



**PURCHASING PROCEDURES
2024 - 2025**

PURCHASING STAFF

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PURCHASING PROCEDURES

The purchasing procedures and guidelines presented in the [Purchasing Manual](#) have been developed in accordance with Texas State Statutes and Donna Independent School District policies. As a public institution, we are required to follow these regulations in the conduct of our day-to-day business.

The purchasing manual is designed to achieve three (3) goals:

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



BOARD POLICY – CH (LOCAL)

- Responsibility for Debts
 - The Board assumes responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board Policy, and the District’s purchasing procedures.
 - All purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures.
 - The Board will not be responsible for debts incurred by persons or organizations not directly under Board control.
 - Persons making unauthorized purchases shall assume full responsibility for all such debts.

Board Policy – DEE (Local)

- Expense Reimbursement
 - An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out District business only with the prior approval of the employee’s supervisor and in accordance with administrative regulations.

SEPARATE, SEQUENTIAL, OR COMPONENT PURCHASES

- The following types of purchases are illegal (TEC §44.032):
 - Component purchases- purchases of the component parts of an item that in normal purchasing practices would be purchased in one purchase.
 - Separate purchases - purchases, made separately, of items that in normal purchasing practices would be purchased in one purchase.
 - Sequential purchases - purchases, made over a period, of items that in normal purchasing practices would be purchased in one purchase.
- Violation of this provision is a Class B misdemeanor and an offense involving moral turpitude
- Conviction shall result in dismissal from employment.

AWARDED VENDORS

- Donna ISD gives preference to the use of awarded vendors where goods and services can be purchased at competitive prices.
- The awarded vendors are listed on the Purchasing webpage under Awarded Vendors/Purchasing Co-ops
- Donna ISD gives preference to the use of cooperative or state contracts where goods and services can be purchased at competitive prices. This is done to reduce administrative costs.
- The District is affiliated with the following purchasing cooperatives and governmental entities:
 - Region One Education Service Center Cooperatives
 - Texas Department of Information Services (DIR)
 - Keystone Purchasing Network (National Cooperative)
 - TexBuy Cooperative Region 16
 - The Interlocal Purchasing System (TIPS)
 - BuyBoard - Texas Association of School Boards
 - The Purchasing Association of Cooperative Entities (P.A.C.E.)
 - Houston-Galveston Area Council of Governments (H-GAC)
 - Choice Partners Cooperative - Harris County Department of Education
 - Region 19 Purchasing (Allied States Cooperative)
 - Region 2 Goodbuy Purchasing Program
 - Texas Smart Buy
 - OMNIA Partners



PURCHASING THRESHOLDS

| Purchases | Requirements (Do Not split the purchase to get under the required quotes) |
|-------------------------|--|
| <\$500 | No quote is required, but comparison of pricing is suggested. |
| >\$501 <\$3,500 | One (1) quote from a DISD awarded vendor or from a purchasing co-op; or *three (3) quotes from DISD approved vendors. |
| >3,501 <\$10,000 | Two (2) quotes from a DISD awarded vendor or from a purchasing co-op; or *three (3) quotes from DISD approved vendors. |
| >\$10,001 <50,000 | Three (3) written quotes on letterhead from awarded vendors or from a purchasing co-op or must go out for bids. |
| \$50,001 or greater | Any single, budgeted purchase of goods or services that costs \$50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place. |
| >\$250,001 per purchase | Federal Funds: Price Analysis per TEC 44.031(b). |

NOTE: For all purchases with federal grant funds, the district shall comply with the federal regulations, EDGAR related to the purchasing of goods and services. [2 CFR 200.317-200.326] effective July 1, 2017.

