NEW CANEY ISD

PURCHASING MANUAL

2024-2025

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BUSINESS & FINANCE OFFICE STAFF DIRECTORY

Brandy Chelette	**Executive Director of Finance**	**2020**
Tammi Mills	Secretary to Executive Director of Finance	2021
Merredith Hunt	**Director of Budget**	**2022**
Amanda Garcia	**Director of Accounting**	**2030**
Katie Clary	Accounts Payable Specialist A – L	2032
Gina Smithson	Accounts Payable Specialist M – Z	2029
Debbie Ringo	Activity Fund Specialist	2033
Amy Ringo	Accounting Specialist	2034
Kari Smithson	Accounting Intern	2023
Toni Bullock	**Director of Purchasing**	**2201**
Pam Bridges	District Procurement Coordinator	2204
Sharon DeLany-Roper	Purchasing Specialist	2203
Jennifer Galan	Purchasing Specialist	2202
Carlene Needham	State/Federal Program Revenue Specialist	2045
Sonya Ray	**Director of Payroll**	**2150**
Rose Arias Garcia	Senior Payroll Specialist	2152
Priscilla Garcia	Payroll Specialist	2153
Lidia Guajardo	Payroll Specialist	2151
Brande Bass	**Director of Federal/Special Programs**	**2050**
Brooke Lee	Secretary to Director of Fed/Spec Programs	2052
Cypris Potts	Title I Coordinator	2054
Kelly Johnson	Homeless Liaison	2051

PURCHASING POLICY AND PROCEDURES MANUAL OVERVIEW

PURPOSE

This purchasing manual is intended to document the administrative procedures, which have been established to accomplish the procurement and expenditure functions associated with the operation of New Caney Independent School District. These administrative procedures are designed to assist in the attainment of the district's educational goals while ensuring that associated procurements and expenditures are made in accordance with state law and local district policy.

This manual contains instructions regarding the basic policies, procedures, and practices related to the purchasing and expenditure functions. These instructions are for the guidance of all personnel who participate in the actions and decisions relating to purchasing and/or expending funds for goods and services. The information included in this manual is also intended to provide all district personnel with a more complete understanding of purchasing and expenditure activities. These fundamentals are designed to provide a foundation for effective, consistent, and complete consideration of all aspects related to these tasks.

RESPONSIBILITY

New Caney ISD Board Policy CH (Local) requires that "all purchase commitments shall be made…in accordance with administrative procedures." In addition, this Board Policy states, **"The Board shall assume responsibility for debts incurred in the name of the district so long as those debts are for purchases made in accordance with adopted Board policy and current administrative procedures…. Persons making unauthorized purchases shall assume full responsibility for all such debts."** www.newcaneyisd.org
All employees are responsible for following the purchasing procedures and practices of the District in the performance of their job duties. The Employee Handbook refers to each employee's responsibilities in this area. A portion of the "Purchasing Procedures" (in the Employee Conduct and Welfare section F. of the Employee Handbook) reads as follows:

"Expenditure of budgeted funds shall be made in accordance with District purchasing guidelines."

No employee or group may open an account with a creditor, financial institution or vendor in the name of the district. This includes rental/lease agreements of any amount with a vendor or in any way committing district funds except via procedures approved by the Superintendent or designee, or the Executive Director of Finance.

Violation of these procedures will be considered insubordination and the employee or group may be subject to disciplinary action, including reimbursement of the purchase price and termination of employment. No employee or outside organization may use the district's name, documents, or tax-exempt status to avoid personal payment of sales tax. Policy Reference: CH

The New Caney Independent School District's Superintendent of Schools or designee is responsible for all purchase commitments. The Superintendent has designated the Executive Director of Finance and other business office staff to be responsible for the establishment, control, and operation of various tasks relating to the purchasing and expenditure activities of the district. A telephone list containing the names and assignment of the current business office staff is contained in this Purchasing Manual. The purchasing department can assist in answering any questions you may have concerning the procedures outlined in this manual.

In addition, the Superintendent has assigned certain administrators and supervisors with budgetary responsibilities related to their job assignment. The individuals who have been given the authority to approve the expenditure of funds budgeted for their campus, department, or area of responsibility is often referred to as the appropriate "budget controller." They must approve all purchases of goods or services to be made from the budget accounts assigned to these individuals before the purchase or expenditure is made.

ETHICS
Subverting the public purchasing process by directing purchases to certain favored vendors or tampering with the competitive bidding process is a serious breach of the public trust and may impose criminal penalties.

DEFINITIONS

Approved Bidded Vendor – New Caney ISD defines an approved bidded vendor as a vendor that is required to and has responded to bid through a New Caney ISD Bid or one of our Cooperative Purchasing Alliances'. Purchasing Law requires that governmental entities request "bids" for commodities that the district will purchase over $50,000 as an entire district within a year. Therefore, if the district (as a whole) spends more than $50,000 in a commodity within a year's time, the item or service that falls within the commodity group must be purchased from an approved bidded vendor. Vendors may also become an approved vendor by being sole source, as defined in this section.

Bidded Vendor's List - The district uses multiple cooperative groups to build our "Approved Bidded Vendor's List". A Cooperative's approved list of vendors can be accessed by going to the purchasing webpage and clicking on the corresponding cooperatives webpage link. Vendors that are approved through a NCISD bid can be viewed by going to the NCISD Website – Menu - Departments – Purchasing – COOP Purchasing – Vendor/Bid Information – Approve Bidded Vendor List.

NCISD Approved Bidded Vendor List

Bid – A process by which specifications are given for a particular item, group of items (commodity), or service that is needed by the district and which the dollar amount spent by the district for the entire year will be over $50,000. A bid must be advertised for 2 weeks in the local newspaper and time must be given for the responding vendors to prepare the required documents. The bids are opened, reviewed, and evaluated on the date that is listed in the bid document. The vendor(s) are then recommended to the Board of Trustees for approval. In addition to the bids that NCISD initiates, the cooperative purchasing groups that New Caney ISD is a member of prepare multiple bids each year. A "Quote" is not the same as a "Bid". Please see the definition of "Quote" on page 14.

1295 – Vendor must complete a 1295 form and send it into the Purchasing Dept to be checked prior to bid award according to House Bill 1295. Form 1295, also known as the Certificate of Interested Parties, is a document required by certain governmental entities to ensure transparency and accountability in public contracting. The purpose of this form is to disclose the interested parties involved in contracts or other financial arrangements.

Applicability:

Form 1295 is required for contracts that meet the following criteria:

Contracts with a governmental entity or state agency
Contracts that require action by the governing body before a contract may be signed
Contracts that have a value of $1 million or more
Contracts that require public notice and solicitation of proposals

Commodity Category – A group of items or services that are similar and are categorized under one heading. (Example: Snare Drum, Trumpet, Reeds, Valve Grease, Violin, and Flute are all part of the FNARTBANDINST commodity)

Linked below are the current commodity categories being used in the district. This list is updated yearly by a member of the Purchasing Department.

District Commodity Categories

Cooperative Purchasing Alliance – Through Board of Trustee approval, NCISD is a member of several purchasing cooperatives/alliances. These cooperatives/alliances send out bid requests to prospective vendors. Once the vendor has been approved through the cooperative, they also become an approved bidded vendor for NCISD. Cooperatives play a key role in satisfying the bid requirements of the Purchasing Laws in TEC §44.031. They also assist us by providing competitive prices for regularly purchased commodities. The following is a list of cooperatives that NCISD is a member of:

EPIC6 (ESC Region VI) – www.esc6.net
ESC 5 (Beaumont) - http://secure.esc5.net/awardedvendors/vendorsearch.lasso
Choice Partners http://www.choicepartners.org
Choice Facility Partners (HCDE) http://www.choicefacilitypartners.org/
OMNIA Partners https://www.omniapartners.com/publicsector/national-ipa-an-omnia-partner
Tarrant County, Texas Purchasing Cooperative http://access.tarrantcounty.com/en/purchasing/cooperative-purchasing-information.html
Texas Buy Board http://app.buyboard.com/Login.aspx
Texas Inter-local Purchasing System (TIPS) http://www.tips-usa.com
State of Texas Co-Op (CPA Co-op) www.window.state.tx.us
Houston-Galveston Area Council http://www.hgacbuy.org/
PACE http://www.pacecoop.org/
1GPA https://1gpa.org/
DIR https://dir.texas.gov/
NCPA http://www.ncpa.us/
Region 19 http://www.alliedstatescooperative.com/vendors.php
Sourcewell https://www.sourcewell-mn.gov/
SPA (School Purchasing Alliance) https://schoolpurchasingalliance.org/
Equalis Group https://equalisgroup.org/purchasing-contracts/
Region 10 https://www.region10.org/
Region 11 https://www.esc11.net/
CTPA (Central Texas Purchasing Alliance)

When ordering from any of the above co-op groups your quote MUST list the COOP and Contract number used to obtain that pricing. Check to see if there is a discount available by checking the contract with the co-op. If there is a discount, reflect that on the requisition. If you have a question on how to reference that discount, please contact Purchasing.

Emergency Purchases – For procurement purposes, the Texas Education Agency defines an emergency as an urgent or unexpected requirement where health and public safety or the conservation of public resources is at risk. TEA also states that school districts must require that all emergency purchases be fully justified. (Refer to TEA Financial Accounting System Resource Guide, Section 3.2.5.7.). **Care should be taken that emergency purchases do not result from improper planning rather than from a true emergency.**

In an emergency, situations arise when supplies, equipment or services are required immediately for the instructional process to continue. In such instances, schools or departments shall call the Director of Purchasing for authorization of a non-approved vendor to use. If funds are available in the budget to cover the purchase, then the purchase order will be processed immediately. **This process should be a rarity.**

During a time of declared natural disasters, the use of purchase authorizations or purchase card can be used instead of purchase orders in order to expedite purchases that help carry out the educational process. This emergency procedure does not disregard the stewardship for funds, including the Superintendent, to ensure financial integrity.

