Purchasing Procedures Manual

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I. PURCHASING MISSION STATEMENT

The San Benito Consolidated Independent School Districts Purchasing Department's main focus is to facilitate the acquisition of the goods and services in accordance with the state and federal laws to meet the educational needs of our students. The focus of this manual is to educate staff members primarily responsible at the campus and department levels. This manual was prepared to be a guide to help you understand purchasing procedures of our district and the very complex purchasing laws which we abide.

We strive to give you the confidence and support you need to be successful!

II. LEGAL REQUIREMENTS

A. STATE POLICY/PURCHASING

All school district contracts, except contracts for the purchase of produce or vehicle fuel, valued at $50,000 or more in the aggregate for each 12-month period shall be made by the method, of the following methods, that provides the best value for the district: *Texas Education Code Chapter 44.031*

(1) Competitive bidding
(2) Competitive sealed proposals;
(3) A request for proposal, for services other than construction services;
(4) An interlocal contract;
(5) A design/build contract;
(6) A contract to construct, rehabilitate, alter, or repair facilities that involves using a construction manager;
(7) A job order contract for the minor construction, repair, rehabilitation, or alteration of a facility;
(8) The reverse auction procedure as defined by *Section 2155.062(d), Government Code*; or
(9) The formation of a political subdivision corporation under *Section 304.001, Local Government Code*.

B. BOARD POLICY/PURCHASING

The San Benito CISD Board Policies for purchasing may be viewed at the TASB web page at: Board Policy Manual

The following Board Policies apply to purchasing:

CH	PURCHASING AND ACQUISITION
CHE	PURCHASING AND ACQUISITION - VENDOR RELATIONS
CHF	PURCHASING AND ACQUISITION - PAYMENT PROCEDURES
CHG	PURCHASING AND ACQUISITION - REAL PROPERTY AND IMPROVEMENTS
CHH	PURCHASING AND ACQUISITION - FINANCING PERSONAL PROPERTY PURCHASES

CV	FACILITIES CONSTRUCTION
CVA	FACILITIES CONSTRUCTION - COMPETITIVE BIDDING
CVB	FACILITIES CONSTRUCTION - COMPETITIVE SEALED PROPOSALS
CVC	FACILITIES CONSTRUCTION - CONSTRUCTION MANAGER-AGENT
CVD	FACILITIES CONSTRUCTION - CONSTRUCTION MANAGER-AT-RISK
CVE	FACILITIES CONSTRUCTION - DESIGN-BUILD
CVF	FACILITIES CONSTRUCTION - JOB ORDER CONTRACTS

C. EMERGENCY PURCHASES

Notwithstanding any other provision of the Education Code, in the event of a catastrophe, emergency, or natural disaster affecting the District, the Board may delegate to the Superintendent or designated person the authority to contract for the replacement or repair of school equipment under Education Code Chapter 44, Subchapter B if emergency replacement or repair is necessary for the health and safety of District students and staff. *Education Code 44.0312*

D. OPEN RECORDS

All information collected, assembled or maintained by governmental bodies pursuant to law or ordinance or in connection with the transaction of official business is public information and available to the public during normal business hours of any governmental body with certain exceptions. San Benito CISD requires a letter to be addressed to the Superintendent specifying information being requested.

Three exceptions to releasing public information are found in Texas Education Code 552 concerns purchasing operations specifically.

- Information, which if released, would give advantage to competitors or bidders;
- Information pertaining to the location of real or personal property for public purposes prior to public announcement of the project, and information pertaining to appraisals or purchase price of real or personal property for public purposes prior to the formal award of contracts therefore;
- Trade secrets and commercial or financial information obtained from a person or privileged or confidential by statute or judicial decision;

The concern is that information is not disclosed at inappropriate times leaving the District unprotected.

E. RESPONSIBILITY FOR PURCHASING

1. PURCHASING APPROVAL

A purchase for goods or services **cannot** be made utilizing District funds without prior approval from SBCISD Purchasing Department in the form of an executed Purchase Order. The Director of Purchasing or Designee must approve any exception to this practice prior to committing district funds.

Prior to the approval from SBCISD Purchasing Department, District staff **must** adhere to the following guidelines:

- Requisitions should not be prepared and entered in Skyward System unless the purchase is necessary to the instructional program or the operation of the District.