- **Micro-Purchases up to \$10,000.00**
- **Small Purchases/Informal Method \$10,000.01 - \$49,999.99**
- **Formal Procurement Method \$50,000 and over (Formal Procurement Process (Texas Education code 44.031))**
- **Formal Procurement Method over \$250,000.00 (Formal Procurement Process (EDGAR))**

PERISHABLE COMMODITIES

- The following perishable commodities **WILL NOT** be picked up by the Warehouse Staff:
 - All Dairy Products - Ice Cream, Yogurt, Butter, Milk, Eggs, etc.
 - All Fresh Meats - Beef, Hotdog Franks, Chicken, Brisket, Hamburger Patties, Sausage, etc.
 - All Fresh Fruits Vegetables
 - All Frozen Foods
 - All Items from Bakery Department - Cakes, Cupcakes, Cookies (Does not include packaged cookies) , etc.
 - All Items from Deli Department, Deli Meats, Deli Cheese, Sandwiches, etc.



PURCHASE ORDER

- A purchase order, once approved, is a binding commitment for a district to remit payment to the vendor after the item(s) and an invoice are received by the district.
- Purchase orders must be printed before placing an order and/or receiving items/services.
- NO BACKORDERS, NO SPLIT SHIPMENTS, SUBSTITUTIONS NOR ADDITIONS TO THE PURCHASE ORDERS ARE ALLOWED.
- An “After the Fact” form will be required for non-compliance with CH Local/Legal
 - PO was not in place before placing an order and/or receiving items/services
 - a Change Request on a Purchase Order if:
 - adding items or increasing quantity of items on Purchase Order
 - Changing vendor to a non-awarded vendor
- **Please be sure when sending the PO to the vendor to please make sure you also send them the Terms & Conditions**

BLANKET PURCHASE ORDER

- A Blanket Purchase Order (BPO) is allowable only with prior approval from the Assistant Superintendent of Business & Finance or the Purchasing Director. Only vendors that are currently an awarded vendor through a district solicitation, cooperative agreement, contract or similar approved agreement may be used.
- A request for a BPO must be at the purchasing department for review and approval one week before the requested covered time-frame period. For example, if you are requesting a BPO for the month of May, the request must be received on or before April 24th or the BPO will be rejected.
- Specific examples for the request of a BPO include:
 - Equipment: preventative maintenance (monthly payments)
 - Mats and Mops pick-up (department/school specific contract)
 - Bottled water service (same quantity each month)
 - Facilities: construction projects, rent, utilities
- The required attachments and information submitted for requisitions are also required for a BPO, with the exception of quotes. In addition, if the service was board approved, the Memorandum of Understanding, agreement, to include the Board approved form must also be attached.



AFTER THE FACT PURCHASE

DON'T "PUT THE CART BEFORE THE HORSE"...



- An After-the-Fact purchase is an unauthorized commitment of District funds. Any requisition, submitted after goods are received or services rendered will be denied. The initiating department must submit an After the Fact (ATF) Justification memo before any other action is taken.
- The memo must address the following issues:
 - The circumstances surrounding the commitment to include, the unit and person or persons responsible, funds availability, reason for delays and commitments made.
 - The reasons why proper procedures were not followed and why the violation occurred.
 - A description of the terms of the commitment, when it arose, when performance ended, how the pricing was negotiated and evaluated, and copies of any relevant correspondence, documents, invoices, e-mails, etc., if available, that define the terms of the commitment.
 - Whether all state and district procurement procedures were followed and whether all other required approvals were obtained and an affirmation that the prices are fair and reasonable.
 - What corrective action is planned or taken to improve internal controls and prevent a recurrence by the department and the employee(s) involved.
 - If similar violations have occurred in the past, please explain why the corrective actions taken have not prevented the problem from recurring.

