



Pennsauken Public Schools Purchasing Procedures

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2025-2026

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INTRODUCTION AND PURPOSE

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

- New Jersey Public School Contracts Law N.J.S.A. 18A:18A-1 et seq.;
- New Jersey Administrative Code N.J.A.C. 5:34-1 et seq.;
- Board of Education Policy;
- Other federal, state law and code;
- NJQSAC Fiscal DPR Indicator#15; and
- Local Finance Notices – NJ Division of Local Government Services
- Other laws and administrative code when applicable

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

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

We ask you, the user of the purchasing system, to help achieve these goals through proper planning. Please allow yourself enough leeway between generating a purchase order and the actual date materials or services are needed. Please think of purchasing in terms of a whole year. What items and services do you need on an annual basis? Through proper planning, we can eliminate much of the frustration that is encountered in all public school purchasing procedures.

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

If you have any questions concerning the following guidelines, please do not hesitate to call the Business Office, Extension 6505.

❧ ETHICS AND CONDUCT IN PURCHASING; VENDOR RELATIONS ❧

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

Federal Code of Standards of Conduct

The board of education, pursuant to **Federal Regulation 2 CFR 200.318 (c) (1)**, hereby acknowledges the Ethics and Conduct in Purchasing section to be applicable to the selection, award and administration of contracts using federal funds. The code of conduct also applies to all purchases, notwithstanding the source of funding.

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

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

B. Solicitation/Receipt of Gifts from Vendors -- Prohibited

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

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

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

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

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

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

Any vendor doing business or proposing to do business with the Pennsauken Board of Education, shall neither pay, offer to pay, either directly or indirectly, any fee, commission, or

compensation, nor offer any gift, gratuity, or other thing of value of any kind to any official or employee of the Pennsauken Board of Education or to any member of the official's or employee's immediate family.

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

E. Vendor Certification

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

F. Violations of the Policy--Sanctions

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

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

No employee, officer, or agent of the Board of Education may participate in the selection, award, or administration of any contract, if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. Ref. 2 CFR 200.318 (c) (1)

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

Possible Conflict of Interest

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

CRIMINAL CODE CITATIONS

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

Title 2C -- Criminal Code

2C:27-9 Unlawful Official Business Transaction

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

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

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

❧ PUBLIC SCHOOL PURCHASING—LEGAL AUTHORITY ❧

Authority to Purchase

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

The Designated Purchasing Agent is the only individual in the school district that has the authority to make purchases for the board of education.

The Pennsauken Board of Education by board resolution has authorized Gail Miller, to be the Purchasing Agent for the school district under the direction of the School Business Administrator/Board Secretary.

Authorized Purchases

All requests for purchases of goods and/or services must be made through an approved purchase order signed by the School Business Administrator/Board Secretary, prior to the goods or services to be received.

A purchase order, pursuant to N.J.S.A. 18A:18A-2 (v), is a document issued by the School Business Administrator/Board Secretary authorizing goods or materials to be ordered for the school district or work/service to begin. No goods or materials may be ordered or work/service be authorized to begin by any other individual in the school district other than the School Business Administrator/Board Secretary.

Unauthorized Purchases

Any school district employee who orders and/or receives any materials, supplies or services without first going through the approved purchase order process has made an unauthorized purchase.

Unauthorized purchases are a violation of State Law and Board Policy.

Penalties listed below may be assigned by the Superintendent of Schools for unauthorized purchases:

Penalties for Unauthorized Purchases

- | | | |
|------------------|-----------------------------------|------------------|
| • First Offense | Letter in Personnel File | Pay for Purchase |
| • Second Offense | Suspension | Pay for Purchase |
| • Third Offense | Loss of Increment | Pay for Purchase |
| • Fourth Offense | Loss of Employment Tenure Charges | Pay for Purchase |

Corrective Action for Non-compliance1. Memo to Administrator

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

2. Memo to Superintendent

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

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

District Sanctions to Violations

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

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

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

2. NJQSAC Fiscal DPR Indicator #15

The school district is subject to a penalty of four (4) NJQSAC points by not being in compliance with the Fiscal District Performance Review Item #15, which prohibits confirming or unauthorized orders.

3. Audit Finding and Recommendations

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

4. Employee Sanctions

The Superintendent of Schools may recommend to the Board of Education the filing of sanctions against any employee who does not comply with federal and state purchasing laws and code, board policy and district purchasing procedures. The sanctions may include, but are not limited to, paying for any unauthorized purchase, withholding of increment, employee suspension or tenure charges.

Purchasing Prohibitions1. Employees Prohibited from Signing Contracts

Board of Education employees are prohibited from signing any contract offered by a vendor. The power to sign and execute contracts after Board of Education approval lies with the Board President and the Board Secretary.

Personal Liability

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

2. Reimbursements; Employee

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

3. Student Activity Accounts

Purchases made through Student Activity Accounts may not be reimbursed with Board funds. Purchase orders made payable to Student Activity Accounts for the aforementioned purpose will not be signed by the Business Administrator.

4. Private Purchases -- Prohibited

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

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

Purchasing Guidance**1. Cancellation of Purchase Orders**

All requests to cancel purchase orders must be made in writing to the Purchasing Office. Reasons explaining the need to cancel the purchase order must be outlined. The Purchasing Agent maintains the sole right to cancel purchase orders. (See Appendix)

2. Credit Cards Prohibited

Pursuant to the New Jersey Department of Education Audit Program page I-5.9, a school district is not permitted to use a credit card for the purchase of goods and services. All purchases are to be made through the purchase order process in compliance with the Public School Contracts Law.

3. Contracts; Purchase Order Required

The award of contract to a vendor approved by the Board of Education at a public meeting does not automatically authorize any employee to use the services of, or purchase materials from, the vendor.

All contract purchases require the issuance of a purchase order authorizing the purchase of services and/or goods and materials from the vendor. N.J.S.A. 18A:18A-2 (v).

4. Preview of Materials

All staff members must receive permission from administrators, supervisors, or principals to preview materials. After the preview process has been completed, the item must be returned. If there is a desire to purchase the previewed item, then a purchase order must be prepared for a new item.

