

PURCHASING MANUAL



Black Horse Pike Regional Board of Education

Administration

*Brian Repici, Ed.D, Superintendent of Schools
Scott Kipers, Business Administrator/Board Secretary*

*Prepared/Revised By:
Business Administrator/Board Secretary
& Accounts Payable Coordinators*

*Black Horse Pike Regional Public School District
580 Erial Road
Blackwood, NJ 08012
856-227-4106*

Business Office Staff

Scott Kipers, Business Administrator/Board Secretary/Purchasing Agent – extension 8002

Robert DiMaulo, Jr. Assistant Business Administrator – extension 8009

Gerri Brennan, Administrative Assistant – extension 8007

Jackie Pinolini, Accountant/Payroll Coordinator - extension 8011

Jessica Micolucci, Assistant Payroll & Benefits Coordinator - extension 8010

Nicole Belfiore-Racioppo, Accounting Clerk – extension 8008

Kim Enochs, Accounts Payable/Purchasing Coordinator - extension 8006

Desiree Miller, Accounts Payable Coordinator – extension 8012

Where inspiring excellence is our standard and student achievement is the result

BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT

*Business Office
580 Erial Road
Blackwood, New Jersey 08012*

Table of Contents

| TOPIC | PAGE |
|--------------------------------|-------------|
| Purchase Order Procedures..... | 2 - 7 |
| Methods of Procurement..... | 8 - 9 |
| Miscellaneous Purchases..... | 10 - 11 |
| Bids and Purchasing..... | 12 - 14 |
| Receipt of Products..... | 15 - 16 |
| Emergency Contracts..... | 17 |
| Ethics in Purchasing..... | 18 - 19 |
| Criminal Code Citation..... | 20 |
| Federal Contracts..... | 21 |
| Appendix..... | 22 - 33 |

BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT

*Business Office
580 Erial Road
Blackwood, New Jersey 08012*

Office of Scott Kipers

School Business Administrator/ Board Secretary

TO: All District Employees

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 Contract Laws Title 18A:18A, et. seq.;
- New Jersey Administrative Code N.J.A.C. 5:34 et. seq.;
- Board of Education Policy;
- Other federal, state law and code;
- NJQSAC SOA Fiscal Management Item #10; and
- Local Finance Notices – NJ Division of Local Government Services

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. Allow yourself enough leeway between generating a purchase order and the actual date materials or services are needed. 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 may be encountered.

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. Every financial transaction is subject to auditor reviews.

If you have any questions concerning the following guidelines, please do not hesitate to call the Business Office, Extension 8007.

Thank you,

Scott Kipers
Business Administrator/Board Secretary

PURCHASE ORDER PROCEDURES

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 our 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 Black Horse Pike Regional Board of Education by Board Resolution has authorized the Business Administrator/Board Secretary to be the Purchasing Agent for our School District.

Authorized Purchases

All requests for purchases of goods and/or services must be made through an approved Purchase Order (PO) signed by the Purchasing Agent prior to the goods or services received.

Purchase Order (PO)

A PO, pursuant to N.J.S.A. 18A:18A-2 is a document issued by the Purchasing Agent authorizing goods to be ordered for the school district or work/service to begin. Goods or services may not be ordered until authorized by the Purchasing Agent.

Unauthorized Purchases

Any Board of Education employee who orders and/or receives any materials, supplies or services without first going through the approved PO 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 for unauthorized purchases:

| | | |
|----------------|--|------------------|
| First Offense | Memo to Supervisor/Administrator & Retained in Personnel File | Pay for Purchase |
| Second Offense | Memo to Supervisor/Administrator & Retained in Personnel File | Pay for Purchase |
| Third Offense | Discretion of Superintendent | Pay for Purchase |

The responsible Supervisor/Administrator shall prepare a memo explaining the reasons why proper purchasing procedures were not followed. The memo will be attached to the PO and a copy of the memo will be sent to the Business Administrator/Board Secretary.

Corrective Action for Non-Compliance

The Superintendent may invoke the penalties for non-compliance.

A repeat offense of an unauthorized purchase within a school year will mandate that employee attend a workshop on proper purchasing procedures and any sanction that may be invoked by the Superintendent.

MISCELLANEOUS:

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, a PO must be prepared for a new item.

Reimbursements; Employees

The Board of Education only recognizes an employee reimbursement PO when it pertains to pre-approved travel, meals, and conferences. The Board will **not** reimburse employees for items and goods **personally purchased by the employee**. The proper form for reimbursement is located on page 31 of the appendix.

Student Activity Accounts

Purchases made through Student Activity Accounts will not be reimbursed with Board funds. POs will not be made payable to Student Activity Accounts.

Student Activity funds are to be used *for student purposes only NOT for employee purposes*.

A. Responsibilities of Originator of Purchase Order

The person who prepares the PO has certain responsibilities before the order is sent to the Administrator, Supervisor, or Principal for approval. He/She is to ensure the following:

1. **Two Quotations**-- A minimum of 2 quotations must be obtained for purchases over \$1,000, unless using a NJ State contracted vendor, Ed Data Services Inc. (see instructions in the Appendix), Government Purchasing Alliance, Hunterdon County Educational Services Commission, Keystone Purchasing Network, NASPO, NJ Start, NJ State, Sourcewell, and US Communities. Examples of quotation exemptions may be: purchasing textbooks, dealing with a vendor whom we have a contract, obtaining licenses for approved software.