SOLE SOURCE EXCEPTION - EDGAR

- If anything, sole source is even more rare and stricter under federal law than state law.
- Similar legal requirements to show sole source.
- Sole source affidavit will not be sufficient.
- All other Education Department General Administrative Regulations (EDGAR) apply just like any procurement using 1¢ or more of federal funds.
 - EDGAR Certifications
 - Independent Estimate, Cost Analysis for purchases of \$250,000 or more, etc.
 - Can submit a “Request for Noncompetitive Procurement (Sole Source) Approval” form to TEA Division of Grants Administration.
 - Prior approval from TEA to rely on the sole source exception.
 - Be prepared to explain the basis for using the sole source exception.
 - ****Approval from TEA satisfies the sole source exception under both state and federal law. [TEA Sole Source Justification](#)****

TRAVEL FOR STAFF MEALS

- All Travel Request & Claim forms must be signed and approved by all required District Personnel before attaching to the requisition. If the requisition is incomplete, it will get rejected.
- The separate amounts for breakfast, lunch and dinner listed in the chart are provided; should you need to deduct any of those meals from your trip travel claim report. For example, if your trip includes meals that are already paid for by the district (such as through a registration fee for a conference), you will need to deduct those meals from your travel claim report.
- Reimbursement for meals is only allowed for overnight trips.

| MEAL | TIME OF DEPARTURE/RETURN | AMOUNT |
|-----------|------------------------------------|---------|
| Breakfast | Depart DISD at 7:00 a.m. or before | \$15.00 |
| Lunch | Return to DISD after 1:00 p.m. | \$17.00 |
| Dinner | Return to DISD after 7:00 p.m. | \$27.00 |

Requests for out of town travel must be submitted to the Purchasing department at least 14 days prior to the first travel day.

TRAVEL FOR STAFF LODGING

- The District is exempt from paying Texas state sales taxes (note: sales taxes on out of state travel will be paid in full by the District). It is the responsibility of the employee to present the tax exemption form at the time of payment.
- All lodging for out-of-district travel allowable rates will follow the Federal Rate Schedule through the GSA. To access the federal rate schedule go to the U.S. General Services Administration (GSA) website <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- The employee may only be reimbursed for his or her actual lodging expense not to exceed the maximum lodging rate published by the GSA.
- The District will pay the Conference Host Hotel rate with proper documentation. (i.e. “Host Hotel” stated on conference documentation) A host hotel means the site where the conference will be held in. If no documentation, then GSA rate will prevail.
- Federal Guidelines permits the reimbursement of the Hotel rate up to the equivalent of the GSA rate or local policy.
- When at least two (2) travelers (district employees) are traveling to the same event, they may share the lodging and each receive the maximum lodging rate on the GSA schedule. Each traveler shall submit a request for their portion of the lodging costs.
- District employees shall not be required to share a room with another employee, but may be encouraged to share a room to minimize the lodging costs.

TRAVEL FOR STAFF TRANSPORTATION

- Mileage: Four-per-car rule:
 - When traveling by car, mileage will be reimbursed at **\$0.67** per mile for privately owned automobiles.
 - The traveler must print out the driving directions Electronic mapping source (such as that on www.Mapquest.com or any other online mapping service) and attach them to the requisition and travel form.
 - If several district employees are attending the same conference with the same itinerary, there must be a coordination of travel; otherwise, each employee will receive $\frac{1}{4}$ of the mileage (4 individuals per vehicle). An employee refusing to travel with others will not receive mileage.
 - **You will be able to receive your mileage money upfront unless you are using Federal accounts.**

TRAVEL FOR STAFF TRANSPORTATION

- Parking Charges

- A district employee may be reimbursed for parking expenses incurred while traveling in a personally owned, rental vehicle, or district owned vehicle if the expenses were incurred at authorized locations. The reimbursement will be issued upon return with receipts only.
- Valet parking is not allowed
- Parking charges shall be allowable for all travel events within Hidalgo County, in-state and out-of-state, as appropriate, if the traveler is traveling in a rental car, district-owned vehicle, or personal car while on travel status.
- Parking at the airport at the traveler's home location shall be allowable, as appropriate, for all required travel dates. Additional parking days, at the traveler's option due to pre or post travel days shall not be allowable costs with district funds.
- Parking receipts must be submitted by the traveler with the Travel Authorization Form within 10 days after travel event.