- The process of entering a requisition in Skyward System by authorized users, Purchasing will presume that the authority to purchase the items was delegated by the campus/department administration.
- The authorized Skyward System user is responsible for checking the accuracy and completeness of the information on the requisition entered and ensuring that the request is in conformance with established purchasing policies and procedures.

SBCISD Purchasing Department will review the requisition and provide final approval after verifying compliance with the District's purchasing guidelines. Purchasing violations will be reported to supervisors and to the Internal Auditor's office.

2. CONTRACTS AND AGREEMENTS
   Only the Board President, Superintendent or Designee may sign/authorize contracts or agreements requiring payment from any San Benito CISD funds. All other contracts or agreements shall not bind the District financially and will be the **personal responsibility** of the individual signing the contracts/agreements.

3. PERSONAL RESPONSIBILITY
   A District employee who purchases or orders any goods or services in the name of San Benito CISD or who obligates the credit of the District without following the purchasing policies and procedures shall be held **personally responsible for payments** to the vendors or return of the items.

F. STANDARDS OF CONDUCT

1. ETHICS
   The District adheres to the "Code of Ethics and Standard Practices for Texas Educators," (*Board Policy, DH-Exhibit*) which establishes proper conduct for district staff members. *Principal 1, Professional Ethical Conduct, Practices, and Performance*, applies to those individuals engaged in the purchasing process. This principal includes the following standards:

   Standard 1.1. The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.
   Standard 1.2. The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.
   Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.
   Standard 1.4. The educator shall not use institutional or professional privileges for personal or partisan advantage.
   Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.
   Standard 1.6. The educator shall not falsify records, or direct or coerce others to do so.
   Standard 1.7. The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

Standard 1.8. The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

All District staff members are public servants and therefore subject to Title Vii of the Penal code, regarding offenses against public administration, including bribery and corrupt influence, perjury and other falsification, obstructing governmental operation, and abuse of office.

2. CONFLICT OF INTEREST

BOARD POLICY DBD: School district employees are limited to the types of employment in which they may be involved outside of normal activities.

Excerpts from Board Policy DBD local:

- An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.
- Any other employee who is in a position to affect a financial decision involving any business entity or real property in which the employee has a substantial interest, as defined by Local Government Code 171.002, shall file an affidavit with the Superintendent; however, the employee shall not be required to file an affidavit for the substantial interest of a relative.
- An employee shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities. [See CAA, CB, and CBB]
- An employee shall not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the District employee during nonschool hours. No employee shall require students to purchase a specific brand of school supplies if other brands are equal and suitable for the intended instructional purpose.
- An employee shall not use his or her position with the District to attempt to sell products or services.
- An employee shall disclose in writing to his or her immediate supervisor any outside employment that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.

HOUSE BILL 914: HB-914 amended Chapter 176 of the Local Government Code requiring "local government officers" to file disclosure forms regarding (1) certain gifts from vendors or potential vendors: and/or (2) certain family employment or business relationships with vendors. Additionally, vendors or potential vendors are required to fill out and file a form questionnaire prior to District entering in a contract. Forms for vendors to complete can be downloaded and a list of SBCISD vendors' questionnaires can be viewed at the following SBCISD website: FORMS

G. SURPLUS PROPERTY

All personal property, including furniture and equipment, declared to be surplus to the needs of any school or office shall be reported by the principal or other administrator to the business

office. The business office shall determine the disposition of the surplus items as follows: (*Board Policy CI Local*)

The Superintendent or designee is authorized to declare District materials, equipment, and supplies to be unnecessary and shall dispose of unnecessary materials, equipment, and supplies for fair market value. If the unnecessary property has no value, the Superintendent or designee may dispose of such property according to administrative discretion.