BIDS – Any purchases over \$53,000 will be sent to the Business Administrator along with specifications, deadlines, etc. (see page 8 procurement methods)

2. **Purchase Requisitions are entered into the Computer Solutions, Inc. (CSI aka SMARTS Program).**
3. **Vendor's Name**-- All Board checks are made payable to the vendor name (top line) listed on the PO. Ensure the correct vendor name is selected or your order will be sent out to the wrong vendor and, therefore, delay processing. To request a vendor not listed, contact an AP Coordinator and a vendor welcome packet will be provided.

4. **Description of Items, Services, Costs and Catalog Numbers**-- Items and/or services requested are to be described with correct and up-to-date catalog numbers and costs. Identify the product using description, color, sizes, etc. For services such as repairs, memberships note the dates of service/activity, etc. Be as specific as possible to avoid issues with the orders and to alleviate communication to decipher the order. Do not use “per attached”, without prior approval of the Business Administrator or AP Coordinator. Clearly state the approval was obtained on the purchase requisition.
5. **Rationale Statement**— Indicate the rationale for the requisition.
6. **Shipping Costs**-- Shipping and handling costs are to be added to all purchase requisitions. Read the catalog or contact the vendor to determine the actual shipping and handling costs. If you are unable to ascertain the actual charges, type: “**15% Estimated Shipping and Handling**”. If there is no shipping and handling charges, enter on purchase requisition type: “**Shipping and Handling Included**”.

A minimum of \$200 must be included on POs with shipments weighing over 100 lbs. for lift gate services.

7. **Delivery Address-- Attention of**-- The delivery address should include a specific name and department.
8. **Delivery, Types of**-- The Black Horse Pike Regional Board of Education recognizes 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 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 employees are responsible to then uncrate, setup, assemble items to determine good working order and remove all debris to the satisfaction of the Black Horse Pike Regional Board of Education within five (5) working days. **Ensure that all purchase requisitions have the correct delivery designation.**

9. **Minimum Order**-- **The minimum order amount for all POs is \$25.** Plan and combine orders to exceed the **\$25 limit**. Verify your figures for accuracy. Note: The Board of Education is exempt from paying New Jersey Sales Tax.
10. **Budget Account Number**-- Be sure the correct Budget Account Number is selected on the requisition.
11. **Ed Data/State Contract Orders**-- When ordering through State Contract vendors such as Ed Data, Hunterdon and/or Educational Services Commission of NJ / ESC (formerly known as Middlesex Cooperative Joint Purchasing)
 - a. State Contract Number
 - b. Shipping and Handling Included
 - c. Appropriate documentation when required; and
 - d. Specify “per Ed Data”

B. Responsibilities of Administrator/Supervisor or Principal

Administrators/Supervisors and Principals must ensure the following before the purchase requisition is entered into the CSI system:

1. **Funds Available**
Determine if *funds are available* in the budget to cover the purchase requisition and that it is an approved, budgeted item.
2. **Purchase Requisition Completion**
Determine that the criteria listed, Responsibilities of the Originator (page 3) have been properly completed.
3. **Approval of Purchase Requisition**
By approving the purchase requisition, the Administrator/Supervisor and Principal is certifying that funds are available in the budget account line to cover the cost of the purchase.
4. **Second Quote**
Determine that a second quote was obtained if over \$7,950 purchase.

C. Responsibilities of the Central Administration of Schools

The Supervisor, Business Administrator/Board Secretary, Assistant Business Administrator, the Director of Curriculum reviews and determines the **educational or operational value of each** purchase requisition. If all components are met, they approve the purchase requisition which now becomes a valid PO in CSI Program. The PO is then approved and printed by the Business Office.

The PO is made of five sheets, each color-coded for a certain purpose. Listed below are the names of the appropriate color and the purpose of each sheet.

| <u>Copy</u> | <u>Color</u> | <u>Disposition</u> |
|-----------------------|---------------------|--|
| Vendor Copy | White | Sent to vendor to order items/provide services |
| Voucher Copy | Yellow | Sent to vendor for signature for orders exceeding \$2,500 |
| File Copy | Pink | Remains on file in Business Office |
| School Copy | Blue | Remains with PO Originator |
| Payment Approval Copy | Green | Sent to main office. To be signed by originator and returned to AP to approve receipt of merchandise |

D. Responsibilities of Business Office

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

1. **Available Funds** - Accounts are checked to determine if funds are available in the account. If not, the PO is rejected.
2. **What is being ordered and the cost**- The Purchasing Agent reviews the technical aspects of the PO to ensure compliance with State Law and Board Policy.

The Business Office also reviews whether the PO exceeds:

| | |
|-----------------|-----------------|
| Quotation Limit | \$7,950 |
| Bid Limit | \$53,000 |

It is a requirement of the State of New Jersey that quotations must be obtained before purchasing with a vendor that has exceeded a \$7,950 cap with school district.

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 PO is signed and processed:
 - W-9
 - Business Registration Certificate (BRC)
 - Affirmative Action Evidence – Contracts \$40,000 and over (cumulative)
 - Chapter 271 – Political Contribution Disclosure Form (PCD) - Purchases over \$17,500 (cumulative)
 - Iran Financial Disclosure Form
4. **Review of PO**- The PO is reviewed for technical aspects such as:
 - a. Account number
 - b. Shipping charges
 - c. State contract numbers
 - d. Vendor address
 - e. Other items as listed in Section A (pages 3 & 4)

Incomplete or improper POs will be rejected with an email sent explaining deficiencies.

