



THE EWING
PUBLIC SCHOOLS

PURCHASING PROCEDURES

Updated 2015

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AUTHORIZED PURCHASES

All requests for purchases of materials, supplies and services must be made through a signed and approved purchase order.

A purchase order pursuant to State Law N.J.S.A.18A:18A-2(v) is a document issued by the School Business Administrator authorizing the work or service to be done and/or the materials and supplies to be delivered to our school district.

UNAUTHORIZED PURCHASES

Any Ewing Township Board of Education employee who orders and/or receives any materials, supplies or services without first going through the approved purchase order process has made an unauthorized purchase.

Unauthorized purchases are a violation of State Law and Board Policy.

Penalties listed below may be assigned by the Superintendent of Schools for unauthorized purchases.

1. First Offense	Letter in Personal File	Pay for Purchase
2. Second Offense	Suspension	Pay for Purchase
3. Third Offense	Loss of Increment	Pay for Purchase
4. Fourth Offense	Loss of Employment Tenure Charges	Pay for Purchase

Please note the following:

1. **Preview of Materials**

All staff members must receive permission from administrators, supervisors or principals to preview materials. After the preview process has been complete, the item must be returned. If there is a desire to purchase the previewed item, then a purchase order must be originated for the new item.

2. **Reimbursements**

The Ewing Township Board of Education only recognizes a reimbursement purchase order when it pertains to approved travel, meals and conferences. The Board will not reimburse employees for items and goods personally purchased by the employee.

3. **Student Activity Accounts**

Purchases made through Student Activity Accounts may not be reimbursed with Board funds. Purchase orders made payable to Student Activity Accounts for the aforementioned purpose will not be signed by the School Business Administrator.

RESPONSIBILITIES OF ORIGINATOR OF PURCHASE ORDER

Preparing a Purchase Order

The person who prepares the purchase order has certain responsibilities before the order is sent to the administrator, supervisor or principal for approval. The following information must be provided:

1. Purchase Request Form:
A purchase request form must be completed by the person requesting the purchase. All individuals that complete the requisition in the district accounting software must ensure that the form is completed before entering the requisition in computer system (CSI)
2. Vendor's Name:
All Ewing Township Board of Education checks are made payable to the vendor's name listed on the purchase order. Please ensure the correct vendor's name is selected when typing the requisition.
3. Vendor's Complete Address:
All purchase orders must include a complete vendor's address. Post Office Box addresses by themselves are not acceptable unless they are of major, well-known companies. Please note that telephone numbers and fax numbers must be included when requesting a new vendor to be added in the computer system.
4. Description of Items, Services, Costs and Catalog Numbers:
Items and/or services requested are to be described clearly with correct and up-to-date catalog numbers and costs. Please use latest catalogs available and each item must be listed separately.
5. Shipping Costs:
Shipping and handling costs are to be added to all purchase orders. Please read the catalog or contact the vendor to determine the actual shipping and handling costs.
 - a. If you are unable to ascertain the actual charges, type on the requisition "10% Estimated Shipping and Handling"
 - b. If there is no shipping and handling, type on the requisition "Shipping and Handling Included"
6. Delivery Address:
The delivery address should include a name of a person or a specific department.
7. Delivery for Equipment and Furniture:
The Ewing Township Board of Education recognizes three (3) types of delivery for equipment and furniture:
 - a. Platform Delivery- Items are delivered to a platform or loading dock and are taken off the truck by transportation carrier personnel and placed on a platform or loading dock area. The Ewing Township Board of Education personnel will bring items in the school or office building storage area.
 - b. Inside Delivery- Items are to be delivered to a Ewing Township Board of Education location and taken off the truck by transportation carrier

personnel and brought to a designated area inside the school or office building.

- c. Spotted Delivery- Items are to be delivered to a Ewing Township Board of Education location and taken off the truck by transportation carrier personnel and brought to a designated area inside the school or office building. Transportation carrier personnel or specialized individuals are responsible to then uncrate, setup and assemble items to determine good working order and remove all debris to the satisfaction of the Ewing Township Board of Education with in five (5) working days.

