

# PURCHASING GUIDE

Please use this guide to help make sure your order is processed timely and accurately. Missing or inaccurate information may delay your order.

## STEP 1:

Identify what you need - for any large requests, discuss with your supervisor before continuing



## STEP 2:

If you are **not** ordering from NYS contract or a BOCES bid: gather three quotes

If you **are** ordering from a NYS contract or a BOCES bid: get pricing from the vendor



## STEP 3:

Use the **Requisition Form** to make sure your order includes all the necessary information.



## STEP 4:

Submit your order to your building or department secretary for entry in nVision. Once approved by the Purchasing Agent, your order will be placed.



## PURCHASING FAQ'S



### Why do I have to get three quotes?

The District's purchasing policies and procedures require three quotes when there is no formal bid process. The purpose of this process is to make sure that we are getting the best price and stretching our dollars.



### How do I know which vendors are on NYS or BOCES Contract?

NYS contracts can be accessed [here](#) and WFL BOCES contracts can be accessed [here](#), however, it's probably easier to reach out to your building or department secretary for help. They have a cheat sheet of popular contracts that we use.



### What if the vendor I want to use isn't in our system yet?

Ask the vendor to send you a W-9 - this is the IRS form that the business office will need to get new vendors set up. This can be sent to [purchasing@rccsd.org](mailto:purchasing@rccsd.org).



### I reached out to vendors for quotes - but only one got back to me. What do I do?

Try reaching out to other vendors. If there aren't any - or if you are now under a time crunch after waiting for a response - submit proof that you made the requests (a copy of the email you sent) with your order.



### What if the vendor won't accept a Purchase Order?

Make sure to ask the vendor - sometimes they will ask you for a credit card just because that is how people normally pay. We only use the credit card in limited circumstances. We can also offer to send someone with a physical check (for example, on a field trip) as long as the business office has advanced notice. We will work with you to find a solution!