More specifically will follow any other resolutions approved by the board or Superintendent. (i.e. 2020 Covid RESOLUTION)

Quote – An offer to provide goods and/or services at a specified price and under certain conditions according to NCISD.

Sole Source – An item/service "for which competition is precluded because of the existence of a patent, copyright, secret process or monopoly…" (*44.031(j) (1), Texas Education Code*). A justification form needs to be completed, reviewed, and approved by the Purchasing Dept. before requesting Vendor Packet. If using Federal funds, you must complete a Justification form along with the TEA form which will be sent to TEA to review for approval/denial. Both the Justification and TEA forms can be found on the NCISD website under Purchasing Dept. forms. The purchasing department must have an **original** notarized sole source affidavit and complete vendor packet before a new vendor request can be processed. Only items listed on the sole source affidavit may be purchased from the sole source vendor. An item or service is not a sole source if the item can be purchased from another manufacturer under a different brand name. Therefore, an item that a similar item is available under a different manufacturer's name is not a sole source, unless a component part of the item is patented/copyrighted so that the entire item has specific capabilities (as prescribed in the specifications for the item by the requesting department) that makes it available from only one source.

Vendor – A company or individual that is currently loaded in the financial software. This is not the same as an "Approved Bidded Vendor". Please see page 5 for the definition of an Approved Bidded Vendor. **Not all vendors are required to respond to a formal "Bid" (see page 5).**

Walk-Through Procedures – When normal processing time is restricted because of a time schedule that is out of the requester's control; the requester (or campus secretary/bookkeeper) shall physically carry the necessary paperwork from approver to approver for the necessary signatures/approvals. Afterwards, the paperwork must be hand delivered to the purchasing department for processing into a purchase order. If a check is required, the individual shall deliver the purchase order to accounts payable for processing. This process shall be rare.

Local Bids

The process for a local bid is as follows: A Bid Calendar is created. Ad verbiage is created and sent to the newspaper. Once the proof has been approved and released then a PO for the newspaper ad is created. Copy of newspaper ad confirmation is filed electronically in the RFP folder along with the copy of the ad from the paper when received from them. RFP is created and posted in IonWave on the release date of the first newspaper posting. Vendors from the prior vendor list are notified of the bid opportunity. On the opening date, Bids are received, date/time stamped (if paper submission), and opened if it is a paper submission. All electronic submissions are opened online. Time stamps are saved when available for verification of submission time in the Purchasing drive for manual submissions. Sign in sheet from bid opening is saved. Scan of all respondents' proposals is stored in IonWave for paper submissions. Evaluations are done by an evaluation committee. 1295 forms are checked as they should be submitted with a Bid response. Board Action Page is scripted and sent to the board secretary along with the evaluation sheet. When the board approves an action agenda item then Approval and Rejection letters are posted through IonWave. The vendor is built in teams if they are new. The evaluation sheet is uploaded to IonWave. Cert of liability insurance (if applicable) is then checked when applicable. Then the local vendor list is updated and reposted to the website.

The following link are the bids that NCISD has locally awarded on pages 1-5:

Local NCISD Awarded Vendors

Electronic Bid System

Electronic bid submissions became legal inside NCISD upon June 2020 approval of an Electronic bid policy. NCISD currently uses IonWave for electronic bids but still accepts manual submissions as well.

NCISD IonWave Bid Link

VENDING MACHINES

No contracts shall be initiated and/or signed for vending machines.
Campus vending machine placement shall comply with federal guidelines for Foods of Minimal Nutritional Value (FMNV). Verify compliance with the Director of Child Nutrition.

VENDOR SETUP & PROCEDURES

New Vendors Request

Although a potential vendor may be a member of a cooperative, they may not be in our ERP system. A potential vendor cannot be setup until the purchasing office receives the vendor packet and the end user has requested them in the ERP system**.** To request a new vendor, have the vendor complete a Vendor Application Packet that best meets the specifications of the vendors goods/services. These packets can be found on the Purchasing Webpage. Once the application packet is completed and you have requested them in the ERP system, send it to the purchasing department via email (purchasing@newcaneyisd.org) so that the purchasing staff can review the application and complete the potential vendor in our system.

Independent Contractors:

If the Independent Contractor is not in our ERP system, the individual or company will be required to complete a vendor information packet. The vendor packets can be found on the Purchasing Webpage.

The IRS differentiates between the status as an Independent Contractor or Employee by reviewing the following 3 "Control Areas".

- **Behavioral:** Does the company (district) control or have the right to control what the worker does and how the worker does his or her job?

- **Financial:** Are the business aspects of the worker's job controlled by the payer? (These include things like how the worker is paid, whether expenses are reimbursed, who provides tools/supplies, etc.)
- **Type of Relationship:** Are there written contracts or employee-type benefits (i.e. pension plan, insurance, vacation pay, etc.)? Will the relationship continue and is the work performed as a key aspect of the payer's business?

Depending upon how these questions are answered will define how a worker must be classified.

The District has predetermined that the following types of workers are NOT Independent Contractors.

- Classroom/Instructional assistants (of any kind and in any setting).
- Work that is of a repetitive nature and under normal circumstances is performed by an employee of the school district.

Workers that fall into either of these categories should be processed through Payroll.

Administrators, with notification given to the Director of Purchasing, may initiate discussions with an Independent Contractor for services. All Independent Contractor Agreements or other purchasing contracts must be submitted through Laserfiche and approved and signed by the Director of Purchasing.

Fingerprinting through the DPS Clearinghouse is required for employees of Independent Contractors that are "covered" employees: (As set forth by TASB - Texas Association of School Boards)

- ***Covered Employees:*** An employee who **will have** continuing duties relating to the contracted service and direct contact with students. The test for whether a person is a "covered" employee has three prongs. Any one prong can be met:

  - Work on a contract for services, and/or
  - Have ***continuing duties*** related to the contract, and/or
  - Have ***direct contact*** with students

- ***Continuing Duties*:** Duties pursuant to a contract on a regular, repeated basis rather than infrequently or one-time only.

- ***Direct Contact:*** Contact that results from activities that provide substantial opportunity for verbal and physical interaction with students that is not supervised by a certified educator or professional employee of the district.

- ***Non-covered Employees:*** an employee that **will not** have continuing duties related to the contracted service and will not have direct contact with students.

If none of the prongs are met, the contractor or district does not have the right to obtain criminal history through the DPS Clearinghouse. If the employee gives consent, the district or contractor may nonetheless obtain criminal history from DPS.

A Covered Employee must obtain fingerprints from the DPS Clearinghouse in order to work in the district.

A Non-Covered Employee is not required to be fingerprinted. It is New Caney ISD's procedure to require a Name/DOB/DL Criminal History check for anyone that is covered. Prospective Independent Contractors must complete the authorization forms and submit them with their packet. If the Independent Contractor refuses to submit the forms, NCISD has the right to refuse to enter into an agreement with the Independent Contractor for services.

Process for Independent Contractor:

1. **Quote/Independent Contractor Agreement:** Since this is a contracted service you must receive a quote and Independent Contractor Agreement from the contractor for the proposed services. **Requisitions for Independent Contractors will not be approved without a quote AND contract attached to the requisition.** The cost must be inclusive of all expenses.

- **Quote:** A quote can be sent to you from the contractor by email as an attachment or the cost of services can be quoted in the email's wording. Quotes can also be given in person by the contractor. The main thing is it must be in writing. You must attach the quote to the requisition, and it also must include the co-op and contract number.

- **Independent Contractor Agreement:** If the Independent Contractor provides a contract for you to sign - DO NOT sign the contract. You must submit all contracts through Laserfiche for workflow approval. The vendor must complete an NCISD Independent Contractor Agreement. This must be attached to the requisition in Teams in addition to any other documentation necessary. Once it is approved a copy of the signed contract will be emailed back to you.

2. **Requisition:** Process a requisition for the entire amount using the correct object code:
   6239 Education Service Centers
   6249 Maintenance or Repair Services of an **existing** item rendered by firms and not the district. (this includes the parts & service if outside firm is providing the repair)
   6269 Leases or Rentals
   6291 Consultants (as defined in the FASRG)
   6299 other types of contracted services (most will fall into this code)
3. **Attach:** Attach the signed quote and signed Independent Contractor Agreement to the requisition.
4. **Purchase Order:** Wait for the Purchase Order. **ABSOLUTELY** no work can be done prior to receiving the purchase order. **Doing so is a violation of Local Policy and can lead to you being responsible for the payment for services and termination of employment**.

****Any worker who will be around students OR on campus when students are present must be supervised by a qualified district employee if they have not completed a background check. Any worker who is unsupervised or will have an opportunity to be left for any amount of time unsupervised will be required to complete fingerprinting and a background check before services may be rendered. ****

5. **Invoice:** The contractor MUST provide you with an Invoice for the work. The invoice must include:
- Individual's name or company name and address
- Date of service(s)
- Type of service done
- Cost of service (must match the PO and Quote or Contract).

6. **Receive:** Process a receiving transaction in the financial software. Send a copy of the invoice to the AP department for payment.
7. **Payment:** New Caney ISD Terms and Conditions state that payment will be made to the contractor within 30 days after an invoice is received.

"AFTER HOURS" INDEPENDENT CONTRACTORS:
They will follow the same process as above and must have a background check completed if they will not be supervised the entire time and/or will be here aggregately districtwide for 5 days or more.