Please ensure that all purchase orders have the correct delivery designation.

8. State Contract Orders- When ordering through a State Contract vendor (minimum order \$100.00) please include:
 - a. State Contract number.
 - b. Shipping and handling included.
 - c. Appropriate documentation when required.
9. Bids/Quotations- If bids/quotations are obtained, please attach to the requisition a copy of each written bid/quotation received. The vendor must also sign the district Quote Form if they choose to submit their own quotes with their letterhead on it.

RESPONSIBILITIES OF ADMINISTRATOR/SUPERVISOR OR PRINCIPAL

Administrators/supervisors or principals must ensure the following before the purchase order is sent to the School Business Administrator:

1. They must check to determine if *funds are available* in their budget to cover the purchase order.
2. They must check to determine that items 1-9 previously noted (Responsibilities of the Originator) have been properly completed.
3. The administrator/supervisor or principal who is responsible for the budget account must ensure that requisitioned item(s) from these accounts match item(s) budgeted for.
 - a. For example: If your budget accounts lists (2) French horns and you chose to purchase (2) flutes instead, you must advise the School Business Administrator in writing, otherwise the order will be rejected indicating that the flutes were not budgeted for.
4. The Principal/Supervisor must sign the **Purchase Request Form** and submit to the person responsible for completing the requisition.

RESPONSIBILITIES OF BUSINESS OFFICE

The Superintendent and the School Business Administrator review(s) each requisition. Special attention is given to the following:

1. Available Funds- Purchase Orders are checked to determine if funds are available in the account. If not the purchase order is rejected by the School Business administrator.
2. What is Being Ordered and the Cost- the School Business Administrator review(s) the technical aspects of the purchase order to ensure compliance with State Law and Ewing Township Board of Education Policy.
 - a. The Business Office checks the cost of each item and determines if it can be purchased from another vendor at a savings.
 - b. The Business Office also reviews whether the purchase order exceeds:
 - i. The Quotation Limit \$6,000
 - ii. The Bid Limit \$40,000
3. Review of Requisition- The requisition is also reviewed for technical aspects such as:
 - a. Account numbers missing or incorrect.
 - b. Shipping charges included.
 - c. State Contract Numbers incorrect/missing.

Incomplete or improper requisitions will be rejected.

If the School Business Administrator is satisfied, the requisition will be approved. The Business Office will then:

1. Issue a purchase order (number assigned).
2. Send the purchase order to the vendor.

PURCHASE ORDER PROCESS

PURCHASE ORDER PROCESSING

There are (2) procedures for processing purchase orders. If a purchase order is being made through Lease Purchase, please refer to the Lease Purchase section of this manual. (Pages 18 &19)

If you are placing an order for supplies/services, give your order along with the **Purchase Request Form** to the person at your location who enters them into the computer system (CSI) for you. Approval is required before an order can be made. A requisition will be completed for the order, which will go through an approval process and then become a purchase order. Once the order goes through all of these approvals, it will then get sent to the vendor to fill.

Note: Orders done without an approved purchase order are illegal!

When you initially place your order, keep a copy of the items you ordered for your records so that you can check it against the order once it arrives.

If you have any attachments that need to go with the purchase, give it to the person who places the order for you. They are to make a copy of the requisition, attach any paperwork that needs to go with the order underneath the requisition and send to the Board Office. The Secretary to the School Business Administrator will send the purchase order to the vendor once it is signed by the Superintendent and the School Business Administrator. All attachments should be sent to the Board Office immediately. Likewise, if there are special instructions that must accompany the order; make a copy of the requisition and write the special instructions on the bottom of it. This helps expedite the payment processing for the vendor.

***The purchase order process as explained may take 5-7 days to complete.
Please plan accordingly.***

Receipt of Goods and Services

The originator of the purchase order should follow the following process when receiving materials, goods and services.

