page.
3. If purchasing from one of the approved and listed co-op vendors:
  - Quote must indicate the Co-Op being used and the contract number
  - make sure they have been awarded (look up the vendor in the Co-Op they are using to give you a price quote)
  - make sure that the awarded contract covers the item(s) you are purchasing
  - attach the sheet from Co-op’s website showing the vendor was awarded the contract
  - Deviation Sheet – this is detailed information on the contract pricing as awarded to the vendor. This sheet is located on the contract page for each vendor.
  - Technology Supplies & Equipment – when purchasing technology related items; quotes will be obtained from the Technology Department. (Review the attached vendor quote for detail)

4. If the total purchase is \$3,000.00 or less; only one quote is required.
5. If the total purchase amount is greater than \$3,000.00; obtain two (2) additional quotes from an “approved vendor”.

**Note:** the threshold amounts include the cost plus all fees (if any)

### **CURRENT PURCHASING COOPERATIVES (WE ARE MEMBERS OF):**

- Region I - <https://www.esc1.net/>
- Goodbuy – <https://goodbuy.esc2.net/>
- BuyBoard - <https://www.buyboard.com/home.aspx>  
(this link will allow you to register and get a password)
- TCPN -(The Cooperative Purchasing Network) <http://www.tcpn.org/>
- US Communities
- TIPS (The Interlocal Purchasing System) <http://tips-usa.com/>
- HGAC (Houston Galveston Area Council)
- Choice Partners – <http://choicepartners.org/>
- DIR (Dept. Information Resources) <http://dir.texas.gov/cooperative-contracts>
- TXMAS <http://txsmartbuy.com/>

### **3. USING NON-APPROVED VENDORS**

- We discourage the use of “non-approved” vendors.
- Before purchasing from a non-approved vendor, show that efforts have been made to purchase item(s) from Weslaco ISD Bids/Proposals or Co-op Vendors.
- For “specific” items not able to use a Weslaco ISD Bid/Proposal; three (3) valid quotes must be obtained.
- If your purchase is up to \$500 – 1 quote
- If your purchase is over \$500 – get three quotes

#### **4. USING SOLE SOURCE VENDORS**

Sole Source Vendor - are vendors that are the exclusive providers, distributors and/or manufacturers of a certain product or service. The sole source distinction is based on functionality of the item.

If the vendor is claiming Sole Source status:

- A sole source affidavit must be received at the time a quote is being solicited.
- A signed and notarized Sole Source Affidavit, listing the reason why they claim sole source status, must be on file before a purchase order can be created.
- Item to be purchased should be listed on the Sole Source Affidavit

#### **Texas Education Code Subchapter B, Sec. 44.031**

Without complying with Subsection (a), the board of trustees of a school district may purchase an item that is available from only one source, including:

- I. An item for which competition is precluded because of the existence of a patent, copyright, secret process, or monopoly;
- II. A film, manuscript or book;
- III. A utility service, including electricity, gas, or water; and,
- IV. A captive replacement part or component or equipment.

The exceptions provided by Subsection (j) do not apply to mainframe data-processing equipment and peripheral attachments with a single-item purchase price in excess of \$15,000.



## **5. USING A BLANKET PURCHASE ORDER**

Blanket Purchase Orders:

- Are generally used for small and recurring purchases where the quantities are not known.
- Have a set amount.
- Have an end date to the purchase order
- Generally are used by a limited and assigned personnel
- Are allowed when buying items that the amount or cost may not be known because of fluctuation.
- List “Actual” items that are going to be purchased
- Amount of the PO must be compatible to the items needed.

## **6. USING EMERGENCY STATUS**

Emergency Purchases are defined as follows:

- Purchases are needed because the staff and students may be or are in danger
- The instruction time is being or may be disrupted.
- Medical or Health situations or necessities.
- School Food Service situations or necessities.

## **QUOTE SHEET INFORMATION**

1. All purchases require a vendor quote
2. Quote Sheets sent to multiple vendors must contain the same description and quantity of the item(s) being solicited.
3. Quote Must Have:
  - Vendor Name
  - Quote number
  - Co-Op information (name of co-op & contract number)
  - Total Cost (must include unit cost, discount and freight)
  - Vendor Representative name and signature and date
  - Quote expiration date

## **NEW VENDORS & REVISION TO EXISTING VENDORS**

Vendors are set-up in the system only when we are ready to purchase from them. The following forms must be completed and submitted to the Business Office.

1. New Vendor Form - Do not send this form to the vendor. You are responsible for completing this form, not the vendor.
  - This form **must** be signed by the campus or department administrator in order for the Purchasing Department to accept and review.
2. Conflict of Interest - Must be completed and signed by the vendor
3. Felony Conviction Form – Must be completed and signed by the vendor
4. W-9 - you must have the vendor complete and sign an IRS W-9 form.
5. House Bill 89 Verification – states that the vendor is not boycotting Israel and will not boycott Israel during the term of the contract.
6. Senate Bill 252 Certification – states that the vendor will notify Weslaco ISD if they enter into a contract with Iran, Sudan or any Foreign Terrorist Organization.

## **TRAVEL**

### **A. Travel – Employees Only**

1. All travel outside of the district requires a travel voucher.
2. All travel involving a student leaving your campus requires a Travel Voucher.
3. All travel vouchers must be approved by the Principal or Department Director and the Assistant Superintendents that oversee your campus or department.
4. Employees must sign the travel voucher.

### **B. Travel – Employee & Students**

1. All travel involving students leaving your campus requires a Travel Voucher.
2. All travel vouchers must be approved by the Principal or Department Director and the Assistant Superintendents that oversee your campus or department.
3. Travel out of the valley requires board approval (10-point narrative).

### **C. Hotel Expenses**

#### 1. Get a quote from the hotel to include:

- Dates – check in & check out
- confirmation number
- the cost of the room
- taxes (we do pay local taxes)
- parking fees (if applicable), taxes apply to this cost
- Resort and sports complex fees are payable
- state taxes of (6%) are not paid.
- state taxes are exempt in the state of Texas **only**

#### 2. Create a Requisition -

- Employee(s)/ student(s) traveling
- Destination – city and state
- Date of travel (check-in & check-out)
- Hotel name and address and phone number
- Confirmation number
- Reason for Travel (name of conference and dates)
- Meal Money

3. The requisition must have the following support documentation scanned:
  - Approved Travel Voucher
  - Hotel information and cost/fees
  - list of staff/student traveling
  - Itinerary or brochure showing the date(s) of the conference (we do not need any speaker resumes or history only conference general information)
4. **Federal Funds** - when using Federal or State Funds, the rate is \$85.00 per night per person plus applicable taxes.

Travelers must present a tax-exempt form when arriving at the hotel. If traveler fails to do this and is charged for state taxes, the district will not reimburse the traveler for the taxes.

If the travel card is charged the sales taxes; the traveler is responsible to reimburse the district for this amount.

## **D. Travel Expense Re-Imbursement**

1. Reimbursements for employee travel occur after the employee returns.
2. An “Employee Travel Reimbursement Report” must be completed and signed by the employee requesting the reimbursement. Must include the specific travel dates and time; plus all costs associated with the trip and being requested for reimbursement.
3. Expenses that Do Not require receipts unless using Federal Funds:
  - Meals
  - Mileage
4. Expenses that Require a Receipt before they can be approved for reimbursement (must be signed by the employee that paid and is claiming reimbursement):
  - Taxi fare
  - Registration fee
  - Any expense related to the travel that was required but not known.
  - Toll Road fees
  - Parking fees
  - Fuel
  - Gratuity (only when paying for group meals that involves students)
5. Non-Reimbursable Items
  - Tips (meals, taxi, etc.)
  - Room Service (meals, movies, drinks, etc.)
  - Entertainment

## **Car Rental**

We can use Enterprise Rent-A-Car to rent vehicles anywhere in the United States.

Do Not create a requisition- currently you must pay with a credit card when picking up the rental vehicle.

## **Car Rental Policy**

- Individual renting the vehicle must be at least 25 years of age.
- Have a valid Texas Driver License.
- Vehicle must be used for approved Weslaco ISD business.
- Do not purchase additional insurance.
- Do not purchase GPS service.
- If the group size is four or less, rent a “mid-size” only

## **Procedure to get a quote.**

Phone Quote: Enterprise at 1-866-398-5080.

Or

On-Line: [www.enterprise.com](http://www.enterprise.com)

## **Start a reservation**

- Location Box: 78570 (Mercedes)
- Promotion Code:
- PIN#:

**Select a vehicle** – will be a standard compact unless a group is traveling together

### **Extras-**

- Weslaco ISD does not pay or reimburse: Sirius XM radio, Greenhouse Gas Emissions Offset or GPS
- Damage Waiver Insurance is already included

## **Air Travel**

- Airline tickets are done through a travel agent and paid with a Travel Credit Card.
- A requisition must be created to “CRT” after a quote is received from the travel agency.
- Cut-Off Time: Requisition must be submitted to the Purchasing Dept. no later than 12:00pm on the date of quote.
- Get a quote in writing (receive it by email). Must show the cost and service fee amount separate, this will be your backup to the requisition.
- Provide the vendor with your email address. You will receive the acknowledgement, itinerary confirmation and e-ticket from the travel agency.
- Call the Purchasing Department to inform of travel and give requisition number; or email us at [purchasingdept@wisd.us](mailto:purchasingdept@wisd.us)
- As soon as the credit card has been activated, you will be notified by Natalie Rodriguez, so you can come and pick up the card and pay the travel agency for the airline tickets.

