Procurement Services Manual

Guide to Policies and Procedures for Purchasing Goods and Services

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Bibb County School District Procurement Services Manual is a guide to the Purchasing Policies and Procedures for the District. Last revision: January 2026

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Procurement Services Manual

INTRODUCTION

Procurement Services is the central procurement office for the Bibb County School District. We are the Primary Agent entrusted to procure millions of dollars worth of quality goods and services at the most economical cost or best value in accordance with the purchasing policy and regulations for the Bibb County School District

Mission... The Bibb County School District will develop a highly trained staff and an engaged community dedicated to educating each student for a 21st century global society.

Vision... Each student demonstrates strength of character and is college or career ready.

BCPS (Bibb County Procurement Services) offers a variety of business opportunities for interested companies. We encourage your participation to bid or propose for goods and services contracts such as supplies, maintenance, instructional materials, technology, equipment, construction, consulting, management and much more. These goods and services are procured via an approved purchase order, and through competitive processes, i.e., phone quotes; Invitations to Bid, Requests for Proposals, and Requests for Qualifications.

The goal for Bibb County School District is to make sure we are providing all resources to our vendors, and employees pertaining to procurement policy and procedures. Please take the time to review us how to get started document which is located on the website. The web address is as follows: www.bcsdk12.net/procurement;

In addition, listed below are easy steps to receive maximum business opportunities with the Bibb County School District:

- Obtain and complete a vendor registration form to Procurement Office for authorization, please keep in mind ALL information must be completed accurately before processing. This application packages will take approximately 3 business days to process. Once you are approved, the vendor form will be processed.
- We encourage all companies to register your company in Team Georgia Marketplace. You may do so by logging onto the State Purchasing website: www.doas.ga.gov. From the global navigation bar, click on the word "Suppliers." This will take you to the Supplier Portal. Under the Direct Links heading, click on Team Georgia Marketplace and then determine if you are a "Sourcing Bidder" or "Supplier." Complete all the required information regarding your company.
- Stay abreast of our current opportunities by reviewing the Bibb County School District webpage, under Procurement Bid Opportunities, see link below.

    - www.bcsdk12.net, Departments, Procurement and Receiving

The Procurement/Purchasing Staff: Is responsible for the daily operation of all orders/contracts pertaining to goods and services for the district. We are here to adhere to the State/Local/Federal and Board Policies pertaining to the procuring of goods for the district.

The Procurement Director – The Director supervises the day-to-day operation and is coordination of the CFO to finalize all purchases, solicitations, and decision-making pertaining to the daily operations for the district. The Procurement Director works directly with the vendors adhering to the services here at the district, collaborating with various departments on the best possible way to spend the budget allocated to them, to produce the best possible pricing and quality of service for the district. The Procurement Director is responsible for approving all requisitions and PO's along with solicitations processes for the district. This includes attending the Pre-Bid Meeting, Assisting with Specifications, as well as bid closing procedures. The Procurement Director has to ensure the district is following protocol and polices when dealing with the expenditure control for the district on a daily basis.

The Procurement Administrative Assistant – The Administrative Assistant works directly with the Procurement Director, and the Warehouse Coordinator. This individual is responsible for the day to day requisitions pertaining to our online/E-Procurement Vendors. This includes processing requisitions for the vendors on a daily operation. This person is also responsible for completing any processes pertaining to the Board Approval Items. This particular person also handles all request for the higher administration requisition/PO process for the Assistant Superintendents Office, as well as the Superintendent; all requisitions and PO's has to be finally approved by the Procurement Director prior to processing.

The Purchasing Agent – The Purchasing Agent works directly with the solicitations that are being processed through the department; they are responsible for the files; assisting with the specifications and prep work before the solicitation is approved and posted by the Procurement Director. This particular individual is currently handling all Purchase Order processing for

Materials Management Clerk – The Material Management Clerk, is responsible for the processing of all internal purchases from the Warehouse/Distribution Center. This individual also handles the requisition/PO/Contracts for 12 High Schools, 3-Middle Schools, 3-Elementary, and 3-Speciality Schools. This person completes the inventory reconciliation for processing to be handled by the Accounting Department; this is completed on a biweekly schedule.

Warehouse/Distribution Center Staff: The Warehouse Distribution Staff is responsible for the moving of furniture, Delivery of Items, Internal Mail Processing, and Receiving of Goods for the district. This area has a staff of 5 – Full Time Employees.

Warehouse Coordinator – This person is responsible for the day-to-day operation of the Distribution Center. This person implements the schedule of deliveries, coordinates the delivery schedule for requested items; or services needed by the district on daily basis. This individual supervises three employees and reports directly to the Procurement Director.

Warehouse Foreman – This person is responsible for the Surplus Furniture Coordination for the district; this person also assists the coordinator with daily moving of furniture, removing of goods, relocation request, and all other request requiring the Distribution/Warehouse duties daily.

Warehouse Assistant I - This person is responsible for the assisting the Coordinator and the Foreman with the moving request, relocation request, and picking up any heavy-duty items throughout the district.

Receiving Clerk, I – This position is responsible for the receiving of all goods and services delivered to the Distribution Center for processing within our internal mail delivery. This person also receives all goods and services for the stocking of our Warehouse Supply Items. This individual is also the person who handles the Internal Mail Processing for the North and South Side District.

Internal Mail Processor – This person is responsible for the mail delivery and pick up for East/West Side locations, along with the delivery of all WishPrinting items for the various location. This is what the district refers to as the "2nd Pony".

The Purchasing Department is responsible for:

- Providing the business skills and coordinating, when necessary, appropriate technical skills required to purchase all goods, supplies, equipment and services necessary for the continuous operations of the Bibb County School District (BCSD), including:
- Communicating with suppliers in matters of price, quality, and delivery at both the quotation stage and ordering stage of procurement
- Identifying approved vendors
- Negotiating with suppliers
- Communicating with schools and major departmental users to stay current with planned needs
- Helping schools and departments develop specifications for the required products
- Providing acceptable terms and conditions for procurement
- Establishing, maintaining, and ensuring compliance with purchasing policies and procedures.

DELEGATION OF PURCHASING AUTHORITY:

Purchasing authority may be delegated to decentralized school and department areas. Those areas with delegated purchasing authority are subject to policy compliance verification by the Procurement Director. We ask that if you have delegated purchasing for your area, please make sure you include the Procurement Office in the documentation, pre bid meetings, etc…

All Purchasing Department personnel and other school and departmental personnel involved in procurement are responsible for understanding and complying with these policies and procedures. Any situation requiring exception to or variation from these policies and procedures should be brought to the attention of the Procurement Director.

The Procurement Director will recommend to the Deputy within the particular division an exception to or variation from these policies and procedures for final approval, where applicable and allowable by state law. The appropriate reason for the exception and the approval of the Procurement Director and Assistant Superintendent within the requesting office must be documented and available for verification.

- School Nutrition

  The Director of School Nutrition has the delegated purchasing authority to bid, requisition, and receive all food and supply items necessary to perform their business operations. All Bids will be reviewed and approved by the Procurement Director. The School Nutrition Department has the authority to engage in all the required specification in order to implement the bid online, via the "GPR" Georgia Procurement Registry. School Nutrition purchases over the allotted threshold amount will comply with the bidding requirements as set by the procurement policy.

The ORIGINAL Bid file will be housed within the Procurement Office; an "Approved Copy of Bid, Sign in Sheets, and Bid Award documentation will be sent to the appropriate personnel within the "School Nutrition Department".

Scope

The purchasing manual describes the policies and procedures for processing all transactions having a bearing on cost and delivery of goods, supplies, equipment, and services. We will continue to provide the exceptional service needed to the district in order to fulfill the daily duties for the taxpayers, students, and administrators on a daily basis.

BCSD Procurement Philosophy

The Purchasing Department ensures that all supplies, materials, equipment and services required to conduct the official Bibb County School District business are procured at the lowest possible cost. Cost is defined as the optimum combination of price, quality, availability and service. The Purchasing Department will implement cost control programs and offer operational support in areas such as inventory control, physical distribution and surplus asset disposal. Purchasing operates in accordance with all accepted purchasing practices while promoting and developing the highest level of professionalism.

GENERAL POLICIES

Interdepartmental Relations

Policy:

Communication between the requisitioning school or department (Requisitioner) and Purchasing (Procurement Office) is a mutual responsibility.

The Requisitioner should inform the Procurement Office when:

- Developing an item specification for planned procurement
- Requiring that specific suppliers are to be added to a bid list
- Planning procurement action involving a potential sole or single source of supply
- Needing to identify sources of supply for a specific item or commodity.
- Supplier services or products are not in compliance with specifications or expectation.
- When you are seeking a payment from the Accounting Department.

The Purchasing Agent will:

- Assist the Requisitioner in developing specifications.
- Assist the Requisitioner with information about sources of supply.
- Manage quotation requests and the bid process for selection of the most appropriate source of supply.
- Establish and conduct negotiations with successful bidders.
- Communicate with suppliers for information prior to and during the purchasing process.
- Update the Requisitioner with information relative to price, quality, and delivery of a requisitioned item during the purchasing process.
- Process all required signed documents.
- Produce the Renewal Contracts

All information, including notes, reports and correspondence communicated between suppliers and requisitioners, pertaining to negotiations or purchase decisions, should be maintained by the Purchasing Agent.

Requisitioners are encouraged to consult with the Purchasing Agent concerning materials, specifications or other general information. The Purchasing Agent will arrange supplier conferences and obtain product information and other pertinent items and supplier data when requested.

Requisitioners are also encouraged to notify the Purchasing Agent in the case of poor service or inferior products supplied by a supplier. The Purchasing Agent will act accordingly to correct such situations.

Legal and Ethical Conduct

Policy:

BCSD complies with all laws governing its operations and conducts its business in keeping with the highest moral, legal and ethical standards. Any individuals at the school or department areas acting as an agent for BCSD shall also follow the Code of Ethics set forth by the National Association of Educational Buyers (NAEB); as well as being in compliance with the State of Georgia procurement policy, and the Federal Government procurement policy for the purchase of goods and services. We will adhere to all State, Federal, and Local Policies and Procedures.

Code of Ethics

Policy:

Code of Ethics, National Association of Educational Buyers (NAEB)

- Give first consideration to the objectives and policies of my institution.
- Strive to obtain the maximum value for each dollar spent.
- Decline personal gifts or gratuities.
- Grant all competitive supplier's equal consideration as state or federal statute and institutional policy permit.
- Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
- Demand honesty in sales representation whether offered through a verbal or written statement, an advertisement, or a sample of the product.
- Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
- Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier, and/or be willing to submit any major controversies to arbitration or other third-party review, insofar as the established policies of my institution permit.
- Accord a prompt and courteous reception as conditions permit to all who call on legitimate business missions.
- Cooperate with trade, industrial and professional associations, and with governmental and private agencies, to promote and develop sound business methods.
- Foster fair, ethical and legal trade practices.
- Counsel and cooperate with NAEB members and promote a spirit of unity and a keen interest in professional growth among them.

Code of Ethics, National Intergovernmental Procurement, Code of Ethics (NIGP)

- Seeks or accepts a position as head (or employee) only when fully in accord with the professional principles applicable thereto and when confident of possessing the qualifications to serve under those principles to the advantage of the employing organization.
- Believes in the dignity and worth of the service rendered by the organization, and the societal responsibilities assumed as a trusted public servant.
- Is governed by the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the organization and the public being served.
- Believes that personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.
- Identifies and eliminates participation of any individual in operational situations where a conflict of interest may be involved.
- Believes that members of the Institute and its staff should at no time, or under any circumstances, accept directly or indirectly, gifts, gratuities, or other things of value from suppliers, which might influence or appear to influence purchasing decisions.
- Keeps the governmental organization informed, through appropriate channels, on problems and progress of applicable operations by emphasizing the importance of the facts.
- Resists encroachment on control of personnel in order to preserve integrity as a professional manager.
- Handles all personnel matters on a merit basis, and in compliance with applicable laws prohibiting discrimination in employment on the basis of politics, religion, color, national origin, disability, gender, age, pregnancy and other protected characteristics.
- Seeks or dispenses no personal favors. Handles each administrative problem objectively and empathetically, without discrimination.
- Subscribes to and supports the professional aims and objectives of NIGP - The Institute for Public Procurement.

Conflict of Interest

Policy:

Decisions about BCSD business and the use or disposition of BCSD property are to be made solely in terms of the benefits to BCSD and are not to be influenced by any private profit or other benefit to the BCSD people who take part in such decisions. All members of the BCSD community have an obligation to avoid any conflicts of interest or even the appearance of a conflict of interest.

Potential conflicts of interest or their appearance are to be reported immediately to the Purchasing Director and the Deputy Superintendent. Each situation will be reviewed on a case-by-case basis, and action will be taken as necessary to ensure that all BCSD transactions are completed in the best interest of BCSD.

Failure to report or act in accordance with the spirit of this policy may result in disciplinary action, up to and including termination.

