Hazlehurst City School District
Excellence is the Expectation
Dr. Nonya C. Thrasher, Interim Superintendent
119 Robert McDaniel Drive Hazlehurst, MS 39083
PH: 601.894.1152 | FAX: 601.894.3170 | WEB: WWW.HAZLEHURST.K12.MS.US

ACCOUNTS PAYABLE

Accounts Payable Purchasing Process

ALL DISTRICT PURCHASES REQUIRE A PURCHASE ORDER BEFORE ORDERING!
THE DISTRICT IS NOT RESPONSIBLE FOR ORDERS PLACED WITHOUT A PURCHASE ORDER!!

- All requisitions must be submitted and approved via Remote Link; to receive a purchase order:
  - Gather quote(s)
  - Enter items quote(s) in Remote Link/Marathon using correct budget line and coding
    - Attach all documentation to requisition
      - Requisition
      - Quote(s)/MOU/Bids/Contracts
      - Sam.gov
- Once the requisition is submitted, the following steps will be reviewed for compliance with State and Federal Purchasing Laws.
  - ***Please allow at least one (1) week for the processing of all requisitions***
  - Step 1—Supervisor/Administration Review for Approval
  - Step 2—Accounts Payable review for secondary approval
    - *Note: requisitions will be unauthorized and returned for improper documentation, budget lines, and/or object codes.*
  - Step 3—Business Manager review for approval
  - Step 4—Superintendent review for final approval
  - Step 5—Purchase Order will be issued after Superintendent approval
- Once the purchase order is issued, please contact the vendor to submit the purchase order.
  - Please keep in contact with the vendor for order status and updates.
  - The district does not honor back orders. If items are out of stock the order may need to be cancelled and items may need to be ordered from another vendor.
  - *The Accounts Payable Department will only place orders for Amazon.*
- **If there is an emergency purchase situation, contact the Business Manager directly and you will receive guidance on the steps to take.**
- All orders should be shipped to your department location with the exception of Fixed Assets.
  All Fixed Assets should be shipped directly to Central Office so that they may be tagged. Please notify Accounts Payable of any Fixed Asset orders that are being shipped.
- If you wish to use a vendor that is not already set up in the accounting system, please contact the Accounts Payable Department for more information.

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HCSD General Purchase Checklist

Complete and include with Purchase Requisition #_____

Vendor Name: _____ Vendor #_____
Is this vendor already a vendor for Hazlehurst City School District? YES NO

A. **Items/Services: _____**
B. Which budget string are the funds coming from?
   a. _____
C. Does the order include shipping and handling?
   a. _____
D. Reasonable (Must follow sound business practices)
   a. Indicate which of the following applies:
      - ☐ **Micro-Purchase** (goods up to $5,000 & services under $10,000- ONE quote needed)
      - ☐ **Purchases** ($5,001 - $50,000 goods and services between $10,001 to $250,000 must have TWO quotes)
      - ☐ **Services over $25,000 must be advertised** (see district procurement manual)
      - ☐ **Purchases of goods $250,000 and above must follow formal bidding process**
      - ☐ **If item is in the 300s object code, signed agreement/contract must be attached.**
E. Documentation Checklist:
   a. Copy of Purchase Requisition from Remote Link
   b. Quote with signature of administrator and date
   c. W-9 with Federal Tax ID Number(if new vendor only)
   d. SAM (System for Award Management) results
   e. Attachments to indicate that Competitive Purchasing Rules were followed, where applicable. (Quotes)

_____ _____
Administrator's Signature **Date**

**********District Office Only**********

- ☐ Appropriate original signature
- ☐ *W-9 with Federal Tax ID Number (if new vendor only)*

Correct Attachment(s):

- ☐ SAM (System for Award Management) results
- ☐ Quote(s)
- ☐ Requisitions

_____ _____
AP/Business Manager Signature **Date**

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MDE STATE MANDATED OBJECTS CODES

Some object codes have changed. Below is a list of object codes that MDE has mandated that we must use. The most frequent object codes used by the District are listed below.

Object code 610	Supplies
Object Code 337	Professional Services
Object Code 430	Repairs/Maintenance
Object Code 612	Food & food related items
Object Code 731	Chrome book, laptop, and desktop computers (Fixed Asset)
Object Code 734	Printers, Projectors, Mobile Carts, Promethean and Smartboard Interactive panels (Fixed Asset)
Object Code 738	Access points, hot spots (Fixed Asset)
Object Code 737	Other Furniture and Equipment (Cost or value of $5,000 and above) (Fixed Asset)
Object Code 735	Items that must appear on an inventory list regardless of cost and be bar coded by Fixed Assets.