**NOTE: Quotes are good for the same day only.**

## **Charter Bus Rental**

### **Charter bus rentals are allowed:**

- Board Approval is Required - “Ten Point Narrative”
- Travel Voucher - an approved travel voucher must still be completed even if you are sending the ten point narrative to the board for approval)

### **Requisition Requirements:**

- Travel Voucher and/or Ten Point Narrative
- List of Students
- Itinerary
- A quote from the bus company
- Certificate of Insurance must be provided by the Bus Company
  - a. Bus company name must be the “Insured” on the certificate
  - b. Weslaco ISD must be listed as the “Additional Insured”

### **Other Information:**

- Down payments are allowed to secure a bus.
- The down payment and the remaining balance must be on the same PO (separate lines).
- The Campus / Department is responsible for notifying the Accounts Payable Department of paying the remaining balance.



# **MEALS**

## **Meal Reimbursements – Staff Travel**

- Meals for travel are reimbursed after the travel has occurred
- Breakfast is paid at \$10.00; Lunch at \$12.00; Dinner at \$14.00.
- Trips for same day departure and arrival are not entitled to meal reimbursement.
- Overnight stay away from the Rio Grande Valley is eligible for meal reimbursements. The only exception is when the overnight stay is at South Padre Island.
- Show the meal breakdown on the requisition by meal type (one line for each: Breakfast, Lunch, Dinner)
- Must show the time and date of departure and arrival
- Employee Travel Reimbursement Report form must be included as part of your backup.

## **Meals Paid as Part of the Registration Fees**

If any meals are provided as part of the registration fee they will not be reimbursed. Please make note of this on the Travel Voucher and the requisitions for meal reimbursements.

## **Out of State Meals**

Meals for out-of-state travel are reimbursed at a different rate depending on what state you are in. Refer to web site: <http://www.gsa.gov/perdiem>

- Do not include the incidental amount listed.

## **Prepaid Meals – Staff with Students**

We will prepay for meals only if students are traveling and there are no restaurants that take our purchase order. We will process a Travel Credit Card Request Detail (CRT) or check made payable to the sponsor.

- A current list of students must be attached.
- Meal allotment to both students and staff must be equal.
- Unused funds must be returned to the Business Office, funds will be deposited back into the campus account.
- Must return a restaurant receipt to the Business Office, or
- Must return a student list with signatures attesting they received the money

## **Mileage Reimbursement**

- All mileage reimbursements for travel must have
  - a. the travel voucher attached as backup
  - b. Travel Reimbursement Report
- **The district pays .67 cents per mile (rate established on Jan. 1, 2024)**
- All In-district travel reimbursement must be submitted on a monthly basis; all other travel must be submitted within 30 days of your return.
- In-Valley Trips: Use the mileage guide on our website
- Out-of-Valley Trips: Use google maps or any other mapping software (attach copy)
- In-district and In-Valley mileage reimbursement may be included in the same requisition
- Out-of-Valley mileage reimbursement must be included separately in a requisition that may include other travel reimbursement costs (Travel Voucher and the Employee Travel Reimbursement Report)

## **Travel Voucher must include the following information:**

- a) Employee(s) name: first & last must be typed on travel voucher. Include the names of everyone traveling. If all names do not fit then include a list (do not type them on the back and do not abbreviate the name).
- b) Destination: City & State
- c) Function: Need the full name of the event (do not type in acronyms or Initials). Also attach an itinerary of the event/conference.
- d) Date & Time: Leaving & returning dates must be accurate and be specific on the times of departing and returning.
- e) Mode of Travel: Include how you are going to get to your destination. Let us know if you are renting a vehicle, flying, or driving a vehicle.
- f) Lodging: Include the name of the hotel and the total cost of your stay. Let us know the number of days and the daily rate.
- g) Meal Allowances: number of meals (breakfast, lunch, dinner) you will require during your travel (list per day)
- h) Other Expenses: List any other expenses you know you will incur (parking, taxi fees, baggage fees, etc.).
- i) Employees traveling signature
- j) Administrators approval signature