INDEPENDENT CONTRACTORS – EMERGENT USE:
In the occasion that an independent contractor is required to come on campus for emergent/urgent services due to result of time sensitivity, should the vendor be unable to complete the SB9 form or fingerprinting and a background check before services are rendered. The campus/department must request and complete a "**Managed Student Contact Waiver**" as well as receive approval from the Director of Purchasing. This waiver ensures that the vendor will always be escorted and supervised while in the district by a qualified employee. The vendor will be kept from substantial opportunity for student interaction or no students will be on campus at the time the services are rendered.

Nonemployee Reimbursement
Reimbursements for individuals that are **not** employed by the district will go through the Purchasing Department. Complete the "Nonemployee Reimbursement Form" found on the Purchasing page under "Forms" on the district website. Once completed a NCISD employee will submit the form to Purchasing (purchasing@newcaneyisd.org) so the individual may be added to the ERP system. Once Purchasing has completed the individual in the ERP system you will then move forward with requesting the reimbursement.

Conflict of Interest
The Superintendent or designee shall execute an Organizational Conflict of Interest document to disclose if any conflicts exist in the application, receipt of, or expenditure of federal grant funds.

The Statement shall be completed by all district staff involved in budget entry or approval through Laserfiche yearly: Superintendent, Finance Department, Human Resources, Grant Program Manager, and all other personnel with grant related responsibilities. Each shall execute a Conflict of Interest Form to disclose a conflict of interest, as appropriate, related to the awarding of a contract or substantial expenditures with federal grant funds. Substantial expenditures shall be defined as a purchase in excess of $2,500. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. In addition, no employee, officer or agent of New Caney ISD may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontractors in excess of $100. All employees shall comply with the Educators' Code of Ethics (DH Exhibit). Violators of the Code of Ethics shall be subject to disciplinary action, including but not limited to, termination of employment with the district.

Contracts Regarding "No Boycott of Israel"

If (a) Vendor is not a sole proprietorship; (b) Vendor has ten (10) or more full-time employees; and (c) this Agreement has a value of $100,000 or more, the following certification shall apply; otherwise, this certification is not required. Pursuant to Chapter 2271 of the Texas Government Code, the Vendor hereby certifies and verifies that neither the Vendor, nor any affiliate, subsidiary, or parent company of the Vendor, if any (the "Vendor Companies"), boycotts Israel, and the Vendor agrees that the Vendor and Vendor Companies will not boycott Israel during the term of this Agreement. For purposes of this Agreement, the term "boycott" shall mean and include refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

Blanket Purchase Orders

The Texas Education Agency (TEA) defines a Blanket Purchase Order as a valuable tool that is issued to a pre-approved vendor authorizing purchases from that vendor over a period of time. The blanket purchase order reduces paperwork and related processing costs. However, blanket purchase orders must follow certain controls as stated by the Texas Education Agency – Resource Guide, Purchasing Module (5.53.3).

TEA's criteria:

- The number of vendors to whom blanket purchase orders are issued should be limited
- Those who can make purchases under blanket purchase orders should be clearly designated
- Dollar limits should be carefully followed

While the objective of using blanket purchase orders is to have quick access to supplies and services, the competitiveness of the purchasing process can be abused. Blanket purchase orders that provide yearlong funds to a single vendor do not follow proper purchasing guidelines because they limit the ability of other approved vendors to do business with the district. District staff must develop good vendor relations and encouraging vendor competition while avoiding even the appearance of favoritism or other ethical misconduct.

Blanket purchase orders shall follow the following additional guidelines:

- Approved vendors must be used.
- Blanket Purchase Orders shall be assessed periodically as needed
- Exceptions to the stated procedures shall be addressed to the Director of Purchasing prior to a requisition being processed
- Each purchase shall be approved by the budget controller for the account

Any deviation from the criteria listed above shall be pre-approved by the Director of Purchasing. Possible deviations from the above criteria shall include: Contracted Items, Child Nutrition, Special Education, Transportation, and certain Maintenance Items.

IMPERMISSIBLE PRACTICES CH (LEGAL)

A Trustee, employee, or agent shall not, with criminal negligence, make or authorize separate, sequential, or component purchases to avoid the purchasing requirements. An officer or employee shall not knowingly violate Education Code 44.031 in any other manner.

"Component purchases" are purchases of the component parts of an item that in normal purchasing practices would be made in one purchase. **"Separate purchases"** are purchases, made separately, of items that in normal purchasing

practices would be made in one purchase. **"Sequential purchases"** are purchases, made over a period of time that in normal purchasing practices would be made in one purchase.

Violation of this provision is a Class B misdemeanor and an offense involving moral turpitude, conviction of which shall result in removal from office or dismissal from employment. A Trustee who is convicted of a violation of this provision is considered to have committed official misconduct and for four years after the date of final conviction, the removed person is ineligible to be employed by or act as an agent for the state or a political subdivision and is ineligible to receive any compensation through a contract with the state or a political subdivision.

When can I use a vendor that is not a "bidded vendor"? A non-bidded vendor may be used when the item(s) being purchased does not fall into one of the procurement categories listed on page 5 under "Bidded Vendor". Although, if the entire district expends more than $50,000 to a single vendor or to multiple vendors for the same type of goods or service, future purchases must be accomplished through a Bidded vendor. The purchasing department shall monitor the purchases of goods and/or services from the same vendor or commodity in order to be aware of when the $50,000 threshold is being reached.

ACCOUNTING CODES

Proper fund coding for school districts is required by law. These codes are used to record activity of the District's resources and liabilities. Fund codes are built by the business department and are based on Texas Education Agency coding requirements. The current account code structure to be used by all school districts is fully explained in TEA's "Financial Accounting System Resource Guide." Copies of this complete publication, including very helpful search features, are available from the TEA www.tea.state.tx.us/school.finance

If the need for a particular account was not anticipated at the time of budget preparation and the account was not set up on the NCISD accounting system: a Account Number Request form in Laserfiche is required by the business department to create the account.

Before the purchase order (or other expenditure-related form) can be processed, adequate and appropriate funds must be transferred into the newly established account through the use of a Budget Transfer.

ADDITIONAL CONSIDERATOINS OR APPROVAL REQUIRED FOR THE FOLLOWING

1. Expenditures made from campus activity funds **ARE NOT** exempt from the legal requirements pertaining to bidding, vendor selection, etc. For your protection, **please keep the purchasing department informed of any purchases over $599.00,** which is anticipated to be made from the activity account. Solicit the advice of the purchasing department whenever you feel necessary**. * All Activity purchases must be pre-approved by the campus Principal.**

Student Club Funds do not have to use the District's approved bidded vendors list.

2. **Persons making unauthorized purchases shall assume full responsibility for all such debts.** In the event that a budget controller and the Executive Director of Finance determine that an exception is to be granted and employee reimbursed, **the District will not reimburse the employee any sales tax that would not have been paid if the appropriate procedures had been followed.**

2. In some instances, a portion of expenditures is to be paid out of the General Fund and a portion is to be paid out of student activity/club account. In these instances, the Purchase Order should be made out to the vendor for the full amount. The campus check should be made out to NCISD, and sent to the Business Office with a memo stating it is to cover the purchase in question. The check will be deposited into the operating account to cover the purchase order.

Executive Director of Finance Approval:
All purchase orders (or other applicable forms submitted for procurement or payment purposes) which meet any of the following criteria must also be reviewed and approved by the Executive Director of Finance in addition to the purchasing department:

- Purchases or expenditures that total $100,000 or more for any individual item or service.
- Expenditures that have the capability of committing the District to any liability for expending funds in a future fiscal period.

- Purchases related to the lease or rental of any property or equipment.

Examples of items which would fall in the category of <u>not</u> being in compliance with the established processing procedures would include, but not be limited to the following:

- Sufficient unexpended budgeted balances are not available to fully cover encumbering of the item, even after all possible budget transfers between accounts under that budget controllers' authority have been proposed; however, the expenditure is considered to be unavoidable.
- "After-the-fact" purchase orders. This refers to any purchases, which were not properly approved and authorized prior to the ordering of the goods or services.
- "Emergency" or walk-through" purchase orders.
- Purchases deemed by the purchasing department as appropriate to be brought to the attention of the Executive Director of Finance.

<u>Capital Assets</u> (State, Local or Federal Funds)

- Capital Assets are identified as
    - having an individual item cost of $10,000 or greater,
    - are tangible (non-consumable) in nature, and
    - has a useful life of greater than one year. Or,
    - Improves the value or extends the life of existing property to the extent that they should be considered an asset and not a repair. (The Executive Director of Finance can assist you in making these determinations).

- Capital Assets shall be purchased through the districts established policies and procedures as outlined in the Purchasing Manual with regards to thresholds outlined within each fund's criteria (State and Local Funds or Federal Grant Funds). Purchases defined as Capital Assets
    - will be coded to the Capital Outlay, 6600 series accounts within the TEA "Financial Accounting System Resource Guide" code structure,
    - will have an inventory add/delete/adjustment form completed once a purchase order has been issued,
    - will, at the time of receipt, will be tagged with an inventory tag issued by the Inventory Manager,
    - will be inventoried annually and depreciated as required,
    - will, if sold, have inventory tag removed and process the sale of the asset within district policies for sale of excess property and with regards to guidelines of federal grant awarding agency, if applicable. After sale, complete the needed documentation to remove the asset from the district's inventory.

<u>Purchasing Card (P-Card):</u>

The purpose of the P-Card program is to establish a more efficient, cost-effective method of purchasing and paying for travel related expenses such as hotel, workshops, dues, and student meals. The program was designed as an alternative to the traditional purchasing process (campus and departmental purchase orders) for travel related expenses.
The P-Card program was expanded to reduce the volume of individual checks to hotels and travelers. Rather than issuing a check to a hotel, rental cars, and other authorized travel expenditures, a P-Card is issued to the traveler with student-related travel for the estimated charges. Upon return, the traveler shall submit their travel card and receipts to the Campus Secretary for reconciliation.

