



Midland Independent School District

**Purchasing Manual
2024-2025**

**Midland Independent School District
Purchasing Department
615 W Missouri Avenue
Midland TX 79701**

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Foreword

This manual sets forth the procedures involved in the Purchasing of goods and services for the Midland Independent School District in accordance with the established policies of the Board of Trustees, laws of the State of Texas, financial, business management policies and procedures of the school district.

MISD Principals and Directors represent the administration in each school unit or department and are responsible for the implementation of the purchasing procedures as outlined herein, through the Midland ISD Purchasing Department.

All competitive Bids/RFP's purchasing awards over \$100,000 must be approved by the District Administration/Board of Trustees

Board of Trustees

Board of Trustees

District 3	Tommy Bishop, President	Term Expires 2026
District 4	Katie Joyner, Vice President	Term Expires 2024
District 2	Robert Marquez, Secretary	Term Expires 2024
District 5	Brandon Hodges, Trustee	Term Expires 2026
District 1	Michael Booker, Trustee	Term Expires 2024
District 7	Stephanie Mead, Trustee	Term Expires 2023
District 6	Sara Burleson, Trustee	Term Expires 2026

District Administration

Dr. Stephanie Howard, Superintendent

Robert Cedillo, Deputy Superintendent

Tucker Durham, Chief Financial Officer

Brandon Reyes, Chief of Human Capital Management

Cortney Smith, Chief of Operations

Lyndsey White, Public Information Officer

Chad Crowson, General Counsel

District Purchasing

Albert Valencia, Jr., Director of Purchasing & Contracts

Texas law grants the seven-member Board of Trustees exclusive power to govern and oversee the management of public schools, including authority to levy and collect taxes, buy and see property, exercise the right of eminent domain, accept donations, charge fees, and adopt employment policies.

The Midland ISD Board of Trustees welcomes the public to regularly scheduled meetings held at Bowie Fine Arts Elementary located at 805 Elk in Midland, TX. Board meetings are on the 2nd Monday of each month (unless the date has been changed by Board action) at 5:30 P.M.

I. Purchasing Code of Ethics

Midland Independent School District Purchasing Code of Ethics

Consider first the interests of the Midland Independent School District and the enhancement of its educational impact.

Endeavor to monitor obtaining the greatest value for every tax dollar expended in a manner conducive to exemplary business practices and legal statutes.

Strive for thorough knowledge of school equipment and supplies in order to recommend items that reduce costs and/or increase the efficiency of the educational program.

Give all responsible bidders equal consideration and the assurance of unbiased judgment in determining whether their products meet the educational needs of the district.

Prohibit and decline the offer of gifts or favors which might influence, or be construed to influence, the purchase of goods or services.

Accord prompt and courteous reception to all who represent legitimate business transactions.

Hold sacred the goal of the Purchasing Department to provide support to the various entities of the District charged with the responsibility of creating an educational environment of excellence.

Seek constantly to identify and implement strategies and techniques that will enhance the level of service and integrity provided by the Purchasing Department.

General Purchasing Procedures

A. General Information

1. The Purchasing Department of the Midland Independent School District is part of Financial Services. The function of this centralized department is to organize and administer purchasing for the district in accordance with the responsibility and authority delegated by the Superintendent and the Board of Education.
2. As a support organization of the District charged with the responsibility of acquiring goods and services requested by Instructional and Administrative departments, the Purchasing Department will function in a manner consistent with the State law, Board of Education policies and sound business practices. (See Education Code Chapter 44 for full policy.)
3. The Purchasing Department shares with the Financial Office and other administrative offices the responsibility of expending District funds in such a manner that all transactions will pass numerous audits with respect to State, Federal and District purchasing regulations. Go to Midlandisd.net for full Midland ISD School Board policy.
4. Acquisition of the requested goods and services shall be made only by the issuance of an official District purchase order.
5. Upon receipt of a properly executed requisition, the Purchasing Department will request quotations or advertise for bids, for items listed on the requisition.
 - (a) A request for quotation or advertised sealed bid is the means used to obtain competitive prices from vendors for goods and services.
 - (b) The factors that determine whether a quotation or advertised sealed bid will be requested is the dollar value of the concerned goods or services and the required advertising of the proposed acquisitions.
6. Effective purchasing is a cooperative venture between the Purchasing Department and campuses/departments within the District. The level of service rendered by the Purchasing Department personnel will be improved by a thorough understanding of the procedures listed in this manual.
7. Situations will undoubtedly arise which are not fully covered by these procedures. The Purchasing Department staff is available to discuss any special Purchasing procedure that serves the best interest of the District and the department concerned.
8. The purchasing procedures contained in this manual are instead to comply with Local, State and Federal statutes and ordinances. In the event of conflict, the appropriate statute or ordinance shall prevail.