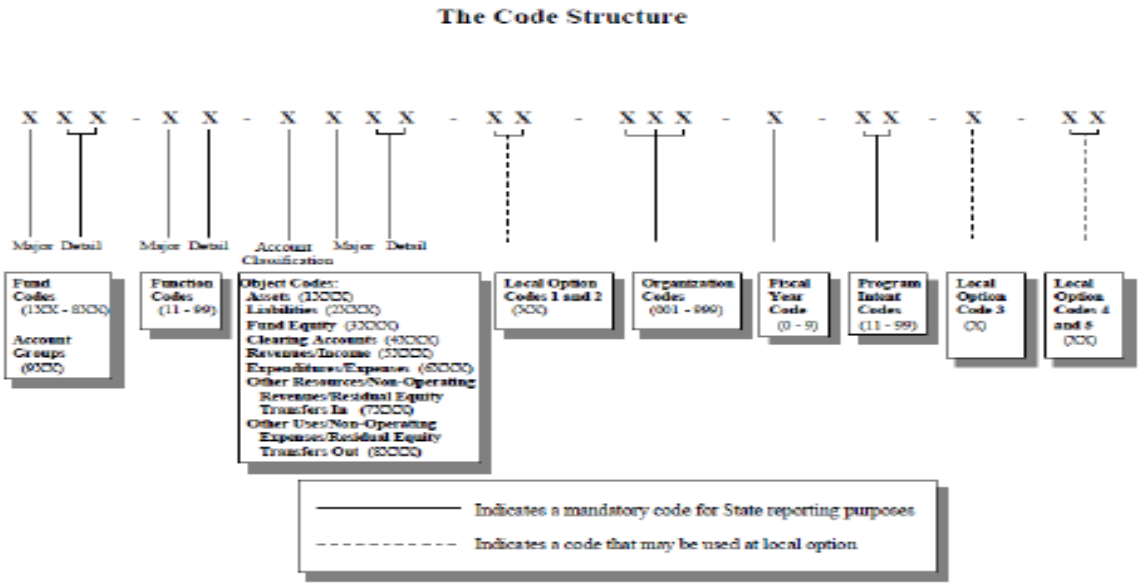
Items obtained as federal surplus shall be managed according to federal regulations.

III. BUDGET SECRETARY/CLERK PURCHASING PROCEDURES

A. ACCOUNT NUMBERS

Section 44.007 of the Texas Education Code (Code or TEC) requires that a standard school district fiscal accounting system be adopted by each school district. The system must meet at least the minimum requirements prescribed by the State Board of Education and also be subject to review and comment by the state auditor. Additionally, the accounting system must conform to Generally Accepted Accounting Principles (GAAP).

The Texas Education Agency Financial Accountability System Resource Guide can be viewed online at the following link: Finance Accountability System Resource Guide
This guide will provide you with definitions of all account codes and examples of appropriate applications.



B. ADD A NEW VENDOR - VENDOR REQUEST/CHANGE FORM

To have new vendors added in Skyward System you must complete and EMAIL to your assigned Purchasing person an SBCISD "Vendor Request/Change Form" that is located for download on the SBCISD website under Forms. The form must be completed in its entirety to include but not limited to, type of vendor, reason for adding or changing a vendor, remit to address, and Bid#/Co-

op. A completed W9 (per IRS regulations) and Conflict of Interest Questionnaire form (per HB 914), and a 1295 form (per HB 1295), if applicable, are required to be included with the Vendor Request/Change Form. Once all documentation is received Purchasing will review to include check status of vendor with the State Comptroller's office and verify we are within state purchasing guidelines. Once the vendor has been entered into the finance system, the Purchasing Dept. will contact you with the new vendor number.

C. CONSULTANT AGREEMENT

The SBCISD Contract Agreement is located for download on the Business Office section under Forms. Here is the link for your convenience: http://www.sbcisd.net. Form needs to be in the Human Resources Director's office prior to services being performed to have Criminal Background Check completed. Once background check is performed with no sightings found, the requisition is submitted through the appropriate approval path for a Purchase Order to be issued. Purchase Order must be in place prior to services being performed. Please allow for ample time. Consultant Contract Procedures can be found at the SBCISD website under FORMS and under Business Office – use this link to take you to the Forms section: FORMS

D. CREDIT CARDS

Under NO circumstances are gift cards an allowable purchase with SBCISD issued credit cards.

1. HEB –HEB Credit Cards purpose and intent is for food purchases. The Purchase Order or Voucher and list of items, if not already included on the Purchase Order, are required to check out card. The original receipts are due back to the Business Office the same business day. For lost receipts, campus must contact HEB and request a receipt at a charge, which will be added to your statement the following month.

    - Purchases may be processed anytime between the hours of 8:00 am and 3:00 pm, Monday thru Friday. A purchase order or voucher and a list of items will still be required to check out the credit card. The credit card privileges will be revoked if not returned within the same day. Personal purchases are not allowed while going to HEB for school district purchases.

    Business Office requires that employees sign out each credit card with an approved purchase order or voucher. Please remind all personnel SBCISD is tax exempt and they need to inform the cashier of this each time.