PURCHASE ORDER PROCESS

A. Preparing a Requisition

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

1. **Requisitions** -- All requisitions are entered in the budgetary accounting system, CSI.
2. **Vendor's Name**--All Board checks are made payable to the vendor name (top line) listed on the purchase order/requisition. Please ensure the proper vendor name is on the requisition. A W-9 and Business Registration Certificate must be submitted to Purchasing for all new vendors prior to requisition entry.
3. **Description of Items, Services, Costs and Catalogue Numbers** -- Items and/or services requested are to be described clearly with correct and up-to-date catalogue numbers and costs. Please use latest catalogues available. Do not use "per attached", without prior approval of the Purchasing Agent.
4. **Subscriptions** – Online Subscriptions must be entered as a line item, but enter ONLINE SUBSCRIPTION on first line of description, then follow with remaining specifications. The warehouse will not hold the purchase order waiting for the particular line item to be delivered.
5. **Shipping Costs**--Shipping and handling costs are to be added to all purchase orders. Please read the catalogue or contact the vendor to determine the actual shipping and handling costs.

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

"10% Estimated Shipping and Handling"

If there is no shipping and handling charges, type on requisition/purchase order:

"Includes Shipping and Handling"

6. **Delivery Address--Attention of** -- The delivery address should include a name of a person or a specific department.
7. **Delivery, Types of** --- The Board of Education recognizes two (2) types of delivery.
 - a. **INSIDE DELIVERY**
Items are to be delivered to a Board of Education location and taken off the truck by transportation carrier personnel and brought to a designated area inside the warehouse, school or office building.
 - b. **SPOTTED DELIVERY**
Items are to be delivered to a Board of Education location and taken off the truck by transportation carrier personnel and brought to a designated area inside the school or office building. Transportation carrier personnel or specialized individuals are responsible to then

uncrate, setup, assemble items to determine good working order and remove all debris to the satisfaction of the Pennsauken Board of Education within five (5) working days. **Please ensure that all purchase orders have the correct delivery designation.**

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

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

9. **Budget Account Number** -- Please be sure the correct Budget Account Number is entered on the requisition/purchase order.
10. **Ed Data/State Contract Orders** -- When ordering through Ed Data or State Contract vendors (minimum order \$25.00) please include on the requisition
- State Contract # _____ and description, Vendor # _____.
 - Shipping and Handling Included; and
 - Appropriate documentation when required; and
 - Specify "Per Ed Data Bid# _____, Ed Data Vendor Bid# _____".
11. **Quotations** -- If quotations are obtained, please scan and attach to the requisition/purchase order a copy of each written quotation received. Please enter the quotation number and date.
12. **Bids** -- If bids are obtained through the Purchasing Agent, please include the following on the requisition:
- Bid Date; and
 - Bid Number
 - Board Resolution Number and Date
13. **Scanned Documents** -- Please scan and attach all documents that pertain to the requisition; quotes, board minutes, contract, forms, etc.

B. Responsibilities of Administrator/Supervisor or Principal – Reviewing a Requisition

Administrators/supervisors and principals must ensure the following is reviewed before the requisition is approved:

- Funds Available**
They must check to determine if *funds are available* in their budget to cover the amount of the purchase order.
- Requisition Completion**
They must check to determine that items 1-13 previously noted have been *properly completed*.

3. **Requisitions** are to be approved on the Budgetary Accounting System, CSI, by the appropriate administrator. By approving the requisition, the administrator/supervisor or principal is certifying that funds are available in the budget account line to cover the cost of the purchase.

C. **Responsibilities of Business Office**

The Purchasing Agent reviews each purchase order. Special attention is given to the following:

1. **Available Funds**—The Requisition system will not permit a requisition to be finalized if there are insufficient funds in the account. If preparing PO, be sure to check for funds availability.
2. **What is being ordered and the cost**--The Purchasing Agent reviews the technical aspects of the purchase order to ensure compliance with State Law and Board Policy.

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

The Quotation Limit	\$ 7,950.00
The Bid Limit	\$53,000.00

3. **Document Check – State Law**

Pursuant to various State Laws, the Purchasing Agent must ensure the following documents are on file in the Business Office before the purchase order is signed and processed:

- Affirmative Action Evidence – Contracts \$53,000.00 and over (cumulative)
- Business Registration Certificate (BRC) – Purchases \$7,950.00 and over
- Chapter 271 – Political Contribution Disclosure Form (PCD)
Purchases over \$17,500.00 (cumulative)
- Iran Financial Disclosure Form
- Certification of Non-Involvement in Prohibited Activities in Russia or Belarus
- IRS W-9 Form

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

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

Incomplete or improper purchase orders/requisitions will be rejected. A note will be placed in the accounting system and/or an email sent to the originator.

If the Purchasing Agent is satisfied, he/she approves the requisition.

5. Responsibilities of the Central Administration of Schools

The Superintendent, the Business Administrator, the Assistant Superintendent, Director of Special Services or the Director of Curriculum reviews and determines the **educational or operational value of each** purchase order. If they are satisfied, they approve the purchase order in the Smarts Budgetary Accounting computer program. The purchase order is then approved and printed by the Business Office and sent to the vendor.

The purchase order process, as explained, may take 5 – 10 days to complete. Please plan accordingly.

6. Transfer of Funds

The Business Office processes purchase orders only if there are appropriate funds to cover the purchase. Purchase orders lacking sufficient funds are sent back to the originator for a request to transfer funds. All requests for a transfer of funds are to be sent to the Business Office (See Appendix).

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

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

D. Responsibility of the Vendor

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

- | | |
|---------------------|---------------------------------|
| • Signed Voucher | • Invoice |
| • All Packing Slips | • Signed Receiving Copy (Green) |

The award of contract to a vendor approved by the Board of Education at a public meeting does not automatically authorize any employee to use the services of, or purchase materials from, the vendor.

All contract purchases require the issuance of a purchase order authorizing the purchase of services and/or goods and materials from the vendor.

METHODS OF PROCUREMENT

A. Bids (Purchases that exceed the bid threshold--\$53,000)

This method is used for procuring goods, materials, services and public work projects that exceed in the **aggregate** of the board of education approved bid threshold of \$53,000.

Examples of Bidding:

Building Services Department

Plumbing, Electrical, HVAC work
Custodial Supplies
Public Works Project

Technology

Computer Supplies/Equipment
Printers / Computer
Interactive Boards

Food Services Department

Ice Cream
Pest Control Services
Baking Goods—Rolls, Bread

Title I Testing

Test Scoring Services

District

Furniture
AV Equipment
Fuel

Athletics

Athletic Clothing
Athletic Supplies/Equipment
Athletic Equipment

Award of Contract--Lowest Responsible Bidder

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

N.J.S.A. 18A:18A-2 (l). "**Aggregate**" means the sums expended or to be expended for the provision or performance of any goods or services in connection with the same immediate purpose or task, or the furnishing of similar goods or services, during the same contract year through a contract awarded by a purchasing agent.

Bids and Purchasing:

1. Bid Limit -- \$53,000 --this is the QPA purchasing agent bid threshold.

The Pennsauken Board of Education is restricted by New Jersey state law on how much money can be spent by the district for the entire year on materials, supplies, and services.

This restriction is called the **bid threshold** or **bid limit**. The bid limit is \$53,000. This means that any specific item, class of items, and/or services of a similar nature, purchased by the school district totaling in the aggregate more than \$53,000 for the entire year, must be competitively and advertised for bid. This restriction is for the entire district and not by location or schools.

You cannot circumvent the law by splitting purchases to be under the \$53,000 bid limit.

Administrators that have purchases that may exceed the \$53,000 bid limit are to contact the Purchasing Office to begin planning the bid process.

The formal bidding process takes about 6-8 weeks to complete as explained in the Appendix under Bid Process.

2. Annual Bids

The Board of Education, to be in compliance with N.J.S.A. 18A:18A-9, requests that central office department administrators and supervisors and school principals start to plan and prepare for Annual Bids. The bidding process begins in January and continues through June as follows:

- Administrators/Supervisors prepare technical specifications to be reviewed by Purchasing Agent.
- Purchasing Agent prepares final bid specifications to be drafted in a manner to encourage free, open, and competitive bidding.
- Annual bids are received, opened and tabulated by Purchasing Agent.
- Bid resolutions are prepared by Purchasing Agent for Board approval.
- Purchase orders are generated by Administrators/Supervisors for July/August/September delivery.

3. Bidding: Time Frame

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

4. Exceptions to the Bid Limit

New Jersey State Law allows for some exceptions to the bid requirements. There are approximately twenty (20) exceptions where a Board of Education does not have to go out for bid for goods and services. Some of them are:

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

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

The Purchasing Agent should be contacted concerning exceptions to bidding.

B. Quotations (Purchases that fall between \$7,950 and \$52,999)

This method of procurement is used for contracts for goods, materials, services and public works projects that in the aggregate are between \$7,950 and \$52,999.

Examples:

Caps/Gowns

Generator Maintenance

Truck Rental

Field Maintenance

Tires/Tubes

Gym Floor Finish

Printing Services

Fitness Equipment

Award of Contract—Price and Other Factors

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

Quotations and Purchasing**1. Quotation Limits--\$7,950 through \$52,999**

The quotation limit (threshold) is now \$7,950. This means that any specific item or group of items of a similar nature purchased by the school district, totaling more than \$7,950 and less than \$53,000 for the entire year, must be competitively quoted or advertised for bid at the discretion of the Purchasing Agent.

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

2. Quotation Process

All quotations shall be in writing and will be coordinated by the Office of the Purchasing Agent. When a quotation is deemed necessary, the Administrator or Principal is asked to contact the Purchasing Office. The Purchasing Agent will review these quotation specifications to determine whether they are set up to provide open and competitive quotations.

Please note: The formal quotation process could take about 2-4 weeks from start to finish.

There will be no telephone quotations except in case of extreme urgency.

3. Receipt of Two (2) Quotations

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

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

Professional Services

Medical
Auditor
Attorney
Engineer, Architect

Academic/Operational Services

(Contracts less than \$53,000)
Instructional Improvement Services
Educational Consultant Services
Professional Development

Award of Contract—Evaluative Criteria

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

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

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

D. Competitive Contracting (Certain Contracts over \$53,000)

This procurement method is used for certain contracts over \$53,000.00.

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

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

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

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

E. EUS—Extraordinary Unspecifiable Services

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

F. Other Procurement Methods

The district also uses the following methods of procurement:

- State Contract Purchasing
- Emergency Contracts
- Cooperative Purchasing Agreements
- Shared Services Agreements
- National Cooperative Vendors
- Sound Business Practices

G. State Contract Purchasing – NJ Start

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

If purchasing technology, it is the recommendation of the Purchasing Agent to procure the following equipment and supplies from New Jersey State Contract vendors. Please contact the **Director of Technology Information at Ext. 6533**. He will be able to assist you with the technical aspects and the State Contract requirements of purchasing computers.

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

OTHER PURCHASING PROCEDURES

A. Cooperative Purchasing

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

- | | |
|--------------------------|-----------------------------|
| 1. Office Supplies | 5. School Supplies |
| 2. Copy Duplicator Paper | 6. Fine/Art Supplies |
| 3. Science Supplies | 7. Industrial Arts Supplies |
| 4. Teaching Aids | 8. Music |

The above categories are available on Ed Data.

Pennsauken Board of Education is also a member of many local and national cooperatives. Please contact the Purchasing Department for a list.

B. Emergency Contracts

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

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

C. Federal Funds—Procuring Goods and Services When Using Federal Funds

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

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

Federal Funds Procurement Thresholds—More Restrictive

More Restrictive Threshold	Procurement Activity	Citation
Less than \$7,950	Micro-purchase; sound business practices	200.320 (a); 200.67
\$7,950-\$52,999	Use of Quotations; Use of RFP's	18A:18A-37 (a)
\$53,000 or more	Use of Bids; Use of Competitive Contracting Formal advertising	18A:18A-4 (a) 18A:18A-4.1 et seq.

A more comprehensive Threshold Chart is available – see Appendix H.

D. Increasing a Purchase Order Amount

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

E. Vendors Doing Business with the District

New Vendors

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

1. Affirmative Action Evidence—Certificate of Employee Information Report
2. Business Registration Certificate from the State of New Jersey
3. Chapter 271 Political Contribution Disclosure form
4. Iran Financial Disclosure Form
5. Certification of Non-Involvement Prohibited Purchases from Russia or Belarus
6. IRS W-9 Form
7. Other documents required by Federal Procurement Code

Vendor Performance--Unsatisfactory

It is hoped that vendors used by the school district provide goods and services in accordance with the terms and conditions of the contract. If any school official does not receive goods or services in a satisfactory manner, it is important the Purchasing Agent be informed.

Vendor/Contractor Evaluation & Recommendation

The Public School Contracts Law permits the school district to renew the contract of a vendor or contractor who provides services to the district. School officials administering the contract for those vendors shall, pursuant to N.J.S.A. 18A:18A-42, complete Vendor/Contractor Evaluation and Recommendation form to determine if the vendor has provided services to the district in an “effective and efficient manner.

Debarment, Suspension or Disqualification– (N.J.A.C. 17:19-1.1 et seq.)

The Board of Education will not enter into a contract for work with any person, company or firm that is on the State Department of Labor and Workforce Development; Prevailing Wage Debarment List, or the State of New Jersey Consolidated Debarment Report (www.state.nj.us/treasury/debarred) or the Workplace Accountability in Labor List - the WALL.

F. Renewal of Contracts—Services

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

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

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

G. Student Activity Account Purchases

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

Signing of Contracts with Vendors--Prohibited

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

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

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

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

It will be the determination of the School Business Administrator, whether an advertisement for bid will be required for a Student Activities purchase, which in the aggregate exceeds the bid threshold of \$53,000.

Purchases—Quotations Required

Goods and services paid with student activity funds and require no budget appropriation from the board of education, are considered an exception to bidding under the New Jersey Public School Contracts Law. It is important to note however, that purchases less than the bid threshold may be subject to official quotations solicited by the School Business Administrator. Please alert the Business Office for any upcoming purchases that are more than \$7,950.

Purchases—Board Resolution Required Exceeding the Bid Threshold

All purchases exceeding the bid threshold, currently \$53,000, require prior board of education approval at a regularly scheduled meeting.

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

Purchases of yearbooks, school rings; catering hall for proms, may fall in this category. Fund-raising contracts that exceed the bid threshold in the aggregate require a board resolution.

SELECT PURCHASING TOPICS

A. Field Trip Transportation

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

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

B. Meals; Refreshments and Catering

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

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

1. Permitted Activities for Meals; Refreshments; Catering

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

Documentation Required—Light Meals and Refreshments

Documentation must be provided to support expenditures for light meals and refreshments. The following information is to be provided:

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

2. Prohibited Activities—Meals and Refreshments

- **Athletic Activities**

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

- **Staff and Employees of the School District**

Light meals and refreshments are not permitted for employees and staff of a school district, unless the staff member or employee is essential to *a student activity* where light meals or refreshments are being served. N.J.A.C. 6A:23A-7.12 (d); 6A:23A-5.8 (b) (4)

- **Honoring Employees**

Receptions, dinners or other social functions held for or honoring any employee or group of employees are not permitted when public funds are being used. Please note: the use of public funds (purchase order) for the purchase of employee recognition awards is permitted. For example—Retirement Plaques!

3. Purchase of Food Supplies – Supermarkets

New Jersey state law and code excludes the purchase of food supplies from the bidding process if the food supplies are for the school cafeteria or home economics classes.

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

4. Food Supplies

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

C. Miscellaneous Permitted and Non-Permitted Purchases**1. Permitted Purchases**

- **Commencement; Convocation Activities**

All reasonable costs for commencement; convocation activities are permitted.

- Field Trips/Extracurricular Activities

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

- Library Books; Magazines, Videos/DVD's/CD's

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

- T-Shirts

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

2. Non-Essential and Prohibited Purchases

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

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

D. Textbooks; Approval and Purchase

1. Approval of Textbooks

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

2. Textbook Approval – Board of Education Resolution

The procedure for obtaining Board approval is:

- a) Complete the District Textbook Evaluation and Approval form
- b) Submit textbook and form to the Department of Curriculum, who will prepare the Board resolution.

3. Purchase of Textbooks and Curriculum Department Review

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

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

It is important that all purchase orders for textbooks withstand any state or district audit review.

4. Purchases must be planned

All schools/offices buying books and workbooks must plan appropriately to meet the deadline for the board of education meeting.

5. Online Pricing or Price Quotations

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

6. Purchase Order Review – Online Pricing or Price Quotations

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

- Copies of the price quotation received from the sales representative; or
- Copies of the online pricing obtained from the company's website.
- Shipping and handling costs must be confirmed by the sales representative.

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

Use of Catalog Pricing – PROHIBITED

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

E. Travel Reimbursement--Purchase Order—Conferences and Workshops

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

- a. Written Approval of the Superintendent—prior to travel event
The travel shall be approved in writing by the Superintendent prior to the travel event. Documentation shall be provided with the purchase order for reimbursement.
- b. Board of Education Approval—prior to travel event
The travel shall be approved by resolution at a public board of education meeting, again, prior to the travel event. A copy of the board resolution shall be attached to the purchase order.
- c. Reimbursement Procedures
Prior to being reimbursed for approved costs for the travel event, the following must be presented with the purchase order when applicable
 1. Approvals in writing;
 2. Travel Report;

3. Receipts for hotel and meals (when applicable);
4. Mileage Travel Form;
5. Driver's License; Vehicle Registration; Insurance Card; and other documents when requested.
6. Other documents when requested.

All public school employees are to review all board policy and school administrative procedures with the School Business Administrator prior to planning for the travel event. Forms are available in the Department of Elementary Education.

Fixed Assets

Generally Accepted Accounting Principles (GAAP) reporting, requires the district to maintain physical accountability over district owned assets. Fixed assets are property, plant or equipment, assets that are long-term and continued use, such as land, buildings, machinery, and equipment.

Cost Determination of Fixed Asset

For the purpose of this purchasing manual and to be in compliance with law and code, a fixed asset is a single item cost of \$2,000 or more.

Recording of Fixed Assets

School officials ordering and receiving a fixed asset item, shall properly record the item on the purchase order in accordance with Business Office procedures. The fixed asset item shall also be identified with the district's bar coding system.

Disposal of Fixed Assets

All school district property must be disposed of in a manner prescribed by law as per the Records Retention Schedule prepared by the New Jersey Bureau of Records Management. The Business Office will assist all school officials in the disposal of all school property, especially those identified as fixed assets.

❧ REQUISITION/PURCHASE ORDER PROCESS ❧

❧ Receipt of Goods/Services ❧

A. Processing the Requisition/Purchase Order--Design of Purchase Order

The purchase order is made of six (6) sheets. Listed below are the names and the purpose of each sheet. (A Requisition becomes a purchase order after all required administrators have approved the requisition in the Budgetary Accounting System - CSI).

<u>Copy</u>	<u>Disposition</u>
Vendor Copy	Sent to vendor to order items/provide services (white)
Voucher Copy	Sent to vendor for signature (yellow)
Receiving Copy	Sent to school/office; returned to Business Office upon receipt of goods/services (green)
File Copy	Remains on file in Business Office (pink)
Warehouse Copy	Remains on file in the Warehouse (blue)
Originator Copy	Remains with office of administrator or supervisor.

B. Receipt of Goods and Services

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

1. Receipt of Items Ordered

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

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

2. Receipt of Goods and Services—Responsibilities of Administrators; Supervisors

Administrators and Supervisors are to ensure that all goods received have been checked in for accuracy. If the goods received match the purchase order and the packing slip then the administrator should do the following:

- Sign the packing slip to confirm receipt of delivery of goods;
- Sign the Receiving Copy (green slip) of the purchase order;
- Sign any invoices that may have been submitted with the order; and

Send all items to the Business Office c/o Accounts Payable within seven (7) days of the receipt of goods.

We need to pay our vendors in a timely fashion - within 30-60 days and no later than NJ State Law—within 90 days N.J.S.A. 18A:18A-10.1.

3. **Problems Encountered with Receipt of Goods**

Problem: Back Orders

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

Process to Follow: Back Orders

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

- Mark on your receiving copy (green) of the purchase order those items you did not receive.
- Make a copy keep your receiving copy (green) and the packing slip.
- Send the copy of the receiving copy (green) and packing slip to the Business Office.
- Upon receipt of the back order in the next shipment, check off your receiving copy (green) and the packing slip and send both copies to the Business Office.
- The receiving copy (original green) should only be sent to the Business Office when the order is complete.

Problem: Items Missing from Order

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

Process to Follow: Items Missing

- Call the company and tell them what was missing.
- Mark on the receiving copy and packing slip what items were missing.
- Make a copy keep your receiving copy (green) and the packing slip.
- Send the copy of the receiving copy (green) and packing slip to the Business Office.
- Upon receipt of the missing item in the next shipment, check off your receiving copy (green) and the packing slip and send both copies to the Business Office.
- The receiving copy (original green) should only be sent to the Business Office when the order is complete.

Problem: Items Damaged; Wrong Item

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

Process to Follow: Items Damaged; Wrong Item

- Call the company and ask them what the procedure is for returning damaged or wrong items.

- Return the item(s) to the company.
- On the receiving copy (green) and the packing slip, mark what items were returned and the reasons for being returned. Please note how the items were returned (UPS/PO/Vendor Pick Up) and whether or not you are expecting a replacement or if vendor will credit the item.
- Send the copy of the receiving copy (green) and packing slip to the Business Office.
- Upon receipt of the damaged/wrong item in the next shipment, check of your receiving copy (green) and the packing slip and send both copies to the Business Office.
- Accounts Payable Contacts:
 - Vendors A – M: Omayra Borrero x6514
 - Vendors N – Z: Heather Richards x6515

Problem: Discontinued Item

Sometimes the items you requested have been discontinued.

Process to Follow: Discontinued Item

- Mark on the receiving copy (green) of the purchase order “Discontinued.”
- Do not call the company for a replacement item. You must complete a new purchase order.

APPENDIX

- A. Formal Bid Process
- B. Emergency Purchases/Contracts
- C. Chart—Purchase Order Requirements
- D. Copy of Purchase Order
- E. Copy of Requisition
- F. Cancel/Change Purchase Order Form
- G. Federal Contracts
- H. Federal Contract Chart
- I. Expense Report - Workshops
- J. Textbook Rationale Form
- K. Account Transfer Request
- L. Quick Reference Guide for Purchase of Goods and Services
- M. Public School Purchasing Limits

FORMAL BID PROCESS

The formal bidding process takes about 6-8 weeks from start to finish.

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(Appendix B)

❧ EMERGENCY CONTRACTS (18A:18A-7) ❧**A. Background**

An actual emergency must exist. An “emergency” is not to be created as a result of inadequate planning, delay, failure to take into account construction season or administrative convenience.

B. Definition of Emergency

An emergency is a situation affecting the health or safety of occupants of school property that requires the immediate delivery of the articles or performance of a service to alleviate the emergency.

C. Process in Declaring an Emergency**1. Superintendent of Schools Notified**

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

2. Business Administrator/Purchasing Agent Notified

The official in charge of the building or facility, wherein the emergency occurred shall notify the Business Administrator/Purchasing Agent of the following:

- a. Nature of the emergency;
- b. Time of the occurrence; and
- c. The need for the performance of a contract.

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

3. Awarding of Contract by Business Administrator/Purchasing Agent

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

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

In accordance with N.J.A.C. 5:34-6.1, the following documents must be filed with the County Superintendent within three (3) days after awarding the contract or agreement:

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

5. Approval by Board of Education

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

(Appendix C)

PURCHASE ORDER REQUIREMENTS

CONTRACT/PURCHASE ORDER THRESHOLDS (AGGREGATE)	AFFIRMATIVE ACTION EVIDENCE (AA)	BUSINESS REGISTRATION CERTIFICATE (BRC)	CHAPTER 271 PCD (PAY TO PLAY) (271)
Up to \$ 7,950	(a)	No	No
\$ 7,951- \$17,499	(a)	YES	No
\$17,500 - \$52,999	(a)	YES	YES
*\$53,000 – and over	YES	YES	YES