## **Consultants & Contracts**

### **➤ Contract Requirements**

1. Use the standard “Consultant Contract”. Posted on our website
2. The contract must specify:
  - the date(s) of service
  - number of days or hours of service per day
  - scope of work- explain in detail what the consultant’s services will include
  - total cost (includes the cost of service, travel & meals if any)
3. Signatures Required:
  - a contract must be completed and signed by the performing party
  - The contract needs to be approved by the Assistant Superintendent for Curriculum (Elementary or Secondary).
  - Final approval from the Business Office - Chief Financial Officer
  - Superintendent

### **➤ Requisition Requirements**

- Quote must include scope of Work / detail of services
- Date(s) and times
- consultant’s fee
- Other expenses – list separately (i.e. Hotel, car rental, meals, etc.) and must submit receipts unless cost is “all inclusive”
- Use Object Code “6299”
- Sole Source
- Board agenda

### **➤ Backup Documentation Requirements**

- Completed and signed contract
- Background clearance from HR
- House Bill 89 Verification Form
- Senate Bill 252 Certification Form
- Conflict of Interest
- Felony Conviction
- Sole Source Affidavit
- Board Agenda
- Certificate of Liability

## **Consultants & Contracts (continued)**

### **Other Information:**

1. If the consultant will be speaking to students – consult the Human Resources Department prior to engagement for clearance.
2. Please do not promise a consultant payment on the day of service; we will not process a check.
3. Consultant must submit an invoice after the services are completed
4. Invoice will be processed through the Accounts Payable system.
5. The invoice must include all fees including (hotel, meals, parking, etc). If the contract total specifies the cost as consultant fees plus expenses then original receipts are required or all other fees.
6. A “Verification of Services Rendered Form” is required and will be forwarded to the Accounts Payable Department for payment.

## **REPAIR SERVICES**

All repair vendors contracted to perform work on Weslaco ISD Property must present and submit the following documents:

1. Human Resources Department clearance
  - Driver’s License Check
  - Fingerprint Background Check; or,
  - Signed Memo from one of the HR Directors.
2. Insurance Certificate
  - Must be current
  - Must have General Liability coverage with \$1 million minimum coverage
  - Must name Weslaco ISD as the “Additional Insured”

## **Wal-Mart; Sam's ; & HEB Purchases**

1. All purchases must be for items related to school district functions.
2. Cards are assigned per campus or department.
3. A purchase order must be created for the purchase of the item(s) needing to be purchased.
4. Do not purchase anything that is not listed on the purchase order and do not go over the total amount of the purchase order. If items are purchased that are not mentioned on the P.O., or purchases exceed the P.O. amount, the campus or the department will be responsible for paying the difference.
5. All requisitions need to include:
  - a listing of the items that will be purchased;
  - Requisitions must indicate the specific purpose for which the items will be used,
  - the date of the related function/meeting needs to be included, and
  - should also include an estimated number of persons attending the function/meeting.
6. Purchase Order(s) will be sent to the corresponding Campus/Department secretary or the creator of the requisition.
7. Invoices get submitted to the Accounts Payable Department.
8. If the receipt gets lost contact the Accounts Payable Department.
8. Requisitions include the following:
  - a) WISD Proposal # XX-XX-XX (current proposal #)
  - b) Name of WISD proposal
  - c) Dates of WISD proposal
  - d) Do Not include any account number information on the requisition
9. List out the general items you are going to buy on the purchase order. Do Not use “etc.” or “misc.” as a description for items you are going to purchase.
10. All purchase orders for these vendors are one-time use.
11. **All Purchase Orders to these vendors will be closed after only one use.**

## Amazon

### Process & Purchasing Procedures

#### **EMPLOYEE SETUP**

An employee cannot use Amazon Business to purchase items unless they are set up in Amazon as a buyer.