9. In accordance with Article 6252-16 of the State of Texas statutes, the Midland Independent School District does not discriminate against individuals, companies or awarding of bids with respect to race, religion, gender or national origin.
10. See Appendix A for the Midland ISD Purchasing Levels and Requirements.
11. See Appendix B for Board Policy CH Legal and Local.
12. See Appendix C for the Midland ISD Federal Funds Manual.

B. Requisitions through the Delivery Process

Below are the steps in the purchasing process and their approximate times to help convey the process as a whole:

1. The requesting party (i.e. Secretary, Bookkeeper, Purchaser, etc.) enters and posts the requisition in the Skyward system. The supporting documents must be attached on-line to the requisition.
2. The requisition will be approved through the electronic approval process. The requesting party may check the approval line status through Skyward.
3. If a requisition is returned or denied by an approver, the Skyward system will send an email to the requester notifying them of the issue that needs to be resolved.
4. The Purchasing Department will process all purchase orders unless specifically requested by the department/campus to return the purchase order to the originator.
5. The warehouse receives the products that were ordered by comparing the items being received to the purchase order in Skyward.
6. The vendor or the MISD Receiving Department then delivers the product to the campuses or departments.

HOW TO: Enter a Requisition

SKYWARD Requisition Entry Guide

HOW TO: Enter a Credit Card Purchase Order Requisition

Enter Requisition following the SKYWARD Requisition Entry Guide

Enter the following information in the requested field.

- 1) Vendor Name: Wells Fargo
- 2) Item Description: **Enter the name of the vendor you are wanting to purchase from. A requisition to Wells Fargo should only be done for vendors that are not listed as an MISD approved vendor.**
- 3) Attach a copy of the exact items you want to purchase (i.e. put together a cart on the vendor's website, print it, and use that as the attachment)

Purchasing Credit Card Check-out Procedures

1. Enter a requisition into SKYWARD.
2. After the campus/department order requisition has been approved and a purchase order has been issued, the requester can go to the purchasing and check-out the Purchasing credit card. The requester must sign the credit card check-out log. The requester must bring a copy of the requisition, a current year Midland I.S.D. badge and contact information. (cell or work number)
3. The requester will take a copy of the approved purchase order and the Purchasing credit card to the vendor and purchase the items.
4. The requester brings the credit card and the receipt back to the Purchasing Department. The requester must check that no sales tax has been added to receipt before they leave the premises. Requester is responsible for returning to the vendor and removing the sales tax, if a tax was charged.
5. The Purchasing Department verifies that the items purchased, as evidenced on the receipt, match the items requested on the approved purchase order.
6. A representative of the Purchasing Department signs the Purchasing credit card check-out log as evidence of their review.
7. Credit cards are checked out after 8:00 AM and returned by 4:30 PM daily. The exception is the card(s) must be returned before 4PM on Friday. Credit cards may be allowed to be kept over a weekend, if necessary. Contact the purchasing department if you have questions.

ITEMS PURCHASED WITH THE CREDIT CARD THAT ARE NOT LISTED ON AN APPROVED PURCHASE ORDER REQUIRE APPROVAL FROM THE CAMPUS OR DEPARTMENT DIRECTOR OR THEY SHOULD BE IMMEDIATELY RETURNED BY THE REQUESTER

C. Specifications

1. Properly executed requisitions must include adequate descriptive information of the goods and services required.
2. For bid or quote purposes, descriptive information must be specific but not so as to prevent competitive bidding on comparable items.
3. Many items can be adequately described by giving the name of the item, its basic features and a typical acceptable brand name or model-number.
4. Detailed supplemental specifications may be required to fully describe the features and/or requirements of the items on services required.
5. Generally, the description should outline the minimal requirements or features.
6. Regardless of the descriptive information, alternate bids may be considered for the award if it is determined to be in the best interest to the school district.
7. The use of any brand name or manufacturer's reference used is descriptive, not restrictive and is to indicate the type and quality of items desired.
8. On items to be bid, a specification sheet and a copy of the catalog page showing the item desired must be attached. No specification sheet is required on generic items such as student chairs, rectangular tables, etc. unless they are different from items the District normally purchases.

D. Authorization/Approval of Requisitions

1. A properly authorized requisition must include the approval of:
 - (a) The Principal, if for a school
 - (b) Appropriate Administrator for all other departments - Division of Instruction, Special Services, Athletics, etc.

E. Commodity Codes

The commodity codes are monitored through a 3-step verification:

- 1) The submitter enters the proper commodity code on the requisition. The purchasing technician verifies the commodity code is accurate and verifies the thresholds for each purchase. If the purchase exceeds the \$50K threshold and does not have an active district contract or is not on a cooperative contract, the purchase is denied. Purchasing then sets up a meeting with the campus and/or department to look at vendors that are already approved or bid out the services for the purchase that has been denied.