When used to its potential, the P-Card program results in a significant reduction in the volume of purchase orders and related documentation including invoices and checks. In addition, corresponding work processes associated with purchasing and accounts payable functions should be reduced and/or eliminated.

These policies and procedures provide the general guidelines for using the P-Card. Please read them carefully. Your signature on the Cardholder Agreement Form reflects that you understand the intent of the program and agree to follow the established guidelines.

The following important points should be reviewed before using the P-Card:
Your P-Card is issued in your name. All purchases made on the P-Card must be only yours. You are responsible for the security of the P-Card and the transactions made with it. If you do not follow these guidelines when using the P-Card, you will be subject to disciplinary action and possibly termination of your employment with New Caney ISD.

- You can use the P-Card for travel related purchases: hotel, memberships, registration, and student meals. The P-Card may not be used for Internet, mail, telephone, or fax orders
- You may not exceed the credit limit assigned to your card in a given month or fiscal year without prior approval via Laserfiche form for a temporary credit increase

- Using State and/or Federal funds when utilizing the P-Card will require completion of the "FIN-PCard Travel Request" form prior to booking
- All receipts for purchases must be submitted with the monthly statement for reconciliation with a completed P-card Charge form for each charge on the statement
- All statements will be pulled the **week of the 5th monthly** and sent out for reconciliation ***ALL*** reconciled statements are due back to the Secretary to the Executive Director of Finance **NO LATER THAN THE 15th** of each month with all necessary back-up documentation
- The business office will reconcile the statement received from Wells Fargo Bank to ensure all charges are accurate. The statement will be reconciled using your receipts, so it is critical that all receipts be submitted on a timely basis. Failure to submit the detailed receipts by the specified time may result in the suspension of your card privileges.
- The P-Card is not intended to avoid or bypass appropriate purchasing or payment procedures as outlined in Board Policy CH or the *New Caney ISD Fiscal Manual.*

Purchasing Card (P-Card) Duties and Responsibilities

Program Administrator – (Director of Purchasing or Designee)
The Program Administrator is designated to answer questions, address issues and oversee the administration of the program. The Program Administrator has a direct relationship with the Bank.

Program Administrator – (Procurement Coordinator)
The Accounting Manager shall act as a secondary Program Administrator.

Budget Manager – (Principal/Administrator)
The Budget Manager is responsible for designating cardholders and for approving purchasing card receipts and P-Card Charge forms of cardholders to ensure they are within District policy. The Budget Manager shall monitor adherence to P-Card regulations. They are responsible for requesting new P-cards for their employees via the Laserfiche form: New P-card Request. They will also assist in approving credit limit increases through Laserfiche approval process.

Campus/Department Internal Controls
Each campus and department shall enforce internal controls outlined in this document. The responsibility for appropriate use of the P-Card lies not only with the cardholder but also with the approving campus principal or department director/supervisor. The purpose of the controls is to prevent errors or fraudulent use of the card. The campus/department's internal controls must include:

- Approving P-Card applications (Laserfiche)
- Assisting the Purchasing Dept. in approving temporary limit increases and card usage (for non-travel purchases) through Laserfiche process
- Reviewing all charges billed to a cardholder's card to ensure that the charges are verified, appropriate and reconciled by someone other than the cardholder.

Cardholder – A cardholder is designated by the Budget Manager to utilize the P-Card for travel expenses. The cardholder is responsible for following the guidelines in regard to purchases, selection of vendors, protection of the card, and timely submission of receipts. The bank statement for the P-Cards for each campus/department will be shared when they arrive (usually around the 5th of each month). All reconciled statements are due back NO LATER THAN THE 15th of each month will all supported documentation. If no log is turned in on a timely manner, charges will be posted to the Campus Activity Account in an effort to pay all invoices on a timely basis. In addition, a cardholder who fails to submit receipts on a timely basis may be subject to disciplinary action and revocation of P-Card privileges.

Credit Rating & Liability
The program does not affect **your** credit rating in any way. The P-Card program carries corporate, not individual liability.

Purchasing Card (P-Card) Controls & Procedures

Credit Limits
All P-Cards have monthly cardholder spending limits. Limits may vary for each cardholder and will be established by the Program Administrator in conjunction with the Budget Manager. Each cardholder will be given information on the limit of his/her card upon signing the P-Card Application and Agreement form. Upon approval through Laserfiche workflow and completion by the Executive Director of Finance the Program Administrator will make any necessary changes to the card.

Transaction Limits

Cardholders should not attempt to make a purchase greater than his/her approved amount. It is the cardholder's responsibility to ensure that available credit exists on their card before attempting a purchase. You may call the number on the back of the card to obtain the available credit OR you can email the Program Administrator if you are unsure of the amount. **Cash or personal credit card purchases in lieu of using the P-Card may be subject to non-reimbursement.** The Program Administrator shall approve all changes to transaction limits through Laserfiche workflow approval when needed.

Purchasing Card (P-Card) Travel with State and Federal Funds

Prior to booking any travel on the P-card when using State and/or Federal Funds you must complete the "FIN-PCard Travel Request" form through Laserfiche. Once you have the form completed with all required signatures you may then proceed with charging travel to the P-Card. For further guidance please reference the State and Federal Grant Manual.

Purchasing Card (P-Card) Restricted Vendors

The P-Card program will be restricted to travel related expenses, memberships, registration, and student meals only unless the Non-Travel Request Form has been completed BEFORE purchase through Laserfiche.

Purchasing Card (P-Card) Issuance of Purchasing Card

P-Cards will be centrally distributed through the business office. When a new card is issued, the bank will send it to the Program Administrator for distribution to the cardholder after processing. Cards will be released to cardholders after completion of the P-card Acknowledgement form via Laserfiche.

Purchasing Card (P-Card) Activation

The Program Administrator will activate the P-Card before releasing to the card holder. Upon receipt of the card the cardholder should always keep the card in a secure place. You will need the pin # issued by the Program Administrator.

Purchasing Card (P-Card) Receipts

Always obtain a detailed itemized receipt when using the P-Card. It is every cardholder's responsibility to ensure there is a receipt for each purchase. Itemized receipts must be presented for purchases **– the credit card charge slip is not considered adequate documentation**.

The original itemized P-Card receipts shall be submitted with the P-Card Charge Form (one per transaction), along with any prior approval forms during reconciliation. After approval by the campus principal or administrator, the P-Card Charge Form and receipts must be forwarded to the Secretary to the Executive Director of Finance by the 15th of the month. All receipts will be reconciled with monthly statements and filed for audit purposes after the appropriate payments have been made to Wells Fargo. If a receipt is lost or stolen, the cardholder should obtain duplicate copies of the receipts, if possible. In some cases, a written, certified statement from the cardholder may be accepted as acceptable documentation. If a receipt or acceptable written certified statement is not submitted to the business office, the charges may become the personal responsibility of the cardholder.

Purchasing Card (P-Card) Sales and Use Tax

The District is a tax-exempt entity and does not pay sales tax for school-related purchases in the State of Texas. The cardholder should present a sales tax exemption form when making a school-related purchase. If the cardholder fails to present a sales tax exemption form at the time of purchase and taxes are charged, the cardholder shall be personally liable for reimbursement of all taxes within 30 days of the purchase.

Purchasing Card (P-Card) Returns, Credits, and Disputed Charges

Should a problem arise with any travel or registration, every attempt should be made to first resolve the issue directly with the vendor. All refunds must be reimbursed by a credit to the District's account. Cash refunds are prohibited. Credit slips should be submitted in accordance with district guidelines.

Purchasing Card (P-Card) Violations & Consequences

The only person authorized to use the P-Card is the cardholder whose name appears on the card. The card is to be used for school business purposes only. The card is not intended for personal use. Personal purchases will be considered misappropriation of District funds, a criminal offense, and will be reported to the proper authorities.
Inappropriate use of the card or failure to abide by the P-Card Policies and Procedures will result in revocation of the card and appropriate disciplinary action, including termination of employment.

Purchasing Card (P-Card) Employee Resignation or Termination

The P-Card must be returned to the Program Administrator or Budget Manager upon resignation or termination from employment with the New Caney Independent School District.

Purchasing Card (P-Card) Lost or Stolen Cards

If a P-Card is lost or stolen, immediately contact the Program Administrator. Prompt action can reduce the District's liability for fraudulent activity.

Purchasing Card (P-Card) Examples of Acceptable Purchases

Registration
Memberships
Hotel Reservations
Airline Tickets
Rental Car
Student Meals for District Approved Events
Any other purchases that have been approved via Laserfiche by the Executive Director of Finance

Purchasing Card (P-Card) Examples of Unacceptable Purchases

Any type of contracted service
Employee meals or incidentals during travel
Sales tax on any transaction (unless it is out of state or a city tax)
Purchases with an unapproved vendor
Software licenses
Fuel
A Capital Asset (single item over $5,000)
Tips, alcohol or tobacco products
Leases/rentals requiring a signed agreement
Maintenance/service agreements requiring a signed agreement
Software licensing agreements requiring signatures
Medical services
Personal purchases (this will result in immediate and permanent suspension of cardholder privileges)
A personal line of credit
Supplies from online Vendors (without prior approval via Laserfiche form)
Equipment, Software, etc.
Cash Advances

Unauthorized purchases are prohibited. Purchaser will assume responsibility and will be subject to disciplinary action.

These examples are for illustration only. When in doubt, please contact the Program Administrator or Budget Manager for clarification.

COMMONLY ASKED P-CARD QUESTIONS & ANSWERS

For what types of purchases should I use the P-Card? The District governs how you can use the P-Card. The Program Administrator along with your Budget Manager will determine the types of purchases, as well as the maximum dollar amount for which you will be authorized.

