

Moss Point School District

PURCHASING PROCEDURES

DRAFT 6.15.20

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INTRODUCTION

The purpose of this manual is to set forth all laws and regulations along with any other pertinent information relating to the purchasing function and to establish purchasing procedures for the Moss Point School District.

It is the responsibility of all who have been delegated the authority to commit district and/or school activity funds through the purchasing function to adhere to the district's policies and procedures contained in this manual.

This manual has been prepared to provide information and direction to all schools and departments in the district. Its primary purpose is to communicate policies and give guidance to all personnel involved in the purchasing function.

All forms and links to purchasing information will be posted on the MPSD website under the Accounting & Purchasing Department.

STATE PURCHASING LAW

MISSISSIPPI CODE OF 1972 AS AMENDED: SECTION 31-7-1, MISSISSIPPI CODE OF 1972 AS AMENDED: SECTION 31-7-13, MISSISSIPPI CODE OF 1972 AS AMENDED.

MOSS POINT BOARD OF EDUCATION POLICIES

The following are policies of the Moss Point Board of Education which relate to purchasing:

DO **SCHOOL PROPERTIES DISPOSITION**

DJE **PURCHASING**

DJEA **PURCHASING AUTHORITY**

DJEAA **PURCHASING PROCEDURES**

DJED **BIDDING PROCEDURES**

DJD **EXPENSE AUTHORIZATION/REIMBURSEMENTS**

GAG **STAFF ETHICS/CONFLICT OF INTEREST**

TITLE: PURCHASING POLICY MANUAL
POLICY NO.: P-01

DEFINITIONS:

Purchasing: Identification and recognition of the needs for goods and services in all parts of the organization and the assurance of satisfaction of those needs at the lowest possible cost consistent with the best quality of goods required.

Policies: Policies, as referred to in this manual, are of two types: (1) Purchasing Policies, are decisions made by the purchasing department for the purpose of giving information and direction. Policies establish basic philosophies and climate and determine the major values upon which the purchasing function must operate. (2) MPSD Policies are the policies set by the Moss Point Board of Education.

Procedures: Procedures are the prescribed means of accomplishing policy. The intent is to provide district personnel with the guidelines and, where appropriate, the specific action sequences to ensure uniformity, compliance, and control of all policy-related activities.

OBJECTIVES:

Purchasing Objectives: The overall goal is to maintain, at all times and under all conditions, a continuous supply of goods and services necessary to support all phases of the district. Purchasing gives prime consideration to the district's interests while seeking to maintain and further long-term, mutually beneficial, and ethical supplier relationships. Some segments of this responsibility are:

A. **ENSURE** the uninterrupted flow of supplies and services by obtaining and ensuring delivery of acceptable quality of goods and services, at the right time and price.
B. **DEVELOP** reliable alternate sources of supply to meet district requirements.
C. **TREAT** all prices and technical information submitted by suppliers as confidential in order to preserve a good business reputation and obtain competitive prices.
D. **COMPLY** in all respects with the Purchasing Laws and with all other applicable laws without qualification or evasion.
E. **PURCHASE** materials and services for the district's use at the maximum end-use value per dollar spent.
F. **RESOLVE** complaints on all purchased goods and services.
G. **PROVIDE** management of inventories of purchased goods so as to meet the use requirements of the district/school at the lowest possible cost.

TITLE: PURCHASING POLICY
POLICY NO.: P-02

PURPOSE: The primary responsibility is to provide for the purchase of materials, supplies, and services with the objective that they will be available at the proper time, in the proper place, and in the quantity, quality, and price consistent with the needs of the district/school. This balancing of several factors is critical.

To achieve this overall objective, all employees must adhere to the responsibilities, authorities, and controls set forth in this policy and related policies and procedures.

RESPONSIBILITIES:

A. Only those persons delegated by the Moss Point Board of Education or the Principal are authorized to commit the district/school for materials, equipment, supplies, and services.
B. The Director of Purchasing has the responsibility for obligating the district and for making the final determination of source of supply, quantities purchased, delivery schedule, and price negotiations except where others are so authorized. These decisions will be made in conjunction with the Finance department and other departments as appropriate.
C. All negotiations are to be handled by the appropriate purchasing personnel within their delegated authority.
D. When sales representatives make personal sales calls, they are to be directed to call on the appropriate individual at that location.
E. All employees involved in purchasing activities will work to maintain and enhance the district's image by their personal conduct and methods of doing business.
F. All employees engaged in purchasing activities will recognize and practice good public relations by giving all callers and visitors courteous treatment.
G. Vendor selection and products purchased are to meet the basic policies and standard practices of the district.
H. Purchasing personnel are to seek to obtain and purchase all goods at the lowest possible cost considering the guidelines of price, service, quality, and delivery.
I. The Director of Purchasing is to assume full authority to question quality and kind of material requested in order that the best interests of the district may be served.
J. Purchasing personnel are to inform departments and/or individuals whenever the quantity or specification of materials ordered are inconsistent with sound purchasing practices.
K. Purchasing personnel will work to establish and encourage punctual delivery of specified goods and services in correct quantities.
L. Purchasing personnel will negotiate the return of rejected equipment or supplies to vendors.