2. HOME DEPOT/LOWES – SBCISD Purchasing and Maintenance Dept. has a Home Depot charge card. Home Depot credit cards' purpose and intent is for maintenance and educational items that are urgent and/or cannot be purchased from our vendors of record via purchase order.

3. WAL-MART - Wal-Mart Credit Cards purpose and intent is for general educational merchandise. Audio Visual, furniture, and large ticket items should NOT be purchased from Wal-Mart unless Purchasing Director approves. The Purchase Order or Voucher and list of items, if not already included on the Purchase Order, are required to check out card. A Wal-Mart tax exempt card is required to be shown at time of purchase. The original receipts is due back to Business Office within the same business day.

Purchases may be processed anytime between the hours of 8:00 am and 3:00 pm, Monday thru Friday. A purchase order or voucher and a list of items will still be required to check out the credit card. The credit card privileges will be revoked if not returned within the same day. Personal purchases are not allowed while going to Wal-Mart for school district purchases.

4. Sam's Club-. Sam's Club Credit Cards purpose and intent is for general educational merchandise. Audio Visual, furniture, items listed on another bid and large ticket items should NOT be purchased from Sam's Club unless Purchasing Director approves. The Purchasing Department only goes on Thursdays to Sam's Club if the purchase order/voucher is submitted by Tuesday at noon. A Sam's Club tax exempt card is required to be shown at time of purchase. The original receipts are due back to Purchasing within the same business day.

E. DONATIONS

The Board delegates to the Superintendent the authority to accept unsolicited gifts on behalf of the District. However, any gift that the potential donor has expressly made conditional upon the District's use for a specified purpose, or any gift of real property, shall require Board approval.

Once accepted, a gift becomes the sole property of the District.

The District shall not accept any gift that would violate or conflict with policies of or actions by the Board or with federal or state law.
Before the Superintendent accepts a gift or recommends acceptance of a gift to the Board, as applicable, the Superintendent shall consider whether the gift:

1. Has a purpose consistent with the District's educational philosophy, goals, and objectives;
2. Places any restrictions on a campus or District program;
3. Would support a program that the Board may be unable or unwilling to continue when the donation of funds is exhausted;
4. Would result in ancillary or ongoing costs for the District;
5. Requires employment of additional personnel;
6. Requires or implies the endorsement of a specific business or product [see GKB for advertising opportunities];
7. Would result in inequitable funding, equipment, or resources among District schools or programs;
8. Obligates the District or a campus to engage in specific actions; or
9. Affects the physical structure of a building or would require extensive maintenance on the part of the District.

F. EQUIPMENT REPAIR

For repair of equipment that has been received and paid, a School or Department has one of the following options:

1. For Audio Visual items please place a work order to the Technology Department.

2. For technology related items please contact your campus technician or SBCISD's Technology Department.

3. If the equipment is under warranty, contact the vendor from whom it was purchased.

4. For those times covered by outside maintenance contracts such as copiers, contact the service number listed on your machine.

G. FORMS (SBCISD WEBSITE)

SBCISD has a forms website to include, but not limited to the following: Vendor Request/Change Form, Written Quote form, 1295 Form, etc. This webpage contains many forms that you will require to process your paperwork. Here is a link to this webpage for your convenience: FORMS

H. FREIGHT

Purchasing from cooperative's and sole source vendors the freight should be included. Verify "Extra cost" freight with Purchasing Department for approval. Best option is to obtain a delivered price quotation with freight from the vendor to ensure correct pricing.

If freight is applicable please include it on your requisition.

I. NON-ALLOWABLE PURCHASES

The following items are not allowed to be purchased and/or reimbursed through budgeted funds: baby shower items, plants for hospital stays, plants for funerals, plant arrangements, birthday cakes, birthday cards, greeting cards.

J. ONLINE ORDER ENTRY

SBCISD Purchasing Department is working with vendors to offer on-line order entry. Currently the following vendors are setup with online order privileges:

1. Amazon Business. Approved purchase orders submitted to Purchasing Dept. will be processed within three business days of receipt of the approved purchase order.

K. PROCUREMENT METHODS

1. SBCISD BIDS

All school district contracts, except contracts for the purchase of produce or vehicle fuel, valued at $50,000 or more in the aggregate for each 12-month period shall be made by the method that provides the best value for the district: *Texas Education Code Chapter 44.031.*

SBCISD issues line item bids and/or catalog bids for all aggregate commodities that fall under the above mentioned law.