If the Purchasing Agent is satisfied, he/she approves the PO. The Business Office prints and submits the PO to the vendor unless otherwise specified on the PO.

The PO process may take 5 - 10 days to complete. Plan accordingly.

5. **Transfer of Funds**--The Business Office processes POs only if there are appropriate funds to cover the purchase. POs lacking sufficient funds are sent back to the originator for a request to transfer funds. All requests for a funds transfer are to be on the approved request for Transfer Form (Appendix D) and sent to the Business Administrator/Board Secretary.

All transfers of funds have to be approved by the Board of Education at a public meeting. Substantive transfers of money (more than 10% of the budget line item) must be approved by the State. POs that require a transfer of funds will be mailed to the vendors the day after the State Department of Education approves the transfers.

E. Responsibility of the Vendor

The Business Office sends the vendor the PO and the voucher. The vendor is to sign the voucher (if the PO exceeds \$2,500) and return it to the Business Office with an invoice. **If you receive a signed voucher, return it to the Business Office/Accounts Payable.** A check is prepared for the vendor once the Business Office the following:

- Signed Voucher
- Invoice
- Back up Documentation (including required quotations)
- Signed Receiving Copy (green copy)

F. 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 Business Administrator/Board Secretary.

Contracts signed by an employee shall be considered non-binding by the Black Horse Pike Regional Board of Education with the **employee accepting full responsibility for the costs of the contract.**

G. Contracts; PO Required

The award of a 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 PO authorizing the purchase of services and/or goods and materials from the vendor.

H. Cancellation of POs

All requests to cancel POs must be made in writing to the Business Office. Reasons explaining the need to cancel the PO must be outlined. The Purchasing Agent maintains the sole right to cancel POs.

I. Private Purchases -- Prohibited

Goods and services procured by the Black Horse Pike Regional Board of Education are exclusively for the use of the Black Horse Pike Regional Board of Education and if applicable, other public and non-public schools. These goods and services are purchased through the signed PO process. Employees of the Black Horse Pike Regional Board of Education are prohibited from purchasing privately goods and/or services off the bid prices and quotation prices offered by the vendors to the Black Horse Pike Regional Board of Education.

Methods of Procurement

Procurement Method

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

This method is used for contracts for goods, materials, services and public work projects that exceed the bid threshold of \$53,000.

Examples

Building Services Department
Plumbing, Electrical, HVAC work
Custodial Supplies
Public Works Project

Food Services Department
Groceries and Canned Goods
Pest Control Services
Baked Goods—Rolls, Bread

District
Furniture
AV Equipment
Calculators

Technology
Computer Supplies/Equipment
Printers / Computer
Interactive Boards

Title I Testing
Test Scoring Services

Athletics
Footwear
Athletic Supplies/Equipment
Physical Ed Supplies/Equipment

Lowest Responsible Bidder

The common thread of all these bids is that the District has to award the bid to the lowest responsible bidder which means the lowest price.

B. Quotations

This method of procurement is used for contracts, goods, materials, services and public work projects over \$7,950. Quotations must be attached to the PO.

Public work projects require certified payrolls over \$2,000.

C. Request for Proposal—RFP

This method is preferred for contracts for:

Professional Services
Medical
Auditor
Attorney
Engineer, Architect

Academic/Operational Services
(Contracts less than \$53,000)
Instructional Services
Educational Services
Professional Development

The RFP method is designed to award the contract to the vendor based upon a list of criteria which include:

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

The District Administrator provides an evaluation scoring of each respondent using the criteria as a basis of the award.

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

This method is used for certain contracts over \$53,000.

The District can only use this method for contracts that are outlined in State Law and Code. Some of the examples that are permitted are:

Student Data Warehousing
Student Information System
Professional Development Services
Educational Instructional Services

The award of contract is similar to the RFP award—prices and other factors considered.

E. Extraordinary Unspecifiable Services - EUS

This method is the procurement method for the purchase of insurance. Similar to the RFP process.

F. Other Procurement Methods

The District also uses the following methods of procurement:

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

MISCELLANEOUS PURCHASES

Exceptions for PO Rationale Statement

POs for the following items do not require a rationale statement:

- **Emergency Purchases (N.J.S.A. 18A:18-7)**

Emergency purchases are regulated by NJ State Law.

- **Field Trip Transportation**

The Director of Curriculum approves the field trip admission fee.

- **Pupil Transportation; Athletic Transportation**

Transportation of students to and from school, as well as athletes to sporting events, is regulated by NJ State Law and Administrative Code.

- **Travel Reimbursement for Employees**

Travel reimbursement costs are regulated by NJ State Law, State Administrative Code and Board policy.

- **Tuition Reimbursement for Employees**

This category falls under certain employee contractual benefits.

- **Student Activities**

Purchases made via Student Activities accounts/funds.

MISCELLANOUS PURCHASES

| PROHIBITED | PERMITTED – Case by Case |
|---|--|
| MEALS, REFRESHMENTS, AND/OR CATERING | |
| <ul style="list-style-type: none"> • Athletic Events | <ul style="list-style-type: none"> • Student Functions, Activities, Events - |
| <ul style="list-style-type: none"> • Staff Meetings | <ul style="list-style-type: none"> • Reasonable Costs, Instructional Only |
| <ul style="list-style-type: none"> • Honoring Employees, Retirement Functions | <ul style="list-style-type: none"> • Activities for Dignitaries and other “non-District” Employees e.g. Parents <ul style="list-style-type: none"> ○ Light meals/Refreshments ○ Minimal and Infrequent |
| | <ul style="list-style-type: none"> • Back to School Nights |
| | <ul style="list-style-type: none"> • Light Refreshments |
| | <ul style="list-style-type: none"> • Board of Education – Light meals/Refreshments |
| CELEBRATION, DECORATIONS, ACKNOWLEDGEMENTS | |
| PROHIBITED | PERMITTED – Case by Case |
| <ul style="list-style-type: none"> • Carnivals | <ul style="list-style-type: none"> • Reasonable Costs for Commencement |
| <ul style="list-style-type: none"> • Gifts for Employees, Teacher Appreciation | <ul style="list-style-type: none"> • Convocation Activities |
| <ul style="list-style-type: none"> • Gift Baskets; Greeting Cards | |
| <ul style="list-style-type: none"> • Retirement Plaques | |
| <ul style="list-style-type: none"> • Bereavement Flowers, Fruit Baskets | |
| <ul style="list-style-type: none"> • Student Entertainment | |

Purchase of T-Shirts

The Superintendent will consider, on a case by case basis, requests for the purchase of T-Shirts for field days/trips.

Library Books, Magazines, Videos/DVDs – permitted for educational purposes only.

Extracurricular Activities/Field Trips

All expenses using public funds for extracurricular activities and field trips shall be part of the instructional program and shall be at reasonable cost. A detailed explanation of the activity must be provided on the PO in the description section.

BIDS AND PURCHASING

A. Bid Limit -- \$53,000

The Black Horse Pike Regional 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 more than \$53,000 for the entire year must be competitively 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.

If you find that your purchases may exceed the \$53,000 bid limit, contact the Business Office.

The formal bidding process takes about 6-8 weeks to complete.

B. Annual Bids

The Board of Education requests that Central Office Department Administrators and Supervisors and school principals start to plan and prepare for Annual Bids. The proposed time lines are as follows:

- February* • Administrators/Supervisors prepare technical specifications to be reviewed by Purchasing Agent.

- March* • Purchasing Agent prepares final bid specifications to be drafted in a manner to encourage free, open, and competitive bidding.

- May/June* • Annual bids are received, opened and tabulated by Purchasing Agent.

- June* • Bid resolutions are prepared by Purchasing Agent for Board approval.

- June/July* • POs are generated by Administrators/Supervisors for August/September delivery.

Note: The delivery of furniture usually takes place about 8-12 weeks after receipt of PO.

C. Bidding: Time Frame

The formal bidding process usually takes about 6-8 weeks from start to finish. Plan appropriately. An outline of the bidding process is located in the Appendix.

D. Exceptions to the Bid Limit

New Jersey State Law allows for some exceptions to the bid and quotation limits. There are approximately 20 exceptions wherein a board of education does not have to go for bid. Some of them are:

1. Purchasing through State Contract and Cooperatives (Ed Data, ESC (formerly Middlesex), Hunterdon);
2. Professional services as outlined by New Jersey law;
3. Textbooks, student produced publications, library and educational goods;
4. Legal notices, food supplies, milk, utilities, insurance, election expenses, travel and conferences.

E. State Contract Purchasing

Pursuant to N.J.S.A. 18A:18A-10(a) a Board of Education may purchase goods and services through State Contract vendors. If the purchase exceeds the bid threshold, the Board of Education must adopt a resolution awarding the contract. Form A-1 (Appendix page 28) has been developed to help complete this requirement.

F. Computers

If you plan to purchase computers, you must adhere to the following process prior to completing POs for computers.

- Contact the Senior Network Administrator

Contact the **Senior Network Administrator at Ext. 4105**. He/She will be able to assist you with the technical aspects and the State Contract requirements to purchase computers.

The Senior Network Administrator or his designee must approve all purchase requisitions for computers before they are approved by the Superintendent.

- Contact the Director of Facilities

Contact the **Director of Facilities**. The Director has to be apprised of all computer purchases to properly plan for electrical hookups.

G. Professional Services/Professional Consultants -- RFP Required

Although professional services, as defined in Title 18A:18A-5, do not require competitive bids or quotations, newly introduced DOE regulations require the Board of Education to obtain competitive proposals for any professional service.

In accordance with N.J.A.C. 6A:23A-5.2(a-4) professional services contracts are to be secured through the request for proposal process (RFP). The process may take six (6) to eight (8) weeks depending on the Board of Education meeting date.

All Administrators who need professional services contracts are to contact the Business Administrator.

H. 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 on page 17. Contact the Business Administrator/Board Secretary before making an emergency purchase. Only the Purchasing Agent may award an Emergency Contract.

I. Cooperative Purchasing

The Black Horse Pike Regional Board of Education maintains a contract with Educational Data Services, Hunterdon County Educational Services Commission, and Educational Services Commission of NJ / ESC (formerly known as Middlesex Cooperative Joint Purchasing) to bid on supplies and services.

J. Student Activity Account Purchases

Pursuant to State Law N.J.S.A. 18A:18A-5a (21), purchases made through Student Activity Accounts that exceed the bid threshold (\$53,000) shall be awarded by the Board of Education at a public meeting.