TITLE: PURCHASING PROCEDURES
POLICY NO.: P-03

PURPOSE: The purpose of this policy is to provide guidance to employees engaged in any aspect of the purchasing function.

GENERAL REQUIREMENTS:

A. **A purchase order number is required** before making any and all purchases with district funds or activity funds.

The only exception is in the case of an emergency. See Policy P-09 Emergency Purchases.

B. **ORDERS UP TO $5,000.00**: Miss. Code, Section 31-7-13 (a)

1. Orders up to $5,000.00 should be made in a prudent manner consistent with the purchasing policies in this manual.
2. A verbal and/or written price comparison should be made on expenditures that are expected to be $5,000.00 or less when buying unfamiliar materials.
3. This amount is exclusive of freight or shipping charges.
4. Any procurement exceeding the amount established by MS Code Section 31-7-13 (a) shall be made in accordance with the provision of Section 31-7-13 (b). However, purchases shall not be divided so as to constitute a purchase under Section 31-7-13 (a).

C. **ORDERS $5,000.01 TO $50,000.00:** Miss. Code, Section 31-7-13 (b)

To purchase item(s) in this price range one of the following conditions must be met:

1. Written Quotes
2. Formal Bids
3. Single Source Item Number
4. State Contract Number
5. EPL from ITS (computer purchases)
6. Exempt from purchasing law

Schools/departments are responsible for obtaining price quotes on commodities and equipment that are expected to exceed $5,000.00 but not over $50,000.00. Schools/departments are encouraged to obtain price quotes on services.

1. Two (2) written price quotes will be required for all orders which exceed $5,000.00 but are not over $50,000.00. These quotes must be on the vendor's letterhead or vendor's standard quote form and must be signed by the vendor. Bids supplied by email shall not require the signature of the vendor's representative.
2. Quotes will be solicited only from vendors whom the school/department knows are qualified to submit quotes on the item(s) requested.
3. At no time before the quote process is completed should the school/department reveal a vendor's quoted price to another vendor.
4. It is a good practice to notify unsuccessful vendors that the quotations have been closed and awarded.
5. **At no time should a school/department allow a vendor to suggest and/or solicit other quotes in addition to the one they are providing.**
6. Price quotes shall be attached to the requisition when submitted in the purchasing system. "AS PER ATTACHED QUOTES" should be noted on the requisition.
7. Miss. Code, Section 31-7-13 (o) indicates that it is unlawful to split purchases so as to circumvent the requirements for obtaining written quotes. "Splitting purchase orders" is knowingly and willingly issuing multiple purchase orders so as to avoid the bidding process. The determination of a split

purchase order can be evaluated based upon the "knowledge and intent rule." If someone has knowledge of a purchase in excess of $5,000.00 and knowingly breaks the purchase into orders of less than $5,000.00, this would be considered splitting purchase orders.

D. ORDERS WHICH EXCEED $50,000.00: Miss. Code, Section 31-7-13 (c)

Commodities and equipment costing over $50,000.00 must be formally bid using the following steps:

1. Decide on the particular item(s).
2. Describe purpose for the purchase.
3. Estimate the cost of the item(s).
4. Verify that funds are sufficient for the purchase.
5. Prepare detailed specifications on the item(s).
6. Submit documentation to the Director of Purchasing for review.
7. An Agenda Request will be submitted by the Director of Purchasing to the Board of Education requesting the item(s) be placed for formal bid.
8. A bid number will be assigned to the item(s). The bid number must be referenced on any requisition relating to the item(s) on the bid.

TITLE: PURCHASING PROCEDURES FOR FEDERAL FUNDS
POLICY NO.: P-04

PURPOSE: The purpose of this policy is to provide guidance to employees engaged in any aspect of the purchasing function concerning federal funds and to comply with Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

GENERAL REQUIREMENTS:

A. **A purchase order number is required** before making any and all purchases with federal funds.

The only exception is in the case of an emergency. See Policy P-09 Emergency Purchases.

B. **ORDERS UP TO $10,000.00 FOR SERVICES** CFR 200.320

ORDERS $0 TO $50,000.00 FOR COMMODITIES AND EQUIPMENT as limited by Miss. Code, Section 31-7-13 (b).

Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources. The exception to this would be the use of Purchasing Agreements, contracts and maximum price regulations executed or approved by the Department of Finance & Administration. (MS State Contracts)

C. **ORDERS $10,000.01 TO $250,000.00 FOR SERVICES** CFR 200.320

D. **ORDERS OVER $250,000.00 FOR SERVICES** CFR 200.320

ORDERS OVER $50,000.00 FOR COMMODITIES AND EQUIPMENT as limited by Miss. Code, Section 31-7-13 (c)

Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price.

TITLE: PURCHASING FORMS
POLICY NO.: P-05

PURPOSE: To provide some familiarization with approved forms to all purchasing personnel.

GENERAL: Printed and electronic forms and documents serve important business functions. Their correct use assures maximum clarity in communications and provides legal protection for all parties.