1. The Campus or Department Head will send the Purchasing Department an email requesting certain employees to be set up as a buyer in Amazon.
2. WISD employee will receive an invite by e-mail from ([Business@amazon.com](mailto:Business@amazon.com)) after they have been entered into Amazon.
3. WISD employee will create a sign on Username & password
4. After WISD employee has completed the sign on & password they will be able to proceed to ordering process

#### **ORDERING PROCESS**

##### **A. Create a Cart Listing in Amazon**

1. Log in to Amazon Business
2. WISD employee will create a cart with items requesting to be purchased
3. Create a requisition to Amazon (all line items must match cart your created)
4. Include an additional line for estimated (\$6.99) shipping and handling on the requisition
5. All items on your Amazon order **must be received** at the WISD Warehouse
6. NO TAXES

##### **B. Create a Requisition in ALIO**

1. Create a requisition (Amazon will be the vendor #11570) and follow the same process as any requisition.
2. If the total purchase amount is over \$3000, you must get three quotes
3. Use the Cart item listing (quote) and enter all items into the requisition
4. The requisition gets converted into a purchase order
5. The Purchase order will be sent to the creator

##### **C. Final Check-Out**

1. Once the PO is received, the creator logs into Amazon and continues with the checkout process
2. A purchase order number is REQUIRED and MUST be entered
3. Location is REQUIRED
4. Confirm that all items on your Amazon order will be sent and received at the WISD Warehouse
5. Confirm that "Account" is set up to "PAY BY INVOICE"
6. Review items to be purchased

## **PURCHASING DEPARTMENT APPROVAL PROCESS**

- a) After the ORDERING PROCESS is completed, the Purchasing Department Staff will receive an email notification from Amazon Business; email will read "ORDER APPROVAL REQUIRED"
- b) Email will provide details of pending order
- c) Purchasing Department will now go into Amazon.com to review and approve the purchase.

## **NOTES**

### **Follow the WISD purchasing guidelines**

- a) If the total purchase amount is over \$3000, you must get three quotes
- b) Requisition must be created and back-up documentation needs to be scanned
- c) Include the Purchasing Cooperative information (Choice Partners) on your requisition and also as part of your scanned documentation.

## **DOCUMENTS NEEDING TO BE SCANNED AS PART OF YOUR REQUISITION BACKUP**

1. **Quote** – current quote, must have a signature, date and an expiration date.
2. **Co-Op Sheet** - If you are using an approved vendor, include a copy of the co-op web page showing the vendor contract information.
3. **Tabulation Sheet**- is required if the number of items exceeds ten (10). Highlight the items being purchased.
4. **Travel Voucher** - Copy of the approved travel voucher for all travel related requisitions.
5. **Employee Reimbursement Report** – completed and signed by each traveler
6. **Receipts** - If you are claiming unforeseen and related expenses  
(parking fee, taxi)
7. **Consultant Contract** – if you are hiring a consultant or any other person or group
8. **Conference Itinerary** – needed for all travel (only the pages that include the dates of conference)
9. **Federal Funds Purchase Order Compliance Form** – only when using Fed Funds
10. **SAM Active Vendor Sheet** – only when using Fed Funds

### **NOTES**

1. Tips are not reimbursable.
2. Special Instructions – Use this only on PV's if you do not want the check to be mailed.

Example: On your requisition page, in the “Order Header”, go to the “Special Instructions” section and under “P.O.” type your notes (**Do not mail check**).



## **BUDGET ACCOUNT CODES**

Many requisitions are returned because incorrect account codes are used. These are some of the most frequent errors:

### **Function Codes**

1. **Function 11** - used for all expenses directly associated with student curriculum
2. **Function 13** - used for all expenses directly associated with staff development
3. **Function 23** - this is for campus administration expenses
4. **Function 51** - this is for expenses associated with campus maintenance and operations

### **Object Codes**

1. Furniture & Equipment costing less than \$ 500 – **Use # 6399.**  
Furniture & Equipment costing \$500.00 - \$4,999.00 - **Use # 6395.**  
Furniture & Equipment costing \$5,000.00 & greater – **Use # 6639.**
2. Software would be treated the same as furniture & equipment. Use the fixed asset number of the asset where the software will be installed.
  3. Use of school buses for extracurricular trips – **Use #6494.**
  4. Custodial type supplies (cleaning) – **Use #6319.**
  5. Periodicals, books, subscriptions – **Use #6329** not #6399.
  6. Supplies purchased in connection with an in-service - (**#6399**)
  7. Awards and Incentives should be coded to **#6497.**
  8. Food Items for meetings should be coded to **#6499**
  9. Consultants – use **6219 (when hiring services that require a license (doctor, architect, etc.)**
  10. Consultants – use **6291 (Only for very specific “required” outside work or consulting services)**
  11. Consultants – use **6299 (All consultants that are hired to train staff)**

# GLOSSARY OF TERMS

## **DEFINITIONS**

**Vendor** - Refers to all vendors that sell goods or services, may or may not be set up in our Financial Management System (ALIO)

**Approved Vendors** – are vendors that have been awarded a contract through a Weslaco ISD Bid/Proposal or through a Purchasing Co-Op that has been board approved through an Interlocal Cooperative Agreement.