Receipt of Items ordered

1. Verify the items received against your order copy and what is on the packing slip (a packing slip should come in the box with the order).
2. If all items are enclosed, then sign the packing slip and give it to the person who placed the order for you. They will certify the order in the computer system (CSI) verifying that the order is complete and can be paid.

Problems encountered with receipt of goods

1. Problem: Back Orders

Sometimes items ordered will not be received in the first shipment, this is known as a backorder. The packing slip will have a backorder written on those particular items.

Procedure to follow:

- a. Indicate on your copy of the order those goods that were received and attach the packing slip to this.
- b. Upon receipt of the backordered items, sign the packing slips and give to the person who entered the order for you.

2. Problem: Items Missing from Order

Sometimes items are marked on the packing slip but they are actually missing from the shipment.

Procedure to follow:

- a. Mark on the packing slip what items(s) are missing.
- b. Call the company and tell them what is missing.
- c. Upon receipt of the missing item(s), sign the packing slips and give to the person who enters the order for you.

3. Problem: Items Damaged/Wrong item

Sometimes you will receive the wrong item or the item may be damaged.

Procedure to follow:

- a. Mark on the packing slip what goods are damaged or incorrect.
- b. Call the company and ask them what the procedure is for returning damaged or wrong items.
- c. Return item(s) to the company. Get a receipt from the carrier returning the item. Wait for proper/replacement item.
- d. Mark on the packing slip what items were returned and the reason for the item being returned. Please note how the items were returned (UPS/PO/vendor pick up).
- e. Upon receipt of the replaced goods, give the packing slips with proof of return to the person who entered the order for you.

4. Problem: Discontinued Item

Sometimes the items you requested are discontinued.

Procedure to follow:

- a. Email Accts. Payable (Ext. 1307) and let that department know what item is discontinued. Please include the vendor name and purchase order number with your message.
- b. Do **NOT** call the company for a replacement item. If you still need that item, you'll have to do another order with a different vendor.
- c. If all other goods have been received, sign the packing slip and give to the person who entered the order for you.

PAYMENT OF GOODS AND SERVICES

Partial Payments

The business office will rarely make partial payments to a vendor. All orders have to be received complete in order to make payment (unless an item from the order has been discontinued or won't be shipped for some reason). After you give your packing slip to the person who entered the order for you, they will go into our CSI computer system and check which items were received. A check mark also has to be entered in the little white box next to the P.O. # **(Note: If this isn't checked off, the Purchase Order won't show up on the list of Purchase Orders that can be paid).** Then, email Accounts Payable or call Ext. 1307, with the purchase order number, the vendor, and the item(s) to be paid at that time. As other items from the order are received, follow the same procedure.

Invoice Greater than the Purchase Order

As per N.J.A.C. 6A:23-7.1 the Board will permit the School Business Administrator to approve adjustments to purchase orders up to 10% over the original amount without issuing a new purchase order provided that the changes do not change the purpose or vendor or bid award price of the original purchase order.

TRANSFER OF FUNDS

The Business Office processes purchase orders if there are appropriate funds to cover the purchase. Purchase orders lacking sufficient funds are sent back to the originator for a request to transfer funds. A **Transfer Request Form** must be filled out and sent to the School Business Administrator.

All transfers of funds must be approved by the Ewing Township Board of Education at a public meeting.

CONTRACTS

PURCHASE ORDER REQUIRED

The award of contract to vendor approved by the Ewing Township of Education at public meeting does not automatically authorize any employee to use the services of, or purchase materials from the vendor.

All contract purchases require the issuance of a purchase order authorizing the purchase of services and/or goods and materials from the vendor.

EMPLOYEES PROHIBITED FROM SIGING CONTRACTS

Ewing Township Board of Education employees are prohibited to sign any contract by a vendor.

The power to sign and execute contracts after the Ewing Board of Education approval lies with the Board President and the Board Secretary.

Contracts signed by an employee shall be considered non-binding with the employee accepting full responsibility for the costs of the contract.