All purchasing personnel are responsible for being familiar with the standard forms. Questions concerning forms should be addressed to the Director of Purchasing.

PURCHASE ORDER PROCEDURE:

A. It is the responsibility of each school/department bookkeeper to key in requisitions.
B. Requisitions must be approved electronically by the applicable Principal/Director.
C. If a requisition contains more than five (5) items, a list may be attached to the requisition instead of keying all the information. If you choose to attach a list, “AS PER ATTACHED LIST” should be noted on the requisition.
D. If a purchase requires quotes (see P-03 C), the quotes must be attached in the purchasing system.
E. For computer purchases from an ITS (Information Technology Services) contract, the EPL (Express Products List) sheet must be must be attached in the purchasing system.
F. For single source items, the single source number must be entered on the requisition.
G. For bid items, the bid number (provided by the Director of Purchasing) must be entered on the requisition.
H. In the case of an emergency, it shall be keyed on the requisition that approval was made by the Director of Purchasing.
I. Requisitions submitted to the Accounting Department by 10:00 a.m. each day will result in a purchase order being printed by 2:00 p.m.
J. A purchase order must be received before any order is placed. Use only the purchase order number to place an order.
K. After the merchandise is received or service completed, the purchase order is to be checked against the invoice. Fill in the invoice amount, number, and date.
L. Check the remittance address on the invoice against the vendor address. If they are different, change the address on the purchase order.
M. After completing the purchase order, the Principal/Director signs the pink purchase order.
N. Attach the stamped invoice and submit to the Accounting Department for payment.
O. To void a purchase order, write "VOID" in large letters on the purchase order and submit to the Accounting Department.
P. If the amount on the invoice exceeds the amount on the purchase order, it must be re-approved by the Director of Purchasing. This does not apply to purchase orders for utilities or telephone service.
Q. If the purchase is for commodities or supplies, the amount cannot exceed the limits set forth in policy number P-03. If this happens, item(s) must be returned in order to bring the purchase into compliance.

TITLE: SINGLE SOURCE ITEMS
POLICY NO.: P-06

PURPOSE: To provide policy concerning the certification and purchase of single source item(s).

GENERAL: Single source items are defined in Miss. Code Section 31-7-13 (viii). Single source procurement is not permissible unless said item(s) are available from only a single supplier. A requirement for a particular proprietary item does not justify a single source purchase if there is more than one potential vendor for that item. Circumstances which could necessitate a single source purchase include:

A. Where the compatibility of equipment, accessories or replacement parts is the paramount consideration and the manufacturer is the sole supplier.

B. Where a sole supplier's item is to be required when no other item will serve the need of the school and or department.

C. Where sole supplier's item is copyrighted and available only from the publisher.

When considering a single source purchase, the following questions should be answered:

1. Do other companies make similar commodities that will do the same job or meet the same goals?
2. How is this item unique from all others?
3. What can this item do that others can't?
4. Is there a copyright or patent on this commodity?
5. Is this item available from other distributors?

The Director of Purchasing shall make the determination as to whether or not a request for a single source designation is submitted to the Board of Education.

In order for an item to be declared single source by the Board of Education the following conditions must be met:

A. The single source request form must be completed and submitted to the Director of Purchasing for approval.
B. A Single Source Vendor Letter must also be submitted. The letter must state that the item(s) are only available from them and no other source. The letter must be signed by the vendor.
C. If approved, the Director of Purchasing will file a board agenda request on behalf of the School/Department.
D. Upon approval by the Board, the item(s) will be issued a Single Source Item Number for that fiscal year. When a requisition for the item(s) is submitted, that number must be referenced as follows: "AS PER SINGLE SOURCE NO. XX-XX"
E. All single source item(s) must be submitted for approval for each fiscal year.

TITLE: STATE CONTRACTS
POLICY NO.: P-07

PURPOSE: To provide policy concerning the purchase of items from competitive bid and negotiated state contracts.

GENERAL: State Contract purchases, Miss. Code Section 31-7-12 and 25-53-5.

A. Commodity Contracts:

1. State Contracts for commodities are available online at the Department of Finance and Administration's Office of Purchasing, Travel and Fleet Management (OPTFM).

2. A link is provided on the district's web page under the Accounting tab.

3. Purchases made utilizing a State Contract are not limited by a dollar amount unless otherwise stated in the contract.

4. On the purchase order, list the state contract number from the OPTFM website.

B. Technology Contracts:

1. Contracts for technology are available online at the Department of Information and Technology Services (ITS). ITS uses an Express Products List or EPL.

2. A link is provided on the district's web page under the Accounting tab.

3. Purchases made utilizing the EPL are limited by a dollar amount.

4. On the purchase order, list the EPL number from the ITS website.

TITLE: LEASE/RENTAL PURCHASES
POLICY NO.: P-08

PURPOSE: To provide policy concerning the leasing or renting of items.

GENERAL: Rental, Lease and Lease Purchase agreements, Miss. Code Sections 31-7-10 and 31-7-13 (e).