F. Quotes (12 Month purchases of less than \$50k)

2. The extent of time and administrative effort required for this procedure is much less than what is required for competitive purchasing, because detailed specifications describing items to be purchased do not have to be written and the board of trustees is not involved in awarding a contract.
3. The district should obtain 3 written or telephone price quotations from the vendor. Telephone quotes should be confirmed in writing by mail, fax or email. The purchaser shall exercise prudent judgment, based on previous experiences and in the best interest of the District when making purchases based on quotations.
4. A decision to buy shall include an assessment of all these considerations: individual item price, total price of items, delivery dates, terms, location of the vendor, quality of materials, safety, past performance of goods and vendor, transportation charges, and good business practices.
5. Contact the purchasing department, they are able to give additional insight on buying particular items from various companies.

There is to be no communication with vendors except to get estimates, specifications, etc. for budgeting purposes. It is strongly recommended that you ask for quotes from the representatives listed on the contracted vendor list. There have been instances of campus/departments contacting a vendor and placing an order which results in double shipments and late payments. Make sure when contacting a representative that he or she knows you are only requesting a quote and *NOT PLACING AN ORDER*. All Purchase orders shall come from the Purchasing Department. Please review the District's purchasing policy below;

*The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. **Persons making unauthorized purchases shall assume full responsibility for all such debts.** All purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures.*

A confirming requisition is when a requisition is submitted for approval **after** the product has already been received or the services have already been rendered.

If a confirming requisition is submitted an accountability letter will be sent to the campus principal or department director asking them to explain why this happened. A copy of the letter will also be sent to that person's supervisor as well as the Chief Financial Officer. A letter will also be sent to the vendor regarding the order or service.

The requisition will not be approved until the principal/director responds back to the accountability letter and approval is received from the CFO to approve the requisition.

Please **DO NOT** place an order yourself and become liable for the payment of that order because the proper procedures were not followed.

G. Sealed Bids (12 Month Aggregate Purchases of \$50,000 or Greater)

1. Advertising of Sealed Bids

- (a) Sealed bids shall be requested on all purchases where the aggregate total for that category is \$50,000 or greater except as required by Federal law in accordance with Section 44.031 of the Texas Education Code.
- (b) The intent to make such purchases shall be advertised as required by State law. Purchases of \$50,000 shall be advertised in one local newspaper once a week on two consecutive weeks.
- (c) A minimum period of two weeks (14 calendar days) must lapse between the date of first requesting bids and the date of the bid opening.
- (d) Awards for advertised sealed bids shall be made as indicated under Approval/Awarding of Bids.
- (e) Competitive sealed bids shall be requested from three or more vendors with these exceptions:
 - (1.) When only one or two known sources exists,
 - (2.) As described as an emergency purchase in accordance with subsection (h) Section 44.031 of the Texas Education Code, if the item is considered a sole source item, if the items are ordered from The General Services Commission under the Cooperative Purchase Program.

2. Opening Sealed Bids

- (a) All sealed bids shall be submitted electronically through the district's electronic bid system and will be opened publicly in the office of the Director of Purchasing on the date and at the time as advertised. Bids shall be opened by the Director of Purchasing or designee.
- (b) The closing time for sealed bids is final. Bids received after the closing time will not be opened or considered and returned to the vendor.
- (c) Submitted bids are final and may not be altered. Vendors may, however, submit sealed alternate bids before the closing time to substitute prices on their formal bid, in which case only the substitute will be considered.
- (d) No bid can be withdrawn after opening without approval of the Director of Purchasing based upon a written acceptable reason.
- (e) Withdrawal of a bid or failure to honor a bid could result in the deletion of the company from future bid requests.
- (f) Bids will not be considered unless they are signed electronically by an authorized

representative of the company.

- (g) All accepted bids will be tabulated.
- (h) After the bids have been opened and tabulated they will be available for those interested to copy or study; they shall not, however, be removed from the Purchasing Department. They will be kept on file for a period of at least three years. If Federal funds are involved in a particular bid transaction, the bids must be kept on file for at least five years after the end of the project period.
- (i) If no acceptable bids are received, the proposed acquisition will be re-advertised seeking an acceptable bid.
- (j) Approval/Awarding of Bids

3. Bids awards under \$100K will be approved administratively. Bid awards of \$100K+ require approval by the Board of Trustees. (per CH Local)
4. The lowest and best bid from a responsible bidder that meets the requirements of the District shall be recommended for the purchase.
5. The District reserves the right to accept or reject all or any bid, waive minor technicalities and award the bid to best serve the interest of the District.
6. The recommendations for purchase shall include an assessment of these considerations: individual item price, total of items, delivery dates, terms location of the vendor, transportation charges, good business practices and conformance to appropriate Local, State and Federal ordinances, Statutes and regulations.