Possible conflicts of interest may include, but are not limited to, the following examples:

- A BCSD employee acting as both seller and purchaser in the same transaction (goods or services)
- A BCSD employee who enters into business negotiations on behalf of BCSD and with close relatives or members of his/her immediate household.
- Situations in which a BCSD employee could influence decisions in which a relationship of any kind exists with those involved outside the District.
- Situations in which a BCSD employee is (or expects to be) retained as a paid consultant or contractor by an organization seeking to do business with BCSD, or whenever a transaction will entail a payment of money or anything else of value to the staff member, a close relative or a member of that person's household.
- A BCSD Employee will benefit from the sale of any goods or services while employed as a district employee.

- A BCSD Employee to solicit their product or services while being employed as a district employee.

Procedures:

Any conflict of interest, potential conflict of interest or appearance of a conflict of interest should be immediately reported in writing by the affected employee to his/her school or department head.

The school or department head will forward this report to the Assistant Superintendent (and copy to the Personnel Office) for inclusion in the employee's personnel file and for determination regarding an appropriate response. The school or department head will be notified of any action to be taken.

Vendors

Policy: Vendors are required to adhere to the Vendor Terms and Conditions within a purchase order or contract. The vendor terms and conditions are on the EUNA platform.

Procedure:

- Schools and Departments are required to get all vendors vetted by the Procurement Department.
- Employees cannot be vendors within the district.
- Immediate Family member will be authorized to do work within the same department or location of the family member.
- All TRS employees will have to be approved prior to being vetted for services.
- Printing Services will have to be vetted by WishPrinting prior to utilizing an outside agency.

Unauthorized Purchases

Policy:

No individual has the authority to enter purchase contracts or in any way obligate the Bibb County School District for procurement indebtedness unless specially authorized to do so by the Superintendent, Deputy Superintendent, the CFO or the Procurement Director. Any such negotiations are considered as unauthorized purchases, and the individual may encounter a personal obligation to the supplier. Suppliers ordinarily doing business with the BCSD are aware of this policy and are advised that all purchases chargeable to BCSD must be authorized by an official purchase order. Not including the petty cash form, invoice payment form, or credit card form, the BCSD will not reimburse employees for the cost of such unauthorized purchases on behalf of the BCSD unless previous arrangements have been properly made and approved in writing.

Procedure:

Schools and departments are encouraged to seek information on products and services from supplier representatives, who are valuable sources of information. The Department of Purchasing should also be advised of needs so it can assist in locating suppliers and developing a procurement plan. To help you deal with supplier representatives and avoid some common pitfalls, the following guidelines are suggested:

- Advise Purchasing before contacting suppliers. Information can be provided.
- Contact more than one supplier whenever possible. Competition is Purchasing's most asset.
- Give the same information to all suppliers, so that each has an equal opportunity to compete.

- Discuss all aspects of the need. Use a life cycle approach - what happens after the department owns it? (Maintenance, operational skills, repairs, etc.)
- State on your purchase requisition a complete description of the item and attach all pertinent information about the suggested supplier (name of company, representative, address, telephone number, product literature, etc.)
- ***DO NOT COMMIT TO THE BIBB COUNTY SCHOOL DISTRICT BY TELLING A SALESPERSON THAT HE OR SHE HAS THE ORDER. ONLY A SIGNED PURCHASE ORDER CAN COMMIT THE DISTRICT; or a Notice to Proceed from higher administration.***
- Never accept gifts from suppliers.
- Guard against overreaction to a supplier-created crisis: "Price goes up after the first of the month"; "This is the last one in stock"; and so forth.
- **Don't wait until the last minute to submit your requisition**. The more time both Purchasing and the supplier must process the purchase, the better a job can be done for you.
- Orders, as the result of unsolicited phone calls, faxes and e-mails should not be placed. Often such items have been found to be overpriced and of poor quality (SCAMS).
- Do NOT authorize services without a Purchase Order; Do not authorize goods for delivery without a purchase order.

Meeting and Interviewing Suppliers/Vendors:

Policy:

All Suppliers/Vendors face to face meetings should be handled in the Procurement Department, so we can make sure all vendors are adhering to the Bibb County School District Procurement Policies.

Gifts and Gratuities

Policy:

The acceptance of gifts and gratuities by BCSD employees, from any suppliers in any form whatsoever, is prohibited. Solicitation of any gifts of any kind or the acceptance of gifts in the form of cash, gift certificates of any amount or the acceptance of entertainment is absolutely prohibited.

Trade Shows: No gifts, beyond those of an advertising nature and insignificant value, generally distributed to all potential customers, may be accepted by a BCSD employee.

Training Sessions: Further, any "free gifts" obtained through the purchase of goods are the property of the BCSD. An example is, "buy 10 cartons of paper and get a free CD player. The CD player is the property of the BCSD. Note: this type of selling should be discouraged unless a direct benefit to the District can be substantiated.

Personal Purchases

Policy:

The district, as a general rule, will not purchase any supplies or equipment for the personal use of district staff or students.

The District WILL not enter into any type of consultancy agreement that is deemed to be personal related.

The district FUNDS will NOT be used for any personal purchases.

Methods of Purchasing

Policy:

To initiate a transaction, a purchase requisition must be created in the MUNIS system and forwarded to the appropriate approver. Once approved, the completed requisition is transmitted to the Purchasing Department for further processing and release of the BCSD Purchase Order.

Procedures:

In the MUNIS System the requestor will open a new requisition. All relevant fields must be entered correctly. Ship to information should be to the school or department unless special receiving is required. Under this scenario, shipping would be to the Purchasing Department. Once the requisition is completed, it is printed, and approvals are obtained. The requisition is forwarded to accounting for verification of account number and budget availability. Accounting releases it to Purchasing for release of a BSCD Purchase Order. The original Purchase Order is faxed or mailed to the vendor. One copy of the Purchase Order is kept in Purchasing, the Receiving Copy is sent to the Requestor School or Department, and a copy is sent to accounting for matching with the receiving copy and invoice for final payment.

P-Card Purchases:

All P-Card can be used for purchases that are outlined in the Procurement Manual. This includes, travel arrangements, hotels, etc.

The P-Card Policy Manual has been implemented and posted online for review for all P-Card holders to abide by and ensure they are following the guidelines.

The approval process is outlined in the manual as well as items that are NOT approved for.

P-Card for Federal Funds MUST be approved prior to being used. NO EXCEPTIONS

Blanket Orders-Vendor Service Agreement - Miscellaneous Purchases of Goods or Services

Blanket orders or Vendor Service Agreements are issued for leases, rentals, or maintenance of equipment. Agreements are restricted to a specified period of time, preferably concurrent with the fiscal year. The Procurement Director is responsible for buying the equipment which usually handles requests for maintenance of the item.