A. The Director of Purchasing shall have approval authority over all rental, lease or lease-purchase contracts of any kind. All contracts concerning rentals, leases or lease-purchases shall be submitted to the Director of Purchasing along with a board agenda request form. If approved, the Director of Purchasing, will submit the agenda item to the Board of Education. Upon approval by the Board of Education, the contract shall be returned to the school/department for execution. **Board approval is required prior to any contract being signed**.

B. No school/department shall enter into any lease-purchase contract except as is provided for in Miss. Code Sections 31-7-10 and 31-7-13 (e).

C. It shall be unlawful for any school/department to enter into any single lease-purchase transaction for any items having an acquisition cost of less than $10,000.

D. The maximum annual rate of interest that can be paid on any financing project is 11% annually as per Miss. Code Section 31-7-13 (e) and Miss. Code Section 75-17-101. The term of such lease-purchase agreement shall not exceed the useful life of equipment covered in the guidelines established by the Internal Revenue Service.

E. A "funding-out" clause must be included in all such agreements. This should state that if the school/department is not funded for the item on lease/rental for the next fiscal year that the lease/rental agreement shall end on June 30th and the school/department shall have no further obligation and the vendor can reclaim their equipment. The following is an example of how the clause should read: "It is hereby agreed upon by both the lessor and the lessee that the continuance of this agreement past June 30 of any calendar year shall be based upon availability of funds. Should there be no funds available for the succeeding fiscal year, the contract shall be canceled as of June 30, with no further obligation on the part of the lessee and the property covered by the lease shall be returned to the lessor. Provided, however, that all payments due for the period prior to the June 30 cancellation date shall be paid in full."

TITLE: EMERGENCY PURCHASES
POLICY NO.: P-09

PURPOSE: To provide policy concerning emergency purchases of supplies and/or services.

GENERAL: Emergency purchases of supplies and/or services, Miss. Code Sections 31-7-1 and 31-7-13 (k).

A. If the governing authority, or the governing authority acting through its designee, shall determine that an emergency exists in regard to the purchase of any commodities or repair contracts, so that the delay incident to giving opportunity for competitive bidding would be detrimental to the interest of the governing authority, then the provisions herein for competitive bidding shall not apply and any officer or agent of such governing authority having general or special authority therefore in making such purchase or repair shall approve the bill presented therefore, and he shall certify in writing thereon from whom such purchase was made, or with whom such a repair contract was made. At the board meeting next following the emergency purchase or repair contract, documentation of the purchase or repair contract, including a description of the commodity purchased, the price thereof and the nature of the emergency shall be presented to the board and shall be placed on the minutes of the board of such governing authority.

B. Notwithstanding any other provision of this policy, the Superintendent or his/her designee may make or authorize others to make emergency purchases under emergency conditions as defined in Section 31-7-1 (f) Miss. Code 1972, annotated; provided, that such emergency purchase shall be made with such competition as is practical under the circumstances. A written determination of the basis for the emergency and for the selection of the particular vendor shall be included with the purchase order and shall be submitted to the Board of Education at its next scheduled meeting.

C. The provisions of this policy apply to every procurement made under emergency conditions that will not permit other source selection methods to be used.

D. The term "emergency" shall mean any circumstances caused by fire, flood, explosion, storm, earthquake, epidemic, riot, or caused by any inherent defect due to defective construction, or when the immediate preservation of order or safety is necessary by reason of unforeseen emergency, or when the restoration of a condition of usefulness of any building, equipment, road; or when the delay incident to obtaining competitive bids would cause adverse impact upon the students or employees.

E. Emergency procurement shall be limited to those supplies, services, or construction items necessary to meet the emergency.

TITLE: PURCHASE OF ITEMS EXEMPT FROM THE PURCHASING LAW
POLICY NO.: P-10

PURPOSE: To provide policy concerning the purchase of items which are exempt from the purchasing law.

The following items are exempt by Miss. Code Section 31-7-13(m):

A. LIBRARY PURCHASES (Miss. Code Section 31-7-13(m)(xiv)): Purchases for libraries of books and periodicals; processed film, video tapes, filmstrips and slides; recorded audio tapes, dvd's, cassettes and diskettes; and any such items as would be used for teaching, research or other information distribution are exempt from the purchasing law. However equipment such as projectors, VCR's, recorders, audio or video equipment, monitor televisions, etc...are not exempt.
B. OUTSIDE EQUIPMENT REPAIRS (Miss. Code Section 31-7-13(m)(ii)): Repairs to equipment, when such repairs are made by repair facilities in the private sector; however, engines, transmissions, rear axles and/or other such components shall not be included in this exemption when replaced as a complete unit instead of being repaired and the need for such total component replacement is known before disassembly of the component; provided, however, that invoices identifying the equipment, specific repairs made, parts identified by number and name, supplies used in such repairs, and the number of hours of labor and costs therefore shall be required for the payment for such repairs.
C. IN-HOUSE EQUIPMENT REPAIRS (Miss. Code Section 31-7-13(m)(iii)): Purchases of parts for repairs to equipment, when such repairs are made by personnel of the district; however, entire assemblies, such as engines or transmissions, shall not be included in this exemption when the entire assembly is being replaced instead of being repaired.
D. INTERGOVERNMENTAL SALES AND TRANSFERS (Miss. Code Section 31-7-13(m)(vi)): Transfer, sale or exchange of property between schools, counties or state agencies.
E. PERISHABLE SUPPLIES OR FOOD (Miss. Code Section 31-7-13(m)(vii): Perishable Supplies or Food in connection with school lunch programs.
F. SINGLE SOURCE ITEMS (Miss. Code Section 31-7-13(m)(viii): See Policy P-06
G. INFORMATION TECHNOLOGY PRODUCTS (Miss. Code Section 31-7-13(m)(xi): Purchases of information technology products made by the district under the provisions of purchase schedules, or contracts executed or approved by the Mississippi Department of Information Technology Services (ITS). See Policy P-07.
H. PURCHASES OF MISSISSIPPI INDUSTRIES FOR THE BLIND PRODUCTS (Miss. Code Section 31-7-13(m)(xxiv) Purchases involving any item that is manufactured, processed or produced by the Mississippi Industries for the Blind.
I. PURCHASES OF STATE-ADOPTED TEXTBOOKS (Miss. Code Section 31-7-13(m)(xxv)
J. PURCHASES MADE PURSUANT TO QUALIFIED COOPERATIVE PURCHASING AGREEMENTS (Miss. Code Section 31-7-13(m)(xxix)

