

## **SECTION 1            REQUISITIONS**

### **1.1      Description and Guidelines**

A requisition must be entered into the system and approved at the campus level for the purchase of materials or services. After the requisition is entered and approved at the campus level, it automatically goes to the Business Office computer system.

### **1.2      Entry Fees, Pre-registration, Membership Fees**

Requisitions for entry fees, pre-registration, membership fees, etc., should be sent to the Business Office ten (10) working days before the deadlines. Documentation such as a letter, schedule of event, renewal notice, etc., should be attached to a P.O. Attachment Form and sent to the Business Office within one (1) day of entering the requisition into the system.

\* Please note in the "Comment" section of the requisition any special directions for the Business Office to follow such as fax instructions, return P.O. to the school, attachments, etc.

### **1.3      Book Orders**

When ordering books, attach three copies of the book order list to the P.O. Attachment Form and submit it to the Business Office.

### **1.4      Requisition Process**

Prior to the requisition process, see Section 3 for purchasing Procedures and Guidelines regarding any purchases \$5000 or over. Contact the Purchasing Agent if your order falls within these categories.

When ordering supplies or materials, always use the most current catalog supplied by the vendor. Printed forms (i.e., envelopes, pre-printed forms, etc.) should be submitted on the P.O. Attachment Form. The school principal/department head is responsible for determining if budgetary funds are sufficient to cover the requested expenditure.

Once the requisition is received by the Business Office, the following procedures are carried out:

- ◆ Bookkeeper checks account number and funds then approves or denies the requisition
- ◆ Purchasing Agent then approves or denies the requisition before generating a purchase order
- ◆ A copy of the purchase order will be returned to the school/department to confirm that the order was made.

## **SECTION 2            PURCHASE ORDERS**

### **2.1      Description**

Present Board policy authorizes the Business Manager to purchase materials and/or supplies up to the limit of the school departmental budget through purchase orders. Materials and/or services that have been properly requested on the requisition will be ordered on a purchase order issued by the Business Office.

A copy will be sent to the originator when the order is made. When this copy is received, it should be matched up with the corresponding requisition and filed for future reference.

## **SECTION 2 PURCHASE ORDERS**

### **2.2 Items Ordered on Approval (Trial Basis)**

Items ordered on approval (trial basis) must be ordered following the same guidelines as all other orders as shown in Section 1.5. Once the items are received and meet the originator's approval, the accounts payable department must be notified immediately! If the items do not meet the originator's approval, a Request for Return of Material (BUS-I) form must be completed and forwarded to the Business Office.

### **2.3 Partial Shipment**

When the vendor makes a partial shipment against an order, the order will remain open and the vendor may make future shipments unless the Business Office cancels the purchase order. In any case, the school will be notified of the partial shipment or cancellation.

If a school should decide to cancel the remaining balance to be shipped against an order, a Cancellation form (BUS-J) must be completed and sent to the Business Office. The Business Office will contact the vendor by phone and the school will be notified of the cancellation status. Under NO circumstances should the school contact the company on their own accord.

### **2.4 Cancellations and Back Orders**

All purchase orders may be canceled after 60 days, and back orders will be accepted as long as they are received within a reasonable amount of time. This will speed up the process of receiving materials efficiently. Any authorization to change, alter, or cancel a purchase order must come from the Business Office.

## **SECTION 3 PURCHASING**

### **3.1 Purchasing Procedures and Guidelines**

All requests for purchases of materials and/or services over a 12-month period must be handled through the Business Office as follows:

**\$5,000 - \$50,000**

The Purchasing Department will request price quotations in order to obtain the desired goods at the best possible price.

**\$50,000 and above**

All contracts valued at \$50,000 or more in the aggregate for each 12-month period shall be made by one of the following methods that provide the best value for the district as follows:

- ◆ competitive bidding
- ◆ competitive sealed proposals
- ◆ a request for proposals
- ◆ a catalog purchase
- ◆ an interlocal agreement
- ◆ design/build contracts

All bids and price quotations shall be initiated and processed by the Purchasing Department where tabulation shall be made for study and presentation to the School Board where applicable.

