<u>Frequently Asked Questions – Purchasing</u>

1. How do I find purchasing related information?

Purchasing related information can be found on the district's website homepage by selecting Departments, then Procurement Auxiliary Services. Links on the left side of the main page will connect you to current Bid Tabulations as well as information regarding local policies and Helpful Information for District Employees.

2. How can you track a purchase order?

Skyward allows you to keep track of your purchase orders without having to print them out. Please use the filters that Skyward provides to create, track and close out all of your Purchase Orders. If for some reason you are unable to locate your requisition, contact your procurement buyer.

3. How to find the Approved Vendor list.

To locate the approved vendor list, go to the main page of the Pflugerville ISD website. Click on **Departments**, **Procurement and Auxiliary Services**, **Information for Employees**, and choose **Approved Vendor List**. You can search by bid category or vendor name. All approved vendors (both PfISD Bid Approved and Co-op) are listed. If you cannot locate the vendor, you are looking for, call the Purchasing Department.

4. If an approved source is more expensive than a non-approved source, do we have to use the approved source?

Not always. However, we do have to treat vendors fairly. You should not approach an unapproved vendor and ask if they can beat a certain price. The appropriate method is to ask each vendor for the best price they can give you and then submit those quotes along with the purchase order.

5. Can we buy from vendors at conventions?

If you are using a purchase order, and the purchase is less than $1,000, you can. If you are going to use a pay request, you must follow the guidelines specific to use of a pay request.

6. Why are reimbursements only allowed to be used with approved vendors?

Because, according to Texas law, the purchase order is the prescribed manner of doing business. Use of the purchase order ensures that the funds have been set aside for that particular purchase and that all relevant legal guidelines and board policies have been met. When you use a reimbursement, there is no way to ensure that the funds have been set aside, or that legal guidelines and board policies have been met.

7. Why do we have to use approved vendors?

Texas law and Board policy require us to use approved vendors whenever possible. Approved vendors have provided all legally required paperwork and have agreed to do business in the manner required by the district's Board of Trustees. For example, you may need to make a $120 office supply purchase. On the surface, this seems like an insignificant matter. However, Texas law requires school districts to conduct formal bids for all categories of products that exceed $100,000 in *aggregate* in one school year. Last year, the district has spent approximately $900,000 for office supplies. Frequent purchases made through unapproved vendors do not follow Board policy and is also illegal. The State of Texas can levy fines on the district and prosecute responsible persons for Texas purchasing law violations.

8. When approved vendors don't have the exact item we want; can we purchase it from an unapproved vendor?

If an approved vendor has a comparable item, you should use the approved vendor. (For example, same item but different brand.) If you are unable to use the item from the approved vendor, attach an explanation for selecting a non-approved source to your Requisition.

8. Are we allowed to purchase gift cards?

Whereas gift cards fall under the unallowable list on PFISD Finance procedures, a new amendment has been added that you can purchase gift cards IF it is for your campus 461 Sunshine fund purchases. Please follow this link for more information. Only account codes ending with 704 will be approved for gift cards. PFISD also allows gift cards for the McKinney Vento Act.
https://www.pfisd.net/about-us/departments/finance/finance-procedures.