The following items are exempt by the Mississippi Procurement Manual:

A. Service contracts provided by business or persons, which do not include the acquisition of a commodity or equipment.
B. Transportation of persons or things.
C. Postage.
D. Workers Compensation Insurance or Personnel Bonds required by law.
E. Utilities.
F. Commodities purchased for resale.
G. Food and lodging reimbursable on a travel voucher.
H. Maintenance contracts.
I. Subscriptions for magazines and periodicals.

TITLE: PURCHASE OF USED EQUIPMENT
POLICY NO.: P-11

PURPOSE: The purpose of this policy is to provide guidance to employees considering the purchase of used equipment.

GENERAL REQUIREMENTS: If it should be necessary for a school/department to secure used equipment or supplies due to inability to secure new equipment, the Director of Purchasing will give such consideration only if supplied the following data:

A. Requisition fully describing equipment.
B. Documentation in accordance with Purchasing Policy P-03.
C. Letter or signed statement from the person(s) supplying the documentation guaranteeing quality and condition of item(s) offered.
D. Letter from the Principal/Department Head justifying why it is necessary to purchase used item(s) and the approximate cost of the same if it were purchased new.
E. Letter from qualified person connected with the district, stating that they have personally examined the item(s), giving their opinion as to condition and value.

TITLE: CONFLICT OF INTEREST
POLICY NO.: P-12

PURPOSE: The purpose of this policy is to provide guidance to employees engaged in any aspect of the purchasing function concerning the avoidance of conflict of interest.

GENERAL: Employees engaged in the purchasing function are expected to be free of interests or relationships which are actually or potentially detrimental to the best interest of the district, and shall not engage or participate in any transaction involving the district/school in which they have a significant undisclosed financial interest.

Any employee engaged in purchasing who has assumed, or is about to assume, a financial or other outside business relationship that might involve a conflict of interest, must immediately inform the Director of Purchasing of the circumstances involved. This information is to be reviewed at the appropriate level for a decision on whether a conflict of interest is present and, if so, what course of action is to be taken. A conflict of interest exists where an employee:

A. Has an outside interest that materially encroaches on time or attention, which should be devoted to the affairs of the district.

B. Has a direct or indirect interest in or relationship with an outside interest that is inherently unethical or that might be implied or construed to be, or make possible personal gain due to the employee's ability to influence dealings; render the employee partial toward the outside interest for personal reasons or otherwise inhibit the impartiality of the employee's business judgment; place the employee or the district in a suspicious, embarrassing or ethically questionable position; or reflect on the integrity of the district.

C. Takes personal advantage of an opportunity that properly belongs to the district.

D. Uses company property without approval.

Miss. Code Section 25-4-101
The Legislature declares that elective and public office and employment is a public trust and any effort to realize personal gain through official conduct, other than as provided by law, or as a natural consequence of the employment or position, is a violation of that trust. Therefore, public servants shall endeavor to pursue a course of conduct which will not raise suspicion among the public that they are likely to be engaged in acts that are in violation of this trust and which will not reflect unfavorably upon the state and local governments.

See also: MPSD Board Policy GBEA

TITLE: ETHICS
POLICY NO.: P-13

PURPOSE: The purpose of this policy is to provide guidance and information to employees engaged in any aspect of the purchasing function concerning ethics.

GENERAL: Employees engaged in the purchasing function are expected to be free of interests or relationships which are actually or potentially detrimental to the best interest of the district, and shall not engage or participate in any transaction involving the district/school in which they have a significant undisclosed financial interest.

DEFINITIONS:

A. **CONFIDENTIAL INFORMATION:** Any information which is available to an employee only because of the employee's status as an employee of the Moss Point School District and is not a matter of public knowledge or available to the public on request.

B. **DIRECT OR INDIRECT PARTICIPATION:** Involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any advisory capacity.