Examples of items purchased through the Student Activity Accounts that may exceed the bid threshold are

- Class Gift
- Class Rings
- Field Trips
- Proms
- Yearbooks

Receipt of Products

A. Receipt of Goods and Services

The originator of the PO 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. Ensure the following:

- a. Obtain Payment Approval copy (green) of PO and packing slip of items ordered.
- b. Open boxes and check off items received on the Payment Approval copy and the packing slip.
- c. If all items are enclosed, attach packing slip to the Payment Approval copy of the PO.
- d. The school principal/office supervisor should sign the Payment Approval and send it with the packing slip to: Accounts Payable

All Payment Approval forms (green copy) of POs and packing slips should be signed and sent to the Business Office within seven (7) days of receipt of entire order.

The Black Horse Pike Regional Board of Education has an excellent reputation for paying its bills in a timely fashion. We ask that all employees assist in maintaining this fine reputation.

2. 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 back order exceeds two weeks, the PO Originator must call the vendor to obtain an estimated ship date.
- Make any notes on the receiving/payment approval copy (green copy)
- Return the receiving/payment approval copy (green copy) to Accounts Payable only after all of the merchandise has been received. If the item was unavailable and will not ship, mark it discontinued on the form.

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

- The Originator must call the vendor and tell them what was missing
- Mark the receiving/payment approval copy what was missing
- Hold the receiving/payment approval copy marking with the missing items arrive, sign and return to Accounts Payable once all the items on the order has been received.

Problem: Items Damaged; Wrong Item

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

Process to Follow: Items Damaged; Wrong Item

- The Originator must call the company and ask them what the procedure is for returning damaged or incorrect items.
- Return the item(s) to the company and maintain a record of the shipment tracking numbers.
- On the receiving copy (green) and the packing slip, mark what items were returned and the reasons for being returned. Note how the items were returned (UPS/PO/Vendor Pick Up).
- Upon receipt of the correct item in the next shipment, make notes on the Receiving/payment approval copy (green) and the packing slip and send both copies to Accounts Payable.

2. Problems Encountered with Receipt of Goods

Problem: Discontinued Item

Sometimes the items you requested have been discontinued.

Process to Follow: Discontinued Item

- Mark on the receiving/payment approval copy (green) “discontinued.”
- Do not call the company for a replacement item. You must complete a new PO.

B. PO Cut Off Date

Administrators and Supervisors are to be alerted to the fact that POs for the present school year will not be processed after the **third Friday of April.**

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 or 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 Business Administrator/Board Secretary

In accordance with N.J.A.C. 5:34-6.1, the following documents must be filed with the Bureau of Facility Planning and 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.

ETHICS IN PURCHASING

Financial Interest in any Contract; Direct or Indirect

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.

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 PO 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.

School District Responsibility – Recommendation of Purchases

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 POs and/or to recommend purchases or business transactions by virtue of their signature on the PO certify that their actions are consistent with this policy and all applicable statutes.

Vendor Responsibility – Doing Business with the Board of Education

Any vendor doing business or proposing to do business with the Black Horse Pike Regional 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 Black Horse Pike Regional 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 Black Horse Pike Regional Board of Education, in any manner which might tend to impair the objectivity or independence of judgment of said official or employee.

Ethics in Purchasing (Continued)

Vendor Certification

Vendors will be asked to certify that no official or employee of the Black Horse Pike Regional 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 Black Horse Pike Regional Board of Education.

Violations of the Policy

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

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).

No employee, officer, or agent, may participate in the selection award or administration of a contract supported by federal, state, or local award if he or she has a real or apparent conflict of interest.

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, should contact the School Business Administrator for guidance.

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.”

FEDERAL CONTRACTS

A. Federal Funds—Procuring Goods and Service 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

| <u>More Restrictive Threshold Activity</u> | <u>Procurement Citation</u> | |
|---|---|---------------------|
| 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 | 18A:18A-4 (a) |
| | Formal advertising | 18A:18A-4.1 et seq. |

B. Federal Funds— Debarment and Suspension (E.O. 12549 and E.O. 12689)

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)

C. Federal Programs/Targeted Students

POs using Federal Funds shall include on the document:

- a. Name of Federal Program
- b. Targeted Group of Students

D. Compliance -- Uniform Administrative Regulations—2 CFR Part 200 (UGG)

All purchases using Federal Funds shall be in compliance with the Uniform Administrative Regulations—2 CFR Part 200 (UGG). Purchases prior to 12/26/14 were required to be in compliance with EDGAR. Continued compliance of EDGAR parts 75, 76, 77, and 81 are still in effect, although parts 74 and 80 are incorporated into UGG.