- Line item bids are requested for commodities where we have actual items and quantities required. Line Item bids offer a specific price, to include all freight charges, being held for a specific time frame. When you require a picture of a product listed in a line item bid you may utilize any internet search engine (i.e. Google). In the "search" section type in the brand and model number of the product you need to query – i.e. "Hon 4605" for a conference chair, as referenced in the furniture bid, line item

#18100. This will bring up many links to various websites. You can click on any of the links to bring up a picture of the chair with detailed specifications on most links.

- Catalog bids are requested to cover unanticipated items that may occur during the term of the bid. For the catalog bids please request delivered price quotations for these items. Terms and conditions may vary by vendor. For example, Science vendors may offer free freight on general supply items, but will charge freight for chemicals and live specimens. Vendors may also have exceptions to what sku's are applicable for the discount. The only way to ensure you requisitioning the correct delivered pricing is to obtain a delivered price quote from the vendor.

How to look up an SBCISD Bid?

- District bids can be located on the District website under the Purchasing department Awarded Bids / RPF's:

Awarded Bids/RFP's

Under the (Bid/RPF/Awarded Information) Column, the tabulations for the awarded vendors can be found.

2. COOPERATIVES

Purchasing Cooperatives are avenues of procuring items not available via an SBCISD bid. Most commonly these are a category of items which SBCISD might purchase infrequently or in small quantities where preparing our own bid is more expensive than using a cooperative. Coops offer: guaranteed pricing, delivery, and vendors have been scrutinized by the coop administrator. Cooperatives do afford the district a favorable avenue when no other exists. Links to the purchasing cooperatives is located on the SBCISD Purchasing website:
Purchasing Cooperatives

When utilizing one of the bids from a cooperative you must list the cooperative name and number under the bid number section of your requisitions, i.e.: Buyboard 531-17, TCPN R141685, etc.

The following are purchasing cooperatives the district has been sanctioned to participate in by our Board of Trustees via an interlocal agreement:

- Buyboard: http://www.buyboard.com/. Once on the Buyboard's website, click on Member Login on the top right of the screen and enter the username and password supplied to you. Searches can be by either "Search by Vendor" or "Browse Contracts" on the top left of the screen.
- Department of Information Resources (DIR) http://www.dir.state.tx.us
  DIR is for Technology Related items. To search for vendors you can use the Search DIR option in the middle of the screen and type in either the vendor or the item needed. In most cases, the Technology Department will get you a quote for items on this Purchasing Cooperative.
- Texas Procurement & Support Services (TPASS)
  http://www.window.state.tx.us/procurement/. TPASS is the state bid formally known as GSC/TBPC. To obtain pricing for products from this coop, once on the website scroll down to Statewide Contracts and click on "Term Contracts". If you

know the contract class number you may scroll down and click on the contract to view. If you do not know the class number click on "Search Term" at the top middle of the screen and enter in the product to search the site.

- Texas Cooperative Purchasing Network (TCPN) http://www.tcpn.org/. TCPN is another cooperative SBCISD utilizes. Once on the site you can search by commodity or vendor name in the search field located in the upper right hand corner. An example of a vendor SBCISD utilizes this contract for is Grainger.
- US Communities http://www.uscommunities.org/. Once on US Communities site you can search for products in the top search field. An example of a vendor SBCISD utilizes this contract for is Home Depot.
- PACE Coop. http://www.pacecoop.org/. PACE Coop. is another cooperative SBCISD utilizes. Once on the site you can search by commodity or vendor name in the search field located in the upper right hand corner. An example of a vendor SBCISD, utilizes this contract for is Galls.

- Allied States Cooperative http://alliedstatescooperative.com/ Allied States Cooperative is another cooperative SBCISD utilizes. Once on the site you can search by commodity or vendor name in the search field located in the upper right hand corner. An example of a vendor SBCISD, may utilize this contract for are instructional materials.
- Tips/Taps http://www.tips-usa.com/ Tips/Taps is another cooperative SBCISD utilizes. Once on the site you can search by commodity or vendor name in the search field located in the upper right hand corner.
- Region One Service Center http://www.esc1.net/Domain/85 is another cooperative SBCISD utilizes.
    - Child Nutrition Program - South Texas Cooperative
    - Texas Energy Center - A Cooperative of Region One ESC
    - Library Purchasing Cooperative
    - Region One Purchasing Cooperative

To search these cooperatives simply click on the link and view all contracts and find the one that best pertains to the items you need.