C. **FINANCIAL INTEREST:** (1) ownership of any interest or involvement in any relationship from which, or as a result of which, a person within the past year has received, or is presently or in the future entitled to receive, monetary composition or material gratuity; (2) ownership of such interest in any property or any business as may be specified by the Ethics Commission; (3) holding a position in a business such as officer, director, trustee, partner, employee, or the like.

D. **GRATUITY:** A payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised.

E. **IMMEDIATE FAMILY:** Includes spouse, children, parents, brothers and sisters, and such other relatives as may be designated by the Ethics Commission.

F. **OFFICIAL RESPONSIBILITY:** Direct administrative or operating authority, whether intermediate or final, either exercisable alone or with others, either personally or through subordinates, to approve, disapprove, or otherwise direct district action.

GENERAL STANDARDS OF ETHICAL CONDUCT:

A. Any attempt to realize personal gain through public employment by conduct inconsistent with the proper discharge of the employee's duties is a breach of a public trust.

B. It shall be a breach of ethical standards for any employee to participate directly or indirectly in a procurement when the employee knows that; (1) the employee or any member of the employee's immediate family has a financial interest pertaining to the procurement; (2) 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; (3) any other person, business, or organization with whom the employee or any member of the employee's immediate family is negotiating or has any arrangement concerning prospective employment is involved in the procurement.

C. It shall be a breach of this policy for any employee to accept, solicit, demand, or agree to accept from another person a gratuity or offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or purchase

request, influencing the content of any specification or procurement standard, rendering of advice, investigation, or in any other advisory capacity in the procurement process.

WHEN PROHIBITION AGAINST GRATUITIES IS NOT APPLICABLE:

A. The solicitation or acceptance of anything of monetary value from a friend, parent, spouse, child or other close relative when the circumstances make it clear that the motivation for the transaction is unrelated to any to any procurement or program requirement with the district and is based upon a personal or family relationship.

B. The participation in activities or the acceptance of an award for public contribution or achievement from a charitable, religious, professional, civic organization.

C. Acceptance only on current customary terms of finance of a loan from a bank or other financial institution for proper and usual activities.

D. Acceptance of unsolicited advertising products or promotional material such as pens, calendars, coffee mugs, and other such items.

Miss. Code Section 25-4-101
The Legislature declares that elective and public office and employment is a public trust and any effort to realize personal gain through official conduct, other than as provided by law, or as a natural consequence of the employment or position, is a violation of that trust. Therefore, public servants shall endeavor to pursue a course of conduct which will not raise suspicion among the public that they are likely to be engaged in acts that are in violation of this trust and which will not reflect unfavorably upon the state and local governments.

See also: MPSD Board Policy GBEA

TITLE: VENDOR RELATIONS
POLICY NO.: P-14

PURPOSE: The purpose of this policy is to state the basic policy concerning vendor relations.

GENERAL: It is our policy to maintain and practice the highest possible standards of business ethics, professional courtesy, and competence in all our dealings. At all times, applicable laws must be strictly followed. In this regard, the following should be observed when dealing with vendors and their representatives:

A. Accord prompt and courteous reception, as well as fair and equal treatment, to all vendors and their representatives.

B. Provide equal opportunity for all vendors to make price and specification quotations.

C. Guarantee the confidentiality of all specifications and price quotations made by vendors.

D. Decline to take advantage of vendor's errors.

E. Avoid putting vendor to unnecessary expense or inconvenience on returned goods.

F. Explain as clearly and fully as possible to vendors the reason for our rejection of their bids/quotations.

G. Remain free from obligations to any vendor.

H. If for any reason one vendor is permitted to re-quote, competitors will be given the same opportunity. Re-quoting should be restricted to an absolute minimum and should only be done with prior approval from the Director of Purchasing.

TITLE: TRAVEL
POLICY NO.: P-15

PURPOSE: To provide policy concerning requirements and procedures for reimbursement of travel expenses.

GENERAL: District personnel and officials who incur expenses in carrying out their authorized duties will be reimbursed upon submission of a properly completed and approved voucher and such supporting receipts as may be required by the District. Such expenses may be incurred and approved in line with budgetary allocations for specific types of expenses. Expenses for travel will be reimbursed when the travel has the advance authorization of the employee's immediate supervisor. Authorization may be granted without prior Board action when the travel expense has been anticipated and incorporated into the operational budget of the particular program involved. Persons who travel at district expense will exercise the same economy as a prudent person traveling on personal business and will differentiate between expenditures for business and those for personal convenience.

GUIDELINES:

A. All travel must have prior approval from immediate supervisor.
B. One employee shall not claim expenses for another employee.
C. The Superintendent must approve all out-of-state travel and/or travel advances including those funded through Activity Funds.
D. Travel should have a positive benefit and further the mission of the district.
E. For overnight travel, a conference agenda is required to be submitted with the Travel Reimbursement Voucher.

Reimbursement for specific types of travel will be made in accordance with the following guidelines:

A. TRANSPORTATION:
All modes of transportation are authorized, consistent with the requirements of the assignment and the efficient and economic conduct of official business. Travel will be by the most direct route.