APPENDIX

- A. Formal Bid Process
- B. Memorandum--Return of PO
- C. Political Contribution Disclosure Form (PCD)
- D. Quotation Request Form
- E. State Contract Board of Education – Notification form (A-1)
- F. Federal Contracts – Chart of Thresholds
- G. Voucher Reimbursement Form
- H. Account Transfer Request
- I. Ed Data Instructions
- J. Disclosure of Investment Activities In Iran⁴
- K. Certification of Non-Involvement in Prohibited Activities in Russia or Belarus

Appendix A

FORMAL BID PROCESS

| <u>Process</u> | <u>Time Line</u> |
|--|-----------------------------|
| Initial request to bid made by Administrator/Supervisor. Certification that funds exist. | One Day |
| Review of specifications, fully outlining items, materials or services to be bid by Purchasing Agent. | One Week |
| Return of reviewed specifications to Administrator/Supervisor for final approval. Administrator/Supervisor signs off final approval. | One Week |
| Bid package prepared by Purchasing Agent. | One Week |
| Legal advertisement sent to newspaper. | Three Day Advance Notice |
| Bid Date/Time-- must be at least 10 days after Legal Ad appears in newspaper. Bids are opened and read publicly. | 10-20 Days |
| Bid results are reviewed by: a. Administrator/Supervisor b. Purchasing Agent | One Week |
| Administrator/Supervisor prepares spreadsheet showing lowest bidders and recommends award of bid. Purchasing Agent reviews bids. Resolution is prepared. | One-Two Weeks |
| Bids are reviewed by the Board Committee, at Regular Public Meetings. | One Week |
| POs are prepared by Administrator/Supervisor. | One Week |
| | |
| | |

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

Note: Bids for Public Works/Construction Projects take longer as a request for wage determination must be formally made to the State of New Jersey.

Appendix B

BLACK HORSE PIKE REGIONAL BOARD OF EDUCATION

BUSINESS OFFICE

Blackwood, New Jersey 08012

MEMORANDUM

To: _____

From: **Scott Kipers**, Business Administrator/Board Secretary/Purchasing Agent

Date: _____

Re: ***Return of Purchase Requisition(s)***

I am returning the attached PO(s) for the reason(s) checked below:

- _____ Requisition copy not submitted
- _____ Account Number is incorrect or missing
- _____ Bid Number, Quotation Number--Not Included on PO
- _____ Chapter 271--Political Contribution Disclosure Form Required
- _____ Conference Request Form--Not Attached; Not Approved
- _____ Description of Item(s), Service Needed
- _____ Minimum Order \$25.00 Minimum State Contract Order \$100.00
- _____ Proposal/Contract Missing -- Attach to PO
- _____ Quotation Needed-- Contact me X 8007 to discuss process
- _____ Rationale Statement Missing
- _____ Shipping Charges Not Added
- _____ Shipping Charges Not Needed. Type on P.O. "Shipping and Handling Included"
- _____ State Contract Number Incorrect, Missing--State Contract Documentation Missing
- _____ Unauthorized Order-- Contact me X 8007 to discuss procedures
- _____ As Per Attached Memo
- _____ Other _____

Please make the adjustments needed and resubmit the purchase requisition with this form to my office.

Appendix C

Black Horse Pike Regional Board of Education Business Office

580 Erial Road
Blackwood, New Jersey 08012

Chapter 271 Political Contribution Disclosure Form (Contracts that Exceed \$17,500.00) Ref. N.J.S.A. 52:34-25

Part I – Vendor Information

| | | | |
|--------------|--------|------|--|
| Vendor Name: | | | |
| Address: | | | |
| City: | State: | Zip: | |

The undersigned being authorized to certify, hereby certifies that the submission herein represents compliance with the provisions N.J.S.A. 19:44-20.26 and as represented by the Instructions accompanying this form.

Signature

Printed Name

Title

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

| <u>Contributor Name</u> | <u>Recipient Name</u> | <u>Date</u> | <u>Dollar Amount</u> |
|-------------------------|-----------------------|-------------|----------------------|
| | | | \$ |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Check here if the information is continued on subsequent page(s).

No Reportable Contributions (Please check (✓) if applicable.)

I certify that _____ (Business Entity) made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.

Appendix C continued
List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 19:44A-20.26

County Name: Camden

State: Governor, and Legislative Leadership Committees

Legislative District #: 4, 5, 6, & 7

State Senator and two members of the General Assembly per district.

County: Freeholders County Clerk Sheriff Surrogate

Municipalities (Mayor and members of governing body, regardless of title):

| | | |
|----------------------|------------------------|---------------------|
| Audubon Borough | Gloucester City | Pennsauken Township |
| Audubon Park Borough | Gloucester Township | Pine Hill Borough |
| Barrington Borough | Haddon Heights Borough | Pine Valley Borough |
| Bellmawr Borough | Haddon Township | Runnemede Borough |
| Berlin Borough | Haddonfield Borough | Somerdale Borough |
| Berlin Township | Hi-nella Borough | Stratford Borough |
| Brooklawn Borough | Laurel Springs Borough | Tavistock Borough |
| Camden City | Lawnside Borough | Voorhees Township |
| Cherry Hill Township | Lindenwold Borough | Waterford Township |
| Chesilhurst Borough | Magnolia Borough | Winslow Township |
| Clementon Borough | Merchantville Borough | Woodlynne Borough |
| Collingswood Borough | Mount Ephraim Borough | |
| Gibbsboro Borough | Oaklyn Borough | |

Boards of Education (Members of the Board):

| | | |
|----------------------------|------------------------|-------------------------------|
| Audubon Borough | Gibbsboro Borough | Pennsauken Township |
| Audubon Park Borough | Gloucester City | Pine Hill Borough |
| Barrington Borough | Gloucester Township | Pine Valley |
| Bellmawr Borough | Haddon Heights Borough | Runnemede Borough |
| Berlin Borough | Haddon Township | Somerdale Borough |
| Berlin Township | Haddonfield Borough | Sterling High School District |
| Black Horse Pike Regional | Hi Nella | Stratford Borough |
| Brooklawn Borough | Laurel Springs Borough | Tavistock |
| Camden City | Lawnside Borough | Voorhees Township |
| Cherry Hill Township | Lindenwold Borough | Waterford Township |
| Chesilhurst | Magnolia Borough | Winslow Township |
| Clementon Borough | Merchantville Borough | Woodlynne Borough |
| Collingswood Borough | Mount Ephraim Borough | |
| Eastern Camden County Reg. | Oaklyn Borough | |