- Choice Partners https://www.choicepartners.org/ Choice Partners is another cooperative SBCISD utilizes. Once on the site you can search by commodity or vendor name in the search field located in the upper right hand corner. An example of a vendor SBCISD, may utilize this contract for are instructional materials.

3. SOLE SOURCE VENDORS

A school district may purchase an item that is available from only one source *Texas Education Code Chapter 44.031(j)*;

- if completion is precluded because of the existence of a patent, copyright, secret process, or monopoly;
- a film, manuscript, or book;
- a utility service, including electricity, gas, or water;
- a captive replacement part or component for equipment

SBCISD requires vendors to complete and notarize an SBCISD Sole Source Affidavit. A blank form can be obtained by requesting one from the Purchasing Department. Sole Source affidavits are valid for two years.

When submitting a requisition for a product from a sole source vendor you must attach a delivered price quotation from the vendor and a copy of the sole source affidavit. In the bid number section of your requisition, state "Sole Source".

4. QUOTES
   Quotes are preferred on all purchases with the exception of SBCISD Line Item bids. A Written Quote Form is available on the SBCISD website under "Forms" – Purchasing FORMS

   Always request "delivered" pricing from vendors to ensure there are no surprises on freight charges. Freight on heavy items, items shipped by truck, and chemicals/specimens can be significant.

5. Federal Funds/Grant Guidelines for Purchasing
   Purchases for Federal Funds/Grants will proceed as describe herein. New purchase procedures will be implemented on July 1, 2018 in compliance with the Edgar Rules and Procedures. The school district must be in compliance with Edgar rules no later than July 1st, 2018.

L. REQUISITIONS

1. PROCESSING REQUISITIONS PRIOR TO HOLIDAYS AND VACATIONS
   All requisitions that require processing prior to scheduled holidays, vacations, and/or early dismissals must be appropriated, entered, have departmental approval, and reach the Purchasing Department prior to the deadlines released via email on each occurrence.

2. QUOTE FROM VENDOR
   Delivered price quotes are always encouraged and in many cases required with the exception of line item District bids. Without a written price quote, if the vendor increases the pricing you will be liable for the difference. If we have a valid delivered price quote, Purchasing will encourage vendor to honor pricing on your behalf.

3. VENDORS QUOTE NUMBER
   When purchasing items from a vendors quote, please reference vendors quote number at the top of the requisition under "Reference Nbr"

   Occasionally vendors will add their own bid/quote# to an SBCISD bid and both numbers will be required to be entered on the requisition to ensure bid pricing. If vendors have specific bid/quote # it will be referenced on each catalog bid recap and the number will be required to be documented at the Bid reference line item of the requisition.

4. REASONS A REQUISITION COULD BE DENIED

A requisition may be returned (unapproved) by the Purchasing Department for several reasons. The reason for a requisition being returned will be typed on requisition under the comments section of the requisition, and the requisition will be returned in Skyward System. Please make certain you follow purchasing procedures to ensure your requisitions are processed in a timely manner.

5. RUSH ORDERS

Rush/Urgent orders are determined by a case by case basis. Proper planning is important to ensure your orders are placed and received in a timely manner. Please begin the requisition process at least two weeks ahead of time to ensure your items will be ordered and received in a timely manner.

M. RETURNS

When products need to be returned to a company, certain steps must be followed to be able to receive a credit for the items returned.

1. If the item has visible damage upon receipt you must either deny the shipment and/or notate the damage on the freight bill. Contact the vendor immediately to make them aware of the damage and what steps you have taken. There is a short window the vendor has to work with the freight company on damaged merchandise.

2. If damage is noticed after receipt "most" vendors will still work with you. Contact vendor and discuss your options. Once again inspect deliveries as soon as possible, as more time passes vendors will become reluctant to help you.

3. Before ordering, please read the vendors return policy.

4. If you for any reason you want to return an item within 30 days or less to a vendor please contact vendor for return policy options.

5. If any return is done for any reason, please email the Purchasing Department immediately to make aware of what is being returned and why.