**Non-Approved Vendors** – a vendor that has not been awarded a purchasing contract either through a Weslaco ISD bid/proposal or a purchasing cooperative contract.

**Purchasing Cooperative** – we will refer to this as a “Co-op”; this is an entity that has received approval to solicit proposals for goods and services. Weslaco ISD becomes a member, through board approval, and the law allows us to use these co-ops to legally purchase goods and services through them.

**Sole Source Vendor** - refers to a vendor who has a product or service that cannot be obtained from any other vendor because of a copyright, patent, a secret process, etc.

**Acknowledgement:** A form used by a vendor to advise a purchaser that an order has been received, and usually implying acceptance.

**Act of God:** A contingency or occurrence that cannot be avoided by human power; a cause of damage which is irresistible (e.g., hurricane, flood, lightening) and not attributable to negligence.

**Advertising:** A form of public notice of an intended purchase. See "Legal Notice."

**All-or-None Bid:** A bid submitted for a number of different items, services, etc., in which the bidder states he will not accept a partial award, but will accept only an award for all the items, services, etc., included in the Invitation for Bids. Such bids are acceptable only if provided for in the Invitation, or if the bidder quoted an individual price for each of the items, services, etc., as listed and is the low bidder on each item.

**Alternate Bid:** A bid submitted in knowing variance from the specifications, terms, conditions, or provisions of the solicitation. Such a bid is acceptable only when the variance is deemed to be immaterial.

**Award:** The acceptance of a bid or proposal.

**Back Order:** That portion of an order which a vendor does not deliver at the scheduled time and has re-entered for shipment at a later date.

**Best Interests of the District:** The rationale granting the District discretion in taking action most advantageous to the district when it is impossible to delineate adequately a specific response by law or regulation.

**Bid:** The executed document submitted by a Bidder in response to an Invitation for Bids, or a multi-step bidding procedure.

**Bid Bond:** An insurance agreement in which a third party agrees to be liable to pay a certain amount of money in the event that a specific bidder, if the bid is accepted, fails to accept the bid award as bid.

**Bid Deposit:** A sum of money or check deposited with and as instructed by the prospective purchaser to guarantee the bidder (depositor) will, if selected, accept the bid award in accordance with the bid. If the bidder does not accept the bid award, he forfeits the amount of the deposit.

**Bid Opening:** The formal process through which bids are opened and the contents revealed for the first time to the district, other bidders and usually, to the public.

**Bid Sample:** A sample required of a bidder for examination, comparison, testing, and evaluation by the prospective purchaser.

**Bid Security:** A guarantee, in the form of a bond or deposit, that the bidder, if awarded a bid, will accept the bid award as bid, otherwise the bidder (in the case of a deposit) or his/her guarantor (in the case of a bond) will be liable for the amount of the bond or deposit.

**Bidder:** Any person submitting a competitive bid in response to a solicitation.

**Bidders List:** A mailing list maintained by the purchasing department setting out the names and addresses of suppliers of various goods and services from whom bids, proposals, and quotations can be solicited (also called the vendor mailing list).

**Bill:** A list of charges or costs presented by a vendor to a purchaser, usually enumerating the items furnished, their unit and total costs, and a statement of the terms of sale: an invoice.

**Blanket Purchase Order:** A blanket purchase order is issued to an approved vendor authorizing purchases from that vendor over a period of time. An arrangement under which a purchaser contracts with an approved vendor to provide the purchaser's requirements for an item or a service, on an as-required and often over-the-counter basis. Properly prepared, such an arrangement sets a limit on the period of time it is valid and the maximum amount of money which may be spent at one time or within a specified period.

**Brand Name:** A name which serves to identify a product of a particular manufacturer. A trade name.

**Brand Name or Equal Specification:** A specification that cites brand names, model numbers, or other identifications as representing quality and performance called for, and inviting bids on comparable items or products of any manufacturer.

**Bulk Purchasing:** Purchasing in large quantities to seek a lower price per unit; volume purchasing.

**Budgeted Purchases:** Purchases that assigned budget owners are authorized to make within approved budget limits.

**Calendar Day:** Every day shown on the calendar, Saturdays, Sundays, and holidays included.

**Cash Discount:** A discount from the purchase price allowed by the seller to the purchaser when payment is made within a designated period.

**Cash on Delivery (COD):** Payment due and payable upon delivery of goods.

**Catalog:** A listing of item identifications arranged systematically.

**Centralized Purchasing:** A system of purchasing in which authority, responsibility, and control of activities is concentrated in one administrative unit.