Agreements must be renewed or cancelled prior to the end of the agreement period. All Vendor Service Agreements must be re-authorized by the using school or department at the end of the term of the agreement by the issuance of a new Purchase Requisition.

All requests for Blanket Purchase Orders must be approved from prior Solicitation Documentation, or a Statewide Contractor. If we are establishing a Blanket Purchase Order for any other vendor, **WE CAN NOT EXCEED THE 50,000 THRESHOLDS, WITHOUT A FORMAL BID ON FILE.**

Definition:

- Definition of a Blanket Order - An open, ongoing purchase order with multiple releases

- Type 1 - The same dollar amount to be expended on a regular release schedule
  Example: A vendor that we use more than one time
- Type 2 - Multiple releases for differing dollar amount.

  Example: An agreement with a hardware store to allow for expenditures on an "as needed" basis

- Renewal of a Blanket Order - Purchasing will not issue notices that a blanket order is due for renewal. Each requestor must create some sort of reminder that a new requisition must be created when the old order line expires. An existing order is renewed by adding new lines from requisitions placed in the new period of activity
-
- Encumbrances - A blanket order can be placed that spans one year, with the option of renewal. At the end of each fiscal year, Accounting will run a report that releases all encumbrances.

Consultant Agreement

Consultant Agreements are used when professional, expert advice or training is to be used by the BCSD in areas such as professional development, management, technology, law, human resources, accountancy, communications, food production, or education.

An Operational Service Agreement is required and must be completed. A quote for the services will be provided; ensuring the Procurement Process is followed.

A background check is required.

All consultant services will adhere to the Procurement Guidelines and Processes.

Rentals and Leases –Vendor Service Agreements (Normally generated by Purchasing)

Policy:

Equipment that is furnished to the BCSD by outside agencies on a rental or lease basis, whether for a definite or indefinite period, should be covered by a formal purchase order. The proposed supplier lease or rental agreements should be forwarded to the Purchasing Department when the purchase requisition is created in the MUNIS system. Any leasing agreements over $10,000 will be evaluated by the CFO or the Procurement Director to provide an analysis and recommendation on purchase alternatives, such as an internal lease within BCSD financial system.

- Complete appropriate agreement form located on the intranet under the Accounting and HR/Benefits tab with all applicable information included.
- Prepare a requisition on the MUNIS system for the Total Amount of the Agreement.
- Attach the agreement form to the requisition.
- Acquire appropriate signatures, including the Funding Director if grant funded.
- Send to Accounting for processing.
- Accounting releases to Purchasing.
- Purchase Order and requisition comes to Accounts Payable to match with future payments.
- Invoices come directly to Accounting for matching and payment.

Confirmation Requisitions:

We will allow confirmation requisitions only for items that do not have a PO attached to them and are approved by the Procurement or Accounting Executive Director, such as Utility Bills.

All Other Outside Services

(Same procedure as Leases, Rentals, and Vendor Services Agreements)

- **Agreement and Requisition will be processed and approved before work is started.**
- Not to exceed amount is to be put on agreement and requisition.
- Prepare a Request to Pay which includes Purchase Order number and attach invoices. (These usually do not come directly to Accounting)
- Submit to Accounting for payment.
- When invoices are received in transportation for fuel bills, sign OK to pay under vendor agreement and send to Accounting for payment.

Requisition Procedures

Quick Reference Purchasing Process

Preparation Instructions

Purchase Requisitions are used for the procurement of all supplies, equipment and services that are needed for daily operation. This includes all Services, and/or goods regardless of funding source. All purchases and expenditures of District funds must meet the ordinary business standard of reasonable and necessary, with prudent consideration of the district's limited financial resources. Purchases of goods and services on behalf of the District may be authorized by a department head, and should not exceed the department's budgeted amounts or, in the case of restricted accounts, should not exceed the restricted available balance. The Purchasing Department requires the use of electronic online requisitioning.

The Requisition Process:

Once the need for goods or services has been identified, and the competitive bidding process has been completed, if applicable; the end user begins with the preparation of a requisition by an individual in a school or department via MUNIS

A requisition is essentially a request to purchase a good or service. The MUNIS system automatically verifies that the school or department has the funds to purchase the good or service before the requisition is created (released). Once the requisition is created, the funds then become "Committed" and restricted for that purchase.

The requisition is routed for approval based on the amount of the requisition. Requisitions that have a value of $0-$9,999.99 or less require level one approval, which is usually a principal with an attached quote.

Requisitions that are more than $10,000-$49,999.99 require THREE Written Quotes, and approval attached to the MUNIS Requisition submitted to Procurement for Processing.

Requisitions that exceed $49,999.99 require a formal bid completed by the Procurement Office, or documentation of a Statewide Contractor Purchase. An approved Consortium Contract that has been approved by the Procurement Director, Sole Source documentation that has been completed by the Procurement Office, prior to services or goods being received by any Bibb County School District Employee.

E-Procurement Vendors (Office Depot, Staples, Amazon, Etc.) Online Shopping are excluded/exempt from requisition threshold requirement; because these are cooperative contracts that have been uploaded for BCSD to utilized.

Request For Check will only be completed as follows:

- **Approval has been given by the Bookkeeper responsible for the funding, and the amount is UNDER $500.00**
- **Vendor has been approved and set up in the MUNIS**
- **Funds are available for use.**
- **This vendor will only complete the request as a onetime deal, no more than three times per year; however, the overall funding MUST be under $500.00.**

Authority to Approve Requisitions

Policy:

Only that person or persons having authority for a particular budget account, or a designated representative, can be authorized to approve requisitions. A person who has created a requisition cannot be the approver of that document. Authority delegated beyond the level of Deputy Superintendent, Principal or administrative department head must be detailed in memo form to the Purchasing Director. All technology purchases exceeding this has to be approved by the Assistant Superintendent of Information Technology for any amounts over $500.00. All purchases, regardless of amount, made from grant funds must be approved by the Program Manager. All purchases over $5,000 must be approved by the Assistant Superintendent, which the purchaser reports. All capital purchases of $5,000 and greater must also have the approval of the CFO. Once all approvals have been acquired, the signed requisition goes to the Accounting Department for account number and budget verification. The Accounting Director, Accounting Manager, and bookkeeper are authorized to approve release of the requisitions to the Purchasing Department for final processing.

Pre-Planning

Policy:

The necessity for schools and departments to pre-plan supplies and equipment needs cannot be over-emphasized. The time required issuing an order and securing delivery after receipt in the Purchasing Department of a properly prepared and approved requisition varies greatly. The workload at any given time within the Purchasing Department is also a factor. Delivery, however, will always depend on the supplier's stock and the problems it has in producing or securing delivery from its suppliers.

