



## **Requirements for Purchase with Federal and State Funds**

### **Before using ANY federal funds, the following must occur:**

- Have a campus/district plan and needs assessment support (Problem Statement) for any purchases in Plan4learning.
- Ensure the account number is correct and funds are available to cover any purchase.
- Have vendors approved to do business with ECISD through purchasing dept.
- If you are unsure about whether these things have occurred, please check with your campus/ department administrator, or call our office for support.

### **Payroll (61xx Expenditures)-6100 object codes are used to pay for tutoring and stipends:**

- ECISD hiring procedures have been followed in accordance to Human Resources.
- Federal State payroll guidelines have been followed.
- Face-to-Face training over Federal state process and procedures has been attended along with signed attestations are on file with our department.
- The campus has provided our office with a roster of those whom have completed training.
- Completed job description is on file with federal/state office.
- Employee is established in Kronos for extra duty.

### **Contracts(62xx)-6200 object codes are used to pay for contracted services:**

#### **Contracts Under \$50,000**

- The requisition entry date is BEFORE the contract you are attaching is signed. Services MAY NOT begin prior to the issuance of the PO.
- Two “like” quotes are required from different vendors and should be attached in the TCM of the requisition. If the quote being used is more expensive than the second quote, attach in the TCM an explanation of why the more expensive vendor is being used.
- Any services requiring an MOU or BOARD approval must have a requisition started the day before going to the Board for review and approval.

- If BOARD approval is necessary to be completed prior to the beginning of the grant year, the language of the contract MUST provide the option to opt out of contract should grant funds not be available.
- If contract is for multiple years, the contract MUST provide the option to opt out of contract should grant funds not be available in future years.
- Your supervisor is not allowed to obligate contracts for the district. Any contract that requires signatures from an ECISD official, may only be signed by the Purchasing Director. Please ensure the requisition number is stated on the contract when requesting the Purchasing Director's signature.
- The contract signed date of the Director of Purchasing must be AFTER the requisition has been started in MUNIS. (This is why the requisition should always be created the day before.)
- Year 24-25 Federal grants, July 1, 2024- Sept. 30, 2025 (211.xx.62xx.xx.CID.xx.21125)
- Year 24-25 State funds, July 1, 2024-June 30, 2025 (199 accounts ending in 24, 28, 30)
- The date of service must not begin BEFORE the requisition has a purchase order number.
- Dates of services must be start and end within the grant period.

### **Contracts Between \$50,000 and \$249,999**

- RFP (Request for Proposal)- Please contact Director of Purchasing for assistance with writing the RFP and follow guidance as provided. RFP's may not be written for a specific vendor or with the vendor's assistance.
- If leveraging a Co-op, please contact Director of Purchasing for assistance with determining if the co-op is an option for the vendor.
- The requisition entry date is BEFORE the contract you are attaching is signed, with PO being issued before services are received.
- Two "like" quotes are required from different vendors and must be attached in the TCM of the requisition. If the quote being used is more expensive than the second quote, attach in the TCM a statement as to why the more expensive vendor is being used.
- Any services requiring MOU or BOARD approval must have a requisition started the day before going to the Board for review and approval.
- If BOARD approval is necessary to be completed prior to the beginning of the grant year, the language of the contract MUST provide the option to opt out of contract should grant funds not be available. If the contract is for multiple years, the contract MUST provide the option to opt out of contract should grant funds not be available in future years or needed.
- Your supervisor is not allowed to obligate contracts for the district. Any contract that requires signatures from an ECISD official, may only be signed by the Purchasing Director. Please ensure the requisition number is stated on the contract when requesting the Purchasing Director's signature.

- The contract signed date of the Director of Purchasing must be AFTER the requisition has been started in MUNIS. (This is why the requisition should always be created the day before.)
- Year 24-25 Federal grants, July 1, 2024- Sept. 30, 2025 (211.xx.62xx.xx.CID.xx.21125).
- Year 24-25 State funds, July 1, 2024-June 30, 2025 (199 accounts ending in 24, 28, 30).
- The date of service must not begin BEFORE the requisition has a purchase order number. Dates of services must be within the grant period.

### **Contracts \$250,000 and above**

- Require the same steps as contracts between \$50,000 to \$249,999 AND **require a cost price analysis.**
- Please work with the purchasing director to assure that this has been completed. Attach the cost price analysis in the TCM of the requisition.
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### **Supplies and Materials(63xx)-6300 object codes:**

#### **Supplies Under \$50,000**

- The requisition entry date is BEFORE the materials are ordered or received.
- Two “like” quotes have been obtained from different vendors and are attached in the TCM of the requisition.
- If the quote being used is more expensive than the second quote, attach in the TCM a statement as to why the more expensive vendor is being used.
- Supplies and materials must be requested and received within the grant period.
- Year 24-25 Federal grants, July 1, 2024- Sept. 30, 2025 (211.xx.63xx.xx.CID.xx.21125).
- Year 24-25 State funds, July 1, 2024-June 30, 2025.
- The receipt of supplies may not be BEFORE the requisition has a purchase order number.

#### **Supplies Between \$50,000 and \$250,000**

- RFP (Request for Proposal)- Please contact Director of Purchasing for assistance with writing the RFP and follow guidance as provided.
- RFP’s may not be written for a specific vendor or with the vendor’s assistance.
- If leveraging a Co-op- Please contact Director of Purchasing for assistance with determining if the co-op is an option for the vendor.
- The requisition entry date is BEFORE the contract you are attaching is signed, or are services received. Two quotes have been obtained from separate vendors and are attached in TCM of requisition.

- Any services requiring MOU or BOARD approval must have a requisition started the day before going to the Board for review and approval.
- If BOARD approval is necessary to be completed prior to the beginning of the grant year.
- If the quote being used is more expensive than the second quote, the quote must have in writing why the more expensive vendor is being used.
- Supplies and materials must be requested and received within the grant period.
- Year 24-25 Federal grants, July 1, 2024- Sept. 30, 2025 (211.xx.63xx.xx.CID.xx.21125).
- Year 24-25 State funds, July 1, 2025-June 30, 2025 (199 accounts ending in 24, 28, 30).
- The receipt of supplies may not be BEFORE the requisition has a purchase order number.

### **Supplies Between \$50,000 and \$250,000**

- Require the same steps as supplies between \$50,000 to \$249,999 AND require a cost price analysis.
- Please work with the purchasing director to assure that this has been completed. Attach the cost price analysis to the requisition in the TCM.

If you have any questions, please call the Federal and State department at 456-8769.

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