### **3.2 Purchase Specifications**

All specifications for purchases shall be submitted to the Business Office and should meet the following requirements:

- ◆ must be neatly typed
- ◆ must include exact quantities needed in lots supplied by the vendor
- ◆ must have a complete description of all items
- ◆ should avoid duplication of bid request regardless of departmentalization
- ◆ may list names of vendors to receive an invitation to bid or send price quotes if necessary (the Purchasing Department may add additional bidders to the list if requested by other vendors)

### **3.3 Standards of Ethics**

There are certain standards of ethics that should govern the conduct of employees involved in the purchasing function. It is a breach of ethics:

- ◆ to attempt to realize personal gain through public employment with a school district by any conduct inconsistent with the proper discharge of the employee's duties
- ◆ to attempt to influence any public employee of a school district to breach the standards of ethical conduct
- ◆ for any employee of a school district to participate directly or indirectly in a procurement when the employee knows that,
  - a) the employee or any member of the employee's immediate family has a financial interest pertaining to the procurement;
  - b) a business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or
  - c) any other person, business, or organization with whom the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.
  - d) if a school board member or other official has a financial interest in procurement, that person shall abstain from discussion and decisions regarding the award of the procurement contract.

### **3.4 Gratuity or Offer of Employment**

It is a breach of ethics to offer, give, or agree to give any employee or former employee of a school district, or for any employee or former employee of a school district to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or purchase request, investigation, auditing, or in any other advisory capacity in any proceeding or application, to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore pending before this government. Acceptance of gratuities may be construed as a criminal offense.

It is a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract of a school district, or any person associated therewith, as an inducement for the award of a subcontract or order.

The prohibition against gratuities and kickbacks prescribed above should be conspicuously set forth in every contract and solicitation therefore.

It is a breach of ethics for any employee or former employee of a school district knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of any person.

## **SECTION 4 SALES REPRESENTATIVES**

### **4.1 Sales Representative Visiting Schools**

Sales representatives from publishing companies, manufacturers, distributors, etc., are required to obtain permission from the Superintendent of Schools or his authorized representative before contacting a principal or visiting in his/her building. A letter of permission shall be given to the salesperson if he/she is granted the privilege of visiting in one of our schools and/or contacting the principal. The office of the superintendent or his/her representative shall contact the principal whenever possible before the salesperson is given the letter of permission.

### **4.2 Sales Representatives Visiting Teachers**

All agents, salespersons and solicitors must receive permission from the principal's office to visit teachers. Such visiting will not be allowed during class hours except in unusual circumstances as approved by the principal.

## **SECTION 5            ACCOUNTS PAYABLE**

### **5.1     Payment Process**

Before budgetary funds are expended, it is necessary that the Business Office receive the following:

- ◆ an invoice with a purchase order number appearing on it
- ◆ a receiving report and/or some evidence that the material or services have been received or completed

Should the vendor send the invoice directly to the school, it should be forwarded to the Accounts Payable Department within the Business Office.

### **5.2     Request for Return of Materials**

A Request for Return/Replacement of Materials online form should be completed when material received is incorrect, wrong size, wrong item, wrong color, damaged, etc.

- ◆ The Request for Return of Materials form should be completed and submitted to the Principal/Department Head for approval.
- ◆ The Business Office will request approval and instructions from the vendor to return the material in question
- ◆ After approval from the vendor and the Business Office, the warehouse personnel will then pick up the requested material and ship it to the vendor

Under no circumstances should materials be returned to salespersons, nor should materials be returned with the Request for Return of Materials form. Materials should be kept until approval for return has been granted to the warehouse to proceed.

### **5.3 Correspondence with Vendors**

The Business Office shall handle all correspondence with vendors pertaining to items ordered on purchase orders. The Accounts Payable Department in the Business Office will check the status of purchase orders when information is needed or questions arise. Copies of all inquiries or correspondence affecting the status of the order will be sent to the school involved. This is for the purpose of keeping the schools informed of any changes in the order.

Once a request to change, alter, or cancel a purchase order is received by the Business Office, authorization to the vendor to complete this request must be initiated by the Business Office only.