

North Plainfield Board of Education



Purchasing Manual

2024-2025

Board Approved Date September 18, 2024

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INTRODUCTION AND PURPOSE

The purpose of this Purchasing Manual is to assist all Board of Education employees in the proper purchasing practices to be in full compliance with:

- New Jersey Public School Contract Laws Title 18A:18A, et. seq.;
- New Jersey Administrative Code N.J.A.C. 5:34, et. seq.;
- Board of Education Policy; and
- Other federal and state laws and codes.
- NJQSAC SOA Fiscal Management Item #10; and
- Local Finance Notices – NJ Division of Local Government Services

The Purchasing Manual is designed to achieve three (3) goals:

1. Follow the law and Board policy on purchasing;
2. Promote efficiency in purchasing practices; and
3. Achieve savings of money through proper purchasing practices.

We ask you, the user of the purchasing system, to help achieve these goals through proper planning. Please allow yourself enough leeway between generating a purchase order and the actual date materials or services are needed. Please think of purchasing in terms of a whole year. What items and services do you need on an annual basis?

Through proper planning, we can eliminate much of the frustration that is encountered in all public school purchasing procedures.

This manual should be reviewed with administration, teachers, secretaries, and others who are involved in the purchasing process. It is imperative that everyone adheres to all purchasing laws and guidelines.

If you have any questions concerning the following guidelines, please do not hesitate to call the Business Office, Extension 6114.

PURCHASE ORDER PROCEDURES

Authority to Purchase

The purchase of goods and/or services by a Board of Education is governed by state statutes, administrative code and Board policy. New Jersey State Law (18A:18A-2(b)) assigns the authority to the Purchasing Agent to make purchases for the Board of Education.

The Purchasing Agent is the only individual in the school district who has the authority to make purchases for the Board of Education.

The North Plainfield Board of Education by board resolution has authorized the School Business Administrator to be the Purchasing Agent for the school district.

Authorized Purchases

All requests for purchases of goods and/or services must be made through an approved purchase order signed by the Purchasing Agent.

A purchase order, pursuant to state law, is a document issued by the Purchasing Agent authorizing goods or materials to be ordered for the school district for work/service to begin. 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 Purchasing Agent.

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.

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:

Penalties for Unauthorized Purchases

First Offense	Counseling Letter	
Second Offense	Letter of Reprimand in Personnel File	Pay for Purchase
Third Offense	Loss of Increment	Pay for Purchase

Corrective Action for Non-Compliance

If the Purchasing Agent has determined that an unauthorized purchase has been made, a memo will be sent to the responsible administrator advising the administrator of the unauthorized purchase. The Superintendent of Schools will receive a copy of the memo.

The responsible administrator will prepare a memo explaining the reasons why proper purchasing procedures were not followed. The memo will be attached to the purchase order and a copy of the memo will be sent to the Superintendent of Schools.

At any time during the Corrective Action Process, the Superintendent may invoke the penalties for non-compliance.

A repeat offense of an unauthorized purchase by the same administrator within a school year will mandate that administrator to attend a special in-service workshop on proper purchasing procedures and any sanction that may be invoked by the Superintendent.

District Sanctions to Violations

All district employees are reminded that the school district may receive sanctions because of unauthorized (confirming) purchases. Employees are to note the following consequences of such actions:

1. Withholding of State Aid—N.J.A.C. 6A:23A-5.4

The Commissioner of Education may withhold State funds from any school district that fails to obey the provisions of the Public School Contracts Law—N.J.S.A. 18A:18A-1, et seq.

2. NJQSAC Fiscal Management SOA #10

The school district is subject to losing NJQSAC points by not being in compliance with the Fiscal Management SOA Item #10.

3. Audit Finding and Recommendations

All financial transactions are subject to audit review. The district may receive an audit finding and recommendation for unauthorized (confirming) purchases. Repeat audit findings may lead to sanctions against the school district.

Miscellaneous:

Preview of Materials

All staff members must receive permission from administrators, supervisors, or principals in order 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 prepared for a new item.

Reimbursements - Employee

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

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 Purchasing Agent. (*see Addendum: Student Activity Accounts*)

A. Responsibilities of Originator of Purchase Order - Preparing a Purchase Order

The person who prepares the purchase order — the “requisition user” — has certain responsibilities before the order is sent to the administrator, supervisor, or principal for approval. He/she is to ensure the following:

1. **Purchase Orders** - All initial requisitions are to be entered into School Fi.
2. **Vendor’s Name** - All Board checks are made payable to the vendor name (top line) listed on the purchase order. Please ensure the proper vendor name is correct in the system.
3. **Vendor’s Complete Contact Information** - The purchase order must include the vendor’s complete address and phone and fax number, plus email address. Post Office Box addresses by themselves are not acceptable unless they are of major well-known companies.
4. **Current Budget Year Included** - The current budget year must be included in the space provided.
5. **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 the latest catalogs available.
6. **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.

If you are unable to ascertain the actual charges, type on purchase order:

“10% Estimated Shipping and Handling”

If there are no shipping and handling charges, type on purchase order:

“Shipping and Handling Included.”

7. **Delivery Address - Attention of** -The delivery address should include a name of a person or a specific department.
8. **Delivery, Types of** - The North Plainfield Board of Education recognizes two (2) types of delivery:

a. INSIDE DELIVERY

Items are to be delivered to a 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.

b. SPOTTED DELIVERY

Items are to be delivered to a 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 North Plainfield Board of Education within five (5) working days. Please ensure that all purchase orders have the correct delivery designation.

9. **Total Cost** - Please include the words “Total Cost” on the purchase order with the actual amount of the order. **Minimum Order** - The minimum order amount for all purchase orders is **\$25.00**. Please try to plan and combine orders to exceed the \$25.00 limit. Please verify your

figures for accuracy. Please note: The Board of Education is exempt from paying New Jersey Sales Tax.

10. **Budget Account Number** - Please be sure the correct Budget Account Number that corresponds to the product or service being purchased is utilized on the purchase order. If unsure, contact the business office.
11. **State Contract Orders** - When ordering through State Contract vendors (minimum order \$100.00) please include:
 - a. State Contract Number;
 - b. Shipping and Handling Included; and
 - c. Appropriate documentation when required.
12. **Quotations** -If quotations are obtained, please attach to the purchase order a copy of each written quotation received. Please type the quotation date and the quotation number in the center of the first section of the purchase order in the space provided.
13. **Bids** - If bids or cooperatives are used or obtained, please click the appropriate box and enter the following in the appropriate space in the first section on the purchase order:
 - a. Bid Date; and
 - b. Bid Number.

Purchase Order Rationale

A purchase order should conform to a “Rationale Test” prior to being approved.

Administrators may be asked to complete a Purchase Order Rationale Form and submit to either the Superintendent or Assistant Superintendent or Business Administrator as requested.

Administrators who submit purchase orders should be able to answer why the purchase is essential to the school district. Administrators should also be able to show and explain the following:

- How will students learn or benefit from the purchase?
- What educational achievement or program may be linked to the purchase?
- How is the purchase of operational value to your school/office?
- Are the goods/services purchased useful for the long term rather than immediate need?
- Have inventories been checked to determine whether there is a real need for the purchase?

The approvers will review each purchase order to ensure what is requested is essential to the school district. The approvers may not approve purchase orders for the purchase of goods or services considered to be either unnecessary to the operation or *non-essential to the achievement of educational goals*.

Exceptions for Purchase Order Rationale Form

Purchase orders for the following items do not require a Purchase Order Rationale Form:

<ul style="list-style-type: none">● <u>Emergency Purchases (N.J.S.A. 18A:18A-7)</u> Emergency purchases are regulated by state law. In order to approve an emergency purchase, rationale must be first provided thus negating the need for a Purchase Order Rationale Form.
<ul style="list-style-type: none">● <u>Field Trip Transportation</u> Requisitions for field trip transportation do not need a rationale form. A copy of the Approved “Field Trips” Resolution must be attached to each field trip transportation purchase order.

<ul style="list-style-type: none"> ● <u>Pupil Transportation; Athletic Transportation</u> Transportation of students to and from school is regulated by state law, administrative code and the student’s IEP and does not require a rationale form. Transportation of athletes to and from athletic events does not require a rationale form.
<ul style="list-style-type: none"> ● <u>Travel Reimbursement for Employees</u> Travel reimbursement costs are regulated by state law, state administrative code and Board policy. All conditions and approvals for this reimbursement have been met in order for the requisition to have been prepared. (See page 27 Letter F—Travel Reimbursement). Purchase orders must be entered into School Fi prior to travel.
<ul style="list-style-type: none"> ● <u>Tuition Contract - Special Education Schools</u> As with pupil transportation requisitions, tuition to special education schools is regulated by federal and state law and no further justification is needed.
<ul style="list-style-type: none"> ● <u>Tuition Reimbursement for Employees</u> This employee contractual benefit needs no further explanation. All conditions and approvals for tuition reimbursement have been met in order for the purchase order to have been prepared.

A copy of the Purchase Order Rationale Form is in the Appendix.

B. Responsibilities of Administrator/Supervisor or Principal

Administrators/supervisors and principals - “Approvers” - must ensure the following before the purchase order is approved in School Fi, in order for the Assistant Superintendent to review and approve:

1. **Funds Available -**
They must check to determine if *funds are available* in their budget to cover the purchase order. If insufficient funds in the expenditure line necessary to charge the purchase are not available, however the funds are available in another line, a request for transfer may be made to the Business Administrator. The request will be reviewed for educational necessity and must adhere to administrative code regarding allowable amounts of transfers.
2. **Purchase Order Completion -**
They must check to determine that items 1-13 previously noted (Responsibilities of the Originator of Purchase Order) have been *properly completed*.
3. **Approval of the Purchase Order -**
Once the requisition has been entered into School Fi, the purchase order must be approved. By approving the purchase order, the administrator/supervisor or principal is certifying that funds are available in the budget account line to cover the cost of the purchase.
4. **Originator Copy (Yellow) -**
The Originator Copy (yellow) of the purchase order is emailed to the office of the administrator/supervisor or principal.
5. **Receiving Copy (Pink) -**
Once the purchase order has been fully approved and emailed to the vendor, the originator of the Purchase order will need to enter into School Fi the items/goods/services were received.

C. Responsibilities of the Assistant Superintendent of Schools

Upon approval of the purchase order, the Assistant Superintendent's Office will review and approve in School Fi. The Assistant Superintendent reviews and determines the educational or operational value of each purchase order. The purchase order is approved by the Assistant Superintendent and then sent to the Superintendent for approval.