H. Self-Certification of Micro-Purchase Threshold

Per § 200.320(1) (iv) (C) the Non-Federal entity may increase to the micro-purchase threshold up to \$50,000. Non-Federal entities may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The non-Federal entity may self-certify a threshold up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with §200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation. Section (C) allows public institutions to increase to a higher threshold consistent with State law. In this case, MISD has increased their threshold to \$49,999.99 to be compliant. The purchasing Department will submit the required documentation to the Texas Education Agency to remain compliant.

I. Vendor Contact with Instructional/Support Personnel

1. Vendors and their representatives are strictly prohibited from contacting, either in person or by telephone, instructional or maintenance personnel during school/working hours without approval from the Principal or Department head.
2. All vendors calling on personnel in a school building shall first check with the

principal's office for visitation approval.

3. Vendors calling on support personnel shall first check with the Department head or supervisor for visitation approval.
4. Vendors are prohibited from offering gifts or favors that could influence or that could be construed to influence purchases utilizing District funds. Employees are to refuse any such offers and report such offers to their Principal or Department head.
5. The Principal or Department head shall immediately report any such incidents to the Purchasing Department.

J. Reasons for Denial of Receiving Requests for Bids or Quotations (Vendors)

1. A vendor may be denied the opportunity to receive bids or quotations for these reasons:
 - (a.) Previous withdrawal of a bid or quotation
 - (b.) Previous failure to honor a bid or quotation
 - (c.) Unusual delays in delivery of previous awards
 - (d.) Repetitive failure to respond to requests for bids or quotations
 - (e.) Unauthorized substitution of merchandise in other awards
 - (f.) Previous failure to perform service satisfactorily
 - (g.) Location of the vendor not conducive to the level of service required.
2. The decision to deny a vendor the opportunity to receive bids or quotations shall be made by the Director of Purchasing.
3. A vendor, acting as a consultant in developing specifications for a competitive Purchasing (bid/request for proposal/quotes) may not submit pricing for evaluation for award of contract.
4. If the vendor does not agree in writing to that, the vendor does not and will not boycott Israel during the term of the contract per Chapter 2270 of the Texas Government Code.
5. Per Chapter 2270 of the Texas Government Code, if the vendor engaged in business with Iran, Sudan or a foreign terrorist organization as identified on a list prepared by the Texas Comptroller is prohibited from doing business with Texas ISD's.

K. Unauthorized Charges/Purchases

Any commitment to acquire goods or services from budgeted funds prior to securing an official Purchase Order is prohibited. Anyone creating or authorizing such a commitment prior to securing a Purchase Order will be personally liable for payment of such agreement.

L. Changing or Canceling Purchase orders

1. Whenever it becomes necessary to modify or cancel the items or conditions as listed on a MISD purchase order, these procedures shall apply.
 - (a.) A purchase order is a contract document that obligates the District and vendor to the terms and conditions as listed thereon.
 - (b.) The Accounting Department is responsible for making all official adjustments to a purchase order.
 - (c.) All arrangements for returning, adjusting, deleting, modifying, substituting, cancelling items or conditions (including lease or rental arrangements) as listed on the purchase order must be made through the Accounting Department.
 - (d.) Requests to have items listed on a purchase order returned, deleted, cancelled or in any way adjusted must be made to the Purchasing Department. Appropriate authorization (Principal, Director, Assistant Superintendent, etc.) must accompany each request.
 - (e.) Upon receipt of an authorized request, the Purchasing Department will, when possible, make the necessary arrangements and adjustments as requested.
 - (f.) Schools and administrative departments will be notified when an item on the order or the complete order must be cancelled for reasons other than their request. Examples of cancellation are:
 - (1) The company is unable to provide the goods or services;
 - (2) The item(s) has been discontinued; Budgetary constraints.

M. Emergency Purchases

1. Only the Board of Trustees or the Superintendent may legally authorize an emergency purchase. [Per Education Code 44.0312](#)

N. Tax Exemptions

1. The Midland Independent School District is exempt from payment of taxes under Chapter 20, Title 122A, Article 20.04, Revised Civil Statutes of Texas, for the purchase of tangible personal property.
2. The District is exempt from sales tax because it is a public, free school, is tax supported and operates under the Texas Education Agency. Limited Sales Tax Permit #1-75-6002064 has been issued to the District by the State of Texas.
3. Any use of the District's tax exemption certificate/number for personal purchases is prohibited.

O. Personal Purchases for Non-School Use

1. Any commitment to acquire goods or services in the name of the Midland Independent School District for personal use or ownership is prohibited.
2. Staff members shall not use District letterheads in making personal purchases or ordering materials for their own use.
3. All individuals in the District who make personal purchases through the mail will use their home address and their personal stationery for placing personal orders.