Account Number Classification

Policy:

No purchased items should be charged to a school's or department's revenue accounts.

The general ledger account number has been established so that use of a specific code signifies a certain category of expense.

More than one account number can be used when purchasing items that pertain to different categories. However, it is important that a single requisition not include several items purchased from a variety of vendors.

The accounts with object code 7XX have been established for the purchase of capital equipment.

Capital Equipment is defined as equipment with a unit cost of $5,000 or more and a useful life of more than one (1) year.

A listing of appropriate expense codes can be found on the Accounting Department's website.

Capital Equipment

Policy:

Capital equipment is defined as an article of non-expendable personal property having a useful life of more than one (1) year and an acquisition cost of $5,000 or more per unit. Charge capital equipment to object code 730.

Equipment with a value between $500 and $4,999.99 is charged to expendable equipment object code 615/616. Computer equipment with a value between $500 and $4,999.99 is charged to expendable computer equipment object code 616. Equipment, computers, computer software with a value under $500 is charged to supply object codes 615/616, respectively.

Fund Source and Year End Cut-off

It is vital that the funding source (first three digits of the account number) is correct for all requisitions. This funding source determines who will pay for the purchase and determines who must approve the requisition. Final approval of all purchases using grant funding must come from the Program Manager of that grant. No Purchase Order is to be released without the Program Manager's signature.

Policy:

The BCSD does not provide for year-end encumbrance except where required by a sponsoring agency ("restricted funds"). This dictates that goods and services received at the District or rendered on behalf of the District on or before June 30 are to be charged to the ending year's budget. Goods and services received July 1 and thereafter are to be charged to the new fiscal year's budget. Even with restricted grant funds where budget periods span between two fiscal years, all items must be appropriately charged to the correct fiscal year as required by GAAP (General Accepted Accounting Principles).

In line with this accounting procedure, schools and departments are encouraged to submit their requisitions to the Purchasing Department in ample time to allow for delivery in the appropriate fiscal period. The fiscal period for BCSD is July 1 to June 30. A general guideline would be for requisitions to reach Purchasing by April 15 for delivery by June 30. Some items will require greater lead time.

Types of Solicitations:

The following defines the type of solicitations used by BCSD Purchasing:

RFQ (REQUEST FOR QUOTE)

This method of soliciting the supplier to commit to a price, quality and delivery is the one that BCSD Purchasing agents should use most often. The Purchasing Agent decides what item he/she wants to get a price for and which vendors are qualified to give a quote on the item. These areas usually include, but are not limited to price, quantity, delivery requirements, quality and service.

RFP (REQUEST FOR PROPOSAL)

Where there is a process or job that is either unknown or that BCSD personnel desire to have the supplier community evaluate, a Request For Proposal will be issued. This allows for information gathering without committing to the purchase until the best sources are identified and a specification made final. A final Request for Quote or Invitation to Bid or a purchase order award may result when specifications and qualified vendors have been defined.

Invitation to Bid (ITB)

This is used for solicitation not necessary based off of price alone; however, it is a procedure that the BCSD will utilize to solicit some documents. The evaluation can be based off of price and the components of the solicitation.

RFI (REQUEST FOR INFORMATION)

This is only for Information ONLY no dollar amounts will be gathered; we will only seek information to a product or service before we initiate a formal solicitation. NO AWARD is made from an RFI.

Exemption from Bidding:

- **State Contract Items**: Exemption from Bidding for these items is at the discretion of the Purchasing Agent. BCSD may be able to purchase items at better than state contract prices.
- **Cooperative Contracts**: Items procured utilizing a cooperative contract.
- **BCSD Contract Items**: BCSD has contracts in place which preclude bidding at the time of requisition. These contracts have been bid or negotiated previously based on BCSD's total requirements for a particular commodity. Examples include items on the technology bid list, School Nutrition Services bid list.
- **Sole Source Purchases**: Applies to purchases over $50,000. The need for bidding may be waived if the requestor can properly justify this position in writing; and approved by the Procurement Department. The procurement department will authorize the sole source ONLY if it qualifies as a SOLE SOURCE.
- **Emergency Orders**: An emergency order is defined as a critical situation which is an unanticipated and sudden occurrence and is life threatening, catastrophic, or involves pressing necessity for immediate repairs, reconstruction or maintenance in order to permit the safe continuation of a necessary use or function, or to protect the property or the life, health or safety of any person. A written justification follow-up memo is required.
- **Exempt Per Policy**: All items listed within the DJED Policy as exempt purchase, may be deemed exempt as needed.

Protest Procedures:

- Any responding bidder/offeror may protest the process or decision to award a competitive solicitation by submitting a protest in writing to the Procurement Director, Elaine Wilson, Elaine.Wilson@bcsdk12.net; as long as the requirements were met according to the procurement regulations, no later than five (5) business days, after the board approval, or the date the award is posted online, and made to the vendor; whichever occurs first. Any bidder/offeror, who desires to protest an award or decision on a sole source or emergency award may follow the same process.
- The written protest must include the reasoning for the protest and the relief sought. The protest will be responded within 10 working days of the receipt of the protest: with the action taken, or the decision that is issued. The decision will be final unless the bidder/offeror sends a response within 3 working days of the receipt of the written documentation to the Assistant Superintendent, CFO Sharon Roberts
- The Deputy Superintendent, CFO will respond within 5 working days of the appeal, stating the decision of the appeal. **The Assistant Superintendent/CFO decision will be final.**

Specifications for Bid Request

Writing a specification

The specifications contained in a requisition should be a combination legal document and technical paper. Specifications determine the quality level and basis for evaluation of bids and should be reviewed each time they are used, since they are not static. If the school's or department's requisition is for items with special qualities (i.e. flame retardancy, machinery for use by students with disabilities, etc.) specific reference to such special requirements should be made.

General Instructions:

The following guidelines should be used in obtaining the specifications for the requisition:

- Identify the minimum requirements necessary to accomplish the task.
- Allow for competitive bidding. (Don't be restrictive to certain brands unless a compatibility requirement has been established.)
- List criteria on which testing will be judged for compliance with specifications.

In situations where the technical nature of the specifications requires that they be written by a consultant, the following guidelines should be followed:

- The consultant should be independent and not a current supplier to the BCSD of the affected goods or services.
- Proposals should be solicited independently from three consultants if the cost of creating the specifications will exceed $10,000.