- Weapons
- Camera and Camera Equipment (greater than $250.00)
- Two Way Radios
- Televisions (greater than $250.00)
- Lawn Maintenance Equipment
- Cellular Telephones
- Chain Saws
- Air Compressors
- Welding Machines
- Generators
- Band Instruments
- Ice Machines
- Air Conditioners
- Appliances
- Portable A/Cs
- A/C Units

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WHEN IN DOUBT, CALL ACCOUNTS PAYABLE. WE WILL HELP YOU OUT!

Things to Remember When Entering Requisitions in Marathon/Remote Link

- Enter the Vendor's name. Verify the Vendor is correct when selected.
- Deliver To: Enter the name of the School or Department; please verify correct address.
- Description of items being ordered:
  - If you are ordering pens, paper, office supplies, etc., enter office supplies or supplies in the DESCRIPTION LINE. "OFFICE SUPPLIES"
  - If you are ordering a computer, printer, interactive panel, or other technology enter computer or technology equipment in the DESCRIPTION LINE, "COMPUTER OR TECHNOLOGY EQUIPMENT.
- Attention Window: Enter the name of the person who is requesting the order/items at that location.
- Line items: Enter the quantity, unit category, exact name of the commodity being procured, catalog/item number and unit price. Line items must be descriptive for auditors.
  - Catalog and item numbers are obtained from the vendor if applicable.
- Once all items are entered, **ADD the SHIPPING COST which is obtained from the vendor. You m*ust enter in the line item:* NO SHIPPING OR ADD SHIPPING COST IF APPLICABLE**. **Always ask the vendor for the shipping cost and include that amount in the line item or add 10% of your total order amount in the line item for shipping and handling. Failing to add shipping and handling in the line items will result in the requisition being unauthorized and returned.**
  - SUGGESTION NOTE: List a **contact person's name, phone number and email address** in the line item so the vendor will know who to contact in case they have a question regarding the items/goods/services requested.
  - When making purchases from Office Depot, get all pricing from the website set up for the Hazlehurst City School District (https://www.odpbusiness.com).
  - Office Depot does not charge shipping for large orders. *Effective July 1, 2021, orders under $50 will have a $9.99 small order fee charged.*
  - Some items may carry a surcharge.
  - It is strongly suggested to contact Accounts Payable to get an online odering account setup for your department, so that you may order online. This vendor has fallen behind on receiving faxed purchase orders.
- Items purchased using a state contract should be as follows:
  - State contract number and promo code, product number, or material number must be listed in the line items on the requisition. Upload the state contract, price list and the vendor's resellers

list showing the vendor you are ordering from is on that list.

  - All state contract information entered on a requisition will be verified by the Purchasing department.
  - If you need assistance with uploading documents to requisitions, call Purchasing and we will walk you through the process.
- **Special Instructions,** if and when applicable, must be added in the line item of the requisition.
  - If the requisition is a result of a BID, RFP, RFQ or IB, you must list the Bid/RFP/RFQ/IB number and date approved by the Board of Trustees or IB issue date in the line items.
  - For requisitions you wish to remain OPEN with very high dollar amounts or to roll to the next year, list Multi-Year in the line items so Purchasing can mark the PO not to close unless:
    - A request is emailed to close or it is written on the last payment.
    - A Purchase Order amount is paid in full.
- Any of the above information not listed on the requisition when applicable **will result in an Unauthorized Requisition.** The request or/ordering entity will receive an email letting them know the requisition has been returned back to the Remote Link Module with a message.
- All purchases using State and Federal funds require two quotes, the Sam.gov EPL (Excluded Parties List) uploaded to the requisition prior to primary or secondary authorization or will be returned **unauthorized** by Federal programs.
- Always monitor your Requisition Master Listing on a regular basis so you will know the status of your requisition. Some requisitions require a secondary authorization.
- The Status box on the requisition lets you know the status:
  - **I** - means in progress, order not complete
  - O- means requisition complete and ready for approval
  - **A** - means it's been authorized/approved by your primary
- Always follow up with your primary and secondary authorizers to ensure they know a requisition is waiting for their authorization.
- When a requisition has gone through all of the steps, a Purchase Order is issued. Your Requisition Master Listing will show an assigned PO number under the PO column.