P. Accounting for Receipt of Goods

1. Accounting for the receipt or non-receipt of goods for which a Purchase Order has been issued is done by campus/department/warehouse in Skyward.
2. Upon receipt of the goods listed on the purchase order the warehouse staff will prepare a receiving report showing the quantity and description of items received.
3. Payments to vendors are processed by the Financial Office upon receipt
 - (a.) A valid purchase order.
 - (b.) An invoice from the vendor, and
 - (c.) A receiving report or an authorized signature confirming delivery of goods or services.

Q. Items for Warehouse Stock

1. Selected items are purchased for storage at the warehouse for use by the schools and various departments. Accounting and distribution of these items are accomplished by the Purchasing and Warehouse staff.
2. Items are warehoused for the following reasons:
 - (a.) To reduce many small dollar and quantity purchases.
 - (b.) To permit quicker delivery to the user department
 - (c.) To reduce cost by volume purchases.
3. Items are requisitioned from the warehouse stock using the procedures established by the Purchasing Department.
4. Items to be placed or deleted from warehouse stock will be determined by the Director of Purchasing, Purchasing Supervisor and the Warehouse Staff. The criteria for this determination will include the following:
 - (a.) Frequency of use
 - (b.) Shelf life
 - (c.) Cost of an item
 - (d.) Available warehouse space
 - (e.) Distribution capabilities
 - (f.) Need for immediate use

- (g.) Savings resulting from volume purchases
- (h.) Needs of the user department
- 5. Items will be added or deleted from the computer inventory by the Purchasing Department at the request of the Director of Purchasing.
- 6. Warehouse stock will be replenished via District purchasing procedures.

R. Sole Source Purchases

- 7. Purchasing by **noncompetitive proposals**. Purchasing by noncompetitive proposals is Purchasing through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
- 8. The item is available only from a single source;
- 9. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- 10. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
- 11. After solicitation of a number of sources, competition is determined inadequate.
- 12. The Purchasing Department will determine if the Purchasing is a sole source and will require the vendor to provide a signed, notarized affidavit for local funds. The Texas Education Agency determines if a vendor is a sole source if Federal Funds will be used.

Supply Management - Warehouse Information

A. Warehouse

- 1. Warehouse supply ordering hours are from 8:00 am to 1:00 pm Monday through Friday.
- 2. When placing warehouse supply orders, we ask that secondary campuses order by department and elementary campuses order by grade level.
- 3. Notifications of shortages/overages/damages require written documentation (using the **Error in Shipment** form) to the Warehouse. If you need to return a warehouse item, attach a copy of the warehouse shipping order and the **EIS** form and send it to the Warehouse. All errors in shipment paperwork must be submitted within 5 calendar days of delivery to campus/department.
- 4. Please give advance notice for any pick- ups using the online work order system. A work order must be submitted online. All fixed assets must be disposed of using the district's asset tracking system.
- 5. **Items should be boxed or wrapped and in a single location for our personnel to pick up!**

B. Requisition of Material from Warehouse

1. Upon delivery, check if all items were received. Advise the Purchasing Department by an error in shipment Report for any shortage, overage or damage.
2. Items marked back order will be canceled. You must reorder when stock is available.
3. All orders must be made through the Skyward system.
4. Campus or department funds must be available to be able to requisition warehouse items.
5. Note: Requisitions are to be grouped by grade or departments at the campus level.
Do not order per individual teacher.

C. Requisition of Supplies and Equipment Not in Warehouse

1. Check warehouse catalog before issuing a requisition, after checking and you do not locate the supplies needed then submit a requisition to purchase these items from an outside vendor.

D. Receiving Procedure

1. The receiving campus or department will sign the warehouse shipping forms for supplies and equipment delivered from warehouse stock. The campus/department will check the delivery for discrepancies and sign the form before the warehouse driver leaves. Notification of shortages, overages or damage must be made on an error shipment form within five days of receipt of goods.
2. When a delivery is made with a warehouse receiving report (purchase order items) the campus/department will verify all items on receiving report. The campus or department personnel will then sign the document indicating that all items have been received.
3. All items ordered on a requisition/purchase order must be received at the warehouse. Items such as live material, magazines, newspaper, food items, etc. can be received at the campus/department. Check with the Purchasing office if there are questions about other deliveries that might need to go directly to campus/department. Any direct shipment of capital outlay items to a campus or department must be coordinated by the Purchasing Department. When supplies or equipment are received by the school/department, the school and department will receive the items in Skyward.

E. Returns

1. All items to be returned to a vendor shall be forwarded to the warehouse for the Return shipment. If there is concealed damage involved, contact

Purchasing. Do not destroy the container the merchandise was shipped in. We only have 15 days from the day of delivery to return damaged merchandise.