PURCHASE ORDER CUT OFF DATE

It is at the discretion of the School Business Administrator to determine the Purchase Order cut-off date. All Purchase Orders related to Grants must be completed for the Fiscal Year no later than March 31 of the current school year. This means that all grant funds must be encumbered by March 31. This shall be the responsibility of the Grant Administrator.

BIDS AND PURCHASING

Bid Limit- \$40,000

The Ewing Township Board of Education is restricted by New Jersey State Law on how much money can be spent by the district for the entire year on materials, supplies and services. (N.J.S.A. 18A:18A-2(m))

This restriction is called the **bid threshold** or **bid limit**. The bid limit is \$40,000. This means that any specific item, class of items and/or services of a similar nature, purchased by the school district totaling more than \$40,000 for the entire year must be competitively bid. (N.J.S.A. 18A:18A-3(a))

You cannot circumvent the law by splitting purchases to be under the \$40,000 bid limit.

If you expect that your purchase may exceed the \$40,000 bid limit, please contact the Business Office at once.

If you need assistance in preparing a purchase order or have any questions, please contact the Purchasing Department (Ext. 1305).

The formal bidding process takes about 6-8 weeks to complete.

ANNUAL BIDS

The Board of Education requests that the Central Office Department Administrators, Supervisors and School Principals start to plan and prepare for Annual Bids. (N.J.S.A. 18A:18A-9, N.J.A.C. 5:34-8.2(C-1))

The proposed timelines are as follows:

1. March: Administrators/Supervisors prepare technical specifications to be reviewed by the School Business Administrator.
2. April: the School Business Administrator prepares final bid specification to be drafted in a manner to encourage free, open and competitive bidding. (N.J.S.A. 18A:18A-15)
3. May/June: Annual bids are received, opened and tabulated by the School Business Administrator.
4. June: Bid resolutions are prepared by the School Business Administrator.
5. July: Purchase orders are generated by Administrators/Supervisors for August/September delivery.

Please note: The delivery of furniture usually takes place about 8-12 weeks after receipt of purchase order.

References: (N.J.S.A. 18A:18A-15)

BIDDING TIME FRAME

As stated before the formal bidding process usually takes about 6-8 weeks from start to finish. Please plan accordingly. An outline of the bidding process is located in the Appendix.

EXCEPTIONS TO THE BID LIMIT

New Jersey State Law allows for some exceptions to the bid and quotation limits. There are approximately 20 exceptions where a Board of Education does not have to go for bid. Some of them are:

1. Professional services as outlined by New Jersey law;
2. Textbooks, kindergarten supplies, student produced publications, library and educational goods;
3. Legal notices, food supplies, milk, utilities, insurance, election expenses, travel and conference.

Please contact the School Business Administrator for further explanation.

STATE CONTRACT PURCHASING

Pursuant to N.J.S.A. 18A:18A-10(A) and N.J.A.C. 5:34-7.29(e) a Board of Education may purchase goods and services through State Contract vendors. If the purchase exceeds the bid threshold, the Ewing Township Board of Education must adopt a resolution awarding the contract. (N.J.S.A. 18A:18A-5). No quotes or bids are necessary, if the items/services are covered under State Contract; however, the State Contract Number **MUST** appear on the purchase order.

1. Office supplies and school supplies

The Business Office will distribute separate memos highlighting State Contract vendors who sell office supplies and school supplies. Please review these memos with your staff.

If you plan to purchase office supplies and school supplies from a State Contract vendor, please follow the instructions on the memo.

2. Computers

If you plan to purchase computers, please adhere to the following process prior to completing purchase orders for computers.

a. Contact the Supervisor of Technology

Please contact the Supervisor of Technology (Ext. 7717). For assistance with the technical aspects and the State Contract requirements of purchasing computers.

b. Contact the Coordinator of Building Services (Ext. 7101)

They have to be appraised of all computer purchases to properly plan for electrical hookups.

3. Copiers- Pre-Approval Needed

If you plan to purchase a copier, please contact the Business Office. All purchases of copiers must be pre-approved by the Business Administrator and the Superintendent of Schools.