**Change Order:** A written order directing the contractor to make changes which the Changes clause of the contract authorizes the District to order without consent of the contractor.

**Code of Ethics:** Written guidelines within which judgments and considerations of professional ethics and behavior should be made for all public officials and employees of a district.

**Collusion:** A secret agreement or cooperation between two or more persons to accomplish a fraudulent, deceitful, or unlawful purpose.

**Commodity:** An article of trade, a movable article of value, something that is bought or sold; any movable or tangible thing that is produced or used as the subject of barter or sale.

**Competition:** The process by which two or more vendors vie to secure the business of a purchaser by offering the most favorable terms as to price, quality, delivery and/or service.

**Component Purchases:** Purchases of the component parts of an item that in normal purchasing practices would be made in one purchase.

**Conflict of Interest:** A situation where the personal interests of a contractor, public official or employee are, or appear to be, at odds with the best interests of the district.

**Cooperative Purchasing:** (1) The combining of requirements of two or more political entities to obtain the advantages of volume purchases, reduction in administrative expenses, or other public benefits. (2) Procurement conducted by, or on behalf of, more than one Public Procurement Unit, or by a Public Procurement Unit with an External Procurement Activity.

**Delivery Schedule:** The required or agreed time, or rate, of delivery of goods or services.

**Delivery Terms:** Conditions in a contract relating to freight charges, place of delivery, time of delivery, or method of transportation.

**Descriptive Literature:** Information, such as illustrations, charts, drawings, and technical data which show the characteristics or construction of a particular product or explains its operations, furnished by a bidder as part of the bid to describe the items he offers. The term refers only to information required to evaluate a product, and need not include other information such as that relates to the qualifications of a bidder or operating or maintaining equipment.

**Designee:** A duly authorized representative of a person holding a superior position.

**Discount:** An allowance or deduction from a normal or list price extended by a seller to a buyer to make the net price more competitive.

**Emergency Purchases:** Two types of emergency purchases are made in districts. One type results from an eminent threat to the health, safety, or welfare of students. Such purchases must comply with state law and may be made only after a formal board action declaring an emergency and authorizing the purchase. The second type of emergency purchase usually is defined by local policy to provide for the acquisition of goods or services to meet an immediate need such as purchases to repair damage to a facility which may imperil students or the security of the facility.

**End User:** Staff member from a school or department who initiates the request for purchase (requisition).

**Evaluation of Bid:** The process of examining a bid after opening to determine the bidder's responsibility, responsiveness to requirements, and to ascertain other characteristics of the bid that relate to determination of the successful bidder.

**Fiscal Year:** A period of 12 consecutive months selected as a basis for annual financial reporting, planning, or budgeting.

**F.O.B.:** "Free on Board" specifies when the title for shipped merchandise transfers to the district. F.O.B. is often followed by the text that specifies which party is responsible for freight charges and damages or losses while in transit.

**F.O.B. Destination:** Under these terms, the risk of loss of goods does not pass to the district until the goods are delivered and the district has accepted the shipment. If the shipment is refused or never reaches its destination, the vendor is responsible for re-shipping new goods at their expense. It is recommended that all orders be placed as F.O.B. Destination.

**F.O.B. Origin:** Under these terms, the risk of loss passes to the district when the carrier picks up the shipment from the vendor. The district is responsible for the merchandise at that point. If the merchandise is damaged or lost in shipment, the district owes the vendor full payment regardless. If there are damages or shortages, the district is responsible for filing any needed freight claims to attempt to recover the damages. If goods must be replaced, a new order must be placed with the vendor. The district **does not recommend** using F.O.B. Origin.

**Ineligible Bidder:** A supplier or prospective supplier who, by reason of financial instability, unsatisfactory reputation, poor history of performance, or other deficiency, does not meet the qualifications for placement on the vendor mailing list (bidder's list) or for award; also non-responsible bidder.

**Inspection:** Critical examination and/or testing of items to determine whether they have been received in the proper quantity and condition and conform to the applicable specifications.

**Lowest (Responsive and) Responsible Bidder:** Originally, the bidder submitting the lowest initial price and capable of performing the proposed services or providing the proposed goods. Under modern purchasing concepts, often construed as generally the same as the "lowest responsive and responsible bidder," or the bidder who submits the "lowest and best bid," or the "most advantageous bid, price, and other factors considered." For clarity and accuracy, the recommended provision for determining award is the "responsive and responsible bidder whose bid is most economical for the purpose intended, according to criteria set forth in the solicitation."