- F. Shortage or Over shipment on Purchase Order and warehouse requisitions
 - 1. When a school notes a shortage or overage on the warehouse requisition or receiving report, such shortage or overage should be noted by the individual receiving the supplies or equipment before the warehouse driver leaves. An error in shipment form is to be sent to the Warehouse within five days of discrepancy.

- G. Damaged Material or Material Not as Specified
 - 1. Damaged material or material not as specified shall be reported to Purchasing in writing within five days of receipt of goods. Items shall be picked up by Warehouse personnel upon receipt of Error in shipment form sent by the campus/department and signed by the Purchasing Office. Refer to section E. for instructions on concealed damage.

Fixed Asset Information

- A. Superintendent Responsibilities
 - B. The Superintendent or designee shall be responsible for the development of a system for monitoring fixed asset inventories and shall establish accountability for the proper safe-keeping of all fixed asset inventories.
 - C. Purchasing Responsibilities
 - 1. The goal of the Fixed Asset Specialist is to account for and distribute the fixed assets of the District in an efficient and effective manner. The Fixed Asset operation will establish and consistently follow a capitalization policy, affix stewardship responsibility on particular individuals and provide maximum utilization of District assets. Write procedures and guidelines for appropriate management and control of fixed asset inventories; and ensure that all fixed asset inventory transactions are recorded and maintained according to approved procedures.
- Responsibilities include:
- (a) Accounting for all District property
 - (b) Redistributing equipment and furniture
 - (c) Providing administrative guidelines for fixed asset operation
 - (d) Maintaining a computerized fixed asset inventory
 - (e) Coordinating disposition of assets
 - (f) Providing data for insuring District property
 - (g) Providing asset value information for the District financial statement

2. Purchasing will conduct an annual training program and will work to maintain ongoing communication and assistance to each site. Additional training, by request, during the remainder of the year may be scheduled. Purchasing will coordinate with the Financial Services Department to maintain current and accurate information. However, each Site Asset Administrator shall assume ultimate responsibility for the fixed asset inventory at their site.

D. Site Asset Administrator Responsibilities

1. Each campus will designate a Site Asset Administrator. The Site Asset Administrator will have specific roles and responsibilities for direct fixed asset inventory custody, record keeping, and regular reporting for their designated sites. Delegation of responsibilities and duties may be necessary to accurately maintain the fixed asset inventory. However, such delegation does not remove the Site Asset Administrator's responsibility for proper accounting of the fixed asset inventory under his or her care. Site Asset Administrators new to a site must verify the accuracy of the site's current fixed asset inventory within ten working days of beginning duty at the new site. The District Asset Administrator will assist in the inventory upon request. Failure to comply shall not constitute a waiver of responsibility for losses.

E. Fixed Asset Inventory Definitions

1. Fixed asset inventories shall consist of two classes of assets; Capital Assets and Controlled Assets.
2. *Capital Assets* shall consist of all assets that are tangible, moveable, personal, and reasonably identified and controlled through physical inventory with a unit cost equal or greater than \$5,000 per unit.
3. *Controlled Assets* shall consist of all assets that are tangible, moveable, personal and reasonably identified and controlled through physical inventory with a unit cost equal or greater than \$1,000 per unit and less than \$5,000 per unit.

F. Asset Custodian Responsibilities

1. All District employees and students, regardless of classification or function, are considered Asset Custodians and shall exercise the utmost care and diligence in the use, maintenance, and protection of all public assets placed under their care and/or custody.

G. Tagging Fixed Asset Inventory

1. Delivery of all fixed asset inventory purchases and donations shall be made to the District warehouse for tagging, appropriate identification marking applications, and initial entry into the asset tracking software. All fixed asset inventory items are District property and are not exempt from the requirement of delivery to the District's warehouse. Appropriate bar code tags shall be used to identify District

property. The tag numbers shall be placed on the property by the warehouse personnel as items are received. All tagged fixed asset inventory will then be placed into the fixed asset tracking software by the warehouse personnel.

H. Tracking Asset Inventory

1. Upon delivery to the site, the Site Asset Administrator assumes responsibility for the movement of fixed asset inventory within their site. All Site Asset Administrators will be required to designate the location and staff responsible for the individual fixed asset inventory items at their site. This will be achieved by designating the proper location and staff member within the asset tracking software. When a fixed asset inventory item changes location or staff responsibility, a fixed asset reporting form will be submitted by the responsible staff to the Site Asset Administrator for approval. Upon approval, the fixed asset inventory item will be promptly moved in the asset tracking software to the proper location and assigned to the proper staff responsible.