D. Responsibilities of the Superintendent of Schools

Upon approvals of the purchase order, the Superintendent will review and approve in School Fi. The Superintendent reviews and determines the educational or operational value of each purchase order. The purchase order is approved by the Superintendent.

After the initial entry into the system and the subsequent approvals - first by the supervisor or principal, second by the Assistant Superintendent, and third by the Superintendent - the purchase order is presented to the Business Administrator/Board Secretary (Purchasing Agent) for final review and approval and then printed and sent to the vendor.

E. Responsibilities of the Business Administrator

The Business Administrator reviews each purchase order. Special attention is given to the following:

1. **Available Funds** - Purchase orders are divided by account and are checked to determine if funds are available in the account. If not, the purchase order is returned to the originator with a memo of explanation.
2. **What is Being Ordered and the Cost** - The Purchasing Agent reviews the technical aspects of the purchase order to ensure compliance with state law and Board policy.

The Business Office checks the cost of each item and determines if it can be purchased from another vendor at a savings. The Business Office also reviews whether the purchase order exceeds:

The Quotation Limit	of \$6,600.00
The Bid Limit	of \$44,000.00

3. **Document Check – State Law**
Pursuant to various state laws, the Purchasing Agent must ensure the following documents are on file in the Business Office before the purchase order is signed and processed:

- Affirmative Action Evidence – Contracts \$44,000.00 and over (cumulative)
- Business Registration Certificate (BRC) – Unless exempted by law
- Chapter 271 – Political Contribution Disclosure Form (PCD) * - Purchases over \$17,500.00 (cumulative)
- Iran-Russia- Belarus Financial Disclosure Form
- IRS W-9 Form

*Administrators recommending contracts for professional/educational services are to secure the Chapter 271 PCD from the vendor when the vendor submits his/her proposal. The PCD must be forwarded to the Business Office.

A copy of the PCD is in the Appendix.

4. **Review of Purchase Order** - The purchase order is also reviewed for technical aspects such as:

- a. Account number missing or incorrect;
- b. Shipping charges added;
- c. Signatures missing;
- d. State contract numbers incorrect/missing;
- e. Vendor address incomplete; and
- f. Other items as listed in Section A.

Incomplete or improper purchase orders will be returned with a memo explaining deficiencies. See copy of Memo in Appendix.

If the Purchasing Agent is satisfied, he/she electronically approves the purchase order. School Fi will electronically send the various parts of the Purchase Order. If an email address is not provided, the Purchase order will be mailed to the vendor.

The purchase order process in total, as explained, may take up to 5-10 days to complete. Please allow sufficient time and plan accordingly.

5. **Transfer of Funds** - The Business Office processes purchase orders only 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. All letters requesting a transfer of funds are to be sent to

Business Administrator/Board Secretary

All transfers of funds have to be approved by the Board of Education at a public meeting.

In certain cases, some transfer of funds requests must be sent to the State Department of Education for review. Substantive transfers of money (more than 10% of the budget line item) must be approved by the State. Purchase orders that require a transfer of funds will be mailed to the vendors the day after the State Department of Education approves the transfers.

F. Responsibility of the Vendor

The Business Office emails the vendor the purchase order and the voucher. The vendor is to sign the voucher and return it to the Business Office with an invoice. If you receive a signed voucher, return it to the Business Office. A check is prepared for the vendor once the Business Office has a

<ul style="list-style-type: none"> ● Electronic Signed Voucher 	<ul style="list-style-type: none"> ● Invoice
<ul style="list-style-type: none"> ● All Packing Slips 	<ul style="list-style-type: none"> ● Electronic Receiving Copy (pink) Signed

G. Employees Prohibited from Signing Contracts

Board of Education employees are prohibited from signing any contract offered by a vendor.

The power to sign and execute contracts lies with the School Business Administrator.

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

H. Contracts Purchase Order Required

The awarding of a contract to a vendor approved by the Board of Education at a 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.

I. Cancellation of Purchase Orders

All requests to cancel purchase orders must be made in writing to the Business Office. Reasons explaining the need to cancel the purchase order must be outlined. The Business Administrator/Purchasing Agent maintains the sole right to cancel purchase orders.

J. Private Purchases - Prohibited

Goods and services procured by the North Plainfield Board of Education are exclusively for the use of the North Plainfield Board of Education and, if applicable, other public and non-public schools. These goods and services are purchased through the signed purchase order process.

Employees of the North Plainfield Board of Education are prohibited from privately purchasing goods and/or services off the bid prices and quotation prices offered by the vendors to the North Plainfield Board of Education.

METHODS OF PROCUREMENT

A. *Bid Limit - \$44,000*

The North Plainfield 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.

This restriction is called the **bid threshold** or **bid limit**. The bid limit is \$44,000. This means that any specific item, class of items, and/or services of a similar nature purchased by the school district totaling more than \$44,000 for the entire year must be competitively bid. This restriction is for the entire district and not by location or schools.

You cannot circumvent the law by splitting purchases to be under the \$44,000 bid limit.

If you find that your purchases may exceed the \$44,000 bid limit, please contact the Business Office at once.

Award of Contract - Lowest Responsible Bidder

The common thread of all these bids is that the district has to award the contract, pursuant to N.J.S.A. 18A:18A-4 (a), to the lowest responsible bidder.

*Subject to Federal Guidelines 7 CFR 210.21 and 2 CFR Part 200.

B. *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. The proposed timelines, as an example, could be as follows

<i>February</i>	<ul style="list-style-type: none">Administrators/supervisors prepare technical specifications to be reviewed by the Purchasing Agent.
<i>March</i>	<ul style="list-style-type: none">Purchasing Agent prepares final bid specifications to be drafted in a manner to encourage free, open, and competitive bidding.
<i>April/May</i>	<ul style="list-style-type: none">Annual bids are received, opened and tabulated by the Purchasing Agent.
<i>June</i>	<ul style="list-style-type: none">Bid resolutions are prepared by the Purchasing Agent for Board approval.
<i>July</i>	<ul style="list-style-type: none">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.

C. *Bidding: Time Frame*

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

D. *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:

-
- Purchasing through State Contract;
- Professional services as outlined by New Jersey law;
- Textbooks, kindergarten supplies, student produced publications, library and educational goods;
- Legal notices, food supplies, milk, utilities, insurance, election expenses, travel and conferences.
- Contracts with other government entities; county and state colleges.

* These purchases may be subject to the quotation process pursuant to N.J.S.A. 18A:18A-37(a) if practicable.

Please contact the Purchasing Agent for further explanation.

E. *Quotations (Purchases that fall between \$6,600 and \$43,999)*

This method of procurement is used for contracts for goods, materials, services and public works projects that in the aggregate are between \$6,600 and \$43,999.

Examples:

Athletic Trainer Supplies, Athletic Wear
Copy Machines Supplies, Instrument Reeds
Payroll Checks, Dry Cleaning Services
Two Way Radios, Fitness Equipment

Award of Contract - Price and Other Factors

The Board of Education is obligated to solicit at least two (2) competitive quotations and award the contract, pursuant to N.J.S.A. 18A:18A-37 (a), to the vendor whose response is most advantageous, price and other factors included.

Quotations and Purchasing

1. Quotation Limits--\$6,600 through \$43,999

The quotation limit (threshold) is now \$6,600. 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 \$44,000 for the entire year, must be competitively quoted or advertised for bid at the discretion of the Purchasing Agent.

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

2. Quotation Process

All quotations shall be in writing and will be coordinated by the Office of the Purchasing Agent. When a quotation is deemed necessary, the Administrator or Principal is asked to contact the Business Office. The Purchasing Agent 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 a case of extreme urgency.

3. Receipt of Two (2) Quotations

Pursuant to N.J.S.A. 18A:18A-37(a), the school district shall solicit two (2) quotations, if practicable. Evidence of the quotation process shall be kept on file. A copy of the quotation shall be attached to the purchase order.

F. Request for Proposal - RFP - This method is preferred for the following contracts:

Professional Services

Medical
Auditing, Accounting
Instructional Improvement
Legal
Educational Consultants
Engineering, Architectural
Professional Development

Academic/Operational Services

(Contracts less than \$40,000)

Award of Contract—Evaluative Criteria

The RFP method is designed to award the contract to the vendor based upon a list of criteria which include areas as recommended by the New Jersey State Comptroller’s Office with the

Best Practices in Awarding Service Contracts (2010)

- Technical
 - Submission of narrative how firm will provide services; planned approach; measurable results
 - Understanding how services will be provided
- Management
 - Business organization; staffing
 - Experience; and
 - Knowledge of district
- Cost
 - Fee proposal submission; cost analysis

The contract for an RFP contract does not have to be given to the respondent who submits the lowest price. The evaluative criteria process is designed to award the contract to the respondent whose response will provide the highest quality services at fair and competitive prices.

G. Competitive Contracting (Certain Contracts over \$44,000)

This procurement method is used for certain contracts over \$44,000.00.

The district can only use this method for contracts that are outlined in NJ State Law 18A:18A-4.1. Some of the examples that are permitted are:

- Proprietary Computer Software for Board Use
 1. Student Data Warehousing
 2. Student Information System
 3. Business Office; Human Resources Software
- Professional Development Services
- Educational Consultant Services
- Instructional Improvement Services

The award of contract is similar to the RFP award of contract. It is based upon the same evaluative criteria which are designed to award the contract to the respondent whose response will provide the highest quality services at fair and competitive prices.

The administrative process of Competitive Contracting as outlined in N.J.S.A. 18A:18A-4.1 et seq. and N.J.A.C. 5:34-4.1 et seq. is a rather lengthy process and may take 6-8 weeks to complete.

H. State Contract Purchasing

Pursuant to N.J.S.A. 18A:18A-10 (a), a Board of Education may purchase goods and services through New Jersey State Contract vendors. If the purchase exceeds the bid threshold, the Board of Education must adopt a resolution awarding the contract.

It is the recommendation of the Purchasing Agent to procure the following equipment and supplies from New Jersey State Contract vendors.

Office Supplies and School Supplies

The Purchasing Agent 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 the State Contract vendor, please follow the instructions on the memo.

Computers

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

Contact the Director of Technology

Please contact the **Director of Technology at Ext. 3283**. He will be able to assist you with the technical aspects and the State Contract requirements of purchasing computers.

Copiers - Approvals Needed - Superintendent, SBA and Board of Education

If you plan to purchase a copier, please contact the Business Office. All purchases of copiers must be pre-approved by the Purchasing Agent and the Superintendent of Schools. All purchases of copiers through the State Contract GSA pricing require Board of Education approval pursuant to the requirements of N.J.A.C. 5:34-9.7.