B. TRAVEL ADVANCE:
1. Travel advances WILL NOT be given for in-state travel.
2. Travel advance requests must be submitted to the employee's immediate supervisor in a timely manner to allow for payment in advance of the travel. A minimum of thirty (30) days in advance of the requested travel is suggested. The immediate supervisor and the Superintendent must approve travel advances. After obtaining appropriate approval, travel advances should be submitted to the Director of Purchasing.
3. Travel advance requests must include the destination, how it will benefit the district, an estimate of the expense for lodging and meals, and the mode of travel.
4. Funds used for a travel advance must come from a fund that may legally make expenditures for the purpose of official travel. The budget of the fund making the travel advance must have an unencumbered balance sufficient to support the related travel expenditures.
5. Travel advances must be used for travel related purposes. This money may not be used for personal expenses or for any purpose other than the actual expense of authorized travel.
6. TRAVEL REIMBURSEMENT VOUCHER **MUST BE** completed and the travel advance settled within fifteen (15) days upon return. This is to be done whether the employee's expenses were more than the advance, less than the advance, or the same as the advance.

C. TRAVEL BY AUTOMOBILE:

1. Reimbursement for the use of a personal automobile or other private motor vehicle for official district use will be reimbursed at the same rate as state employees. If the state rate includes a ½ cent then the district rate shall be ½ cent less. The current mileage reimbursement rate can be found at the Department of Finance and Administration (DFA) Office of Purchasing, Travel, and Fleet Management (OPTFM)'s website.
2. For out-of-state trips, when an employee travels by automobile, the total cost of driving should be less than the total cost of flying at the lowest unrestricted airfare. An exception will be made if the employee's direct supervisor determines, in writing, that it is in the best interest of the district that the employee travel by automobile.
3. All mileage claimed on the Travel Reimbursement Voucher should be rounded to the nearest whole number for each trip.
4. When travel is made within the district, the mileage chart in Appendix B will be used to determine mileage. If the destination is not listed on the chart, actual mileage traveled should be listed on the reimbursement form.

D. RENTAL CARS:

1. When a rental car for district business is less expensive than the district mileage reimbursement rate of a personal automobile, only the actual cost of the rental car can be claimed for reimbursement. The district shall require employees to show the comparison of the total rental car expense to the total mileage expense. Reimbursement for the lesser of the two expenses shall be shown on the travel reimbursement form.
2. Reimbursement for gasoline for rental cars will only be made when receipts are attached to the travel reimbursement form showing dates that coincide with the car rental dates.
3. A midsize rental car is normally the largest rental car that will be reimbursed. A statement from the employee signed by the employee's immediate supervisor explaining why a larger vehicle was required must accompany any reimbursement form.
4. Charges for rental cars shall be allowed only when there is a demonstrated cost savings, including compensated employee time, over other modes of transportation such as buses, subway, and taxis, and not for the convenience of the employee.
5. The district WILL NOT reimburse for rental cars obtained for personal use while on official district business.
6. The State Contract for vehicle rentals should be used for all vehicle rentals. State Contract prices can be found at the DFA Office of Purchasing, Travel, and Fleet Management's website.

E. MEAL REIMBURSEMENTS:

1. Alcoholic beverages are not reimbursable.
2. No meals shall be reimbursable unless overnight travel is involved.
3. Employees shall be reimbursed the actual cost of meals relating to official travel not to exceed the daily maximums for the specific location of assignment.
4. Receipts for meals are not required.
5. In-state and out-of-state per diem amounts are available online at the DFA Office of Purchasing, Travel, and Fleet Management's website.
6. Any convention, seminar, or similar event where the meeting includes a meal, those meals are excluded from the daily maximum.
7. Meal tips should be included in the actual meal expense unless the inclusion of the tips would cause the meal to exceed the maximum daily limitations placed on meals by DFA. If the daily maximum would be exceeded, then the employee is allowed to separate meal tips and record the total meal tips for each day under "Other Expenses" on the travel form. Total meal tips shall not exceed 20% of the maximum daily meal reimbursement claimed.

F. LODGING:
1. Lodging expenses must be necessary and reasonable. Primary responsibility for the reasonableness of amounts charged rests with the employee. All employees must always request government rates.
2. An itemized, zero-balance checkout receipt is required to be submitted with the Travel Reimbursement Voucher.

G. MISCELLANEOUS ITEMS:
1. Receipts for "Other Expenses," including taxi fares and valet parking, must be attached to the Travel Reimbursement Voucher.
2. Any miscellaneous items (supplies, food, water, soft drinks, books, software...etc.) shall be purchased with a district purchase order. If an emergency occurs, miscellaneous items may be claimed and reimbursed if a receipt is attached to the Travel Reimbursement Voucher.
3. Charges for baggage at check-in will be reimbursed if a receipt is attached to the Travel Reimbursement Voucher.
4. Hotel and airport parking will be reimbursed if a receipt is attached to the Travel Reimbursement Voucher.
5. Reasonable tips for baggage handling, valet parking, shuttles, etc. will be allowed.

H. CONFERENCE REGISTRATION FEES:
Conference registration fees paid by an employee will be reimbursed on the Travel Reimbursement Voucher when supported by a paid receipt.

I. TRAVEL BY PRINCIPALS AND OTHER SCHOOL PERSONNEL:
1. Each Principal is given a district travel budget set by the Superintendent. No monies are to be transferred into this account. Travel expenses, which exceed the budgeted amount, are to be paid from that school's activity fund.
2. Expenses incurred for activities that are directly related to school activity events shall be paid from local school activity funds.

J. COMPLETING TRAVEL REIMBURSEMENT VOUCHER:
1. Travel Reimbursement Voucher should be completed online using the form posted under Travel Forms. Once completed, the form should be printed and signed by the employee.
2. After obtaining approval signatures, the form with all attachments and receipts should be submitted to the Purchasing Director. The form serves as the requisition for payment.
3. If a Travel Advance was received, a copy of the approved Request for Travel Advance must be attached.
4. Employee Vendor Number and Accounting Codes must be listed.
5. This form should be completed in its entirety.
6. For questions concerning what can be claimed for reimbursement, refer to sections A – I above.

K. REQUEST FOR TRAVEL ADVANCE:
1. Request for Travel Advance should be completed online using the form posted under Travel Forms. Once completed, the form should be printed and signed by the employee.
2. After obtaining approval signatures, the form should be submitted to the Purchasing Director. The form serves as the requisition for payment.
3. Employee Vendor Number and Accounting Codes must be listed.
4. This form should be completed in its entirety.
5. For questions concerning what can be included in a Travel Advance, refer to section B above.

TITLE: PROFESSIONAL ORGANIZATIONS
POLICY NO.: P-16

PURPOSE: To provide policy concerning requirements and procedures for district sponsorship for membership within professional organizations.

GENERAL: The Moss Point School District encourages employee membership in professional organizations. The importance of staying current with national trends and participating in statewide associations enhances the educational environment of the Rankin County School District. Therefore, the district will sponsor employee membership according to the following guidelines:

One (1) National Membership

One (1) State Membership

One (1) Membership of Choice (You must have immediate supervisor's approval)

NOTE: Any request for funding of additional memberships must receive approval from the Superintendent.

TITLE: CELLULAR TELEPHONE USAGE POLICY
POLICY NO.: P-17

PURPOSE: To establish efficient and standard procedures with respect to:

- Use of district owned cellular telephones.
- Responsibility for cellular telephones.
- Management and control of costs of cellular telephones acquisition and usage.

GENERAL: Cellular telephones are available to employees for district business only. Personal use of district owned cellular phones that results in a charge to the district is prohibited. The failure to adhere to this district policy shall result in reimbursement to the district for inappropriate charges and/or disciplinary action.

CELLULAR PHONE ACQUISITION:

A. Before a cell phone is assigned to an employee, the employee or their immediate supervisor shall submit a cell phone service request to the Director of Purchasing.
B. The cell phone service request shall include detailed justification of intended use:
    1. Need for a cellular communication of the department and employee.
    2. The amount of time the employee spends away from the office.
    3. The need of immediate contact with the employee.
    4. The benefits of a cell phone versus the comparative cost of alternative communication.
    5. Pupil safety needs and employee safety issues.
C. The Director of Purchasing shall review and certify all requests for cellular telephones are for valid business purposes only and that funds are budgeted for their use.

CELLULAR PHONE USAGE:

A. All district owned cell phones shall be used for legitimate district business only.
B. All employees assigned a district owned cell phone shall be required to sign the Cellular Telephone Usage Policy Acknowledgement.
C. Personal use of a district cell phone is prohibited, except in cases of personal emergency or when extended work hours, unexpected travel or other unanticipated changes in job-related circumstances require the employee to contact family members, teachers, doctors, daycare centers or others affected by the change.
D. Employees are responsible for taking proper care of district owned cell phones and reasonable precautions against damage, loss or theft. Loss or theft of district owned cell phones shall be reported to the employee's immediate supervisor immediately. Losses or damage attributed to negligence shall be replaced and/or repaired by the employee at their expense.
E. Cellular telephones should not be used while operating motor vehicles or engaging in other hazardous activities requiring focused attention.

MOSS POINT SCHOOL DISTRICT

Cellular Telephone Usage Policy Acknowledgement

The use of a district furnished cellular telephone by a Moss Point School District employee shall be limited to district related purposes. Failure to comply with this policy may result in the loss of use of a district furnished cellular telephone, reimbursing the district for unauthorized usage, and/or other disciplinary actions as deemed appropriate by the Superintendent of Education.

By signing this document, I acknowledge that I am aware of Moss Point School District's Cellular Telephone Usage Policy and will adhere to the policy.

Print Name	**Department/Title**
Cell Phone Provider	**Cell Phone Number**
Signature	**Date**

APPENDIX A

WEB LINKS:

MS DEPT OF FINANCE AND ADMINISTRATION:	MS STATE CONTRACTS
ITS CONTRACTS:	EPL CONTRACTS
MILEAGE REIMBURSEMENT:	MILEAGE REIMBURSEMENT RATES
FEDERAL REGISTER:	GSA CONTRACTS