I. Site to Site Fixed Asset Inventory Transfers

1. All fixed asset inventory items removed from one site and transferred to another site will require approval of the “receiving” Site Asset Administrator, “releasing” Site Asset Administrator, and Purchasing. When a fixed asset inventory item changes “site” location, the “receiving” Site Asset Administrator will submit a fixed asset reporting form to the “releasing” Site Asset Administrator for approval. After approval, the fixed asset reporting form will be submitted to Purchasing for approval. Upon approval, the Purchasing will remove the fixed asset inventory item in the asset tracking software from the “releasing” site and add it to the “receiving” site. It is then the responsibility of the “receiving” Site Asset Administrator to designate the proper location and staff responsibility for the transferred fixed asset inventory item.

J. Fixed Asset Inventory Disposal

1. All fixed asset inventory designated for disposal must be approved by the Site Asset Administrator and Purchasing before disposal. A fixed asset reporting form will be submitted to Purchasing and Warehouse for approval. Upon approval, the fixed asset inventory item will be sent to the warehouse, removed from the fixed asset inventory software and disposed of according to State statutes by the warehouse staff. All computer equipment hard drives will be either wiped clean or destroyed upon disposal.

K. Alternate Method of Transferring, Adding or Deleting Fixed Assets

The fixed asset reporting form is to be utilized to report transfers, deletions, additions (i.e. PTA, Activity fund or donations) and thefts to the Purchasing. These forms are

supporting documentation for any changes (additions or deletions) to your inventory. Send a copy to Purchasing. Keep a copy for your records. Purchasing will forward this documentation to the warehouse. When the warehouse comes to pick up the deleted or transferred items, sign and keep a copy for your records. It is important to keep a copy of all additions or deletions to your campus/department inventory for auditing purposes.

The following procedures should be followed for transferring, adding or deleting fixed assets from your campus/department:

1. Transfer of Equipment – Send form and place an “X” in the slot marked for transfer. Send the form to Purchasing. Purchasing will forward the form to the warehouse. A warehouse work order must be created in an online work order system and referenced on this form when using this method.
2. Addition of Equipment – Send form and place an “X” in the slot marked for additions. Send the form to Purchasing. Purchasing will forward the form to the warehouse. A warehouse work order must be created in an online work order system and referenced on this form when using this method.
3. Deletion of Equipment – Send form and place an “X” in the slot marked for deletion. Send the form to Purchasing. Purchasing will forward the form to the warehouse. A warehouse work order must be created in an online work order system and referenced on this form when using this method.
4. If the equipment has already been disposed of by your campus/department administrator, please note this on the bottom of the form and send it to the online work order system. Please note that this is not an acceptable practice. No further action is needed.

L. Physical Inventories of Fixed Assets

1. Sites have primary custody and accountability for fixed asset inventory used in their operation. Therefore, a complete physical inventory of all fixed asset inventories will be conducted, and the results will be reconciled with the fixed asset inventory records annually. Under the guidance and coordination Purchasing will facilitate the maintenance of current and accurate fixed asset inventory records by assisting with the physical inventories when needed. Should reconciliation of the fixed asset inventory count and fixed asset inventory system records reveal discrepancies, it will be the responsibility of the Site Asset Administrator to investigate the circumstances and determine the cause and party responsible. The final fixed asset inventory report will be sent to Purchasing for review and final approval. Audit inventories will be conducted randomly by Purchasing to ensure proper adherence to guidelines as set forth.

M. Improper Disposal of Fixed Asset Inventory

1. In cases where fixed asset inventory are lost, destroyed, or stolen through illegal actions, gross negligence, or clear violations of District Policy, staff will immediately report it to their supervisor. In the event of theft, a police report will be filed and sent to Purchasing/Financial Services for appropriate action. Purchasing may also determine that instances of destroyed or missing assets warrant additional review by district staff.

N. Penalties

1. Penalties assessed to Site Asset Administrators or Asset Custodians for fixed asset inventory shortages, improper disposals, poor fixed asset inventory control records and procedures may include:
 - (a.) Formal reprimand through the performance evaluation process and a letter of reprimand in their personnel folder;
 - (b.) Criminal prosecution;
 - (c.) Employment termination;
 - (d.) District reimbursement; and
 - (e.) Other penalties, as deemed appropriate by the Superintendent.

Print Shop Information

A. Requests

Printing requests are to be submitted as directed by the District.

All requests for any printing to be done outside of the Print Shop must be approved by the Director of Purchasing or designee.

B. Ordering

1. Submit via Midland ISD MarketPlace
2. Samples of all printing must accompany the requisition.

C. Turn Around Time

1. Turnaround time depends on the printing required but guaranteed delivery within 48 hours. If the deadline will not be met, the campus/department will be contacted immediately.