Other State Contract Purchasing

The School Business Administrator is required to have Board of Education approval for all NJ State Contract purchases that exceed the bid threshold. All NJ State Contract purchases will be verified by the Purchasing Agent prior to processing.

Purchase Order Requirements--State Contract

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

1. State Contract Number
2. State Contract System Identifier - **1 NJCP**
3. Notification of Award attached to the purchase order
4. Approved State Contract price list
5. Shipping and Handling included

OTHER PURCHASING PROCEDURES

A. Cooperative Purchasing

The North Plainfield Board of Education may contract with Educational Data Services of Saddle Brook, NJ, or other cooperative purchasing agencies, to purchase items such as:

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

The Purchasing Agent shall provide to all administrators, supervisors and principals specialized training on using the cooperative purchasing services.

B. Emergency Contracts

Emergency contracts are strictly regulated by N.J.S.A. 18A: 18A-7. A situation must exist affecting the health or safety of the occupants of school property that requires the immediate delivery of articles or the performance of a service to alleviate the emergency.

The emergency contract process is reviewed in the Appendix. Please note that the Superintendent of Schools must be notified **first** of all emergency purchase requests. Only the Purchasing Agent may award an emergency contract.

C. EUS - Extraordinary Unspecifiable Services

The EUS procurement method is used for the procurement of insurance and insurance consultant services. The Purchasing Agent will coordinate all EUS activities pursuant to N.J.S.A. 18A:18A-5 (a) (10) and N.J.A.C. 5:34-2.1 et seq.

D. Federal Funds - Procuring Goods and Services When Using Federal Funds

All non-federal entities (school districts) are to follow NJ Public School Contracts Law when procuring goods and services using federal funds except where the federal standards detailed in 2 CFR Part 200 are in conflict or **more restrictive**.

Effective July 1, 2015, school districts when procuring goods and services using federal funds, are to comply with the Uniform Administrative Requirements—2 CFR Part 200.

Federal Funds Procurement Thresholds—More Restrictive

<u>More Restrictive</u>	<u>Procurement</u>	<u>Threshold</u>	<u>Activity</u>	<u>Citation</u>
Less than \$3000	Micro-purchase; sound business practices			200.320 (a); 200.67
\$3000-\$43,999	Use of Quotations; Use of RFP's			18A:18A-37 (a)
\$44,000 or more	Use of Bids; Use of Competitive Contracting Formal advertising			18A:18A-4 (a)
				18A:18A-4.1 et seq.

A more comprehensive Threshold Chart will be distributed by the Purchasing Agent.

E. Increasing a Purchase Order Amount

There may be times where a purchase order amount has to be increased to meet the needs of the district. The School Business Administrator, in accordance with N.J.A.C. 6A:23A-6.10, will identify and investigate the reason(s) for any increase to a purchase order.

F. Purchase Order Requirements

The Purchasing Agent must receive from vendors certain legal documents prior to issuing a purchase order. Depending on the amount of the purchase order in the aggregate the following documents must be in the possession of the Purchasing Agent:

1. Affirmative Action Evidence Certificate of Employee Information Report
 1. Business Registration Certificate from the State of New Jersey
 2. Chapter 271 Political Contribution Disclosure form
 3. Iran Financial Disclosure Form
 4. IRS W-9 Form
 5. Russia-Belarus Financial Disclosure Form

See the Appendix for the Purchase Order Requirements Chart

G. Renewal of Contracts—Services

Any vendor contract for services other than professional services, may be extended or renewed by the Board of Education pursuant to the terms and conditions of N.J.S.A. 18A:18A-42 (o). The major conditions are as follows:

1. Renewal contract is awarded by board resolution;
2. No contract shall be extended so that it exceeds five (5) consecutive years;
3. Any price increase shall not exceed the quarterly Index Rate; and
4. Terms and conditions of the contract remain substantially the same.

The Purchasing Agent will notify all administrators in March of the preceding fiscal year of any vendor contracts that are eligible for renewals.

H. Student Activity Account Purchases

Pursuant to State Law N.J.S.A. 18A:18A-5(a) (21), purchases made through Student Activity Accounts that exceed the bid threshold shall be awarded by the Board of Education at a public meeting.

Examples of items purchased through Student Activity Funds that may require board approval are:

<ul style="list-style-type: none">● Class Gift● Class Rings● Field Trips● Proms● Yearbooks	
--	--

See also ADDENDUM Student Activity Accounts

SELECT PURCHASING TOPICS

A. Field Trip Transportation

The district has secured, through the competitive bid process, prices for various types of transportation vehicles needed for approved field trips. A special bulletin has been issued to all administrators and principals. All employees are reminded of the following guidance as it pertains to field trip transportation:

1. Purchase order must be prepared and processed prior to the date of the field trip.
2. Attached to the field trip transportation purchase order is a copy of the Board of Education resolution approving the destination of the field trip.
3. The approved bus company and corresponding prices are to be used whether the field trip is paid through Board of Education funds (PO) or student activity funds.
4. All field trips using Board of Education funds (purchase order) shall be part of the instructional program, have an educational value and shall be reasonable in cost. Field trips solely for student entertainment are prohibited when using public funds. A board resolution approving the field trip must be attached to the purchase order.
5. The cost of field trips may be borne by the pupils' parents with the exception of pupils in special education classes and pupils with financial hardship. Reference N.J.S.A. 18A:36-21

B. Meals, Refreshments, and Catering

The State of New Jersey Department of Education has provided guidance to school districts through Administrative Code N.J.A.C. 6A:23A-5.8 on board expenditures for meals and refreshments.

The expenditure of public funds for meals and refreshments may be used for the following:

1. Permitted Activities for Meals, Refreshments, and Catering

- ***Student Activities***
Reasonable costs for light meals and refreshments directly related to activities that benefit students and are part of the instructional program are permissible. These activities must be part of the instructional program and not solely for student entertainment.
- ***Parent Activities***
Reasonable costs* for light meals and refreshments for parent activities are permissible. It is expected that expenditures for this purpose will be minimal and infrequent - State code.
- ***Dignitaries***
Reasonable costs* for light meals and refreshments for dignitaries as defined in State code are permissible.
- ***Board Member Meetings -- N.J.A.C. 6A:23A-7.12(f)***
Light meals and refreshments* are permitted for all board members and for employees who are required to attend a Board of Education meeting.

Please note that costs for light meals and refreshments are limited as follows:

Breakfast	\$ 5.00 per person
Lunch	\$ 7.00 per person
Dinner	\$10.00 per person

(NJ OMB Circular 12-14OMB Section XI—Letter J)

Documentation Required - Light Meals and Refreshments

Documentation must be provided to support expenditures for light meals and refreshments. The following information is to be provided on the Purchase Order Rationale Form:

- Description of the activity;
- Purpose/justification of the activity, goal, objectives;
- Make-up of the group receiving the meals; and
- Names of employees and board members included in the group.

2. Prohibited Activities - Meals and Refreshments

● Athletic Activities

Light meals and refreshments served to *guests* at any athletic event, game or contest are not permitted.

● Staff and Employees of the School District

Light meals and refreshments are not permitted for employees and staff of a school district, unless the staff member or employee is essential to *a student activity* where light meals or refreshments are being served.

● Honoring Employees

Receptions, dinners or other social functions held for or honoring any employee or group of employees are not permitted when public funds are being used.

3. Purchase of Food Supplies – Supermarkets

New Jersey State Law and code exclude the purchase of food supplies from the bidding process if the food supplies are for the school cafeteria or home economics classes. Many schools and offices have prepared purchase orders to:

Names of Supermarkets

Food supplies purchased from the supermarkets shall be in compliance with state law and code and only for the approved list of situations. All purchase orders, including student activity account purchases, are subject to review by Department of Education (DOE) officials and auditors.

4. Food Supplies

New Jersey Administrative Code 6A:23A-16.5(b) clearly notes that food supplies include those supplies that are “eaten or drunk.” Administrators are to ensure that purchases from the supermarkets have only items listed that follow the code. The Business Office will review the register receipts and highlight those items that do not follow the code.

C. Miscellaneous Permitted and Non-Permitted Purchases

1. Permitted Purchases

● Commencement / Convocation Activities

All reasonable costs for commencement / convocation activities are permitted.

● Field Trips / Extracurricular Activities

All field trips using Board of Education funds (purchase order) shall be part of the instructional program, have an educational value and shall be reasonable in cost. Field trips solely for student entertainment are prohibited when using public funds. A board resolution approving the field trip must be attached to the purchase order.

● Library Books, Magazines, Videos/DVD's/CD's

All library books, magazines and multi-media presentation materials shall be for educational or operational purposes.

- **T-Shirts**
The Superintendent will consider, on a case by case basis, requests for the purchase of T-Shirts. It is strongly encouraged that purchases of T-Shirts be made through the appropriate student activity account.

2. Non-Essential and Prohibited Purchases

● Carnivals	● Retirement Plaques
● Gifts for Employees	● Bereavement flowers; baskets
● Teacher appreciation gifts/activities	● Student entertainment

The list is not all inclusive and items may be deemed non-essential by the Superintendent during the course of the school year.

D. Textbooks - Approval and Purchase

1. Approval of Textbooks

In accordance with state law (**N.J.S.A. 18A:34-1**), all textbooks must be approved by the Board of Education prior to their use in the educational program. Purchasing textbooks that have not been approved by the Board of Education is a violation of state law. The Assistant Superintendent of Curriculum and Instruction, has set up procedures to have textbooks approved by the Board of Education.

2. Textbook Approval – Board of Education Resolution

The procedure for obtaining Board approval is:

- Complete the District Textbook Evaluation and Approval form
 - Submit a textbook and form to the Assistant Superintendent, who will prepare the Board resolution.
- 3. Purchase of Textbooks and Curriculum Department Review**

New Jersey Administrative Code 6A:23A-9.3(c) (12) requires the purchase of textbooks to meet one of the following conditions:

- The purchase is in accordance with a textbook replacement plan;
- Textbooks have been identified as stolen or destroyed; or
- A change in curriculum or new edition requires a new textbook.

It is important that all purchase orders for textbooks withstand any state or district audit review. The following documentation shall be attached to each purchase order for textbooks:

- **Textbook Order Rationale Form** (See Appendix)
This form, which must be completed and attached to the front of the purchase order, requires the administrator or supervisor to

- explain the reason for the purchase; and
- provide documentation that the textbook was pre-approved.

Budget Accounts

As always, only textbooks and teacher editions of the textbooks may be purchased from the “640” object code. All other books and reading material must be purchased from the “600” or “610” series accounts.