4. Purchase Orders- State Contract- GSA

All purchase orders made through State Contract GSA vendors shall include the following:

a. State Contract Number

b. Notification award

c. *Approved price list

d. Shipping and handling included

The minimum order for State Contract purchases is \$100.00.

*Not needed for purchases of office and school supplies.

Professional Services/Professional Consultants

Although Professional Services, as defined in N.J.S.A. 18A:18A-5, do not require competitive bids or quotations, it is in the best interest of the Board of Education to obtain at least three (3) proposals for any professional services.

If proposals are to be obtained, they are to be sealed proposals and may be scheduled to be opened publicly at a Committee of the Whole meeting. This scheduling, together with the text of the solicitation for proposals are to be reviewed with the Business Administrator.

Professional Contracts

All Professional Services and Consultant Contracts must be approved by the Ewing Board of Education if the contract exceeds \$3,750.00. If you plan to recommend a contract for a professional consultant, please be advised of the following:

1. An appropriate resolution must be written for placement on the Board of Education meeting agenda.
 - a. Name, address of consultant/vendor (No P.O. Box #s)
 - b. A description of services to be provided
 - c. Starting date of service; ending date of service
 - d. The cost of the services/terms of payment(s)
2. Legal advertisement
Contract for professional services that exceed the bid threshold must be advertised in an official newspaper.

All resolutions are to be sent to the Business Administration with the written proposal attached. A copy of the resolution and proposal should be sent to the Board Attorney. A written contract will be prepared by the Board Attorney. No service is to be performed without a properly executed contract.

Purchases, Contracts Exceeding the Bid Threshold

Pursuant to State Law N.J.S.A. 19A:18A-5,4(a) all purchases and contracts exceeding the bid threshold of \$40,000, shall be awarded by Board Resolution at a public meeting of the Ewing Township Board of Education. This includes all items exempted from bidding and all State Contract purchases that exceed \$40,000. **Only the purchase of textbooks is exempt from this law.**

Administrators and Supervisors must plan better as certain purchases once allowed just by purchase order must be approved by the Ewing Township Board of Education first, then a purchase order can be signed and mailed. A form has been developed to meet this requirement. (Appendix D)

QUOTATIONS AND QUOTATIONS PROCEDURES

Quotations

The quotation limit (threshold) is now \$6,000. This means that any specific item or group of items of a similar nature purchased by the school district, totaling more than \$6,000 and less than \$40,000 for the entire year, must be *competitively quoted or advertised for bid at the discretion of the School Business Administrator*. (N.J.S.A. 18A:18A-2(w))

You cannot circumvent the law by splitting purchases to under the quote threshold.

Quotation Process

All quotations will go through the Business Office except for the Food Services Department and the Building Services Department. Quotation proposals prepared by Food Services and Building Services shall first be received and approved by the School Business Administrator. When a quotation is deemed necessary, the Principal or Department Supervisor is asked to contact the Business Office. The Business Administrator will review these quotation specifications to determine whether they are set up to provide open and competitive quotations

Please note: The formal quotation process could take about 2-4 weeks from start to finish.

There will be no telephone quotations except in case of extreme urgency.

Receipt of Two Quotations:

Pursuant to N.J.S.A. 18A:18A-37(a) the school district shall receive two quotations. Evidence of the quotation process shall be kept on file. A copy of the quotation shall be attached to the purchase order.

LEASE PURCHASE ORDER PROCESS

A. Processing the Lease Purchase Order

The request to make purchases via Lease Purchase is upon the approval of the Assistant Superintendent.

B. Receipt of Goods and Services

The originator of the purchase order should follow the following process when receiving materials, good, and services.

It is important that all items received be immediately checked.

Please note the following:

- a. Obtain packing slip of items ordered.
- b. Open boxes and check off items received on packing slip.
- c. If all items are enclosed then sign the packing slip and send packing slip to:

**Purchasing Department
c/o Business Office**

All packing slips should be signed and sent to the Business Office within seven (7) days of receipt of items.