Midland I.S.D. Purchasing Levels and Requirements for State and Local Funds					
Purchasing Commitment Amount In Aggregate Per Commodity	Support Required	Additional Forms	RFP / RFQ	Advertising	Board Approval
For Purchases of Less Than \$49,999.99	1 Written Quote	1 Written Quote	Not Required	Not Required	Not Required
For Purchases Over \$50,000.00	Formal Solicitation (Education Code 44.031)	Evaluation Sheet Bid Tabulation	Required	REQUIRED Two (2) Consecutive Weeks	Required in the Aggregate at \$100k
Sole Source Purchase (any dollar amount)	1 Quote	Sole Source Affidavit Sole Source Letter from Vendor	Not Required	Not Required	Agenda Item Required *Required in the Aggregate of \$100k
Purchasing Cooperative Less Than \$100,000.00	1 Quote / Multiple Quotes Preferred	1 Quote / Multiple Quotes Preferred	Not Required	Not Required	Agenda Item Not Required *Required in the Aggregate of \$100k
Purchasing Cooperative \$100,000.00 and Over	1 Quote / Multiple Quotes Preferred	1 Quote / Multiple Quotes Preferred	Not Required	Not Required	Agenda Item Required

Midland I.S.D. Purchasing Levels and Requirements for Federal Grant Funds					
Purchasing Commitment Amount In Aggregate Per Commodity	Support Required	Documentation	RFP/RFQ	Board Approval	Advertising
For Purchases of Less than \$49,999.99	1 Written Quote Must use various vendors (be spread around)	1 Written Quote	Not Required	Not Required	Not Required
For Purchases Over \$50,000.00	Formal Solicitation (Education Code 44.031)	Evaluation Sheets Bid Tabulation	Required	Required in the Aggregate of \$100k	Required Two (2) Consecutive Weeks
Purchases Over \$150,000.00	Formal Solicitation (Education Code 44.031)	-Evaluation Sheets -Bid Tabulation -Cost Price Analysis -Independent Cost Estimate Prior to bidding out Services	Required	Agenda Item Required	Required Two (2) Consecutive Weeks
Sole Source Purchase (any dollar amount)	1 Quote	Sole Source Affidavit Sole Source Letter TEA Request For Non-Competitive Approval	Not Required	Agenda Item Required *Required if Aggregate is \$100k or More	Not Required
Purchasing Cooperative Less Than \$100,000.00	1 Quote / Multiple Quotes Preferred *if verified that co-op is fully EDGAR compliant	1 Quote / Multiple Quotes Preferred	Not Required	Agenda Item Required *Required if Aggregate is \$100k or More	Not Required
Purchasing Cooperative Over \$150,000.00	3 Quote *if verified that co-op is fully EDGAR compliant	3 quotes -Cost/Price Analysis -Independent Cost Estimate Prior to bidding out Service	Not Required	Agenda Item Required	Not Required

* Vendors must be EDGAR compliant.

Midland I.S.D. Purchasing Levels and Requirements for Child Nutrition Services					
Purchasing Commitment Amount In Aggregate Per Commodity	Support Required	Documentation	RFP/RFQ	Board Approval	Advertising
For Purchases Less Than \$10,000.00	1 Quote / Must use various vendors (be spread around)	1 Written Quote Independent Cost Estimate Prior to bidding out Services	Not Required	Not Required	Not Required
For Purchases of \$10,000.00 to \$49,999.99	3 Written Quotes	3 Quotes Independent Cost Estimate Prior to bidding out Services	Not Required	Not Required	Not Required
For Purchases Over \$50,000.00	Formal Solicitation (Education Code 44.031)	Evaluation Sheets Bid Tabulation -Independent Cost Estimate Prior to bidding out Services	Required	Required in the Aggregate of \$100k	Required Two (2) Consecutive Weeks
Purchases Over \$150,000.00	Formal Solicitation (Education Code 44.031)	-Evaluation Sheets -Bid Tabulation -Cost Price Analysis -Independent Cost Estimate Prior to bidding out Services	Required	Agenda Item Required	Required Two (2) Consecutive Weeks
Sole Source Purchase (any dollar amount)	1 Quote	Sole Source Affidavit Sole Source Letter TEA/TDA Request for Non-Competitive Approval Independent Cost Estimate and Cost Analysis Prior to bidding out Services	Not Required	Agenda Item Required *Required if Aggregate is \$100k or More	Not Required
Purchasing Cooperative Less Than \$100,000.00	1 Quote / Multiple Quotes Preferred *if verified that co-op is fully EDGAR compliant	1 Quote / Multiple Quotes Preferred Independent Cost Estimate Prior to bidding out Services Do not use Coops that use a discount	Not Required	Agenda Item Required *Required if Aggregate is \$100k or More	Not Required
Purchasing Cooperative Over \$150,000.00	3 Quote *if verified that co-op is fully EDGAR compliant	-Cost/Price Analysis -Independent Cost Estimate Prior to bidding out Services Do not use Coops that use	Not Required	Agenda Item Required	Not Required

* Vendors must be EDGAR compliant.