PURCHASING PROCEDURES

REQUISITIONS for PURCHASE ORDERS:

Please follow these general guidelines when submitting reqs online in LINQ:

- Notable changes to purchasing policy:
  - BOE approval on any purchase over $20,000
  - Single quote on requisitions less than $10,000
  - Three (3) quotes on requisitions greater than $10,000, but less than $20,000
  - Purchases over $20,000 require sealed competitive bid

- Splitting requisitions for the purpose of evading the competitive bidding requirement is a felony

- If bids cannot be obtained due to the vendor being the **only** provider of this service or product, a notarized "Sole Source Affidavit" must be attached to the requisition. Please use the "Sole Source Affidavit" provided in this manual.

- Requisitions must be approved on-line by the administrator for the Project (budget) code used.

- The approved requisitions will then be sent electronically to Cindy Corder in Financial Services where they will be reviewed and then forwarded to Purchasing for final approval.

- In emergency situations, expedited (walk-through) requisitions will be treated on a case-by-case basis.

MOORE PUBLIC SCHOOLS
SOLE SOURCE AFFIDAVIT

DATE_____

REQUISITIONER_____

SITE/DEPT. NAME_____

SERVICE PROVIDER/VENDOR_____

VENDOR # _____

JUSTIFICATION: (Use separate sheet, if necessary)

_____

_____

_____

_____

I hereby affirm that the services or products to be purchased pursuant to the provisions of the attached requisition are very specialized or for which great acquired expertise is needed, and to the best of my knowledge, the vendor named above is the only person or business entity qualified to provide such services or products.

_____
Administrator

State of Oklahoma)

County of _____)

Subscribed and sworn to before me this _____day of _____, _____.

_____
Notary

My commission expires:

_____

DECLARATION BY VENDOR/CONTRACTOR

It is unlawful for any person registered pursuant to the Sex Offenders Registration Act to work with or provide service to children or to work on school premises, or for any person or business who offers or provides services to children or contracts for work to be performed on school premises to knowingly and willfully allow any employee to work with children or to work on school premises who is registered pursuant to the Sex Offenders Registration Act.

The undersigned, _____, represents that he/she is the owner or an officer of _____, who has the authority to make this declaration to Moore Public Schools, as required by Section 6-101.48 of Title 70 of the Oklahoma Statutes.

I declare that no employee working on school premises during normal working hours under the authority of the above named company or business has been convicted in this State, the United States, or another state of any sex offense subject to Sex Offenders Registration Act or is subject to another state's or the federal sex offender registration provisions.

I further declare that no employee working on school premises during normal working hours under the authority of the above named company or business has been convicted of a felony offense within the past ten (10) years in the State, the United States, or another state.

I further understand that Title 57, Oklahoma Statutes, Section 587 states as follows:

> Any person required to register pursuant to the provisions of the Sex Offenders Registration Act who is convicted of violating a provision of said act shall be guilty of a misdemeanor and shall be subject to incarceration in the county jail for not more that one (1) year, to a fine of not more than One Thousand Dollars ($1,000.00), or both such fine and imprisonment.

Dated this day _____ in _____ of _____.

Vendor's Name and Address: _____

_____

_____

Authorized Signature: _____

PAYMENT WITHHELD UNTIL DECLARATION IS RETURNED WITH INVOICE.

Return Declaration to: Moore Public Schools
Purchasing
1500 SE 4th St.
Moore, OK 73160

NON-KICKBACK STATEMENT

COMPANY NAME: _____

As required by Oklahoma State Statutes, Title 62, § 310.9, any contract for $25,000.00 or more for the purchase of materials, goods, or services, must be accompanied by the signed statement described below. Please sign this statement as indicated below and return to Moore Public Schools at the address shown below.

MOORE PUBLIC SCHOOLS
Attn: Purchasing
1500 S.E. 4th Street
Moore, OK 73160-8232

The undersigned (architect, contractor, supplier or engineer), of lawful age, being first duly sworn, on oath says that this contract is true and correct. Affiant further states that the (work, services or materials) will be (completed or supplied) in accordance with the plans, specifications, orders or requests furnished the affiant. Affiant further states that (s)he has made no payment directly or indirectly to any elected official, officer or employee of the State of Oklahoma, any county or local subdivision of the state, of money or any other thing of value to obtain or procure the contract or purchase order.

_____
(Signature of contractor, supplier, engineer or architect)

Attested to before me this _____ day of _____, _____.

_____
(Signature of witness)

MOORE PUBLIC SCHOOLS

3 QUOTE FORM

SITE/DEPARTMENT: _____

DATE: _____

NAME: _____

COMPANY #1:		Vendor# (if known):	
QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
		Quote Total	
COMPANY #2:		Vendor# (if known):	
QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
		Quote Total	
COMPANY #3:		Vendor# (if known):	
QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
		Quote Total	

QUOTATION ACCEPTED FROM COMPANY: _____

JUSTIFICATION FOR NOT SELECTING LOWEST QUOTE: _____

APPROVED BY: _____

NOTES/COMMENTS (OCAS CODING, FUND, STATE CONTRACT, ETC.):

REASON 3 QUOTES NOT NEEDED: _____

*****ATTACH TO REQ. BEFORE SENDING TO PURCHASING/FINANCE*****

General Notes :

I have soft copies of all forms in this document. Please let me know if you need them, and please use updated forms.

If you have any questions, please let me know.

Josh Moore
joshuamoore@mooreschools.com
405-735-4218