The Ewing Township Board of Education has an excellent reputation for paying its bills in a timely fashion. We ask that all employees assist in maintaining this fine reputation.

Problems encountered with receipt of goods

1. Problem: Back Orders

Sometimes items ordered will not be received in the first shipment. This is known as a backorder. The packing slip will have a backorder written on those particular items.

Procedure to follow:

If the order is incomplete because there is a backorder, do not wait for the next shipment. Please do the following:

- a. Mark on the packing slip those items you did not receive.
- b. Make and keep a copy of the packing slip.
- c. Send the original packing slip to the Business Office, Purchasing Department.

- d. Upon receipt of the backorder in the next shipment, check off items received and send the packing slip to the Business Office, Purchasing Department

2. Problem: Items Missing from Order

Sometimes items are marked on the packing slip that they were delivered but are missing from your shipment.

Procedure to follow:

- a. Call the company and tell them what is missing.
- b. Mark on the packing slip what items are missing.
- c. Make and keep a copy the packing slip.
- d. Send the original packing slip to the Business Office, Attn: Lisa Rasaw
- e. Upon receipt of the missing item(s) in the next shipment, check off items received and send the packing slip to the Business Office, Purchasing Department

3. Problem: Items Damaged; Wrong Item

Sometimes you will receive items that are damaged or the wrong item.

Procedure to follow:

- a. Call the company and ask them what the procedure is for returning damaged or wrong items.
- b. Return the item(s) to the company.
- c. On the packing slip, mark what items were returned and the reasons for the item being returned. Please note how the items were returned (UPS/PO/Vendor Pick Up).
- d. Send the packing slip to the Business Office, Purchasing Department

4. Problem: Discontinued Item

Sometimes the items you requested are discontinued.

Procedure to follow:

- a. Mark on packing slip "discontinued" next to the item discontinued unless otherwise noted.
- b. Do not call the company for a replacement item. You must complete a new purchase order with a different vendor if you still need this item.
- c. Sign and send the packing slip to the Business Office, Purchasing Department

Cooperative Purchasing

The Ewing Township Board of Education has contracted with Educational Data Services of Saddle Brook, NJ to bid on items in the following categories on an as needed basis:

1. Office Supplies
2. Copy Duplicator Paper
3. Science Supplies
4. Fine Art Supplies
5. Music Supplies
6. School Supplies
7. Industrial Art Supplies

Purchases, Contracts Exceeding the Bid Threshold

Pursuant to State Law N.J.S.A. 19A:18A-5 all purchases and contracts exceeding the bid threshold of \$40,000, shall be awarded by Board Resolution at a public meeting of the Ewing Township Board of Education. This includes all items exempted from bidding and all State Contract purchases that exceed \$40,000. **Only the purchase of textbooks is exempt from this law.**

Administrators and Supervisors must keep this in mind because certain purchases once allowed just by purchase order must be approved by the Ewing Township Board of Education first, then a purchase order can be signed and mailed.

Computer/Hardware Purchases:

All purchase of computers/hardware require the Principal/Supervisor to contact **Director of Technology** to assist employees with the technical aspects and the State Contract requirements of purchasing computers. Quotes will be obtained from this department and will be forwarded to process a purchase order. The original quote with signature from the Director of Technology must be forwarded to the Business Office to be attached to the purchase order before it is sent to the School Business Administrator for signature.

Copiers:

If a copier needs to be replaced or a new one purchased the School Business Administrator must be contacted. All purchases or replacements must be pre-approved by the School Business Administrator.

EMERGENCY CONTRACTS (18A:18A-7)

An actual emergency must exist. An “emergency” is not to be created as a result of inadequate planning, delay, failure to take into account construction season or administration convenience.

Definition of Emergency

An emergency is a situation affecting the health or safety of occupants of school property that requires the immediate delivery of the articles or performance of a service to alleviate the emergency.