E. Books - Purchasing Procedures

1. Purchase Orders Processed - Once a Month

The Business Office, to ensure compliance with Public School Contracts Law and Board policy, will now process all purchase orders for books and workbooks that require Board of Education approval once a month.

The Business Office will hold all purchase orders for books and workbooks to determine whether the total cost of the purchase orders exceed the bid threshold. If the total cost of the purchase orders exceeds the bid threshold, then the Business Office will prepare the appropriate board resolution.

After the Board of Education adopts the resolution to purchase the books/workbooks, the purchase orders will be approved and processed if all the required documents are on file.

The Business Office will use the Superintendent’s deadline for agenda items for this process. Purchase orders for books and workbooks received after the deadline will be held for the next board meeting.

2. Purchases Must be Planned

All schools/offices buying books and workbooks must now plan appropriately. Administrators and supervisors are to direct teachers and staff members to have all purchase orders ready before the deadline or otherwise they will have to wait for the next Board of Education meeting.

3. Online Pricing or Price Quotations

School principals and Supervisors are to ensure that purchase orders for books and workbooks be presented to the Assistant Superintendent/Superintendent with pricing that was obtained through the book company representative or by using online pricing.

4. Purchase Order Review – Online Pricing or Price Quotations

Each purchase order for the purchase of books and workbooks will be reviewed by the Business Office. It is expected that attached to the purchase order will be either:

- Copies of the price quotation received from the sales representative; or
- Copies of the online pricing obtained from the company’s website.

Shipping and handling costs must be confirmed by the sales representative or the customer service number.

Any book purchase order that does not have either the price quotation from the sales representative or copies of online pricing will be returned.

Use of Catalog Pricing – PROHIBITED

Using written paper catalog pricing is prohibited. All book prices must be obtained by contacting the sales representative or by obtaining the prices online.

F. Travel Reimbursement - Purchase Order - Conferences and Workshops

The State of New Jersey, pursuant to N.J.S.A. 18A:11-12, has adopted strict travel guidelines for school districts to follow. All school officials and employees seeking travel reimbursement must adhere to the law and travel administrative code—N.J.A.C. 6A:23A-7.1 et seq. **At a minimum**, reimbursement purchase orders for travel must meet the following requirements:

- a. Written Approval of the Superintendent - prior to travel event
The travel shall be approved in writing by the Superintendent prior to the travel event. Documentation shall be provided with the purchase order for reimbursement.
- b. Board of Education Approval - prior to travel event
The travel shall be approved by resolution at a public Board of Education meeting, again, prior to the travel event. A copy of the board resolution shall be attached to the purchase order.
- c. Reimbursement Procedures
Prior to being reimbursed for approved costs for the travel event, the following must be presented with the purchase order when applicable
 1. Approvals in writing;
 2. Travel Report;
 3. Receipts for hotel and meals (when applicable);
 4. Mileage Travel Form;
 5. Driver's License, Vehicle Registration, Insurance Card; and
 6. Other documents when requested.

All public school employees are to review all Board policy and school administrative procedures with the School Business Administrator prior to planning for the travel event.

PURCHASE ORDER PROCESS

A. Processing the Purchase Order - Design of Purchase Order

The purchase order is made of five sheets, each color-coded for a certain purpose. Listed below are the names of the appropriate color and the purpose of each sheet.

<u>Copy</u>	<u>Color</u>	<u>Disposition</u>
Vendor Copy	White (top)	Emailed to vendor to order items/provide services
Voucher Copy	White (2nd)	Emailed to vendor for signature and returned to the business office
Receiving Copy	Pink	The Originator of the Purchase Order marks goods/services received in SchoolFi upon receipt of goods/services
Requisitioner Copy	Yellow	Remains electronically on file in SchoolFi.
Accounting Copy	Green	Remains electronically on file with the Business Office

B. Receipt of Goods and Services

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

1. Receipt of Items Ordered

It is important that all items received be immediately checked. Please note the following:

- a. Obtain receiving copy (pink) of purchase order and packing slip of items ordered.
- b. Open boxes and check off items received on the receiving copy and the packing slip.
- c. If all items are enclosed, then sign and attach a packing slip to the receiving copy of the purchase order.
- d. The school principal/office supervisor should sign the receiving copy (pink) and send it with the packing slip to:

Accounts Payable Coordinator, c/o Business Office

All receiving copies (pink) of purchase orders and packing slips should be signed and uploaded /emailed to the Business Office within seven (7) days of receipt of items.

2. Problems Encountered with Receipt of Goods

Problem: Back Orders

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

Process to Follow: Back Orders

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

- Mark on your receiving copy (pink) of the purchase order those items you did not receive.
- Make and keep a copy of your receiving copy (pink) and the packing slip.
- Send the original receiving copy (pink) and packing slip to the Business Office.
- Upon receipt of the back order in the next shipment, enter in School FI that the goods were received and upload the packing slip to School Fi.

Problem: Items Missing from Order

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

Process to Follow: Items Missing

- Call the company and tell them what was missing.
- Mark on the receiving copy and packing slip what items were missing.
- Make and keep a copy of your receiving copy (pink) and the packing slip.
- Enter into School Fi by checking the goods that were received and upload the packing slip to School Fi.
- Upon receipt of the missing item in the next shipment, check off the remaining goods in School Fi and upload the packing slip of remaining goods.

Problem: Items Damaged / Wrong Item

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

Process to Follow: Items Damaged / Wrong Item

- Call the company and ask them what the procedure is for returning damaged or wrong items.
- Return the item(s) to the company.
- On the receiving copy (pink) and the packing slip, mark what items were returned and the reasons for being returned. Please note how the items were returned (UPS/PO/Vendor Pick Up).
- Send the receiving copy and packing slip to the Business Office.
- Upon receipt of the missing item in the next shipment, check off your copies of the receiving copy (pink) and the packing slip and send both copies to the Business Office.

Problem: Discontinued Item

Sometimes the items you requested have been discontinued.

Process to Follow: Discontinued Item

- Please note in School Fi that the item is discontinued and upload packing slip and invoice and mark ?????
- Do not call the company for a replacement item. You must complete a new purchase order.

C. Purchase Order Cut Off Date

Administrators/supervisors are to be alerted to the fact that purchase orders for the present school year will not be accepted after the ***first Friday in April for any non-essential purchase.***

D. Training Sessions

All school personnel involved in the purchasing process will attend an annual training session concerning the proper purchasing procedure.

E. Payment for Goods and or Services

The Business Office presents to the Board of Education a bill list to approve once each month, at the second meeting of each month. Therefore, it can take up to thirty days to have a check issued. You must plan to allow for the time required for approval.

F. End of the Year Open Purchase Orders

Purchase orders should be closed by June 1st of the current school year. A review of all open purchase orders, especially those orders utilizing grant funding, need to be reviewed and determinations need to be made as to the status of orders for goods and services. If not received or not ordered, the PO must be closed. Additionally, any purchase order with a balance of funds needs to be closed.

FEDERAL CONTRACTS

1. Debarment and Suspension for Federal Contracts

Debarment and Suspension (*E.O. 12549 and E.O. 12689*) – A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235). **Debarment and Suspension. SAM Exclusions** contains the names of parties debarred, suspended or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. (Ref. 2 CFR 200.212)

2. Federal Programs/Targeted Students

Purchase orders using Federal Funds shall include on the document:

- a. Name of Federal Grant/Program
- b. Targeted Group of Students

3. Compliance - Uniform Administrative Regulations - 2 CFR Part 200

All purchases using Federal Funds shall be in compliance with the Uniform Administrative Regulations—2 CFR Part 200

ETHICS AND CONDUCT IN PURCHASING; VENDOR RELATIONS

All district employees are to practice exemplary ethical behavior in the purchasing process. Employees are to avoid any action that may be considered a conflict with their position within the district and those dealings with vendors who provide goods and services to the district. All district employees should adhere to the following terms and conditions of the board's policy on Ethics and Conduct in Purchasing; Vendor Relations.

A. Financial Interest in any Contract with the Board of Education – Prohibited

No employee or board member may have a direct interest in any contract or agreement for the sale of goods and services to the Board of Education, nor receive any benefit, compensation or reward from any contract for the sale of goods and services to the Board of Education. Reference - N.J.S.A. 18A:6-8.

B. Solicitation/Receipt of Gifts from Vendors – Prohibited

School board members, school officials and employees, or members of their immediate family are prohibited from soliciting, receiving or agreeing to receive any compensation, reward, employment, gift, meal, honorarium, travel, reimbursement, favor, loan, service, or **other thing of value** from any person, firm, corporation, partnership, or business that is a recipient of a purchase order from the district, or a potential bidder, or an applicant for any contract with the district, based upon an understanding that what is solicited or offered was for the purpose of influencing the board member or school employee in the discharge of their official duties. This policy shall be consistent with the School Ethics Act - N.J.S.A. 18A:12-21 et seq.

C. School District Responsibility – Favoritism; Family Members; Businesses

School officials and employees who recommend purchases shall not extend any favoritism to any vendor. Each recommended purchase should be based upon quality of the items, service, price, delivery, and other applicable factors in full compliance with N.J.S.A. 18A:18A-1 et seq.

School officials and employees are to avoid recommending purchases from members of their families, businesses that employ members of their families and from businesses in which the official, employee or members of their immediate family have a direct financial interest.

School officials and employees who are authorized to sign off on purchase orders and/or to recommend purchases or business transactions by virtue of their signature on the purchase order certify that their actions are consistent with this policy and all applicable statutes.

D. Vendor Responsibility – Doing Business with the Board of Education

Any vendor doing business or proposing to do business with the North Plainfield Board of Education, shall neither pay, offer to pay, either directly or indirectly, any fee, commission, or compensation, nor offer any gift, gratuity, or other thing of value of any kind to any official or employee of the North Plainfield Board of Education or to any member of the official's or employee's immediate family.

No vendor shall cause to influence or attempt to cause to influence, any official or employee of the North Plainfield Board of Education, in any manner which might tend to impair the objectivity or independence of judgment of said official or employee.

E. Vendor Certification

Vendors will be asked to certify that no official or employee of the North Plainfield Board of Education or immediate family members are directly or indirectly interested in this request or have any interest in any portions of profits thereof. The vendor participating in this request must be an independent vendor and not an official or employee of the North Plainfield Board of Education.

F. Violations of the Policy—Sanctions

In accordance with N.J.S.A. 18A:6-8, any school district employee who violates the terms of this policy may be subject to withholding of annual increments, suspension, demotion, school ethics complaint, termination and/or revocation of license to teach or to administer.

