

CALLEN ISD

PURCHASING PROCEDURES



Goal: To ensure a systematic process to review and approve the purchase of goods and services in compliance with federal grants requirements, state law, Board Policy and local procedures.

Section 1. Purchasing Ethics

- ❑ In accordance with Board Policy CAA Local – Financial Ethics, all Trustees, employees, vendors, contractors, agents, consultants, volunteers, and any other parties who are involved in the District’s financial transactions shall act with integrity and diligence in duties involving the District’s fiscal resources.
- ❑ Fraud and financial impropriety shall include but not be limited to:
 - Forgery or unauthorized alteration of any document or account belonging to the District.
 - Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
 - Misappropriation of funds, securities, supplies, or other District assets, including employee time.
 - Impropriety in the handling of money or reporting of District financial transactions.
 - Profiteering as a result of insider knowledge of District information or activities.
 - Unauthorized disclosure of confidential or proprietary information to outside parties.
 - