

PENNSAUKEN BOARD OF EDUCATION
PURCHASING DEPARTMENT

GUIDELINES 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 and not a catalog page. An invoice is a bill for items that have been purchased. Requisitions may be 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. Please contact the Purchasing Department before proceeding.** All vendors must be registered with the State of New Jersey. (If using a new vendor, please have the vendor complete the Vendor Registration located on the schools website.)
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 certifications.
- 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.

Any questions, please contact the Purchasing Department:

**Gail Miller, Purchasing Agent
(856) 662-8505 x6510**