Conflict of Interest Certification—Request for Proposals and Competitive Contracting Proposals

School district employees who are part of an evaluation committee to review responses to Request for Proposals (RFP) and/or to Competitive Contracting proposals will be required to complete a Conflict of Interest Certification in accordance with N.J.A.C. 5:34-4.3 (e) (f).

Possible Conflict of Interest

Any school employee who feels there may be a potential conflict of interest with a recommendation of award with any vendor doing business with the district is encourage to contact the School Business Administrator for guidance.

CRIMINAL CODE CITATIONS

All school employees are reminded of the following New Jersey Criminal Code citations:

Title 2C -- Criminal Code

2C:27-9 Unlawful Official Business Transaction

“A public servant commits a crime of the fourth degree if, while performing his official functions on behalf of the government 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 or an immediate family member has an interest.” (N.J.S.A. 2C:27-9)

2C:27-10 -- Acceptance or Receipt of Unlawful Benefit by Public Servant for Official Behavior

“A public servant commits a crime in the fourth degree...if the public servant directly or indirectly, knowingly solicits, accepts or agrees to accept any benefit, whether the benefit inures to the public servant on another person, to influence the performance of an official duty or to commit a violation of an official duty.” (N.J.S.A. 2C:27-10)

APPENDIX

- A. Formal Bid Process
- B. Emergency Purchases/Contracts
- C. Memorandum - Return of Purchase Order
- D. Purchase Order Rationale Form
- E. Request for Change Order
- F. Political Contribution Disclosure Form (PCD)
- G. List of Agencies with Elected Officials Required for PCD
- H. Addendum- Student Activity Accounts

FORMAL BID PROCESS

<u>Process</u>	<u>Time Line</u>
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 Purchasing Agent.	One Week
Return of reviewed specifications to administrator/supervisor for final approval. Administrator/supervisor signs off final approval.	One Week
Bid package prepared by Purchasing Agent.	One Week
Copies of bids run off by Print Shop.	One Day
Legal advertisement sent to the newspaper.	Three Day Advance Notice
Bid Date/Time-- must be at least 10 days after Legal Ad appears in newspaper. Bids are opened and read publicly.	10-20 Days
Bid results are reviewed by: a. Administrator/supervisor b. Purchasing Agent	One Week
Administrator/supervisor prepares spreadsheet showing lowest bidders and recommends award of bid. Purchasing Agent reviews bids. Resolution is prepared.	One-Two Weeks
Bids are reviewed at Board Agenda, Committee of the Whole, and Regular Public Meetings.	One Week
Purchase orders are prepared by the 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 wage determination must be formally made to the State of New Jersey.

EMERGENCY CONTRACTS (N.J.S.A. 18A:18A-7)

A. Background

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 administrative convenience.

B. 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.

C. Process in Declaring an Emergency

1. Superintendent of Schools Notified

The Superintendent of Schools is notified by the employee/supervisor/administrator requesting a declaration of emergency.

2. Business Administrator/Purchasing Agent Notified

The official in charge of the building or 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; and
- c. The need for the performance of a contract.

Such notification shall be prepared in writing and filed with the Purchasing Agent as soon as possible.

3. Awarding of Contract by Business Administrator/Purchasing Agent

If the Business Administrator/Purchasing Agent is satisfied the emergency exists, the Business Administrator/Purchasing Agent by state law is authorized to award the contract.

4. Filing of Documents with State and County by Board Secretary/School Business Administrator

In accordance with N.J.A.C. 5:34-6.1, 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:

- a. A copy of the contract or agreement; and
- b. A copy of the written requisition.

5. Approval by Board of Education

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

**NORTH PLAINFIELD BOARD OF EDUCATION
BUSINESS OFFICE**

Reasons a Requisition May be Returned through School-Fi are listed below:

I am returning the attached purchase order(s) for the reason(s) checked below:

___	Account Number Incorrect; Missing--Please use <u>Account Code</u>
___	Bid Number, Quotation Number--Not Included on Purchase Order
___	Board Resolution Needed--Attach to Purchase Order
___	Chapter 271—Political Contribution Disclosure Form Required
___	Conference Request Form--Not Attached; Not Approved
___	Description of Item(s), Service Needed
___	Date of Requisition Missing--Secretary's Initials Missing
___	Minimum Order \$25.00 Minimum State Contract Order \$100.00
___	Proposal/Contract Missing -- Attach to Purchase Order
___	Quotation Needed—Please contact me X 6051 to discuss process
___	Rationale Form Missing; Unsigned
___	Shipping Charges Not Added
___	Shipping Charges Not Needed. Type on P.O. "Shipping and Handling Included"
___	Signature Missing--Administrator, Supervisor, Principal
___	State Contract Number Incorrect, Missing--State Contract Documentation Missing
___	Unauthorized Order--Please contact me X 6051 to discuss procedures
___	Vendor Address Incomplete--Post Office Box Number Only
___	Vendor Check Needed?
___	As Per Attached Memo
___	Other _____ _____

Please make the adjustments needed and return the purchase order with this form to the business office.

NORTH PLAINFIELD BOARD OF EDUCATION

North Plainfield, New Jersey 07060

Purchase Order Rationale Form

A. Educational Rationale

As a result of this purchase, please explain what students will learn or how students will benefit. Note any educational achievement or program that may be linked to this purchase.

B. Operational Rationale

Provide a brief explanation as to how this purchase is of operational value to your school/office. Note any particular benefits to the district. Explain whether any goods/services are being utilized on a regular basis and whether they are useful on a long term basis.

Name of School/Office
Administrator/Supervisor _____

Signature: _____ Date _____

Name of Vendor _____

Amount \$ _____ Account # _____

_____ **Approved**

_____ **Not Approved**

Other: _____

_____ Date _____
Superintendent of Schools

_____ Date _____
Asst. Superintendent of Schools

_____ Date _____
Business Administrator/Board Secretary

<p><i>Please attach the Rationale Form to the Purchase Order One Form for each Purchase Order</i></p>

CHANGE ORDER # _____

**NORTH PLAINFIELD BOARD OF EDUCATION
BUSINESS OFFICE
33 Mountain Avenue
North Plainfield, NJ 07060**

**REQUEST FOR CHANGE ORDER
(Services; Work Provided)**

I hereby request an increase to the total amount of the contract through the change order process for

Name of Vendor _____ PO # _____

Address _____

City, State, Zip _____

who was awarded a contract on _____ to provide the following work/services

_____.

Original Award of Contract \$ _____

Increase Requested \$ _____

Revised Total \$ _____

Reason for Request to Increase

Name of Administrator

Signature

Date

A copy of the purchase order shall be attached to this form!

This form shall be submitted to: Ms. Pamela Graziano, School Business Administrator
Ms. Tiffany Reneau, Assistant School Business Administrator

Certification of Funds – School Business Administrator/Designee

In accordance with N.J.A.C. 6A:23A-21.1, I hereby certify that funds exist in Account # _____ to support this increase.

School Business Administrator/Designee Date

Board Approval/Denial

In accordance with N.J.A.C.6A:23A-21.1, the Board of Education Approved Denied
the request to increase the total amount of the contract at the _____ Board of Education
meeting.

School Business Administrator/Designee Date

North Plainfield Board of Education

Business Office

33 Mountain Avenue
North Plainfield, NJ 07060

Chapter 271

Political Contribution Disclosure Form

(Contracts that Exceed \$17,500.00)

Ref. N.J.S.A. 52:34-25

Part I – Vendor Information

Vendor Name:			
Address:			
City:	State:	Zip:	

The undersigned being authorized to certify, hereby certifies that the submission herein represents compliance with the provisions N.J.S.A. 19:44-20.26 and as represented by the Instructions accompanying this form.

Signature
Title

Printed Name

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

<u>Contributor Name</u>	<u>Recipient Name</u>	<u>Date</u>	<u>Dollar Amount</u>
			\$

Check here if the information is continued on subsequent page(s).

No Reportable Contributions (Please check (✓) if applicable.)

I certify that _____ (Business Entity) made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.

List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 52:34-25

County Name: Somerset

State: Governor, and Legislative Leadership Committees

Legislative District #: 36

State Senator and two members of the General Assembly per district.

County:

Freeholders, County Clerk , Sheriff

Surrogate , Registrar of Deeds

Municipalities (Mayor and members of governing body, regardless of title)

Boards of Education (Members of the Board)

Fire Districts (Board of Fire commissioners)

Student Activity Accounts

PURPOSE OF STUDENT ACTIVITY ACCOUNTS

The purpose of having student activity funds should be to finance the normal legitimate co-curricular activities of the student body organization. ***Only expenditures relating to student group activities, which benefit students, may be made from student activity accounts.*** Student activity funds are monies generated by students' participation, authorized to be spent by students and expended on behalf of students.

Dedicated Purpose of Student Activity Fund—Approved School Organizations

Monies will be collected for and dedicated to a designated student activity purpose which may include but are not limited to student government, clubs, publications, trips, and other school student activities. Moneys collected must be for a dedicated purpose and expended for a dedicated purpose.

Fundraising--School Organizations

Pursuant to **Board Policy #6660-Fundraising Activities**, students may solicit and collect money on behalf of school organizations, provided the fund raising activity has been approved by the Superintendent. Funds collected by students are to be deposited in the Student Activity Account in compliance with **Board Policy #6660-School Activity Funds**.

Fundraising—Non-school outside Organizations

Fundraising Activities and Fundraising by Outside Organization, students may solicit and collect money on behalf of non-school organizations, provided the fund raising activity has been approved by the Superintendent.

NJ DOE Annual Audit Program Guidance Page II-90.4

“Some boards may have given permission for depositing funds collected in fund raising drives for outside organizations directly in a school activity account and the issuance of checks thereon to outside organizations. Although this might be a convenience to school personnel who are handling the money collected, it causes an undesirable **commingling of funds...The commingling of funds is legally suspect.**”

With this in mind the Office of the School Business Administrator has issued the guidelines to properly manage all student activity accounts.

Student Activity Accounts

LEGAL AND OPERATING CITATIONS

Compliance

Student activity accounts are set up, maintained and administered in compliance with the following legal and operating citations:

- N.J.S.A. 18A:19-14; 18A:23-2; 18A:19-4 and 18A:17-37
- N.J.A.C. 6A:23A-16.12(a); 6A:23A-16.2(I)
- Board Policies #1314, #3280, #3450, #3453, #5136 (All attached)
- NJ Division of Taxation – Technical Bulletin TB-49
- NJ Public School Audit Program—Section II-90.2
- NJ Public School Chart of Accounts—Fund 90 Agency Funds
- Business Office Standard Operating Procedures Manual
- Business Office Purchasing Manual
- Student Activity Accounts Guidance/Accounting Procedures

Also: N.J.S.A. 18A:5(a)(21); 18A:6-8; 18A:23-1 et seq.; 18A:12-21 et seq; 18A-1 et seq

Student Activity Accounts

PARTICIPANTS

Board of Education—Annual Resolution

The board of education, based upon the recommendation of the Superintendent of Schools, annually by board resolution, authorizes the establishment of one student activity account for all schools. It is recommended that the resolution be adopted on an annual basis and include at a minimum the following:

- Name of the account
- Name of the school
- Name of the school principal
- Names of the authorized signers of checks
- Name of the bank for the account

Superintendent of Schools

The Superintendent of Schools has the responsibility to implement all board policies. The Superintendent may take any or all actions to ensure the board policy on student activity accounts is being implemented properly.

School Principal: Administrator

The school principal administers and supervises the activity in the student activity account.

All disbursements are made in the Business Office and all disbursements shall be signed by the Assistant Business Administrator and the School Business administrator.

Student Activity Fund: Advisor, Sponsor, Club Manager

It is common for principals to select a staff member who will administer the day-to-day operations of the student activity fund.

Student Participation

It is recommended and encouraged that students who participate in the student activities fund *should* be involved in the fiscal management and administrative duties of the activity whenever possible and especially if the student is the designated club or activity treasurer. They should be permitted to review revenues and expenditures related to the activity fund.

Student Activity Accounts

PARTICIPANTS

School Business Administrator/Board Secretary

The School Business Administrator/Board Secretary shall monitor all student activity accounts to ensure compliance. This may include a review of the monthly reconciliation of accounts or conducting a full forensic audit of a student activity account.

Board of Education Auditor

On an annual basis, the board of education auditor will review each student activity account for compliance with law, code, and board policy and generally accepted accounting procedures. The auditor will make recommendations based upon any findings and report the same to the School Business Administrator.

PROCEDURES AND GUIDANCE

Establishment and Administration of Accounts

Pursuant to N.J.A.C. 6A:23A-16.12(a), the board of education has authorized those student activity accounts it wishes to be operational, the name of the bank in which the account is located, and who shall be the authorized signers of the checking accounts. As authorized by **Board Policy #3453-School Activity Funds**, the school principal, under the direction of the School Business Administrator, is authorized to administer the student activity account in each school building. The school principal may designate a staff member to assist in the administration of the account.

Suspension/Termination of Accounts

The Superintendent of Schools may suspend any student activity account that he deems to be non-compliant with board policy or when there is a reasonable expectation of an audit recommendation or finding. The board of education, upon the recommendation of the Superintendent, reserves the right to terminate any or all accounts with just cause and take appropriate action against the principal of the school if necessary. The principal of each school has the ultimate responsibility for the purchasing process of Student Activities, The Business Office is responsible for the collection, record keeping, and disbursement of all student activity funds.

Student activity funds are maintained under the jurisdiction of the board of education and are under the supervision of the School Business Administrator/Board Secretary.

Student Activity Accounts

Opening/Editing/Changing of Accounts—Board Resolution

Opening/editing or making changes to student activity accounts shall be cleared through the office of the School Business Administrator and the standard operating procedures set forth by that office. All changes shall be formalized by board of education resolution.

Receipt/Collection of Funds

In accordance with the provisions of N.J.A.C. 6A:23A-16.12(a), funds collected for a student activity shall be turned into the principal's office and deposited in the bank in a timely fashion, but no later than twenty-four (24) hours or the next available school day after collection. Student activity funds shall be maintained in a secured and locked location prior to being deposited in the bank. All funds collected for deposit shall be brought to the High School main office and put in the drop box safe

PROCEDURES AND GUIDANCE

Funds collected at the schools shall be submitted to the Business Office no later than 48 hours from receipt of funds. Between the hours of 8:00 AM and 3:00pm funds should be sent in a locked bank bag and handed to the School Courier to deliver to the Business Office. Lost money shall be replaced by the person responsible for securing the money.

Receipt of Funds; Documentation

All student activity fund receipts shall be accurately counted, sorted by cash or check type, detailed and recorded by the individual student activity showing the date, source, purpose, and amount. The administrator of the student activity account shall provide a written receipt to the individual student activity advisor or coordinator when any student activity funds are turned in for deposit. A copy of these written receipts shall be maintained by the administrator of the student activity account and shall be traceable to the actual receipts or groups of receipts

Depositing of Funds—Timely Fashion (Twenty-four (24) Hours)

Student activity funds shall be maintained in a bank account separate from all other board of education funds and shall be classified by school in the event only a single student activity account is established for all schools in the district. All bank deposits shall be made in a timely fashion and within twenty-four (24-48) hours of receipt. All bank deposits shall agree with the copies of the written receipts for all deposits.

Depositing of Moneys—Dedicated Purpose/Commingling of Funds

Money collected must be deposited in the student account and designated to a specific sub-account for a dedicated purpose.

- Commingling of funds such as Student Activity Funds and Athletic Activity Funds is prohibited.
- Commingling of district funds and Student Activity Funds is prohibited.
- Commingling of funds collected for outside organizations and Student Activity Funds is prohibited.

Student Activity Accounts

DISBURSEMENTS

Only disbursements and expenditures relating to student group activities, which benefit students, may be made from student activity accounts. Student activity funds are monies generated by students' participation, authorized to be spent by students and expended on behalf of students.

All requests for disbursements from the student activity account shall include Form 1 requesting to make a purchase on behalf of Student Activities and shall be submitted to the school's administrator of the student activity account and must be supported by a quote or estimate. Once purchased Form 2 -Request for Payment- shall be submitted with a claim, bill, invoice, or written order. All disbursements from the student activity account shall be recorded chronologically by school and individual student activity showing date, vendor, check number, purpose, and amount.

Two (2) Signatures Required

All disbursements shall be made by check requiring at least two (2) original signatures from authorized signers. one signature being that of the school principal. Rubber stamp or facsimile signatures on checks are strictly prohibited.

Disbursements—Supporting Documentation

All requests for payment forms (Form 2) shall have attached some written form of supporting documentation that explains the need for payment. The documentation may be but is not limited to a receipt, invoice, delivery documents, vouchers, or quotation proposals.

Principals are not to sign any Form 2's without adequate supporting documentation attached. All receipts, bills, and/or invoices must be verified for mathematical and proper pricing accuracy.

Disbursements for Dedicated Activity

All disbursement made shall be related to the activity for which funds were collected.

DISBURSEMENTS

Taxes

The school district is exempt by state law from New Jersey Sales and Use taxes. Any payment to vendors using student activity checks for the purchase of goods or services made from the student activity account shall not include New Jersey Sales and or Use Taxes.

All checks for reimbursement to staff members shall only include the cost of the item purchased.

All vendors should receive a copy of a letter from the State of New Jersey advising officials of this policy.

Student Activity Accounts

Staff Activities Purchases

Buying personal goods or services for staff members or staff member functions using student activity checks is prohibited. All purchases for goods or services used for staff members should be made through an appropriate staff social welfare fund totally separate from the board of education.

Furniture, Equipment, Supplies-Board of Education Use Items

Purchases of furniture, equipment, and supplies for board of education or school use, unless strictly and directly related to student activities are prohibited. Purchases of furniture, equipment, and supplies for the board of education or schools should be made through the purchase order process.

Commingling of Funds

It is recommended that public board funds and student activity funds are not to be commingled in any manner. Auditors will advise the Business Office that the commingling of funds is not an acceptable practice.

OTHER PROHIBITIONS

Other Prohibitions

- There shall be no pre-signing of blank checks.
- There shall be no checks written payable to "Cash."
- There shall be no pre-dating or post-dating checks.
- There shall be no loan or credit to anyone from the account.

PURCHASING

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 and is subject to penalties as determined by the Business Administrator.

This principle also applies to ordering and/or receiving goods or services when using the student activity account as the funding source.

Pre-authorization Required - use Form 1 Purchase Requisition Form

Staff members are to receive authorization from the school principal, prior to purchasing goods and services using Student Activity Funds. It is expected this authorization will be in writing using Form 1 Purchase Requisition Form.

Purchases - Bids May Be Required - Discretion of School Business Administrator

The School Business Administrator is aware of the following exception to bidding:

Goods and services paid with funds that: are raised by or collected from students to support the purchase of student-oriented items or materials, such as yearbooks, class rings, and a class gift; and are deposited in school or student activity accounts; and require no budget appropriation from the board of education; N.J.S.A. 18A:18A-5 (a) (21)

It will be the determination of the School Business Administrator whether an advertisement for bid will be required for a Student Activities purchase which in the aggregate exceeds the bid threshold of \$44,000.

Purchases—Quotations Required

Goods and services paid with student activity funds and require no budget appropriation from the board of education are considered an exception to bidding under the New Jersey Public School Contracts Law. It is important to note, however, that purchases less than the bid threshold may be subject to official quotations solicited by the School Business Administrator/Board Secretary. Please alert the Business Office for any upcoming purchases that are more than \$6,600.

Amazon has been offered as an approved vendor to provide a tax exempt option for the Student Activity accounts. If Amazon provides necessary goods for a student activity account, an additional quote must be submitted for approval to purchase. Quote #2 must be clearly labeled and attached to the Form 1 Purchase Requisition Form.

Purchases - Exceeding the Bid Threshold - Board Resolution Required

All purchases exceeding the bid threshold, currently \$44,000, require prior board of education approval at a regularly scheduled meeting.

Board Resolution -- Pursuant to N.J.S.A. 18A:18A-5(a) (21) all purchases from the student activity account that exceed the bid threshold must be approved by board resolution prior to the purchase being made.

Purchases of

- Yearbooks,
- Rings, and
- Catering halls for proms, etc.

may fall in this category. Fund-raising contracts that exceed the bid threshold in the aggregate require a board resolution.

Student Activity Accounts

Buying Locally -- Every effort should be made by school principals to buy goods and services from local merchants. When ordering hot or cold food (e.g., pizza, sandwiches), or flowers or any other items, merchants in the North Plainfield School District area should receive first preference, price and other factors considered.

MISCELLANEOUS PROVISIONS

Segregation of Duties

It is a common business practice when working with financial accounts to segregate duties as much as possible.