N. SALES TAX

San Benito CISD is tax exempt. Under no circumstances do we pay sales tax. For prior Purchasing approved purchases which require reimbursement please ensure you present vendor with a proper SBCISD tax exempt form. If taxes are paid you will not be reimbursed.

O. YEAR-END PURCHASE ORDER PAYMENT PROCEDURES

In order to ensure year-end purchase orders are processed properly, the following procedures must be followed:

1. Purchase orders with goods received prior to August 31st of the current fiscal year must be processed and paid through the budget for the fiscal year in which they were bought and received.

2. Purchase orders with goods received after August 31st will be carried forward and paid through the new fiscal year budget.

IV. INTERNAL PURCHASING PROCEDURES

A. BID/SPECIFICATIONS

Specifications should be supplied from the campus or department requesting the commodity. The Purchasing Department will review the specifications to ascertain whether competitive bids can be obtained and assure that Board policies and state laws are followed regarding the purchase.

Specifications must contain adequate technical descriptions to clearly identify for prospective bidders the type of material, equipment, or services required. In addition to the detailed specifications, brand names, model numbers, and like descriptions may be referred to as product meeting specifications to inform prospective bidders of the type of quality required. Descriptions must include quantitative data such as size, weight, or volume and qualitative data such as commercial grade, texture, finish, strength, chemical analysis, or composition where possible.

B. VENDORS BID LIST

The Purchasing Department maintains a database of vendor contact information. The list is based on commodity categories derived from goods or services for which the District has taken or intends to bid. A vendor may request to be added to SBCISD bid list by filling out the Vendor Application on the Purchasing Website and emailing it to purchasing@sbcisd.net:
Vendor Application

SBCISD may remove a vendor from the bid list if the vendor fails to respond to three consecutive bids, fails to update contact information, withdrawal of a bid, fails to honor a bid/contracts or warranty, or makes a false/misleading statement (written or oral) during any business negotiation with the District. Once removed, a vendor will not be reinstated on the bid list until he can demonstrate that any past problems has been corrected and his organization can meet all bidding requirements.

C. PACKING SLIPS

Original packing slips must be kept by each campus/department and submitted to Accounts Payable when submitting for payment.

D. RECEIVING INVOICES

Signed invoices are to be forwarded to Accounts Payable once merchandise has been received. The invoice must be signed by campus/department administrator with original packing slips attached. Both Purchase Order and Invoice are to be stamped completed with date. A copy of the signed invoice and original packing slip is to be attached to the back of the Purchasing PO and filed. Original invoice and copy of packing slip is to be forwarded to Accounts Payable within 24 hours of receipt.