Affirmative Action Evidence Exemptions	Business Registration Certificate Exemptions	Chapter 271 (PCD) Exemptions
<ul style="list-style-type: none"> Contracting Units Subject to Title 40A:11 State of New Jersey Contract Purchases Boards of Education including Educational Services Commissions Other contracting units, e.g. County and State Colleges and local authorities, boards, etc. 	<ul style="list-style-type: none"> Contracting Units Subject to Title 40A:11 State of New Jersey Contract Purchases Boards of Education including Educational Services Commissions Other contracting units, e.g. County and State Colleges and local authorities, boards, etc. Non-profit Organizations <p><u>Exempt Situations</u></p> <ul style="list-style-type: none"> Emergency Purchases – No payment unless BRC is on file. Employee settlements paid to attorneys; Establishments that are out of state & business being conducted takes place out of state, e.g. hotels, band camps, seminars, theatres, etc. Purchase made entirely through School Student Activity Funds. 	<ul style="list-style-type: none"> Contracting Units Subject to Title 40A:11 State of New Jersey Contract Purchases Boards of Education including Educational Services Commissions Other contracting units, e.g. County and State Colleges and local authorities, boards, etc. Non-profit Organizations New Jersey School Boards Association Contract Renewals Public Utilities, e.g. PSE&G <p><u>Exempt Situations</u></p> <ul style="list-style-type: none"> Emergency purchases; Litigation payments to parties through court order.

***Based upon a QPA \$53,000 Bid Threshold**

(a) It is suggested that Affirmative Action evidence be on file from vendors and contractors.

It is suggested that school districts request from all vendors the Iran Disclosure Form!

(Appendix D)

SEND ALL INVOICES TO ➔ PURCHASE ORDER	PENNSAUKEN TOWNSHIP BOARD OF EDUCATION 1895 HYLTON ROAD, PENNSAUKEN, NEW JERSEY 08110 TEL (856) 662-8505 • FAX (856) 488-4302	THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES & CORRESPONDENCE ➔
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 60%;"> <p>SPECIAL INSTRUCTIONS: No payments will be made unless canary copy of order accompanies your invoice and certification form is properly executed. Your invoice must show this order number. A bill to be paid by the end of the month, must be received in our office by the first of the month. Mail all invoices ATTN: Board Office</p> <p style="text-align: center;">WE ARE TAX EXEMPT NO COLLECT CHARGES WILL BE ACCEPTED</p> </div> <div style="width: 35%; text-align: center; vertical-align: middle;"> <h1 style="font-size: 48px; margin: 0;">VOID</h1> </div> </div> <div style="text-align: center; margin-top: 10px;"> NO ORDER VALID UNLESS SIGNED ABOVE </div> <p style="text-align: center; margin-top: 10px;">VENDOR COPY - RETAIN FOR YOUR RECORDS - SEE REVERSE SIDE</p>		

(Appendix E)

PO Entry-New

Date: 07/30/2025 P.O.# [Get Next Future PO#](#)

Vendor: _____ Discount%: _____

Descrip: _____ Dept: _____ Print: Y

Ship Loc: _____ Bid: _____ Auto Pay: _____

Next Accts Save ☐ L=A Print on Save ☐ Memo ☐ \$0.00 L-A

Account (Dbl Click for Status)	Description	\$0.00
--------------------------------	-------------	--------

Line	Abc✓	(Start with '*' = No Discount, 'S.' = Ship)	Qty	Item Amount	Unit	Total Amount
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Item Total: 0.00

(Appendix F)

PENNSAUKEN PUBLIC SCHOOLS
1695 Hylton Road Pennsauken, NJ 08110

GOODS SERVICES PURCHASE ORDER
CANCELLATION/CHANGE

VENDOR:
ADDRESS:

PHONE:
PURCHASE ORDER NUMBER:
SCHOOL/DEPARTMENT:

ACCOUNT NUMBER:

CANCEL/CHANGE DATE:

MEMO FROM: PENNSAUKEN TOWNSHIP PUBLIC SCHOOLS
GAIL MILLER
PURCHASING AGENT
(856) 662-8505; FAX (856) 488-4392

DESC. OF CANCELLATION/CHANGE:

ITEMS CANCELLED/CHANGED:

ITEM DESCRIPTION:	ORG. QUANTITY:	ORG. COST:	ORG. TOTAL:	NEW QUANTITY:	NEW COST:	NEW TOTAL:
			\$0.00			\$0.00

ORIGINAL PO TOTAL: NEW PO TOTAL: PERCENT CHANGE: (20% OR MORE BA APPROVAL RQD)

ADDITIONAL INFO./ACTION TAKEN:

SIGNATURE:

DATE:

BUSINESS ADMINISTRATOR OR PURCHASING AGENT

☐ Copy Warehouse ☐ Vendor Notified ☐ File for BOE Approval
☐ Copy School/Dept ☐ Note added in CSI ☐ Cancel PO in CSI

(Appendix G)

FEDERAL CONTRACTS**Examples of Federal Funding Sources—Every Student Succeeds Act (ESSA)**

- Title I, Part A – Improving Basic Programs Operated by LEA's
- Title II, Part A – Teacher and Principal Training and Recruiting
- Title III– English Language Acquisition and Language Enhancement
- Title III—Immigrant Education Program
- Title IV, Part A – Student Support and Academic Enrichment Program

Other Examples of Federal Funding Sources

- I.D.E.A. Part B Handicapped
- Perkins Vocational Education
- National School Lunch Program
- National School Breakfast Program
- ESSER Act—Elementary and Secondary School Emergency Relief Act 2020
- CARES Act—Coronavirus Aid, Relief and Economic Security Act 2020
- E-Rate Purchases
- Digital Divide Grant

Federal Procurement Guidelines—Federal Regulations 2 CFR Part 200.318 et seq.

School districts, when procuring goods and services using federal funds, shall comply with Federal Regulations Procurement Standards 2 CFR 200.318 et seq., and the New Jersey Public School Contracts Law.

Methods of Procurement—When Using Federal Funds

All procurement transactions must be conducted in a manner providing full and open competition. (2 CFR 200.319). Examples of procurement methods to be used:

- **Micro-purchases—Purchases less than \$7,950**

The Purchasing Agent shall use sound business practices for purchases in the aggregate that do not exceed \$7,950.00. Reference--2 CFR 200.320 (a) and 2 CFR 200.67

- **Small Purchase Procedures—\$7,950 through \$52,999**

The Purchasing Agent shall use the competitive quotation process as outlined in N.J.S.A. 18A:18A-37 (a) or the Request for Proposal process, when applicable, in procuring goods and services in the aggregate of more than \$7,950.00 and less than \$52,999. Reference--2 CFR 200.320 (b) and 2 CFR 200.88

- **Sealed Bids—\$53,000 or more**

The Purchasing Agent shall use the competitive bid process to procure those contracts which in the aggregate exceed the \$53,000 bid threshold. The contract shall be awarded to the vendor who submits the lowest responsible bid for a firm fixed contract price—lump sum or unit cost.

Reference--2 CFR 200.320 (c),

- **Competitive Proposals—\$53,000 or more**

The Purchasing Agent shall use the Request for Proposal (RFP) or competitive contracting process when procuring certain contracts which in the aggregate exceed the \$53,000 bid threshold, which are to be awarded by an evaluative process, rather than a firm fixed contract price. Reference--2 CFR 200.320 (d) and N.J.S.A. 18A:18A-4.1 et seq.

- **Non-competitive Proposals (Sole Source)**

Although the Federal government recognizes contracts may be awarded to sole source vendors through non-competitive proposals, the Purchasing Agent shall use the competitive proprietary bid process or the competitive contracting process for sole or single source contracts.

Reference 2 CFR 200.320 (f) and N.J.S.A. 18A:18A-15. The amounts listed are subject to change.

New Jersey Department of Education Guidance on Federal Spending

All grant administrators and Purchasing Agents of school districts are to comply with federal regulations and the Public School Contracts Law and should adhere to the guidance as provided by the New Jersey Department of Education in the publication entitled *Navigating the Uniform Grant Guidance*.

Food Services Directors

The USDA and the New Jersey Department of Agriculture—Food and Nutrition, have announced through various documents and forms, new procedures for the procurement of goods and services for the Food Services program in every school district.

Debarment and Suspension for Federal Contracts

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

Federal Programs/Targeted Students

Purchase orders using Federal Funds shall include on the document:

- (a) Name of Federal Program
- (b) Targeted Group of Students

Stevens Amendment—Statement on Bid Advertisement

The Board of Education recognizes its obligation as it pertains to the Stevens Amendment, Section 8136 of the Department of Defense Appropriations Act (P.L. 104-134, Sec.507) which requires the board of education to state clearly the percent (%) of the total cost of this project will be financed through **Name of Federal Grant**.

(Appendix H)

Federal Contracts—Chart of Thresholds

<u>Description of Goods/Services</u>	<u>Amount</u>	<u>Procurement Method</u>
Goods and Services	Less than \$7,950	Sound Business Practice
Goods and Services	\$7,950-\$52,999	Quotation or Bid
Goods and Services	\$53,000 or more	Bid
Professional Services	Less than \$7,950	Simple Proposal
Professional Services	\$7,950-\$52,999	Request for Proposals (RFP)*
Professional Services	\$53,000 or more	Competitive Contracting
Educational Consultant Services	Less than \$7,950	Simple Proposal
Educational Consultant Services	\$7,950- \$52,999	Request for Proposals (RFP)*
Educational Consultant Services	\$53,000 or more	Competitive Contracting
Instructional Improvement Services	Less than \$7,950	Simple Proposal
Instructional Improvement Services	\$7,950- \$52,999	Request for Proposals (RFP)*
Instructional Improvement Services	\$53,000 or more	Competitive Contracting
Professional Development Services	Less than \$7,950	Simple Proposal
Professional Development Services	\$7,950- \$52,999	Request for Proposals (RFP)*
Professional Development Services	\$53,000 or more	Competitive Contracting
Sole Source (Proprietary) ^(a)	Less than \$7,950	Simple Proposal
Sole Source (Proprietary) ^(a)	\$7,950- \$52,999	Proprietary Quotation
Sole Source (Proprietary) ^(a)	\$53,000 or more	Proprietary Bid
Services Provided by Government Units/Schools	Less than \$7,950	Simple Proposal
Services Provided by Government Units/Schools	\$7,950- \$52,999	Request for Proposals (RFP)*
Services Provided by Government Units/Schools	\$53,000 or more	Competitive Contracting

Based upon a QPA purchasing agent bid threshold of \$53,000.

The non QPA purchasing agent bid threshold is \$39,000.

*RFP's must be publicized when federal funds are being used.

PO#

ADDRESS

[illegible]

CURRENT INSURANCE CARD AND LICENSE MUST BE ON FILE WITH MARIA CHAMBERS/ADM X6507

(Appendix J)

***Textbook
Purchases*****PENNSAUKEN BOARD OF EDUCATION
Office of the School Business Administrator*****Textbook
Purchases*****Textbook Order Rationale Form****A. Conditions of Purchase – New Jersey Administrative Code 6A:23A-9.3 (c)(12)**

Please check the appropriate box(s) that apply to the purchase.

- ☐ Purchase is in accordance with the textbook replacement plan;
- ☐ Purchase is to replace lost, stolen or destroyed textbooks.
- ☐ Purchase of textbooks reflects a change of curriculum.
- ☐ Purchase reflects a new edition of textbook.

B. Documentation Requirement

The textbook(s) on this purchase order may be found on the school district website.

Curriculum Revision*
and
Textbook Review Plan

*Attach a copy of the page from this document highlighting the textbook(s) to be purchased.

Name of School/Office _____

Administrator/Supervisor _____

Signature _____ Date _____

Title of Textbook _____

Curriculum Department Review and Approval

Approved _____ Denied _____

Curriculum Director_____
Date

(Appendix K)

**PENNSAUKEN BOARD OF EDUCATION
LINE ITEM ACCOUNT TRANSFER REQUEST**

NAME OF PERSON REQUESTING TRANSFER: _____

DATE OF REQUEST: _____

FROM ACCOUNT # AND DESCRIPTION	AMOUNT	TO ACCOUNT # AND DESCRIPTION	AMOUNT
TOTAL REQUESTED TRANSFER	\$ -		\$ -
NET TRANSFER(MUST EQUAL 0)		0.00	

TRANSFER JUSTIFICATION

NOTE: TRANSFERS WILL NOT BE APPROVED WITHOUT JUSTIFICATION:

PRINCIPAL/DIRECTOR APPROVAL: _____

SUPERINTENDENT APPROVAL: _____

BUSINESS ADMINISTRATOR APPROVAL: _____

BOARD APPROVAL DATE: _____

(Appendix L)

QUICK REFERENCE GUIDE
FOR PURCHASE OF GOODS & SERVICES

In order to process requisitions for the purchase of supplies, services, textbooks, etc., the following procedure must be followed. All requests must be submitted through the SMARTS Budgetary Accounting System. Information required is as *follows*:

1. **If one line item exceeds \$1,200.00 or the entire requisition exceeds \$3,500.00, you must obtain two written quotes.** Please attach the quotes to the requisition when you submit for approval. Check dates – all quotes must be current. We will not accept requisitions with quotes more than 30 days old. The attachments (quotes) must be quotes and NOT invoices. A quotation received from a company is the price of the goods/services they will provide including shipping/handling (see #9). An invoice is a bill for items that have been purchased. Requisitions will be returned as rejected if the proper documentation is not attached.
2. **All contracts (goods/services) that exceed \$7,950.00 require competitive quotes. A business registration certificate AND a W-9 are required to be on file for the vendor.** All vendors must be registered with the State of New Jersey. (If using a new vendor, please send copy of the business registration and W9 to Accounts Payable to request the vendor be added to our vendor file.)
3. **All contracts (goods/services) that exceed \$17,500.00 (aggregate per vendor) require that a C271 Political Contribution Disclosure form be completed and submitted by vendor prior to the purchase order being generated.**
4. **All contracts (goods/service) that exceed \$53,000.00 must be approved by the Board of Education prior to requisition being generated.** These items must be purchased through bid, state contract, or cooperative purchasing). Please attach a copy of the board resolution to the requisition.
5. **Any purchases not required to be bid (ex. Textbooks, State Contract, Prof. Services, etc.) but in excess of \$53,000.00 also must be board approved prior to purchase.**
6. **Enter catalog/ISBN #'s/codes (any number used to identify item).** This assists the vendor when entering our order and our warehouse staff in receiving these items.
7. **Minimum Order:** The minimum order amount for all purchase orders is \$25.00.
8. **Subscriptions:** If there are items ordered on the requisition that will not be received through the warehouse, i.e.: online subscriptions; please enter them as a line item but enter ON-LINE SUBSCRIPTION on first line of description, then follow with remaining specifications. The warehouse will not hold this Purchase Order waiting for this particular line item to be delivered.

- 9. Shipping & Handling:** If not required, please state "Includes Shipping & Handling". Please do not give an estimate. Call the vendor and get a quoted cost.
- 10. State Contract:** If you purchase through state contract, the company should send you a copy of their notice of award, their state contract number and the discount you are given. Attach all quote information to requisition to submit for processing.
- 11. Services:** Contracts for service for the year; Public Works Contractors Registration (any work on public building, over \$2,000.00). Vendor must pay prevailing wage for any work that exceeds \$2,000.00 and must submit payroll verifications.
- 12. Fixed Assets:** Any one item exceeding \$2,000.00 is considered a fixed asset and must come out of a 12 account which must be included in the annual budget.
- 13. No Confirming Orders:** There are to be no confirming orders. All requests for purchases of goods and/or services must be made through an approved purchase order signed by the School Business Administrator/Board Secretary *prior* to the goods or services to be received. No goods or materials may be ordered or work/service be authorized to begin by any other individual in the school district other than the School Business Administrator/Board Secretary.

(Appendix M)

NEW JERSEY PUBLIC SCHOOL PURCHASING LIMITS

<u>Amount</u>	<u>Activity</u>	<u>Citation</u>
\$ 50.00	Fee limit to charge vendors for Competitive Contracting Proposals	18A:18A-4.5(a)
\$ 2,000.00	Prevailing Wages Required Contractor Registration Required	34:11-56.26(11b) 34:11-56.51
\$ 5,850.00	Quotation Threshold -- no QPA - P.L.2009, c.166 NJ BRC Required -- no QPA Sale of Personal Property -- no QPA Verification of Claims -- (15% of Bid Threshold)	18A:18A-37(a) 52:32-44 18A:18A-45(a) 18A:39-3(a)
\$ 7,950.00	Quotation Threshold -- QPA NJ BRC Required -- QPA Sale of Personal Property (Bid Required) QPA Verification of Claims (15% of Bid Threshold)	18A:18A-37(a) 52:32-44 18A:18A-45(a) 18A:19-3
\$ 17,500.00	Chapter 271 PCD Pay to Play Threshold	53:34.25(2a)
\$ 24,200.00	Bid Threshold -- Pupil Transportation	18A:39-3(a)
\$ 20,000.00	Prequalification/Classification--Public Works Bid Guarantee Limit	18A:18A-26,27,32 18A:18A-24
\$ 20,000.00+	Contract Performance Report to State	18A:18A-15(e)
\$ 39,000.00	Bid Threshold -- non QPA -- P.L.2009, c.166 Contracts -- Board Approval Needed -- non QPA Affirmative Action Evidence with Contract (non QPA)	18A:18A-3(a,b) 18A:18A-5(a) 10:5-31 et.seq.
\$ 53,000.00	Bid Threshold -- QPA Limit Contracts -- Board Approval Needed -- QPA Affirmative Action Evidence with Contract QPA	18A:18A-3(a,b) 18A:18A-5(a) 10:5-31 et.seq.
\$ 50,000.00	Bid Guarantee Limit -- Pupil Transportation	N.J.A.C. 6A:27-9.5(b)
\$ 100,000.00	Public Works Contract -- Partial Payment Limit	18A:18A-40.1
\$100,000.00 - \$500,000.00	Public Works Contract Retainage -- 5%	18A:18A-40.3
\$500,000.00+	Public Works Contract Retainage -- 2%	18A:18A-40.3
\$3,000,000+	Notification to State Comptroller of any expenditure of \$3,000,000 (within 20 days of award)	52:15C-10
\$15,200,000+	Notify the State Comptroller of any potential expenditure of \$15,200,000 or more 30 days prior to any advertisement (goods/services)	52:15C-10

As of July 2025