It is therefore recommended that responsibilities be assigned to different staff members for the following tasks, whenever possible:

- Receipt of Monies
- Deposits of Monies
- Preparing and Writing of Checks and
- Reconciliation of Accounts

Over-expenditure of Accounts

No Student Activities accounts may be over-expended.

Borrowing Funds

Borrowing funds from any student activity account is prohibited.

Funds Collected for Outside Organizations

The board of education shall not be responsible for the protection of and the accounting for funds collected by any teacher or student for an outside school organization

Maintenance of Records—Minimum of Seven (7) Years

All student activity records, business and financial transactions, reports and ledgers, shall be maintained in a proper financial manner available for audit by the district auditor. The School Business Administrator/Board Secretary from time to time will conduct a self-audit review to determine compliance with state law, code

and board policy. The student activity records shall also be maintained for a period of seven (7) years when at that time, the records may be discarded in compliance with the New Jersey Records Retention Schedule as coordinated by the School Business Administrator/Board Secretary.

MISCELLANEOUS PROVISIONS

Public Information: Right to Inspect

All activities related to student activity accounts are considered public information and are open to public inspection. All public requests for information about student accounts are to be made in writing through to the School Business Administrator's Office in full accordance with the Open Public Records Act (OPRA).

Monetary Gifts, Donations

If on occasion, a student activity has been contacted to receive a monetary gift or donation from any individual or company, the school principal is to contact the Superintendent and/or School Business Administrator/Board Secretary to review and implement through Board Resolution of acceptance of funds.

Signing of Contracts with Vendors - Prohibited

School officials are strictly prohibited from signing any contracts with vendors, unless expressly authorized by board resolution. All contracts with vendors shall be reviewed by the School Business Administrator, who if satisfied, will affix his signature to the vendor contract.

Reconciliation of Accounts - Monthly Basis

The student activity account shall be reconciled with the student activity bank account on a monthly basis and if the School Business Administrator designated an administrator of a student activity account, a copy of the reconciliation shall be submitted to the School Business Administrator/Board Secretary for review and approval.

The bank account reconciliation shall be completed in accordance with the procedures and requirements established by the School Business Administrator/Board Secretary. Copies of canceled checks, bank statements, and bank account reconciliations shall be retained for examination by the licensed public school accountant as part of the annual audit required under N.J.S.A. 18A:23-1 et seq. and stated in N.J.A.C. 6A:23A-16.2(i).

Student Activity Accounts

CHECKLIST FOR ANNUAL AUDIT

In accordance with the Annual Audit Program as issued annually by the New Jersey Department of Education, district auditors will be reviewing the following items. It is expected that all items requested are up-to-date, accurate and available for inspection by district auditors.

Board resolutions authorizing Student Activity Account
Cash Disbursement Journal
Cash Receipts
Disbursements
General Ledger of School Accounts
Monthly Bank Reconciliations
Pre-numbered receipts
Records, bills orders; other Student Activity Account supporting documentation
Other items so determined by the School Business Administrator

ETHICS IN PURCHASING

Financial Interest in any Contract with the Board of Education - Prohibited

No employee or board member may have a direct interest in any contract or agreement for the sale of goods and services to the board of education, nor receive any benefit, compensation or reward from any contract for the sale of goods and services to the school. Reference—N.J.S.A. 18A:6-8. With this guidance, it is recommended that no employee of the board of education be the recipient of any purchase made through a student activity fund.

Purchases Made through Student Activity Funds – Favoritism, Family Members, Businesses

Board of education officials and employees who recommend purchases shall not extend any favoritism to any vendor. Each recommended purchase should be based upon quality of the items, service, price, delivery, and other applicable factors in full compliance with N.J.S.A. 18A:18A-1 et seq.

Board of education officials and employees are to avoid recommending purchases from members of their families, businesses that employ members of their families and from businesses in which the official, employee or members of their immediate family have a direct financial interest.

Solicitation/Receipt of Gifts from Vendors - Prohibited

Board members, school officials and employees, or members of their immediate family are prohibited from soliciting, receiving or agreeing to receive any compensation, reward, employment, gift, meal, honorarium, travel, reimbursement, favor, loan, service, or **other thing of value** from any person, firm, corporation, partnership, or business that is a recipient of a purchase order from the board of education, or a potential bidder, or an applicant for any contract with the board of education, based upon an understanding that what is solicited or offered was for the purpose of influencing the board member or school employee in the discharge of their official duties. This policy shall be consistent with the School Ethics Act—N.J.S.A. 18A:12-21 et seq.

Section II

Accounting Procedures and Policies

ACCOUNTING PROCEDURES AND RECOMMENDED POLICIES

While no set of controls can guarantee the avoidance of fraud, the following characteristics should be present to establish a strong system of internal controls:

- A system of checks and balances.
- Segregation of duties.
- Performance of timely reconciliations between bank statements and account balances.
- Periodic audit of accounts.

We believe the following specific policies and procedures will reduce the opportunity for fraud relative to the policies and procedures currently in place at the School District.

1. All ticket sellers and the Supervisor should undergo proper training each year prior to working any events.
2. Startup funds should be agreed upon, in writing, with Management, and consistent throughout the year.
3. One employee should be responsible for supervising (the “Supervisor”) each event.
4. At the beginning of an event, use a log to document which ticket sellers were given a cash box and the amount of the startup funds distributed to those individuals. The ticket sellers and Supervisor should each count the startup funds and sign the log upon agreement of startup funds distributed.
5. To the extent possible, startup funds should be in standard denominations with sufficient change to prevent exchanges.

6. The Supervisor should maintain a cash box for the purpose of exchanging cash with the ticket sellers. The ticket sellers should not exchange any cash amongst themselves. The Supervisor should document any exchanges on a log.
7. Under no circumstances should the Supervisor or ticket sellers commingle personal funds with the funds in the cash box.
8. The ticket sales should involve distinct ticket rolls/packets for each type of ticket. The tickets for students with IDs and all other students should be distinguished by different ticket rolls and accounted for separately on the Event Reports.
9. Each ticket seller should complete the Event Report and complete an ending cash count. The Supervisor should confirm the cash count. The calculated value per the Event Report should reconcile to the ending cash count. Any reconciliation differences should be reported on the report. Ticket sellers and the Supervisor should sign the Event Report upon completion.
10. Under no circumstances should differences between the ending cash count and calculated value per the Event Report be corrected to reconcile using personal funds of the Supervisor or ticket seller.
11. If reconciliation differences exist between the ending cash count and calculated value per the Event Report, further employment of the ticket seller should be reconsidered by the School District.
12. The cash from each ticket seller should be placed in a securable bank envelope and deposited into a secure and locked location by the supervisor and the ticket sellers. The Supervisor and ticket sellers should document the deposit in a log, and confirm with signatures.
13. If necessary, Management will contact the Supervisor and individual ticket sellers to discuss any reconciliation discrepancies.
14. Under no circumstances should differences between the cash in the safe and total calculated value per the Event Reports be corrected to reconcile using personal funds.
15. If the cash in the safe and totals per the Event Reports reconcile, the funds should be deposited into the bank as soon as possible. To the extent that the cash cannot be deposited into the bank on the day of retrieval, it should remain locked in a secure place until the date of deposit.

Section III

District Forms and Policies

Student Activities Account Deposit Slip

Student Activities CASH Deposit Worksheet

Account Number _____

School _____

Denomination	Count	Total	Total
\$100.00			
\$50.00			
\$20.00			
\$10.00			
\$5.00			
\$1.00			
			Currency
\$0.25			
\$0.10			
\$0.05			
\$0.01			
			Coin

STUDENT ACCOUNT DEPOSIT SLIP	
School _____	
Organization: _____	
Account No: _____	Date: _____
Deposited By: _____	
Purpose of Deposit: _____	
	AMOUNT
CURRENCY _____	
COIN _____	
TOTAL CHECKS _____	
List each check name separately	
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	
6. _____	
7. _____	
8. _____	
9. _____	
10. _____	
11. _____	
TOTAL DEPOSIT: _____	
Received By: _____	Date: _____
Comments: _____	
2 White-Bookkeeper Yellow-Advisor Pink-School	

Form 1 Purchase Requisition Form Student Activities Account

North Plainfield School District	
Student Activity Account	
PURCHASE REQUISITION FORM (Form #1)	
Date of Request:	Amount Not To Exceed:
Student Account Name/#:	Purpose:
Teacher/Advisor:	Payee:
	Address:
<i>Signature of Teacher/Advisor</i>	<i>Signature of Principal</i>
<i>Signature of Supervisor</i>	
<p>**USE THIS FORM FOR PRIOR APPROVAL FOR STUDENT ACTIVITY PURCHASES**</p> <p>**ATTACH THIS FORM TO A CHECK REQUEST FORM (FORM #2) AFTER INVOICE IS RECEIVED**</p>	

Form 2 Purchase Requisition Form Student Activities Account

North Plainfield School District	
Student Activity Account	
CHECK REQUEST FORM (Form #2)	
Date of Request:	Amount:
Student Account Name/#:	Purpose:
Teacher/Advisor:	Pay to the Order of:
	Address:
<i>Signature of Teacher/Advisor</i>	<i>Signature of Principal</i>
<i>To be completed by Business Office</i> Account Balance: \$ _____; Check Date: _____; Check Number: _____; Date Check Mailed: _____ Business Office Signature: _____	
Attach your Purchase Requisition Form (Form #1) and send to the Business Office **A copy of this form will be returned to the teacher/advisor when the check is mailed**	

FILE CODE 1314 FUND-RAISING BY OUTSIDE ORGANIZATIONS

No person or organization may solicit funds on school property without prior permission from the North Plainfield Board of Education.

No staff member, unless authorized by the superintendent, shall permit the collection of money on school premises, allow any article to be exhibited for the purpose of sale, or permit any person to enter the schools for the purpose of transacting private business. Special appeals in the classroom for charitable relief shall be permitted at the discretion of the superintendent and in accord with board policy.

Funds solicited by organizations not sponsored by the district are not to be deposited in any regular or special accounts of the district. The board disclaims all responsibility for the protection of or accounting for such funds.

Permission to solicit funds will be granted only to those organizations or individuals whose purposes are consistent with the goals of this district and the interests of the community. The superintendent shall specify when, where and how solicitation may take place. He/she shall ensure that fundraising activities do not interfere with the orderly operation of the educational program.

The board prohibits activities involving the collection, disclosure or use of personal information obtained from students for marketing purposes. The board shall not sell or otherwise distribute this information to others. This prohibition does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services to students or educational institutions.