What do I do if a purchase is denied? Your purchase may have exceeded a spending or transaction limit, or the transaction has been flagged as possible “fraud”. Call the number on the back of the card and walk through the prompts. If your card limit has been exhausted, you should not make the purchase with your personal funds as the purchase will not be approved for reimbursement by your Budget Manager and/or Program Administrator. You should enter a Laserfiche Request for a temporary increase and once approved then you can make the purchase.

What should I do if I want to change the “per month” or “per transaction limits?” Complete the Laserfiche form requesting a credit limit increase. Spending limits are not automatically approved. Every attempt will be made to maintain standard spending limits across various departments, programs, and employee types.

NEW CANEY ISD
PURCHASING CARD APPLICATION AND AGREEMENT

I,_____, hereby request a Purchasing Card through the New Caney ISD Purchasing Card Program. As a holder I agree to comply with the following terms and conditions regarding my use of the card.

I understand that I am being entrusted with the Purchasing Card and the card is provided to me as a convenience to make certain purchases as defined below.

- Student meals at district approved events - $8.50 per student per meal
- Travel arrangements (rental car, airfare, required parking fees)
- Memberships/Registration
- Any other purchases with prior approval by the Executive Director of Finance via Laserfiche form

An itemized receipt MUST be turned in with P-card reconciliation

I understand that New Caney ISD is liable to Wells Fargo Bank for all charges made on the Card. I understand that I am liable for all charges incurred that are not in compliance with this Agreement.

I agree to use the Purchasing Card for purchases in compliance with this Agreement and agree not to make personal purchases. I am aware that I will held responsible to reimburse the District for sales tax charged on eligible tax exempt items that result from not providing either a Texas Sales and Use Tax Exemption form for eligible tax exempt purchases or a Texas Hotel Occupancy Tax Exemption form for hotel stays. I understand that the Director of Budget & Accounting, Director of Purchasing and/or purchasing card program administrator (District Procurement Coordinator) will audit the use of the Purchasing Card and that appropriate actions will be taken to enforce this Agreement. Failure to follow this Agreement may result in the revocation of my use of the Purchasing Card and other possible disciplinary actions, including termination.

Upon request, I agree to return the Purchasing Card immediately to my immediate supervisor.

If the Purchasing Card is lost or stolen, I will notify the purchasing card program administrator (District Procurement Coordinator) and my immediate supervisor promptly. If the Purchasing Card is used in a manner not authorized by this Agreement, I agree to notify my supervisor and the purchasing card program administrator (District Procurement Coordinator) immediately.

I understand that the burden of proof will be upon me to show that the items purchased were made in compliance with the procedures set forth in this Agreement. I agree to comply with competitive procurement policies and will attempt obtain the best value when using the Purchasing Card.

Purchases made in violation of this Agreement will subject me to liability for the total dollar amount of such unauthorized purchase(s). I understand that the New Caney Independent School District may use any and all legal methods available against me to seek repayment and/or restitution for prohibited purchases, including, but not limited to, pursuing criminal charges.

Employee Signature_____Campus_____ Date_____

Supervisor Signature_____ Date_____

Director of Purchasing_____ Date_____

Executive Director of Finance _____ Date_____

PURCHASING / QUOTE GUIDELINES

The appropriate procedures and bidding requirements vary depending on the total aggregate amount that the **ENTIRE DISTRICT** (not just an individual department or campus) will spend on a particular item or group of similar items within any 12-month period. Note that the monetary threshold used to set the procedures to be used is based on any consecutive 12-month period, which corresponds to the district's fiscal year. The Director of Purchasing is responsible for monitoring the compliance of purchases to the bid laws and the district's purchasing procedures.

When more than one purchasing method is allowed for a particular purchase, the Director of Purchasing will make the decision as to which method should be used, after working with the applicable administrators and other district employees making the purchase request. **Approved Bidded Vendors (those who have completed an RFP) must be used for all purchases of goods or services identified in the procurement categories listed on page 5 under the definition of "Approved Vendor" or, if a new single or aggregate purchase causes the procurement category to exceed the $50,000 bidding threshold as stated in §TEC 44.031.**

Quotes for purchases must be obtained directly from a sales representative unless the purchase is being made online through a district login assigned by the Purchasing Department for one of the district's approved online vendors. An internet posting may be used as an additional quote for both State and Federal purchases that is allowable only when there is no need to go out to bid in the commodity category the purchase is being made through. Internet posting quotes are to be used as a last resort and will require prior approval. The Principal (General/Activity Funds) OR Director of Federal/Special Programs (Federal/Title Funds) will need to approve the online quote and obtain an email of approval from the Director of Purchasing.

DEFINITIONS

"CATEGORIES A.K.A. (COMMODITY CODES)": A range of products or services with similarities purchased from a/many different businesses that can be classified into a discrete group of similar or related products; these groups are known as commodity categories and cannot exceed 50,000 without being bid or posting an RFP.

"PRODUCTS": A product can be classified as tangible or intangible. A tangible product is a physical object. Intangible products can only be perceived indirectly (such as an insurance policy).

"SERVICES": Services supplied to a campus/department (Construction/Renovations/Repairs/Clinicians/Prof Dev).

"COOP": Any purchasing cooperative that the school is a member of, to suffice state procurement laws.

199 LOCAL FUND PROCEDURES

COOP & APPROVED BIDDED VENDOR PURCHASES

($100,000 less): (LOCAL) Requisitions for vendors considered an approved bidded vendor, because they have been through an RFP/RFQ process (locally or through a coop), only need to have the one quote (1 for the purchase they are making.) When Directors/ Administrators of Departments/Campuses feel that a second quote is necessary to provide the district the greatest value they will obtain an additional quote from a different vendor and attach it with the request.

($100,000 & Greater): Requisitions for vendors considered to be an approved bidded vendor, because they have been through an RFP/RFQ process (locally or through a coop), that are over $100,000 should have the attached original quote (for the purchase they are making) along with one of the following for best practice:

- a second quote form a different vendor. Preferably from an approved bidded vendor
- OR a letter on formal letterhead stating the due diligence used by the requestor to secure the best price. In the letter the requestor must provide a written explanation to the Director of Purchasing. Examples of due diligence could be:
  - Multiple vendors were contacted but refused to supply a quote.
  - stating that market prices are informally checked from time to time by the requestors in the department to verify the awarded vendor is in an acceptable range
  - Less than two (2) vendors carry the item.
  - Goods are “agency priced”. (Developer or manufacturer mandates the price for all suppliers)
  - Through the competitive bid process only one vendor was approved.
  - Emergency purchases as defined §TEC 44.013(h) and TEA FASRG 3.2.5.7

NON-COOP/NON-APPROVED BIDDED VENDOR PURCHASES

For purchases being made from a vendor who isn’t an Approved Bidded Vendor through NCISD or not on a cooperative that NCISD participates with, the Commodity category must be verified through the Purchasing Department or via the internal shared expenditure spreadsheet that this commodity is under $50,000 currently and did not exceed $50,000 the previous Fiscal Year.

($50,000 & Greater): THEY MUST BE ON A COOP OR LOCAL AWARDED BID FROM NCISD OTHERWISE AN RFP WILL NEED TO BE PUT OUT PRIOR TO PURCHASE Product purchases classified in a commodity code valued at $50,000 or more may come from only one of two purchasing methods:

- A vendor on an affiliated COOP
- Or a vendor that has been awarded as an Approved Bidded Vendor via our RFP/CSP process.

All purchases must adhere to the $50,000 commodity code threshold in the aggregate for each 12-month period. All purchases shall be made by the method that adheres to ***Texas Education Code §44.031(a)*** and provides the best value to the district.

Efforts to break up purchases to manipulate purchasing policy will be curtailed. As determined by the Director of Purchasing, quotes may be required for certain purchases at any time. Best value for District should always be considered first.

NEW CANEY ISD PURCHASING LEVELS AND REQUIREMENTS						
Purchases with Local Funds						
	Purchase Amount	**Support Required**	**Additional Forms**	**RFP/RFQ**	**Board Approval**	**Advertising**
COOP/ RFP APPROVED VENDORS	Purchase Order under $100,000	1 Quote (original)	N/A	Coop or Bid Contract noted (if applicable)	No	NOT REQUIRED
	Purchase Orders over $100,000	1 Quote plus 1 addl. Quote (from approved vendors if available) or Official letter attach.	Quotes attached to requisition	Coop or Bid Contract noted	No	NOT REQUIRED
NON-COOP/ NON-RFP VENDORS	Any dollar amount under $49,000.00	1 Quote	COMMODITY CODE MUST BE LESS THAN $50,000 previous & current FY year	N/A	No	NOT REQUIRED IF COMMODITY UNDER $50K

200-379 - FEDERAL GRANT PROCEDURES

For State & Federal Grant Procedures please refer to the State & Federal Grants Manual which can be found by clicking the link below:

State & Federal Grants Manual

J.O.C.'s (Job Order Contracts)

Services providing construction or renovation of facilities through a "Job Order Contract" method shall not require two (2) quotes if the company has been selected as a result of a competitive bid process through an NCISD bid or a purchasing cooperative. NOTE: Job Order Contracts must be selected by the Board of Trustees as the method of construction. All other laws and policies must be followed, such as CH (LOCAL)'s requirement of Board approval of purchases over $50,000. Items over 100,000 may require an additional quote.

Emergency Requisitions under $50,000: For requisition requirements that are under $50,000 and are deemed as an emergency situation within the guidelines of Education Code §44.031(h); TEA Financial Accountability System Resource Guide 3.2.5.7, the Director of Purchasing has authority to bypass the requirement of written quotations. District personnel shall use all due diligence in the decision-making process to select the appropriate vendor from approved resources. If an approved vendor is not available, selection shall be made based on those factors that are in the best interest of the district. For purchases or services after regular business hours or on weekends and holidays, an "after the fact" purchase order must be processed on the next business day.