Fire Districts (Board of Fire Commissioners):

| | |
|---|--|
| Berlin Township Fire District No. 1 | Haddon Township Fire District No. 2 |
| Cherry Hill Fire District No. 13 | Haddon Township Fire District No. 3 |
| Gloucester Township Fire District No. 1 | Haddon Township Fire District No. 4 |
| Gloucester Township Fire District No. 2 | Lindenwold Borough Fire District No. 1 |
| Gloucester Township Fire District No. 3 | Pine Hill Borough Fire District No. 1 |
| Gloucester Township Fire District No. 4 | Voorhees Township Fire District No. 3 |
| Gloucester Township Fire District No. 5 | Winslow Township Fire District No. 1 |
| Gloucester Township Fire District No. 6 | |
| Haddon Township Fire District No. 1 | |

Appendix D

Black Horse Pike Regional Board of Education Business Office

580 Erial Road
Blackwood, New Jersey 08012

QUOTATION REQUEST

REPLY NO LATER THAN:

Department: _____

School: _____

Date: _____

Fax quotes to: _____ Fax # _____

Kindly furnish a price quotation on the items listed below. All prices are to include handling, packing and shipping costs. Also include rigging and installation charges, if applicable. Indicate duration time quote will hold. Please indicate approximate delivery time and detailed literature and / or specifications on items offered as an alternate to any listed below. THIS IS FOR THE 20__ - 20__ SCHOOL YEAR, and payable after September 1, 20__ ALL SPECIFICATIONS ARE ON A SAME AS (OR EQUAL) BASIS.

QUANTITY: _____

DESCRIPTION: _____

UNIT PRICE: _____

TOTAL PRICE: _____

SEE ATTACHED () PAGES FOR SPECIFICATIONS

Company: _____

Address: _____

Signature: _____

Telephone: _____

Fax: _____

Email: _____

Appendix E

Black Horse Pike Regional Board of Education Business Office

580 Erial Road
Blackwood, New Jersey 08012

State Contract Board of Education – Notification form (A-1)

Department: _____

School: _____

Date: _____

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

Form A-1 has been developed to help complete this requirement

When purchasing items over the bid threshold, you must purchase via a state contract # or request to go out to bid.

VENDOR NAME: _____ STATE CONTACT # _____

TYPE OF PURCHASE: _____

IS THIS COVERED BY THE STATE CONTRACT# AS SHOWN ABOVE? YES ___ NO ___ NOT SURE ___

If not sure, do not purchase until you are certain that this purchase is covered under the state contact # shown, or you must request to go out to bid. Vendor should be able to supply this information.

DESCRIPTION: _____

UNIT PRICE: _____ TOTAL PRICE: _____

SEE ATTACHED () PAGES FOR SPECIFICATIONS

Company: _____

Address: _____

Supervisor or Administrator requesting the use of state contract

Print name: _____

Signature: _____

Board Approval Date: _____

Appendix F

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 \$32,000.

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

Appendix G

VOUCHER FORM FOR REIMBURSEMENT
 THE BOARD OF EDUCATION OF THE BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT
 580 Erial Road
 Blackwood, NJ 08012
ACCOUNTS PAYABLE FAX (865) 401-8763

VENDOR: _____ EMPLOYEE: YES NO

ADDRESS: _____

PURCHASE ORDER # _____ VENDOR NO. _____

This Form Must Be Used In Rendering Bills To This Board
 Our Purchase Order Number Must Be Inserted In Space Provided
 Please Sign, Fill Out and Return For Payment

| Quantity | Description | Price | Total |
|--------------|-------------|-------|-------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| TOTAL | | | |

I HEREBY DECLARE: (a) That the goods or services itemized in the above bill have been delivered or rendered; (b) That no bonus or reward has been given or received by any person with the knowledge of the declarant in connection with claim and; (c) That the bill is true and correct.

 (Vendor Print & Sign Here)

 (Position)

| | | |
|---------------------------------------|---|---|
| APPROPRIATIONS OR ACCOUNTS CHARGED | The articles were received or the services were performed as stated above. | PAYMENT AUTHORIZED The above claim was ordered paid at a meeting of the Board of Education of the Black Horse Pike Regional School District. |
| | | Date _____ |
| | _____ Principal's Signature | PAYMENT RECORD |
| | The above claim is approved as correct | Date _____ |
| | | Check No. _____ |

Appendix H

Black Horse Pike Regional Board of Education General Fund Account Transfer Request

Date: _____

| From: Account # & Description | Amount | From: Account # & Description | Amount |
|----------------------------------|--------|----------------------------------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Rationale:

TRANSFER WILL NOT BE PROCESSED WITHOUT A REASON TO JUSTIFY THE TRANSFER

Department Supervisor: _____ Date: _____

Approval of Business Administrator: _____ Date: _____

Approval of Superintendent: _____ Date: _____

Date Approved by Board of Education: _____ Date: _____

Appendix I

Black Horse Pike Regional S.D.
BLACK HORSE PIKE REG. SCHOOL DIST
PRICE CHECKING



District Code: &6
User Number: 11111

Ed-Data Procurement Management System Supply Requisition Instructions - User

Important Note: For optimal viewing, please ensure that your screen resolution is set to 1024 x 640 or higher, and your browser zoom is set no higher than 100%.