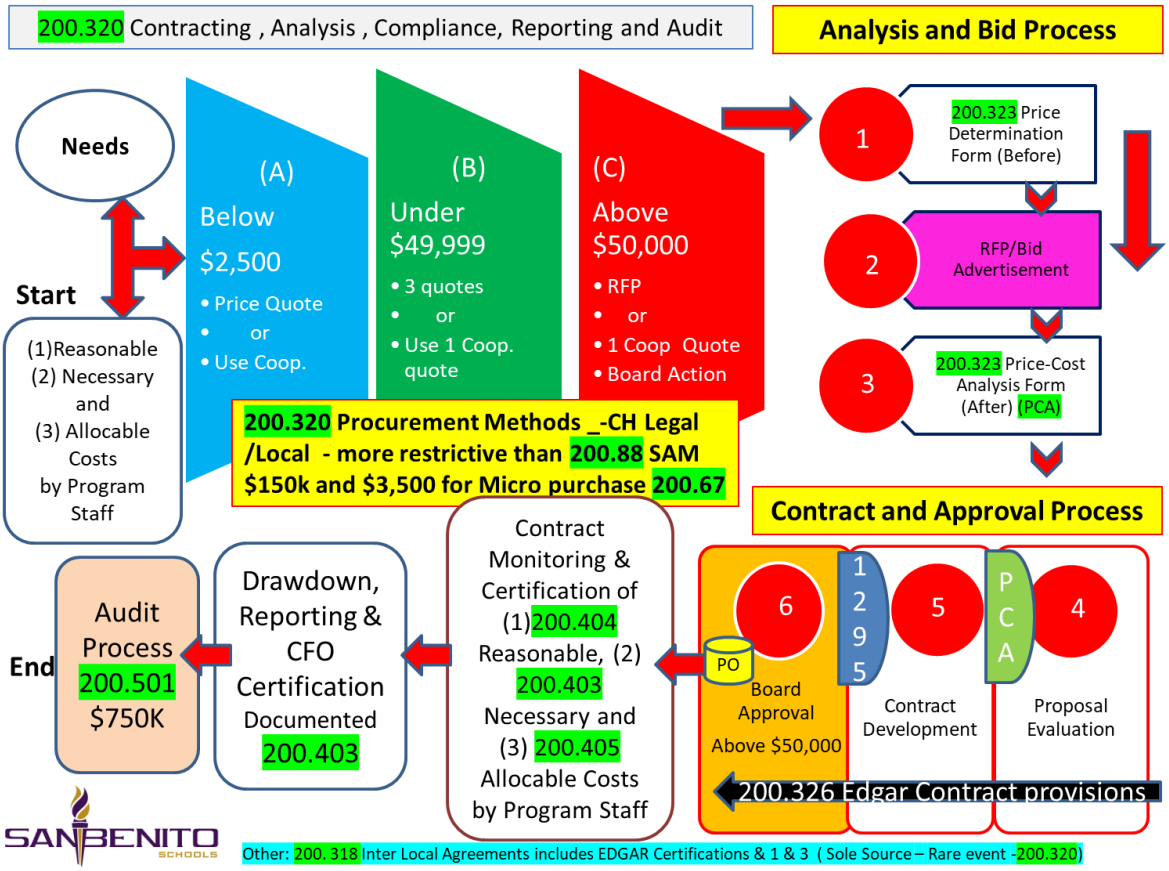
E. REGISTRATION PROCESSING

A requisition must be submitted for registration and must state event, where held, date and who is attending. A registration form must be attached with two copies. A Purchase Order will be issued for all registrations.

F. REQUISITION PROCESSING

To view step by step instructions on how to Create a Requisition and Approve a Requisition see links below:
Creating a Requisition
Approving a Requisition

Please use the Appendix Flowchart below for the process that must be used when purchasing.



(A) If the purchase is below $2,500 (in the aggregate) you must have either one price quote or obtain 1 quote from an approved District Purchasing Cooperative.
(B) If the purchase is from $2,500 to $49,999 (in the aggregate) you must obtain 3 quotes or obtain 1 quote from an approved District Purchasing Cooperative.
(C) If the purchase if above $50,000, please request that we solicit on RFP for the items or obtain 1 quote from an approved District Purchasing Cooperative. These items also must be Board Approved.

- Areas to check before submitting each Requisition:
  - Requisition (entered) date should be current
  - Ensure correct and proper vendor name and number are correct
  - Verify bid name and number is valid and applicable. Bid name and number are not required include but are not limited to the following:
    - Travel
    - Registration
    - Membership
    - Student Meals
    - Advertisements
- Line item Pricing will be verified against applicable quotes or bid referenced.
- Quotes are to be attached to the requisitions at all times.
- Contracts are to be attached to the requisitions at all times.
- Line Item descriptions are required to be in correct syntax format, do not begin with part number. Syntax format should be NOUN, Descriptor, Manufacture, Model Number
- Unit of measure shall always be filled in and correlated to actual unit cost
- Requisitions for Meal Advances shall be reconciled to allowance (as applicable) for the event(s); student travel, employee travel
- Ensure the use of account number is proper for the purpose and intent of expenditure
- If departmental approval is required for use of account number, verify it has been granted prior to processing
- Ensure supporting documentation required has been provided and attached
- Order Lists attached to requisitions which are created at online websites i.e., Office Depot-School Specialty will be subject to audit and supervisory approval prior to processing

- Once approved, requisitions will be printed daily by each respective campus/department for their assigned areas

G. PAYMENTS

Accounts Payable will process payments for all items that have been received, signed by the appropriate administrator, and submitted to the Accounts Payable with corresponding required documentation.

H. PURCHASE ORDERS

1. GENERAL GUIDELINES
   - After final approval of requisition, Skyward will convert the requisition to a purchase order.
   - Purchase orders are printed with authorized signature of the Purchasing Director
   - Purchase Orders will be dispatched by mail, email, or fax to the vendor by the originator
   - Purchasing department staff will maintain an open purchase order file which is to be kept numerically
   - Each month the Purchasing Department will run a report of open purchase orders and follow up with campuses on any shipments which are delayed in shipping