Process in Declaring an Emergency

1. The Superintendent of Schools is notified by the employee/supervisor/administrator requesting a declaration of emergency.
2. The official in charge of the building, facility, wherein the emergency occurred shall notify the Business Administrator/Purchasing Agent of the following:
 - a. Nature of the emergency;
 - b. Time of the occurrence;
 - c. The need for the performance of a contract
Such notification shall be reduced to writing and filed with the Business Administrator as soon as practicable.
3. If the Business Administrator is satisfied the emergency exists, the Business Administrator is, by State Law, authorized to award the contract.

In accordance with N.J.S.C. 6:20-8.5, the following documents must be filed with the Bureau of Facility Planning and the County Superintendent within three (3) days after awarding the contract or agreement:

1. A copy of the contract or agreement
2. A copy of the written requisition

The Ewing Township Board of Education, at its next regular Board of Education Public Meeting, shall review and approve said emergency purchase.

Extraordinary Conditions

An extraordinary condition will be defined as conditions which are not known until after an operation has begun, which required unanticipated parts, equipment or materials to be obtained in order for the operation to be completed.

Procedure for Emergency/Extraordinary Conditions

Under the conditions defined as an emergency or extraordinary in nature, the appropriate District Administrator may request an emergency purchase order by contacting the Business Office immediately with all correct information and provided there is enough unencumbered balance in the account to cover the amount of the purchase order. This type of purchase order will be immediately processed.

Note: Confirming purchase orders, orders where the vendor is given the P.O. number prior to being processed or approved by the Board of Education, are not allowed and are a violation of State Law.

ETHICS IN PURCHASING

It is the desire of the Ewing Township Board of Education to have all Board employees to practice exemplary ethical behavior in the purchasing of goods, materials, supplies and services. With this in mind the Board reminds all employees of the following:

Family members- District officials and employees should avoid recommending purchases from members of their family or businesses that employ members of their family.

Favoritism- District officials and employees are prohibited from soliciting and/or accepting funds, materials, goods, supplies, favors and other items of value from vendors doing business with the Ewing Township Board of Education.

All district officials should be guided by the tenets of the New Jersey School Ethics Law.

CRIMINAL CODE CITATIONS

All district employees must understand the seriousness of the section on Ethics in Purchasing. Pursuant to N.J.S.A. 2C:27-4, a person commits a crime if the person as a public servant:

“...directly or indirectly, knowingly solicits, accepts or agrees to accept any benefit from one another for or because of any official act performed or to be performed by the person or for or because of a violation of official duty.”

A public servant commits a crime of the fourth degree if, while performing his official functions on behalf of a governmental entity, the public servant knowingly transacts any business with himself, a member of his immediate family, or a business organization in which the public servant to an immediate family member has an interest.

If you have any questions concerning recommendation of purchasing goods and services, please contact the School Business Administrator.

FORMAL BID PROCESS

Initial request to bid made by Administrator/Supervisor. Certification that funds exist.	One day
Review of specifications, fully outlining items, materials or services to be bid by the Business Administrator.	One week
Return of specifications to Administrator/Supervisor for final approval. Administrator/Supervisor signs off final approval.	One week
Bid package prepared by the Business Administrator.	One week
Copies of bids run off by the Business Office, Purchasing.	One day
Legal advertisement sent to local newspaper.	Three day, advance notice
Bid results are reviewed	10-20 days
Business Office, Purchasing prepares spreadsheet showing lowest bidders and recommends award of bid. Business Administrator reviews bids. Resolution is written.	One- two weeks
Bids are reviewed at Board Agenda, Committee of the Whole and Regular Public Meetings.	One week
Purchase orders are prepared by Administrator/Supervisor.	One week

The formal bidding process takes about 6-8 weeks from start to finish.

Please note: Bids for Public Works/Construction projects take longer as a request for determination must be formally made to the State of new Jersey.

