MEMORANDUM

To: All Staff

From: Business Office

Date: June 2024

RE: 24-25 Budget Opening and Guidance

Electronic Ordering: If you do not have an account, please contact Michelle Tikalsky at mtikalsky@oriskanycsd.org and the business office will set up an account for you

Amazon - (Orders expire in 7 days) Amazon Login Please select free shipping if possible before submitting your order for approval. Orders will automatically be forwarded directly to your building administrator for approval. You will receive updates as your order moves through the approval process. If your order expires before processing, you will receive a notification and will need to re-submit your order. *Federal Grant orders must be made in the USA.

Staples - Staples Login Orders do not expire and will be forwarded to building administration for approval. You will receive updates by email as your order moves through the system.

Hummel's - Hummel's Login Please send an email when placing an order with Hummel's to accountspayable@oriskanycsd.org so we can track the order.

School Specialty - School Specialty Login

DCMO BOCES - DCMO BOCES Award Booklets password: Bid@ward$ The directions for ordering are listed in the bid award. This will be a paper requisition and administration approval.

Purchasing Procedures

All orders for goods and services must be approved and issued on a purchase order prior to obligating the school district to the expense. These procedures will ensure compliance with New York State Laws & Regulations, as well as Board of Education policies 4400 - General Procurement Standards, 4400.1 - Quotation Proposal Form, 4401 - Competitive Bidding, 4402 - Non-Bid Purchasing, 4404 - Expenditures of School District Funds.

1. **Requisitions:** Requisitions must contain all necessary information for ordering. Include company name, address, catalog number, color, accurate unit prices, a title and full description of items, delivery instructions, New York State Contract information, School District Bid information, and/or District Quote information. (Bid and quote information as outlined in BOE policy)
    a. In addition, when quoting an order please attach the Quote Proposal Form with attached vendor quotes and send it to the School Business Executive/Purchasing Agent for final approval.
    b. Requisitions must be approved by the appropriate supervisor prior to submission to the Business Office. The appropriate supervisor must ensure the requisition(s) are coded to the correct budget code and sufficient funding is available for the purchase(s).
2. **Sample Orders:** Please use the normal purchasing procedures to order materials as samples. This allows the Business Office to set aside funds in the event you decide to keep the materials.
3. **Prepaid Orders:** Normally, prepaid orders are not permitted. However, increasingly, vendors are requiring prepayment and/or a deposit made for the purchase of goods and services.

a. These orders are to be placed in the usual manner. Mark the requisition "PREPAYMENT REQUIRED" or "DEPOSIT REQUIRED" and be sure to attach documentation regarding the prepayment and/or deposit information.
b. Do not advance payments from your own personal funds and request reimbursement.

4. **Receipt of Goods:** After an order has been placed, the school or department will receive the school copy of the purchase order. Please retain this copy until the merchandise has been received.
    a. Immediately upon receipt of the merchandise, check in the order and sign the packing slip(s) (in the event there is not a packing slip, please retrieve a copy of the purchase order and sign the copy), and return it to the Business Office for processing. This is very important as our Auditors review each purchase order to see that proper procedures are followed.
    b. Please contact the Business Office regarding any issues with your order. Please do not call the vendor directly without first contacting the Business Office for further instructions.
5. **Conference Requests:** Once a conference request has received the appropriate levels of approval via MyLearningPlan and hardcopy Conference Request Form, the Business Office will issue a purchase order(s) to account for the expense and complete the registration process. Please be sure that all documentation regarding conference registration and hotel accommodations (*if applicable)* is attached to the hardcopy conference request form.

6. **Mileage Reimbursement:**
    a. All reimbursement for regular mileage allowance for mileage incurred as a result of assigned job positions must be submitted by staff to their immediate supervisor prior to June 25th of each year.
        i. The immediate supervisor must verify (i.e. days off, snow days, holidays, etc.) that the information is true and accurate, and totals are checked before signing the voucher.
    b. All vouchers are then to be submitted to the Business Office for payment by June 30th. Please note: vouchers received late may not be honored for payment.
7. **Returns and Problems:** Please call the Business Office immediately if you have a problem with your order. Do not contact the company or return items on your own.
    a. Please check your orders promptly upon receipt of merchandise. Most companies have time limits for notification of wrong shipments, missing items, or damaged goods.

Any questions please contact the Business Office. Forms are located on the district website, Business Office page.