$50,000 and Over: Goods or services (except for the purchase of produce or vehicle fuel) that have a value of $50,000 or greater must be purchased from an approved bidded vendor or the goods or services must be competitively bid by the Purchasing Department. Approved bidded vendor status is accomplished by responding to a previous competitive bid request from New Caney ISD, a bid from a Board approved Cooperative, or through a Sole Source Vendor.

Emergency Procedures to approve requisitions $50,000 and above using an unapproved vendor: At the time of the event, the Superintendent shall contact the Board of Trustees to determine if procedures in Education Code §44.031 will cause delay and substantially impair the conduct of classes or essential school activities and give authority to district personnel to make purchases by methods other than those stated in Education Code §44.031 and the Purchasing Manual. Reference: CH (LEGAL)-Emergency Damage or Destruction.

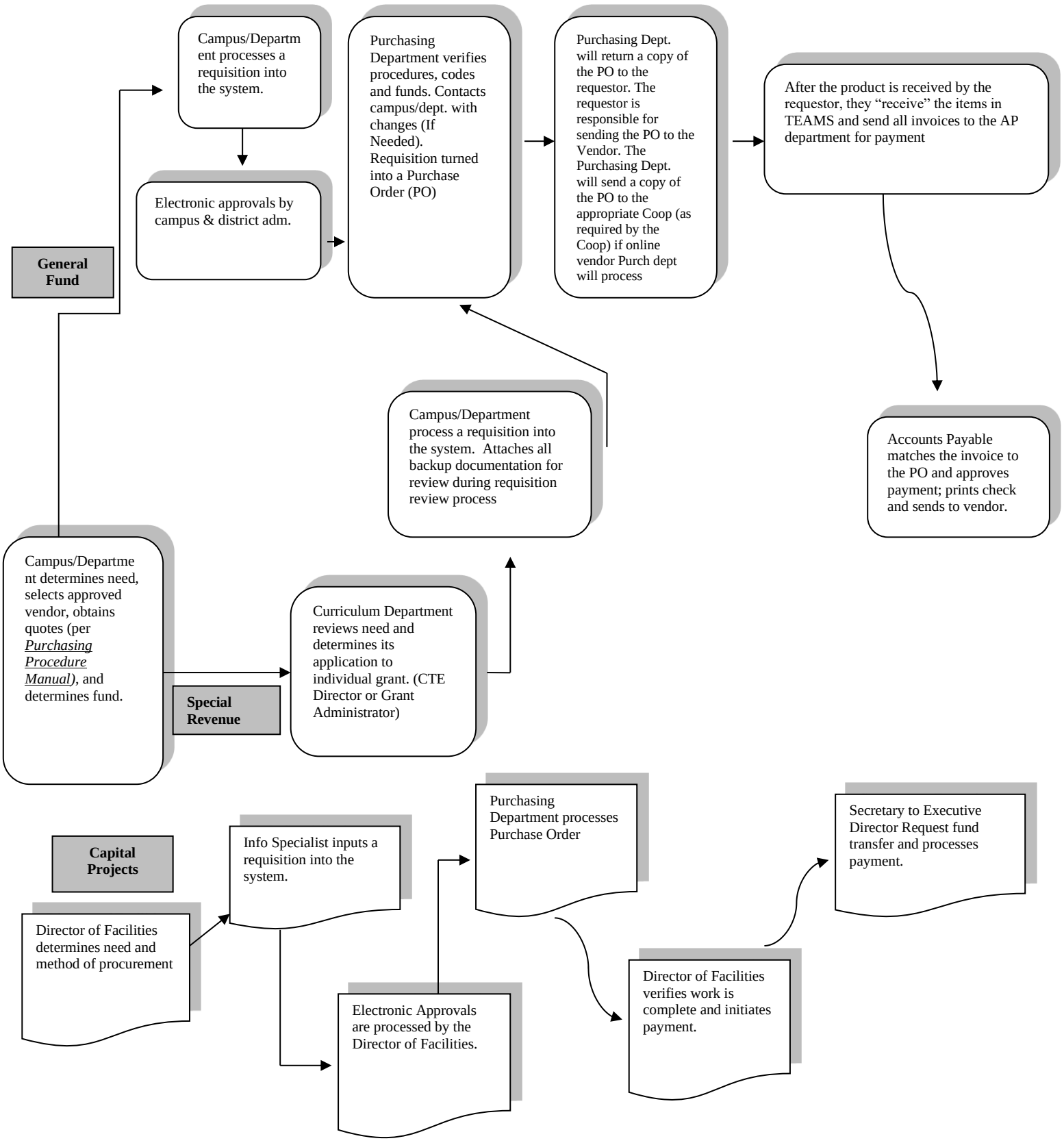
Emergency Procedures to approve requisitions $50,000 and above using an approved vendor:
On an individual basis and at the time of the event, the Board delegates to the Superintendent or designee the authority to make the determination on behalf of the Board as to whether a purchase of goods or services is deemed an emergency a defined in CH (LEGAL). The Board delegates authority to the Superintendent to make emergency purchases. The Superintendent shall report any emergency purchase to the Board. CH (LOCAL)

Payment/Performance Bonds: Government Code §2253.021 requires that any contracted work that is over $25k will require a Payment Bond from the vendor. Any work over $100k will require a Payment Bond as well as a Performance Bond from the Vendor.
Once the Requisition has been entered and converted to a Purchase Order the PO will be sent to the requester to send to the vendor. The vendor will then obtain the Bond and submit a copy of said Bond to NCISD. The District Procurement Coordinator will then get with Joe Blasi to verify authenticity. After that step is completed the District Procurement Coordinator will let the PO requester know that they are ok to move forward with services.

Bulk Paper Orders: Campuses/Departments shall process a Laserfiche request that goes directly to the Support Services department for processing. Warehouse personnel will make deliveries to the campus from warehouse stock. Once delivery is complete Laserfiche form is processed by Purchasing Department and journal entry is done for the charge. The Purchasing Department shall make a district-wide order as needed by the district.

Fundraisers: Fundraisers are done through an RFP process so any fundraiser must be on the approved list found here on page 5: Approved Bidded Vendor List
Once you have chosen the fundraiser you would like use from the list you will submit the agreement/contract through the Contract Laserfiche form for signature by the Director of Purchasing. Once you receive the signed agreement back you will then upload it in Laserfiche on the Fundraiser request form that is open the first 2 weeks of each semester.

Requisition/Purchase Order Process



ONLINE PURCHASING

All online purchases must be made by utilizing the district issued username/password.

GATEWAY OFFICE PRODUCTS:

There are (4) four steps that are required to complete and order:

1. https://www.ecinteractiveplus.com/100318A
    a. Login (if you need access you need to contact the Purchasing Department)
    b. Password
2. Go on-line to select items and add to your cart.
3. Enter your cart number (ex: Traditional Sharon Delany-Roper 08-29-2013 cart #1) and submit your order – print out your cart as you will need this to build your requisition
4. Complete a requisition using items that you have selected and attach the printed-out cart

Once the requisition has completed workflow and the PO has been created, the purchase order number will be modified on the order and submitted directly to Liberty Office by the Purchasing Department.

OFFICE DEPOT:

There are (4) four steps that are required to complete and order:

1. https://www.odpbusiness.com/billboard/billboard.do
    a. Login (if you need access you need to contact the Purchasing Department)
    b. Password
2. Go on-line to select items and add to your cart.
3. Enter your cart number (ex: Traditional Sharon Delany-Roper 08-29-2013 cart #1) and submit your order – print out your cart as you will need this to build your requisition
4. Complete a requisition using items that you have selected and attach the printed-out cart

Once the requisition has completed workflow and the PO has been created, the purchase order number will be modified on the order and submitted directly to ODP by the Purchasing Department.

AMAZON:

1. Amazon.com
    a. Login (if you need access you need to contact the Purchasing Department)
    c. Password
2 Go on-line to select items and add to your cart.
3. Go to check out, PO number should say “To be entered by Purchasing”
4. Complete a requisition using items that you have selected and attach the printed-out cart

SCHOOL SPECIALTY:

There are (4) four steps that are required to complete and order:

1. https://store.schoolspecialty.com/OA_HTML/ibeCZzpGetTemplateFile.jsp?tmp=XXSSI_IBE_CUSTDSHBRD_RPT&minisite=10206

a. Login – if you need access you need to contact the Purchasing Department
b. Password
2. Go on-line to select items and add to your cart.
3. Enter your cart number (ex: Traditional Sharon Delany-Roper 08-29-2013 cart #1) and submit your order – print out your cart as you will need this to build your requisition
4. Complete a requisition using items that you have selected and attach the printed-out cart

Once the requisition has completed workflow and the PO has been created, the purchase order number will be modified on the order and submitted directly to School Specialty by the Purchasing Department.

LAKESHORE LEARNING:

There are (4) four steps that are required to complete and order:

1. www.lakeshorelearning.com/home/login.jsp?groupname=newcaney
    a. login – if you need access you need to contact the Purchasing Department
    b. password
2. Go on-line to select items and add to your cart
5. Enter your cart number (ex: Traditional Sharon Delany-Roper 08-29-2013 cart #1) and submit your order – print out your cart as you will need this to build your requisition
6. Complete a requisition using items that you have selected and attach the printed-out cart

Once the requisition has completed workflow and the PO has been created, the purchase order number will be modified on the order and submitted directly to Lakeshore Learning by the Purchasing Department.