ANNUAL BIDS AND QUOTATIONS

Items

Art Supplies

Athletic Transportation

Audio Visual Equipment

Bread and Rolls for School Cafeteria

Calculators; Hand-held

Computer Equipment

Computer Supplies

Custodial Supplies

Fax Machines (Quotation)

Field Trip Transportation

Furniture

Musical Instruments

Musical Supplies- Reeds (Quotation)

Non-public Pupil Transportation

Office Equipment (Quotation)

Paper Goods Supplies for School Cafeteria

Physical Education Supplies (Quotation)

Physical Education Equipment

Pupil Transportation

Science Supplies (Quotation)

Two-way Radio (Quotation)

Lease Purchasing Financing

Authority to Purchase:

According to New Jersey State Statute 18a:18A-2(b), the Purchasing Agent/School Business Administrator is the only individual in the school district that has the authority to make purchases for the Board of Education.

Authorized Purchases:

All signed requests of materials, supplies and services must be made through an approved purchase order signed by the School Business Administrator.

A purchase order pursuant to State Law N.J.S.A18A:18A-2(v) is a document issued by the Purchasing Agent authorizing the work or service to be done and/or the materials and supplies to be delivered to our school district.

No goods or materials may be ordered or work/service be authorized to begin by any other individual in the school district other than the School Business Administrator.

Unauthorized Purchases:

Any Board of Education employee who orders and/or receives any materials, supplies or services without first going through the approved purchase order process has made an unauthorized purchase that may be subject to disciplinary action.

Preview of Materials:

All staff members must receive permission from administrators, supervisors or principals to preview materials. After the preview process has been completed, the item must be returned. If there is a desire to purchase the previewed item, then a purchase order must be originated for the new item.

Reimbursements :

The Board of Education only recognizes a reimbursement purchase order when it pertains to pre-approved travel, meals and conferences. The Board will not reimburse employees for items and goods personally purchased by the employee as these items are required to be purchased through a vendor through the purchase order system.

Student Activities Accounts:

Purchases made through Student Activities Accounts may only be reimbursed with Board funds under special circumstances and with prior written approval of the Superintendent. Requisitions made payable to Student Activities Accounts must be approved by the Superintendent.

Petty Cash:

Petty cash purchases shall be used for emergency purchases only. The total amount of the purchase shall not exceed fifty (50) dollars. The Board of Education employee shall bring a tax-exempt certificate, as the Board will not reimburse for sales tax. The petty cash amount of fifty (50) dollars is in aggregate, purchases may not be split up in order to evade this policy.

Professional Affiliations:

Payment for approved professional affiliations require all original bills to be attached to the Purchase Order Requests for verification with the account to be charged.

OUT OF STATE TRAVEL

Pursuant to N.J.S.A. 18A:11-12, out of state travel shall be limited to the fewest Board members or affected employees needed to acquire and present the content offered to all Board members or staff, as applicable, at the conclusion of the event. Lodging may only be provided if the event occurs on two or more consecutive days and where home to event commute exceeds 50 miles.

Where a travel event has a total cost that exceeds \$5,000, regardless of the number of attendees, or where more than three individuals from the district are to attend, the school district shall obtain the prior written approval of the Executive County Superintendent.

WORKSHOP/TRIP REIMBURSEMENT

All requests for workshop/trip travel must be entered into My Learning Plan for Board Approval prior to the workshop/trip being taken. The request shall include supporting documentation including, but not limited to, the primary purpose for the travel and key issues that will be addressed and their relevance to improving instruction or the operation of the district. Additionally, the documentation must include the type of travel, location, date(s) of travel; and all related costs including transportation expense, parking, tolls, lodging, meals and other expense. Lodging will only be paid at the Federal GSA (General Service Administration) rate.

REIMBURSEMENT FOR MILEAGE ONLY

All staff members must use the **Mileage Reimbursement Form** to be reimbursed for all appropriate travel. This form is available in the Principal's office, Superintendent's office or on the district website.

Staff members who are assigned duties in more than one building may be compensated for mileage. For travel between schools, mileage will be reimbursed based on either a Standard District-Wide Mileage Form or a MapQuest printout verifying mileage. Use the Mileage Form to keep the daily mileage (submit monthly).

Final travel and mileage forms for June will be turned into the Business Office no later than the last day of the school year.