Login:

1. Enter www.ed-data.com in the address bar of your web browser.
2. Click on the red "Order Entry System" button on the bottom of the page.
3. Type in the following information:
 - a. DISTRICT CODE: Enter the 2-character code located on the upper right-hand corner of this packet.
 - b. USER NUMBER & PASSWORD: This 5-digit code is located on the upper right-hand corner of this packet. Enter the 5-digit code for the USER NUMBER & PASSWORD.
 - c. Click "login". You are now logged in on the "My Requisitions" tab.

Requisition Creation & Modification "My Requisitions":

New requisitions can be created, and existing requisitions can be accessed and modified from the "My Requisitions" tab.

Create a New Requisition

1. From the "My Requisitions" tab, click the "Show Category Menu" button to access a listing of all supply categories.
2. Click on the desired supply category. A new requisition will appear.
3. Select the account code for your order by clicking on the drop down menu next to "ACCT".

You are now ready to add items to your requisition. Skip to "Adding Item To My Requisition" below.

Open and Modify an Existing Requisition

From the "My Requisitions" tab click the gray "MODIFY" button to open an existing requisition. You may add, delete or modify quantities from the requisition.

- **Change Quantity:** Change the number in the "Current Qty" column, then hit enter on your keyboard.
- **Delete Items:** Click the "x" under the Delete column.

Add Items to Your Requisition from Order-EZ

Order-EZ is quick and simple way to add items to your req if you have an awarded vendors' item number. Item numbers can be found in a catalog or in some cases the vendor's website.

1. Select the vendor from the "Select Awarded Vendor" dropdown.
2. Type the vendor's item number in the cell marked "Item #".
3. Enter the desired quantity in the "Qty #" cell.
4. Click the "Add" button. The item will be added to your requisition. Repeat to add additional items.

Add Items to Your Req with Search

Our enhanced search tool allows you to browse our extensive database to add new items to your requisition. It's simple and will help you stretch your budget. You can search using any combination of:

- **Vendor** – Narrow your search to a given vendor. *(For greater selection it's recommended to leave this set to all vendors for most searches)*
- **Most Popular Item List** - Search an extensive listing of the most popular items purchased by thousands of teachers at the highest discounts.
- **Description** – This option can be used to narrow your results from "Most Popular Item" search or on its own to search all possible items.

1. Click the "Search" tab to enter the search screen.
2. Select any combination of Headings, Vendors or enter keywords then click Search.
3. Items will be listed below based on your search criteria. Enter the desired quantity and click "ADD".
4. To return back to your order click on the grey "Requisition" tab (left of the Search tab).

SEARCH TIPS:

- Use the Most Popular Item dropdown as your primary search tool to access an alphabetical listing of core items. If your search results are too extensive you can narrow them by entering a keyword in the "Description" box and searching again.
- First try searching by all vendors to provide the greatest item selection and lowest prices.

If you need additional assistance your Ed-Data Customer Service Representative is Janisa Munoz and can be reached at Phone: (973) 321-9393 or Email: JanisaM@ed-data.com

Appendix J

| STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN | | | | | |
|---|---------------------------------------|--|---------------------------------------|---|--|
| Quote Number: _____ | Bidder/Offeror: _____ | | | | |
| <p>PART 1: CERTIFICATION</p> <p>BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.</p> <p>FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.</p> <p>Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party</p> <p>PLEASE CHECK THE APPROPRIATE BOX:</p> <p><input type="checkbox"/> I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.</p> | | | | | |
| <p>PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN</p> <p>You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.</p> <p>EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.</p> | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 5px;"> Name _____ Relationship to Bidder/Offeror _____ Description of Activities _____ _____ Duration of Engagement _____ Anticipated Cessation Date _____ Bidder/Offeror Contact Name _____ Contact Phone Number _____ </td> <td style="width: 20%; text-align: center; vertical-align: middle;"> <input type="button" value="Delete"/> </td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;"> <input type="button" value="ADD AN ADDITIONAL ACTIVITIES ENTRY"/> </td> </tr> </table> | | Name _____ Relationship to Bidder/Offeror _____ Description of Activities _____ _____ Duration of Engagement _____ Anticipated Cessation Date _____ Bidder/Offeror Contact Name _____ Contact Phone Number _____ | <input type="button" value="Delete"/> | <input type="button" value="ADD AN ADDITIONAL ACTIVITIES ENTRY"/> | |
| Name _____ Relationship to Bidder/Offeror _____ Description of Activities _____ _____ Duration of Engagement _____ Anticipated Cessation Date _____ Bidder/Offeror Contact Name _____ Contact Phone Number _____ | <input type="button" value="Delete"/> | | | | |
| <input type="button" value="ADD AN ADDITIONAL ACTIVITIES ENTRY"/> | | | | | |
| <p><small>Certification: I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder; that the State of New Jersey is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.</small></p> | | | | | |
| Full Name (Print): _____ | Signature: _____ | | | | |
| Do Not Enter PIN as a Signature | | | | | |
| Title: _____ | Date: _____ | | | | |

Appendix K