Adopted: April 25, 2007

Key Words

Fund-Raising by Outside Organizations, Soliciting for Charitable Relief

Legal References:

[N.J.S.A. 18A:11-1](#) General mandatory powers and duties

[N.J.S.A. 52:14-15.9c1](#) *et seq.* Public Employee Charitable Fund-Raising Act

[20 U.S.C.A. 1232h](#) - Protection of Pupil Rights Amendment

No Child Left Behind Act of 2001, [Pub. L. 107-110](#), [20 U.S.C.A. 6301](#) *et seq.*

Possible Cross References:

*[1230](#) School-connected organizations

[1313](#) Gifts to district employees

*[3453](#) School activity funds

*[5136](#) Fund-raising activities

*Indicates policy is included in the Critical Policy Reference Manual.

North Plainfield School District

FILE CODE 3280 GIFTS, GRANTS AND BEQUESTS

The North Plainfield Board of Education accepts responsibility to provide from public funds sufficient supplies and equipment for an effective instructional program. It recognizes, however, that from time to time individuals or organizations in the community may wish to contribute additional supplies or equipment or make donations of money or property to enhance or extend the instructional program.

Only the board of education may accept for the school district any bequest or gift of money, property or goods. The board may accept by resolution duly passed at a public meeting any gift or grant of land with or without improvement, and of money or other personal property.

The board reserves the right to refuse to accept any gift that does not contribute to the achievement of district goals, could deplete the resources of the district, or might have a negative impact on educational equity.

Any gift accepted by the board or the superintendent shall become the property of the board, may not be returned without the approval of the board, and is subject to the same controls and regulations as are other properties of the board. The board shall be responsible for the maintenance of any gift it accepts.

The board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to use any gift it accepts in the best interest of the educational program of the district. In no case shall acceptance of a gift be considered to be an endorsement by the board of a commercial product or business enterprise or institution of learning.

Grants

Staff members are encouraged to seek out sources of grants and gifts, and bring them to the attention of the superintendent who shall investigate the conditions of such grants and make recommendations to the board regarding the advisability of seeking them. All grant proposals must be approved by the superintendent or designee prior to submission to the funding agency. The superintendent shall develop regulations for the processing of proposal ideas throughout the district.

Education Foundation

The North Plainfield Education Foundation, an independent community-based entity, has been created for the purpose of soliciting and raising monetary gifts and donations to benefit the school district. The foundation is governed by a board of trustees that shall recommend expenditures of funds in educational areas not ordinarily covered by the school budget and in accordance with criteria in its bylaws. A board member of the board of education may serve on the board of trustees of the education foundation. Policies and regulations on gifts to the district shall apply to funds raised by the foundation.

Adopted: April 25, 2007

Readopted: December 19, 2012

Key Words

Gifts, Grants, Bequests

Legal References:

[N.J.S.A. 18A:6-33.1 through -33.12](#) Incentive Grants

[N.J.S.A. 18A:18A-15.1](#) Payment for goods or services; funds received from a bequest, legacy or gift

[N.J.S.A. 18A:20-4](#) Acceptance and use of gifts
[N.J.S.A. 18A:20-11 through -16](#) Property devised in trust
[N.J.S.A. 18A:29A-1 through -7](#) Governor's Annual Teacher Recognition Act
[N.J.S.A. 18A:71A-1](#) *et seq.* Authority Structure and General Provisions
[N.J.S.A. 18A:71B-1](#) *et seq.* State Scholarship and Financial Aid for Higher Education Student
[N.J.S.A. 18A:71C-1](#) *et seq.* Federal and State Loans for Higher Education
[N.J.A.C. 6A:26-7.4](#) Approval for the disposal of land

Possible Cross References:

- *[1230](#) School-connected organizations
3200 Income
- *[3220/3230](#) State funds; federal funds
- *[3453](#) School activity funds
- *[5126](#) Awards for achievement
- *[6163.1](#) Media center/library

*Indicates policy is included in the Critical Policy Reference Manual

FILE CODE 3450 MONEY IN SCHOOL BUILDINGS

All funds from athletic events or other activities of student organizations collected by school district employees and by student treasurer's under the auspices of the board shall be handled and accounted for pursuant to prudent business procedures and rules of the state board of education.

The principal/designee shall be responsible for the receipt and deposit of all funds collected in his/her school and shall administer an accounting system for all such monies.

In no case shall money be left overnight in schools except in the school safe provided for safekeeping of valuables.

Lost money shall be replaced by the person responsible.

Adopted: April 25, 2007

Key Words

Money in School Buildings, Student Organizations, Athletic Funds

Legal References:

[N.J.S.A. 18A:17-34](#) Receipt and disposition of moneys
[N.J.S.A. 18A:19-13](#) Petty cash funds
[N.J.S.A. 18A:19-14](#) Funds derived from pupil activities
[N.J.S.A. 18A:23-2](#) Scope of audit
[N.J.A.C. 6A:23A-16.8](#) Petty cash fund
[N.J.A.C. 6A:23A-16.12](#) Student activity funds
[N.J.A.C. 6A:23A-16.13](#) School store business practices

Possible Cross References:

- *[3250](#) Income from fees, fines, charges
- *[3400](#) Accounts
- *[3451](#) Petty cash funds
- *[3453](#) School activity funds
- [3571](#) Financial reports
- *[3571.3/4](#) Comprehensive annual financial report/Audit
- *[5136](#) Fund-raising activities
- [6145.4](#) Public performances and exhibitions

*Indicates policy is included in the Critical Policy Reference Manual.

FILE CODE 3453 SCHOOL ACTIVITY FUNDS

It is the purpose of this policy to establish financial controls for the administration of the various activities operated for the benefit of the student body that are managed under the guidance of adult advisors, are not part of the regular instructional program, but for which the board is legally responsible.

School activity funds (funds derived from students' activities) shall be audited annually along with other district funds and shall be administered, expended, and accounted for according to rules of the state board of education.

The student activity funds for each school shall be kept in separate accounts, supervised by the building principal. Separate and complete records shall be maintained for each student organization. All receipts from student fund-raising projects, athletic events, and other events for which admission is charged will be deposited within forty-eight hours. Bank deposits shall agree with the receipts in the case receipt book and shall be traceable to definite receipts or groups of receipts.

The student activity funds for each school shall be kept in separate accounts, supervised by the building principal. Separate and complete records shall be maintained for each student organization. All receipts from student fund-raising projects, athletic events, and other events for which admission is charged will be deposited promptly. Bank deposits shall agree with the receipts in the cash receipt book and shall be traceable to definite receipts or groups of receipts.

Disbursements must be made by check signed by the building principal and/or other designated staff member and supported by a claim, bill or written order to persons supervising the fund. Checks shall bear two or more authorized signatures. All disbursements shall be recorded chronologically showing the date, vendor, check number, purpose and amount.

Expenditures over \$25.00 must be pre-approved by the building principal and/or his designee. Advisors must verify in advance of purchase that sufficient funds are available to cover the expenditure.

Funds bequeathed to the district for scholarship purposes shall be deposited in separate interest-bearing bank accounts carrying the name of the fund. Disbursements from a scholarship fund shall be made by the high school principal or designee in accordance with a schedule having the prior approval of the board.

Borrowing from the student activity accounts is prohibited.

An account shall be submitted monthly to the school business administrator/board secretary and shall include a listing of all receipts and disbursements. Book balances shall be reconciled with bank balances. Cancelled checks and bank statements shall be retained for examination as part of the annual audit required by law and code.

Disposition of Remaining Funds

Any funds remaining in the school account after a class graduates or after discontinuation of a club/activity shall become property of the school and shall be credited to the general fund of that school. The principal may use these funds at his/her discretion for the benefit of the students and/or student activities. The principal shall inform each senior class of this policy and include a statement regarding the policy in the student handbook as well as the teachers' manual.

Adopted: April 25, 2007

Key Words

School Activity Funds, Athletic Funds, Class Funds

Legal References:

[N.J.S.A. 18A:19-14](#) Funds derived from pupil activities

[N.J.S.A. 18A:23-2](#) Scope of audit

[N.J.A.C. 6A:23A-16.1](#) *et seq.* Prescribed system of double entry bookkeeping and GAAP Accounting

See particularly:

[N.J.A.C. 6A:23A-16.12\(c\)](#)

Possible Cross References:

*[3280](#) Gifts, grants and bequests

*[3400](#) Accounts

*[3450](#) Money in school buildings

[3571](#) Financial reports

*[3571.3/4](#) Comprehensive annual financial report/audit

*[5136](#) Fund-raising activities

*Indicates policy is included in the Critical Policy Reference Manual.

FILE CODE 5136 FUNDRAISING ACTIVITIES

The North Plainfield Board of Education recognizes the value of having students participate in fundraising activities, both as individuals and as groups, in order to help defray the cost of certain noncurricular field trips, or other worthwhile programs, or in support of a board approved charitable cause.

For purposes of this policy, "student fundraising" shall include the solicitation and collection of money from students for any purpose and shall include the collection of money in exchange for tickets, papers or any other goods or services except those goods and services which are part of a board-approved program of the schools.

The board prohibits the collection of money in school or on school property or at any school-sponsored event by a student for personal benefit. Collection of money by school organizations approved by the board shall be approved by the principal. Collections by organizations outside the schools or by students on behalf of such organizations shall be approved by the superintendent.

The board shall not be responsible for the protection of or the accounting of funds collected from students by organizations outside the schools, by teaching staff members when not required to collect money for a board-approved purpose, and by school-connected organizations. Funds raised by school-sponsored activities shall be deposited in the proper district accounts.

The board prohibits fundraising activities by school-sponsored groups or outside organizations that encourage or require door-to-door solicitation.

Adopted: April 25, 2007

Revised and Adopted: May 4, 2016

Revised and Adopted: December 7, 2016

Key Words

Fundraising, School-connected Organizations

Legal References:

[N.J.S.A. 18A:11-1](#) General mandatory powers and duties

[N.J.S.A. 18A:19-14](#) Funds derived from pupil activities

[N.J.S.A. 18A:20-34](#) Use of schoolhouse and grounds for various purposes

[N.J.S.A. 18A:23-1](#) Audit when and how made

[N.J.S.A. 18A:23-2](#) Scope of audit

[N.J.S.A. 18A:54-20](#) Powers of board (county vocational schools)

[N.J.S.A. 52:14-15.9c1](#) *et al.* Public Employee Charitable Fund-Raising Act

[N.J.A.C. 6A:23A-16.1](#) *et seq.* Double Entry Bookkeeping and GAAP Accounting in Local School Districts

[N.J.A.C. 6A:23A-16.12](#) Student activity funds

[N.J.A.C. 6A:23A-16.13](#) School store business practices