TRAVEL FOR STAFF NON-ALLOWABLE EXPENSES

- Entertainment expenses, such as in-room movies, fee-based hotel movies, gym facility, spa or other non-essential costs are not allowable for reimbursement or payment with any district funds.
- Lodging tips may be paid at the traveler's discretion, but will not be allowable travel costs for reimbursement or payment with any district funds.
- Alcoholic drinks or beverages
- Expenses for spouses or other non-district employees
- Expenses due to the traveler's failure to cancel a registration or travel arrangement (except for extenuating circumstances)
- Hotel internet charges
- Parking fines or penalties
- Non-substantiated or fraudulent travel reimbursement requests shall be non-allowable travel expenses. Travelers who submit fraudulent travel reimbursement request shall be subject to termination.

TRAVEL REIMBURSEMENT

- Always attach backup when requesting a travel reimbursement. Lack of supporting documentation will delay your reimbursement; requisition will be rejected.
- Requests for travel reimbursement must include:
 - a copy of the Employee Travel Reimbursement Form must be signed by the employee and by the employee's supervisor/director attesting that all expenses listed on the report are true and were incurred as part of Donna ISD travel.
 - Please attach the paperwork pertaining to ONLY the employee that is getting reimbursed
 - a "certificate of completion" (if attending a conference/workshop) issued to the participant by the organization providing the training,
 - receipts for parking expenses incurred while traveling in a personally owned, rental vehicle, or district owned vehicle
 - When using Federal Funds a PO/Check cannot be given upfront you will need to pay out of pocket and get reimbursed when you return.

NO EXCEPTIONS

STUDENT TRAVEL

- To prevent a delay in processing the student travel requests, please follow the guidelines listed below:
 - Complete a Field Trip Request Form 14 days in advance of travel.
 - Provide a list of the students (note: make sure number of students and sponsors on field trip request form matches the list provided).
 - Specify on requisition the number of meals and the number of students/sponsors. Do NOT provide totals only.
 - Field Trip Request Form and requisition must have all required signatures (principal, area administrator, etc.).
 - The reimbursement rate for employee is the same rate as the student reimbursement amount.
 - **If the students advance to Regionals or State Competitions then they are allowed \$15 per meal.**

| MEAL | TIME OF DEPARTURE/RETURN | AMOUNT |
|-----------|------------------------------------|---------|
| Breakfast | Depart DISD at 7:00 a.m. or before | \$10.00 |
| Lunch | Return to DISD after 1:00 p.m. | \$10.00 |
| Dinner | Return to DISD after 7:00 p.m. | \$10.00 |

STAFF MEALS DURING MEETINGS/TRAINING SESSION, STAFF INCENTIVES

- ****Light meals during a “working lunch” for participants who are cloistered in an all-day (at least six-hour) meeting or training session. It must be documented that it was impractical for participants to obtain lunch on their own (for example, because of an isolated location or distance to eateries) and that their attendance at the meeting or training session was essential to accomplishing the objectives of the program**.**
- A “working meal” or “light meal” is considered to be reasonable in cost when the cost of the meal including tax does not exceed \$15 per person.
- To provide a working meal defined as an activity in which staff or participants are engaged in exercises or activities during the normal meal time, the following must be done:
 - Maintain an agenda that shows that no other opportunity for a meal was provided and that clearly identifies the exercise or activity the participants were engaged in.
 - Retain a representative sample of the work product, if any, that was generated as a result of the working session. No other food costs, including beverages and other refreshments, breaks, or snacks, are permitted.
- **A total of \$35 per staff member for incentives per semester with no roll over**

CONFLICT OF INTEREST

- Disclose to your immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest.
 - Relatives working for a vendor that you deal with regularly
 - Buying from a company you have a financial interest in
- An employee shall disclose in writing to his or her immediate supervisor any outside employment that in any way creates a potential conflict of interest.

THANKS

Please allow us to help with your purchasing needs!

Purchasing web link, how to find us on the web:

<https://www.donnaisd.net/domain/60>

Questions/Discussion