Wiltons:

There are (4) four steps that are required to complete and order:

1. www.wiltons.com
a. Login – if you need access you need to contact the Purchasing Department
b. Password
2. Go on-line to select items and add to your cart.
3. Enter your cart number (ex: Traditional Sharon Delany-Roper 08-29-2013 cart #1) and submit your order – print out your cart as you will need this to build your requisition
4. Complete a requisition using items that you have selected and attach the printed-out cart

Once the requisition has completed workflow and the PO has been created, the purchase order number will be modified on the order and submitted directly to Wiltons by the Purchasing Department.

Michaels:

There are (4) four steps that are required to complete and order:

1. https://education.michaels.com/
c. Login – if you need access you need to contact the Purchasing Department
d. Password
2. Go on-line to select items and add to your cart.
3. Enter your cart number (ex: Traditional Sharon Delany-Roper 08-29-2013 cart #1) and submit your order print out your cart as you will need this to build your requisition
4. Complete a requisition using items that you have selected and attach the printed-out cart

Once the requisition has completed workflow and the PO has been created, the purchase order number will be modified on the order and submitted directly to Michaels by the Purchasing Department.

CREDIT CARD CHECK-OUT PROCEDURES & PURCHASES

Credit Cards that are checked out from the Purchasing Office must be signed out in person and must be returned the same business day (this does not apply to P-cards). You must have a Purchase Order in place prior to checking out the credit card. No credit cards can be sent by inter-office mail. They must be returned in person.

Credit Cards that are checked out from campus/dept secretaries shall be checked out for the time that it takes to make the purchase. Every effort should be made to make the purchase and return the card to the secretary within the school day. In the event that the card must be kept after school hours, the credit card and receipt(s) shall be returned to the campus/dept

secretary immediately upon returning to the campus/dept on the following business day. All campus/departments must utilize the Credit Card Sign In/Out sheet provided to them by the District. Prior to anyone on campus signing the card out the secretary/bookkeeper must verify they have a PO in hand. Credit cards shall be used for the intended purpose only. Campus principals are ultimately responsible for lost credit cards and/or unauthorized purchases. Campus/Department secretaries should utilize the Credit Card Check-Out form when staff comes to use the card to be able to track card usage.

RETURNING MERCHANDISE

A school or department who finds it necessary to return merchandise to a vendor, for any reason, is responsible for doing so. It is recommended that you contact the company prior to returning the merchandise.

If the merchandise was damaged prior to receipt, the company should be notified immediately, and the merchandise should be returned at the VENDOR'S expense. If it is obvious upon delivery that the merchandise is damaged and then delivery should be refused.

If the merchandise you are returning will be replaced, do not return the receiving copy of the purchase order to accounts payable department until the purchase order has been satisfactorily filled.

REPORTING INVENTORY ITEM PURCHASES

All items that are classified as inventory, excluding library books, any changes or any items needing to be deleted must have an Inventory Adjustment form (Laserfiche).

1. Inventory items are classified as follows:
    a. Items with a shelf life of 5 years or greater and have a manufacturer's serial number (for example, a TV or Computer External Drives)
    b. Items with a unit cost of $5000 or greater with or without a serial number.
    c. Any other item which has been designated to be maintained on the inventory records.

2. Complete an Inventory Adjustment form via Laserfiche for each inventory item purchased. The completed form goes to the District Inventory Controller located at Technology.

Please refer to (Legal & Local) Board Policies CH, CVB, CHE, CHF, COA, CO, GKC for complete details for the procurement of supplies and services for the District.

TRAVEL GUIDELINES

The Board of Trustees and the Administration believes attendance at appropriate professional meetings and membership in sponsoring organizations can enhance the value of the individual to the school system.

It is the desire and intent of the District to establish rules and procedures that will encourage and promote adequate travel of employees to maintain a position of leadership while recognizing the limitations of available financial resources. Resources should be used in a manner that will produce the greatest benefit for students.

Employees on trips for workshops/conferences for which the District pays expenses are expected to attend all sessions. Employees are encouraged to select hotel accommodations recognizing the financial constraints on the District, request GSA accepted rates and, when appropriate, share room accommodation.

In order to obtain maximum professional growth, attendance at workshops during the convention is emphasized rather than the convention alone. The superintendent, principal, or department administrator will determine the appropriate meetings for budget expenditures.

Signatures of approval from the appropriate supervisor shall be secured by employees, for all trips, on the appropriate District form(s) prior to travel. Administrators, who are responsible for making travel assignments and for approving travel plans are responsible for limiting travel plans to those trips that are clearly in accordance with Board policy or official Board action. Travel for the following purposes is allowable with pre-approval of the superintendent of designee.

1. District (school) Business - Any meeting for which the District or school requires attendance by the employee is considered District business. Any meeting for which an employee is attending as a sponsor for approved student attendance is considered a student travel sponsor and is District business.

2. Professional Development - Any meeting for which attendance by the employee is optional is considered Professional Development, and includes requests to attend workshops, conferences, or conventions. All such requests must be related to the area in which the employee performs his/her regular official duties and must be accompanied by a written justification approved by the principal of supervisor (travel form).

The following travel purposes are **not** allowable:

1. Travel from the home of the employee to school or place of official business and travel back to the employee's home.
2. Travel to participate in meetings of civic or social associations, unless the employee is a presenter or has been asked to represent the District at such meetings. The Superintendent must approve reimbursement.
3. Travel not elsewhere described as a non-allowable purpose.

The following general guidelines shall apply:

1. All professional travel shall be contingent on fund availability and District priorities. There may be years when travel funds are not budgeted and others where only partial funding is available.
2. All professional travel requires a request for approval prior to departure. Proper completion of all forms, written requests, and arrangements for substitutes (if required) shall be completed. (Occasionally it will be impossible to provide two weeks' advance notice. In these cases, the employee shall assist the district in expediting the request by performing "walk through" procedures. See page 6)
3. Due to travel, every effort should be made to keep the number of days absent from the classroom or regular duty assignment to a minimum.
4. When the source of the payment is a federally funded program, payment for lodging and meals is limited to the amount currently authorized by the TEA, GSA, or the District, whichever is less and requires prior authorization.
5. Travel expenses may not be paid from one source and that source be reimbursed from another (Example: paid from an activity fund and reimbursement requested directly from the District budget.)
6. All out-of-state employee travel must be pre-approved by the immediate Supervisor/Director
7. Costs of travel by school board members will be reimbursed using the same criteria as District employees.
8. If a spouse travels with a District employee, the District will only provide payment for costs that have been or will be incurred by the employee.
9. Items considered for prepayment may include air transportation, lodging, and registration fees. The prepayment will be made in those instances where the airline, hotel or sponsoring organization cannot bill the District directly, or where the prepayment cannot be made to a travel agency handling such arrangements. For sponsors of approved student travel, prepayment may be made to the sponsor for anticipated expenditures for food, lodging, and other incidental expenses. The Executive Director of Finance must approve exceptions to the above in writing. **The employee shall obtain and return itemized receipts for all expenses from funds provided to the employee in advance of the travel regardless if students are present.**
   Sponsors paying for student meals with a district credit card shall obtain and return an itemized receipt along with roster.
10. All personal expenses incurred while traveling (i.e., personal telephone calls, movies, laundry services, shoeshines, newspapers, etc.) are the responsibility of the employee and are to be paid by the employee at the time of checkout from the hotel.
11. The Executive Director of Finance must approve any exceptions to the above guidelines.

Federal Guidelines

Please see the State and Federal Grant Manual for travel guidelines with these funds.

https://tx50000191.schoolwires.net/Page/441

Registration Fees

Can be charged to P-card prior to travel or request for check for District Authorized Events.

Transportation

The District reserves the right to select the appropriate mode of transportation and does not allow first-class fares. Supplemental travel requirements (bus, plane, cab, and shuttle) will be reimbursed for the actual amount. Itemized receipts will be required for documentation.

Car rentals can be purchased on the P-card when required. Itemized receipts for car rental costs will be required. A detailed statement of justification for the car rental, showing places traveled, and persons contracted, shall be submitted. Additional insurance is not covered.

Employees are encouraged to use district-owned vehicles when they are available, if one is not available you must attach the email (dated same day as the travel form that is signed) from the Transportation department stating there was not one available for mileage reimbursement. When traveling in a district vehicle and fuel is purchased (when gas card from Transportation isn't issued) you must provide an itemized receipt for reimbursement. When personal vehicles are used for trips, reimbursements shall be based on the shortest practical route between the District and the destination point at which official business is conducted. Reimbursements will not be made unless employee provides proof of attendance. The rate per mile is based on the IRS rate. When traveling in groups, only one vehicle is allowed mileage reimbursement for every three persons unless work schedules require different arrival and departure times. In this instance the reason must be documented on the travel reimbursement form.

The employee who drives a car to a meeting and is required to pay a parking fee for the automobile shall be reimbursed for the actual amount, provided a receipt is submitted. Self-parking should be used instead of valet parking if available.

District Vehicles

Employees are encouraged to utilize district vehicles for all official district travel.

Vehicles are reserved, assigned, and shall be used on the following basis:

1. Reservations are first come/first serve and will be assigned the latest model available depending on the number of passengers, destination, and/or cargo.
2. Vehicle assignments are processed by the Transportation Department. Employees may not choose a vehicle of personal preference. Vehicles keys are picked up at the Transportation Department.
3. Employees must use the vehicle assigned and may not substitute for any other district vehicle without authorization of the Transportation Department. Cancellations should be reported to the Transportation Department promptly.
4. Fuel credit cards are available at the Transportation Department. If fuel is purchased on an employee's personal credit card the receipt is required prior to reimbursement being granted.
5. Vehicles shall be returned immediately in order to facilitate the next assigned use. The vehicle shall be free from trash and personal property.
6. A valid Texas driver's license must be presented to the Transportation Department when picking up the keys. License numbers are not copied or logged by the District, only verified for insurance purposes.
7. Keys shall be returned to the Transportation Department. After office hours, items may be deposited in the night box.
8. Vehicles are considered district property and tobacco use is prohibited.
9. Accidents or mechanical problems are to be reported immediately to the Transportation Department at 281-577-8682. Employee injuries are to be reported to Human Resources at 281-577-8600. Report student injuries to the Executive Director of Student Services.
10. Use of vehicles represents the District as a whole and drivers are to be courteous and friendly at all times. Caution is to be taken when frequenting businesses or locations that may be viewed as inappropriate for a school employee to be in during working hours or while representing the District.
11. Violations of Vehicle Use Guidelines will be referred to the driver's supervisor/administrator.