Although the specifications must be written to allow for competitive bidding, this does not mean that BCSD must accept all bids regardless of quality. Items that are below the minimum quality level may be rejected on that basis. However, the specification sets the minimum acceptable quality and the low bid that meets this level must be accepted.

It is therefore necessary that the specification be clear and concise, as all awards and justifications will be based only upon the information as provided with the requisition.

The most common used type of specification used at BCSD is a "brand" name or equal/acceptable substitute. This form of specification uses a manufacturer's name and catalog number and provides for the submission of equivalent

products. When writing this type of specification, the author should list the characteristics of the item being ordered so that a proper evaluation of any alternates can be made. Rejection of the low bid because it does not have characteristics specifically listed on your requisition is invalid, even though the catalog number of the item specified might indicate those characteristics. (Also, check the packaging, if screws come packed 10 per carton, please don't order 12 each).

If you are unsure, contact the Purchasing Department before submitting the requisition. If an omission or error is discovered in specifications after the bid has been opened, this can result in all bids being rejected and a revised bid being issued. Vendors will be asked to respond to the revised bid.

Sources for Obtaining Specifications:

- BCSD Purchasing Department
- Catalogs
- Associations of users and/or manufacturers
- Technical and trade societies
- Other School Districts

Bid Solicitations

Policy:

It is the policy of the BCSD Purchasing Department to request bids or quotes from qualified vendors for the purpose of issuing purchase orders for the supply of goods or services to BCSD.

If the good or services requested can be purchased through a BCSD resource such as the Purchasing Distribution Center or from the technology bid list bidding is not required since these items have been previously bid.

Good purchasing practice dictates that quotations and bid requests to qualified sources effectively develop competition. The bidding procedure must also comply with state and federal regulations when spending funds originate from these sources. The following guidelines for solicitation are determined by expected expenditure level as described here:

- Greater than $5,000 but less than $10,000: One (1) quote is required. This may be by telephone (with written documentation by requester of quote and person giving quote), by email, or a direct quote on letterhead from the vendor.
- Greater than $10,000 but less than $49,999: Three (3) competitive quotations are required. These are based on specifications from the using school or department. These quotes should be written. The written quotations may be informal or a response to a formal solicitation.
- Less than $50,000: If a single purchase or annual aggregate expense is less than $49,000 the school or department may submit an approved requisition to BCSD Purchasing with the appropriate quotes attached. BCSD purchases can purchase goods or any contract for services directly from a responsible vendor of choice. While no competitive solicitation is required, the Purchasing Agent will take the necessary steps to ensure the reasonableness of the price.
- **Equal to or greater than $50,000: Competitive bidding is required through the Invitation to Bid, RFP (Request for Proposal).**
- Contracts and Institutional Obligations with an aggregate total of $50,000 or more: When members of the board and key or influential employees are potential bidders, their inclusion must be approved in advance by the Board. The Procurement Office will provide the Board with the following information: 1) list of bidders; 2) procurement process description; and, 3) the criteria to be used for the selection of the successful bidder.

Procedure:

The Purchasing Department at BCSB can assist in issuing and maintaining all documentation relevant to quotations, bids, proposals and awards. When a need arises in a user school or department that requires solicitation, Purchasing should be notified early to assist in developing specifications and sources and ultimately to issue all requests for pricing.

A clear and accurate description of the technical requirements for the material, product or service to be procured must be included. Such a description shall not contain features which unduly restrict competition.

Requirements which the bidder must fulfill and all other factors to be used in evaluating bids or proposals are required.

A description, whenever practicable, of technical requirements in terms of functions to be performed or performance required, include; the range of acceptable characteristics or minimum acceptable standards.

The specific features of 'brand name or equal" descriptions that bidders are required to meet when such items are included in the substitution.

The acceptance, to the extent practicable and economically feasible, for products and services that conserve natural resources and protect the environment and are energy efficient.

Price Quotation:

BCSD will accept an email of any quotation for work other than sealed bids. This applies to price quotes and supporting documentation applicable to the quotes. All quotes should be implemented on the company’s letterhead.

CONTRACTS

Systems Contract for Specific Items

Policy:

Systems contracts are set up for direct order by school or department, with delivery next-day for most items.

- **Office Supplies:**

  At this time all office supplies should be ordered from Staples or Office Depot, utilizing the State of Georgia Contract, TCPN Contract, or NJPA Contract. We can also utilize the local vendor (Sphinx's, and Macon Office Products if desired); however we need to make sure we are making sure we are utilizing the best

- **Paper:**

  The regular-sized paper should be ordered from the Distribution Center/Warehouse House.

  Legal Size and all other paper should be ordered from "Office Depot or Staples" due to competitive pricing utilizing our NJPA, TCPN, and State of Georgia Contracts already in place.

- **BCSD Stationery, Business Cards and Envelopes:**

  We require all business cards, printing items to be handled internally within the WishPrinting Internal Print Center.

  However outside sources are allowed once we receive written permission from the CTAE for approval on using an outside agency.

  The Email to send all printing request is as follows: wishprinting@bcsdk12.net, Attn: Nicole Johnson.

- **Printing requests:**

  We require WishPrinting for all of our internal print obligations; however, if we are unable to process a particular request we do allow other agencies to issue a quote for the service.

- **Maintenance/Janitorial Supplies:**

  All Janitorial supplies are handled through "**Approved Vendor"** chemical, please contact them for a quote for all items outside of what we currently have on our bid sheet. See Custodial for Pricing Guide.

Pool, Consortium, Cooperative Purchasing

Policy:

The BCSD will participate in cooperative buying when it is judged to be advantageous. Examples are:

- Contracts with Educational and Institutional Cooperative Services, Inc.
- Contracts issued by the State of Georgia for a variety of goods and services.
- Contracts that offer rebates for collaborative spending

Cancellation/Change Order

A cancellation or change order is issued by Purchasing when an existing purchase order needs to be modified to correctly reflect the purchase transaction. The cancellation or change of order is only valid when the ordering school or department, Purchasing and the vendor all agree to the modification of the original purchase order and to any new terms or charges that may result. If a signed contract is involved, cancellation or changes may be subject to terms of the contract.

The initiation of the cancellation or change of order request may come from a school or department, from Purchasing or from the supplier (by contacting either the school or department or Purchasing).

All modification must be requested in writing, before the procurement office will complete the change.

All CANCELLED purchase orders will be sent to the supplier once it is confirmed the orders has not been completed.

Please keep in mind if a Purchase Order is outstanding for more than 6 months (180 days) it can be deleted out of the system and cancelled from being completed.

Internal changes, such as account number changes, or changes to commitments, will not require a formal change order to be sent to the supplier.