**Multiple Awards:** The award of bids/proposals to two or more bidders for the same or essentially similar items. Appropriate only in situations where a single award would be impossible or impractical and awards are limited to the least number of suppliers necessary for a workable contract.

**Non-responsive Bid:** A bid that does not conform to the essential requirements of the invitation for Bids; nonconforming bid; unresponsive bid.

**Option to Renew:** A bid/proposal clause that allows a party to elect to re-institute the bid/proposal for an additional term.

**Procurement:** The procedures for obtaining goods or services, including all activities from the planning steps and preparation and processing of a requisition, through receipt and acceptance of delivery and processing of a final invoice for payment. The acts of preparing specifications, evaluating bids or proposals, making awards, and administering contracts are involved; in some contexts property management is implied.

**Professional Services:** Often technical, and/or unique functions performed by independent contractors whose occupation is the rendering of such services. While not limited to licentiates, the services are considered "professional," and the contract may run to partnerships, firms, or corporations as well as individuals. Examples of professional services include medicine and the medical arts, architectural and engineering services, management and systems consultation, research, and the performing arts.

**Proposal:** The executed document submitted by an offeror in response to a Request for Proposal (and the basis for subsequent negotiation).

**Proposal Evaluation Criteria:** Factors, usually weighted, relating to: management capability, technical capability, manner of meeting performance requirements, price and other importance considerations used to evaluate which proposer in a competitive negotiation has made the most advantageous offer.

**Purchase Order:** This document serves as a formal order for goods, materials and/or services from a vendor. A purchase order, once approved, is a binding commitment for a district to remit payment to the vendor after the item(s) and an invoice are received by the district. Acceptance of a purchase order by the vendor constitutes a contract.

**Quotation:** A statement of price, terms of sale, and description of goods or services offered by a prospective seller to a prospective purchaser, usually for purchases below the amount requiring formal bidding; the stating of the current price of a commodity, or the price so stated.

**Request for Information (RFI):** The document used in informal, uncompetitive solicitation of information, data, comments, or reactions from possible suppliers preceding the issuance of a Request for Proposals or a multi-step bidding procedure.

**Request for Proposal (RFP):** (1) All documents, whether attached or incorporated by reference, utilized for soliciting (competitive) proposals. The RFP procedure permits negotiation of proposals and prices as distinguished from competitive bidding and an Invitation for Bids. (2) The solicitation document used in the competitive negotiation process. The procedure allows changes to be made after proposals are opened and contemplates that the nature of the proposals and/or prices offered will be negotiated prior to award.

**Requisition:** A requisition is an internal document by which a campus or department of the district requests the purchasing department to initiate a purchase order. It is a request generated electronically (through use of the automated system Munis) for the purchase of supplies, services, equipment, etc. A requisition is an un-approved purchase order. No purchasing commitment shall be made without an approved purchase order.

**Sealed Bid:** A bid which has been submitted in a sealed envelope to prevent its contents being revealed or known before the deadline for the submission of all bids: usually required by law or rule on major procurements, to enhance fair competition.

**Separate Purchases:** Purchases, made separately, of items that in normal purchasing practices would be made in one purchase.

**Sequential Purchases:** Purchases, over a period, of items that in normal purchasing practices would be made in one purchase.

**Sole Source Procurement:** A purchase or award for a commodity or service to the only legally capable supplier, occasioned by the unique nature of the requirement, the supplier, or market conditions.

**Specification:** A description of what the purchaser seeks to buy, and consequently, what bidder must be responsive to in order to be considered for award of a contract. A specification may be a description of the physical or functional characteristics, or the nature of, a supply of service. It may include a description of any requirements for inspecting, testing, or preparing a supply or service item for delivery. A purchase description.

**Standardization (of Specifications):** The process of examining characteristics and need for items of similar end usage and developing a single specification that will satisfy the need for most or all purchases for that purpose.

**Supplies:** Customarily, items that are consumed or expended in the course of being used, as distinguished from equipment and materials; but in some purchasing terminology, all items except construction and services.

**Tabulation of Bids:** A recording of bidders and abstract of their bids listing items offered, prices, deliveries, etc., in response to a specific solicitation, made for purposes of comparison and recordkeeping; an abstract.

**Terms and Conditions:** A general reference applied to the provisions under which bids must be submitted and which are applicable to most purchase orders.

**Uniform Commercial Code:** Uniform statute law adopted by states for consistency and modernity in law governing commercial transactions.

**Warranty:** A representation of utility, condition, and durability made by a bidder for a product offered.