Employees shall not transport students in personal vehicles. A bus request for student travel shall be made available through the campus administrator. Students traveling on a bus for extra or co-curricular activities must have an employee (other than the bus driver) on board at all times.

Any use of a district vehicle shall be accompanied by a travel request form. Please contact the Transportation Department for NCISD vehicle availability.

An employee shall assume all cost if the employee decides to travel in his/her personally owned vehicle (POV) when a NCISD vehicle is available for use.

Hotels

Costs of lodging will be reimbursed at the approved rate if not paid directly by the district. An itemized "paid" bill or statement will be required as documentation. Every effort should be made to lodge at a moderately priced hotel to the GSA rate. The District is responsible for paying all local hotel occupancy tax, but is exempt from state tax, (Texas Hotel Occupancy Tax Exemption Certificate). *NOTE: Non-reimbursable expenses include personal phone calls, movies, laundry service etc. These expenses are the responsibility of the employee.* Please refer to the State and Federal Grant Manual for guidelines if using those funds and additional guidance on hotels.

When practical and conditions allow, employees should consolidate travel and lodging arrangements to reduce total costs. Lodging cost for single accommodations are at the GSA standard rate or as listed on the GSA Chart per city. Rates are per night with receipts or written confirmation with the amount on it from the Hotel. Exceptions MUST be pre-approved by the Supervisor via Travel Expenditure Justification form and paid with local funds.

Every effort shall be made to make one day travel arrangements for mid-day conferences.

Traveling alone (No other NCISD employee is attending the same event):

- Make travel arrangements as recommended in NCISD Travel Packet available at: https://tx50000191.schoolwires.net/Page/6454

Traveling to an event where other NCISD employees will also be attending:

- One day (no hotel stay) or multiple days in the local area:
  - Secure a school vehicle (if available) and carpool together.
  - If no school vehicle is available: Carpool in a personal vehicle.
- Two or more days with hotel stay:
  - Each employee shall have their own room unless it is mutually agreed upon to share the room.
  - Each employee shall receive the maximum lodging rate on the GSA schedule. Each traveler shall submit a travel form for their portion of the lodging costs.

When making hotel reservations, maximum hotel rates are determined by the GSA Chart that is available at http://www.gsa.gov/portal/category/100120 If hotel room rates exceed the allowable rate from the GSA Chart, a Travel Expenditure Justification form shall be completed and attached to the requisition. If neither the city nor county of the destination is listed, the maximum rate will be the Standard GSA rate of the closest city listed.

Meals Employee and Students

Meal expenses are based upon the GSA rates found at www.gsa.gov, with the following guidelines (please refer to the State and Federal Grant Manual for guidelines if using those funds and additional guidance):

- Meals shall not be reimbursed for travel that is for a single day. Only overnight trips shall receive meal reimbursement.
- The daily rate for meals will follow the GSA rates for the city of destination.
  - Meal reimbursement for the day of travel will be 75% of the daily rate if leaving before noon.
  - Meal reimbursement for the day of travel will be 50% of the daily rate if leaving NC after noon or arriving back to NC before 6pm.
- Itemized receipts for meals are not required to be turned in, although reimbursement for meals is for the actual meal expenses. Do not just write in the GSA rate for each day since itemized receipts should be kept by the employee for local audit purposes of actual meal expenses.

● After your travel, when completing the “Actual Expenses” portion of the travel form, you will list your actual meal expenses for each day up to GSA rate. If meal(s) were provided by the meeting/conference, you will subtract that from the total GSA rate based on the breakdown on GSA website. THE DISTRICT DOES NOT REIMBURSE ANY ALCOHOLIC BEVERAGES.
● The District does not advance funds for meals.

Student meals are currently set to $8.50 per student. You will need the P-card receipt form, itemized receipt, and student roster turned in at the time of P-card reconciliation.

In - District Mileage

Mileage reimbursements at the district–approved rate is made with a detailed mileage log to employees who are required to travel within the District extensively. (Home educators, itinerant special education staff, etc.) Under no circumstance will commuting to and from work be reimbursed. (Request for Reimbursement for In-District Travel)

Membership Fees

The District will pay membership dues for employees if the membership directly benefits students. Texas High Coaches Association, Texas Bandmasters Association, and Vocational Ag Teachers Association of Texas are examples of these memberships. The district may also pay membership dues for administrative and para-professional staff personnel when the organization is a part of the job and as determined by the supervisor. Texas Association of School Business Officials, Texas Secondary Principals Association, and Texas Association of School Administrators are examples of these memberships.

Student Travel

Any organization that plans activities/trips needs to be funded by club/organization unless funding has been approved in advance as a budgeted item. Make sure that you have funds available to pay for this activity before making reservations, down payments, etc.
Do not count on district funds at the last minute to cover travel expenses not agreed on in advance.

Guidelines

School sponsored trips must originate with the sponsor followed by approval from the principal and/or director. The principal and/or director shall consider Board Policy FMG (Local) to determine if the purpose of the travel is within guidelines. The following procedures shall also be followed:

1. Out-of-state trips require approval by the Board of Trustees.
    - School organizations may participate in out-of-state school-sponsored trip every other school year regardless of invitations. Any changes must be approved by the Superintendent followed by the Board of Trustees approval for out-of-state travel.
    - Fundraising activity shall be available to help defer the cost of the trips.
    - The trips are optional. There will be no sanctions or punishment for students who are unable to attend.
    - The cost of the trip shall include most meals and expenses.
    - Payment plans shall be made available to parents to assist in meeting the cost of the trip.
    - Sponsors shall obtain (through the campus principal) board approval prior to advertising the trip to student groups.
    - Student cost shall not include expenses other than their expenses and the cost of the sponsor or sponsors. Sponsors families and chaperones must cover their own trip costs and expenses.
    - Trips shall be planned to minimize any lost instructional time. Trips should be planned over student holidays whenever possible
    - Campus-level administrators may accompany out-of-state and/or overnight trips as determined by the campus principal with guidance from the Executive Director of Student Services. Approved parent volunteers are encouraged and the principal will determine the sufficient ratio of adults to students.
    - The following guidelines shall be met and submitted to the campus principal for Board approval. Requests will not be accepted from the sponsor.
        - Merit: Out-of-State Travel shall provide:
            1. Experiences that students might otherwise not have.

2. Assistance in recruiting students to the program.
3. Students have the opportunity to observe other top programs

2. Overnight travel (in-state) must have the approval of the superintendent
3. The principal should carefully consider the source of funding for the trip. Activities (such as fundraising) may have potential implications on other needs by the campus.
4. Overnight and/or out-of-state trips shall be presented for review with a tentative budget included.

Meals (All Student Travel)

1. Prior to the trip, coaches/teachers/sponsors shall turn in a list of the student's names to their principal/director.
2. When sponsors hand out money to students involved in the activity, all students receiving meal expenses must sign the meal expense sheet daily to verify that they did receive the meal expense. Meal money shall be dispersed daily by the sponsor not in one lump sum at the beginning of the trip. The signed meal expense sheet shall be returned to the accounts payable department where it will be attached to the payment.
3. When a sponsor pays for the entire meal at one time, the receipt must be turned in to the accounts payable department. Student signatures are not required.
4. Meal Rates:
    - Non-Overnight (UIL or other district approved competitions)
        - Meal rate shall be $8.50 per person per meal (maximum)
        - Any rate changes shall be approved by the principal/director prior to the trip and noted on the trip's tentative budget.

Lodging

Students traveling overnight will be entitled to the same amount for hotel expenses as district employees. All rooms are to be a maximum with four to a room when possible. The Standard GSA rates shall apply.

Charter Buses

Charter bus companies must be approved by the Director of Purchasing they still follow the $50k Commodity guidelines.

Use of District Funds (Including Campus Activity Funds):
With the Superintendent or designee's approval, charter buses may be used when the following criteria are met:

- The event must be UIL sanctioned, or a competition in which NCISD student groups are involved; such as UIL playoffs or Area/State competitions.
- The event is a beyond district competition over 90 miles one way.
- Charter bus travel contracts must be signed by the Director of Purchasing prior to the requisition being processed, vendor must be in Teams or you have obtained a vendor packet for them to be built in Teams, and drivers have passed a background check completed by the Director of Purchasing.

Use of Student Activity (Club) Funds:

- Charter buses may be used for any travel as directed by the Student Activity Fund decision-making group. Charter bus travel contracts must be signed by the Director of Purchasing prior to the requisition/check request being processed, the vendor must be in Teams or you have obtained a vendor packet for them to be built in Teams, and drivers have passed a background check completed by the Director of Purchasing.

Charter Bus Trip Planning

Check with the Purchasing Department for available approved companies.

1. Discuss prices with the company, but **DO NOT** sign a contract.
2. Request a quote/contract
3. If Charter Bus use is approved, the company must complete all of the District's paperwork that is needed for payment, and processes are the same as any other vendor. The company's documents may be used with the Director of Purchasing's approval.
4. Director of Purchasing performs Criminal History check on the driver(s).
5. The Director of Purchasing will then sign contract documents.

Airline Tickets

Can be purchased when approved by using the P-card.