Petty Cash Vouchers

Policy:

Petty Cash should not be used to pay for any type of SERVICE. The Petty Cash can be authorized for certain products; please be mindful of items less than $500.00 in value.

While the following list is not all-inclusive, the examples represent a majority of the reasons for using a Petty Cash Voucher.

- Locker refunds to students
- Flowers purchased from the “Sunshine” activity fund
- Light snacks for meetings from the activity fund
- Refund for the field trip not taken to students
- Postage
- Miscellaneous out-of-pocket expenses under $50.00 only if approved.
- Please note all Petty Cash expenditures may be for goods or reimbursement, we are not allowed to pay for **services or goods from petty cash, unless we are doing a onetime per year transaction, and the amount is UNDER 500.00. The vendor has to be an approved vendor from the MUNIS.**

Petty Cash Vouchers are transacted through the School secretary or from the Accounting Office.

Invoice Payment Forms (Request for Payment Forms)

Policy:

An Invoice Payment Form (instead of a purchase order) can be used up to $500 for the following list of goods and services that cannot or are not usually competitively bid; However it is IMPERATIVE to make sure the VENDOR has been approved in the MUNIS System. If the items listed below are over $500.00, then they need to be placed on a purchase order but may not have to be a competitively bid process. Invoice payment forms covering payments such as these must include the original receipts (i.e., invoices, letters, contracts, etc.) before Accounts Payable will process them. For prompt handling of requests, it is important that they be filled out completely and correctly.

- Continuance of an existing purchasing agreement, rent, lease or purchase order when the continuance is authorized by the Superintendent and the Procurement Director
- Film rental
- Honoraria and related expenses
- Membership and dues **(Approval will be needed)**
- Postage*
- Proofreading fees
- Reference books and manuals
- Registrations
- * An IPF can be used for any amount of postage.

If the recipient of the check is an active BCSD employee and the funds are for hours worked or services rendered payment must be through payroll system. Otherwise, if the funds are for reimbursement of expenses or for the purchase of finished goods from an employee, then the Invoice Payment Form is required.

For reimbursement for travel (other than a day trip), a Travel Voucher Form is used.

Original receipts (photocopies, monthly vendor statements, and credit card statements are NOT acceptable) must be provided to substantiate each expenditure. The receipts must reflect the place and date of purchase and the specific item(s) purchased. Where a credit card is used, both the credit card original and the vendor's receipt must be submitted. If multiple receipts are submitted, they must be totaled and a calculator tape provided. The receipt(s) must be submitted with the Invoice Payment form in order to receive the reimbursement. In the rare case where original receipts are not available, a signed memorandum to that effect which details the itemized expenditure(s) must be provided.

****Should you have a question regarding an item not listed, please call Procurement or Accounts Payable for direction.****

Special Procurement Policies

OSHA Regulations

Policy:

All equipment, commodities, or goods purchased by the BCSD for use by its employees must be manufactured and delivered in full compliance with the requirements of the Occupational Safety and Health Act of 1970.

Minority Vendors/Small Businesses

Policy:

It is BCSD policy to select and purchase from suppliers who offer the greatest total value for the products and services to be purchased. Within this general policy, it is BCSD's objective to employ innovative techniques to find and develop minority suppliers and small businesses capable of providing goods and services required by the District.

BCSD's objective is to increase its business with minority business enterprises (MBEs) via affirmative action to promote procurement of goods and services from minority suppliers. The Department of Purchasing is charged with the development and administration of such a program.

Purchasing will:

- **Provide ALL contractors with the information for our solicitations.**

A minority business enterprise is a legal entity engaged in business transactions. The business must be 51% owned and controlled by a minority person, deaf or hard-of-hearing person, or must be a non-profit organization fostering physically and/or mentally disabled individuals.

Minority persons are members of socially and economically disadvantaged minority groups including Black Americans, Hispanic Americans, American Indians, Alaskans, Asians, Pacific Americans, and Women, and the physically or mentally handicapped and the deaf and hard of hearing.

Surplus Property

Policy:

The Purchasing Department is responsible for any surplus property of the BCSD. Surplus items can be sold through online Gov Deals, open sales, or sealed bid sales. Funds received are remitted to the Accounting Department for recording revenue and removing any items sold from inventory, if applicable. Items deemed unusable by the BCSD should be discarded appropriately.

All items that are torn, ripped, and or broken can be disposed of under $150.00 in value should be disposed of within your dumpster on site, excluding electronics. **ALL electronic items** must be removed from your inventory form, a Distribution Center pick-up form should be completed, and so the distribution center staff may pick up and dispose properly.

On-line Auction Houses (e-bay, etc)

Policy:

District funds may not be used for purchases from online auction houses without the express written permission of the Procurement Director obtained on a case-by-case basis.

Auction sites are discouraged as a source of purchases for several reasons. The risks of using an online auction site are:

- No fixed price which may result in paying more than negotiated pricing
- No established merchant relationship in case of disputes
- Increased shipping liability
- Return policies vary widely from seller to seller
- Generally warranties from the manufacturer are void since most auction sellers are not authorized resellers

In cases where a school or department believes it is in the best interest of the District to purchase a product through an on-line auction, the purchaser must secure the written permission of the Procurement Director. The Manager will ask for documentation that validates the market-value ceiling for bidding purposes, the steps taken to validate the integrity of the seller and the anticipated method of payment. Additional documentation verifying the receipt of the goods and the condition at time of receipt may also be required.

Grants/State or Federal Funds

Policy:

- The Office of Management and Budget (OMB) A-102 provides standards for use by grant recipients in establishing procurement routines for supplies, equipment, construction and other services with federal funds.
- Recipients of grants or federal funds must follow BCSDs procurement policies and procedures as outlined in this manual.
- Micro/Small dollar purchases has to be accomplished with three bids $0.01 - $3000.00 are the items considered “Small Dollar Threshold”.
- All Assets with Federal Funds are clearly identified and maintained by our Fixed Asset Department; all purchases utilizing federal funds should be recorded for proper processing.
- All Grant and Federal Programs will adhere to the Procurement Policy of Bibb County School District.

Receiving Procedures

Receiving at the Purchasing Department

A very limited number of items will be received and stored at the Distribution Center within the Purchasing Department. These will mainly include maintenance items, Informational Technology Items, and Textbooks. Large items requiring a dock and fork lift for receiving will be delivered to the Distribution Center for final distribution. There may be times when other items for convenience may be received at the Distribution Center and stored for a short period of time until distribution can be made to the schools or departments. Examples of this could include textbooks, furniture for new or renovated schools, and testing materials. However, the majority of purchases will be delivered directly to the school or department placing the order.

Claims Involving Damages or Shortages

Policy:

For items received at the Distribution Center, notice of damages or shortages identified by receiving clerks is directed to the Procurement Director or Purchasing Agent immediately. When damages or shortages are evident, the Purchasing Department makes the proper notations on the carrier's waybill and, when necessary, enters the damage claim with the carrier to compensate the District. The Purchasing Department, schools, and departments will make best efforts to refuse delivery of obviously damaged goods. This refusal places the responsibility of generating damage claims on the supplier, and not the District.

In the case of hidden damage or shortages of items received at the Distribution Center undetected by the Purchasing Department, the using school or department should contact the Purchasing Department promptly (one working day) if corrective action needs to be taken. Failure to keep the packing materials will most likely void any chance of obtaining a claim.

Inspection of Items Received by Schools and Departments from Purchasing

The ultimate authority for receiving and inspecting goods is left to the using school or department. Even when the Purchasing Department signs for goods received, it should be understood that the department is merely verifying the number of packages received against the purchase order. Time does not allow delivery personnel to wait while packages are inspected. The school or department must be responsible for promptly unpacking and carefully inspecting shipments. If all items received match the Receiving copy of the Purchase Order, the Receiving copy should be signed and sent immediately to Accounting. Any discrepancies or shortages should be reported to the Purchasing Department within one working day, referring to the purchase order number and the supplier. The Purchasing Department will work with the supplier to protect the District's interest and to complete the transaction.

- Verify amounts. Note all shortages on shipping documents and have driver sign.
- Examine each carton for obvious damage. Keep all damaged cartons.
- Open every carton to check for hidden damage within one week of receipt of material.
- Stop uncrating and retain all merchandise in exactly the same condition it was received.
- Notify Purchasing immediately by phone.
- Do not use any of the merchandise or destroy packing material.

Materials Delivered Directly to the School or Department by the Supplier

Limited orders for supplies, equipment and furnishings will be delivered to the receiving dock at the Purchasing Department. Most items will be directly delivered to the School or Department. The same procedures of verifying the shipment as stated under the section **"Inspection of Items Received by Schools and Departments from Purchasing"** will apply to materials delivered directly to the school or department.

Accounting must be notified immediately by the recipient of goods covered by a BCSD Purchase Order, in the following instances:

- Materials that are delivered by the supplier directly to the requestor, by-passing the receiving dock.
- Materials picked up by the using school or department from a local supplier.
- Shipments that have been delivered to the requestor by purchasing that are actually covered by a BCSD Purchase Order, but that order number was undetected at the time of receipt.

All packing lists and bills of lading should be attached to the Receiving copy of the Purchase Order and forwarded to the Accounting Department, to be filed as a permanent proof of delivery.

Return of Supplies or Equipment

Supplies or equipment obtained with a BCSD Purchase Order to be returned to a supplier for credit, adjustment or replacement should be cleared through the Purchasing Department. Credit memos received which cannot be identified with returns will receive disposition at the discretion of the Accounting Office. Schools and Departments are urged to keep all such requests to the absolute minimum.

When an item is to be shipped from the BCSD campus for return, repair or any other reason requiring reimbursement from District funds, the procedures outlined below should be followed:

- Notify the Purchasing Department.
- Contact the vendor for a return authorization number.
- Complete the Return Form located online, or in the Procurement Office
- Most suppliers will accept returns up to 14 days after receipt of order at BCSD.
- All orders must be sent directly to the school location, unless the order is being shipped in large quantities; we will then ship to the Receiving Department.

Cash on Delivery-COD

The Purchasing Department, Schools, or Departments are not authorized to receive COD deliveries. The department will not handle cash or checks for this purpose. When a COD shipment comes to the dock or to a school or department, it must be turned away. Please verify with ALL vendors that they accept a Purchase Order; this is our ONLY means of payment currently.

Accounts Payable Procedures

Invoice Approval

The final step in the Purchasing Cycle is the matching of the vendor's invoice to the purchase order. The Purchasing Cycle constitutes a three-way match between the purchase ordered quantity, the received quantity, and the invoiced quantity. There is also a purchase price variance calculated when the invoice amount does not equal the purchase order amount. All invoices received relating to a purchase order must be sent to accounts payable for payment. There, the invoice is entered in MUNIS Accounts Payable and matched to the purchase order. If the three-way

match agrees, the invoice will be approved and will be paid according to payment terms. If the three-way match does not agree, the invoice will go on hold. The hold reasons are:

- **Quantity received** - the full quantity ordered has not been received but the invoice quantity billed matches the quantity ordered.
- **Quantity Ordered and Quantity Received** - the quantity billed is more than the quantity ordered and the quantity received.
- **Price** - the amount invoiced is more than the allowable price tolerances.
- **Quality** - the inspection of the product and or service has not been recorded and released.

Accounts Payable will notify the requesting school or department of the holds placed on the invoice. The requesting school or department is responsible for notifying the Accounting Department that the product or service was received and/or the Purchasing Department for making any corrections to the purchase order including additional line items or additional moneys. When the holds can pass the matching conditions, the invoice will be approved and paid according to payment terms.

Credit Memo

Policy:

A credit memo is a document issued to show a reduction in the amount owed by BCSD on a purchase order because goods were returned, were defective, or there was an error in invoicing. All credit memos received relating to a purchase order must be sent to accounts payable to be matched against the purchase order. The original invoice and credit memo will both be entered in the MUNIS Accounts Payable to offset one another and thus allow BCSD to pay the correct amount.

A rebate of any sort will be sent to the Accounting Department for processing; at no time A Bibb Employee shall receive any type of “Rebates” from vendors.

Year End Accrual/Encumbrances

MUNIS Purchasing uses the encumbrance method of accounting. An obligation encumbrance is based on an approved requisition. A commitment encumbrance is based on an approved purchase order. An invoice encumbrance is based on an approved invoice. The system automatically creates the encumbrance journal entries based on the status of a requisition, purchase order, or invoice. MUNIS Purchasing and Accounts Payable are so intertwined that it is vital for the functions of purchasing, receiving, and accounts payable to properly record the transactions of the purchase order to enable the MUNIS systems to automatically record and remove the encumbrances properly. An encumbrance journal entry reserves funds (reflects commitments) and is not recorded as an actual expense until the invoice is approved for payment.

Procedures:

BCSD - June 30

Only goods and services RECEIVED by June 30th are accrued (charged) against the current fiscal year's budget. Goods not received by June 30th are charged against next year's budget. The system will automatically create a journal entry for all purchase orders that are received in MUNIS. If the purchase order is not shown as received in Munis and the product or service was actually received by June 30th, a manual accrual entry will need to be made by Accounting.

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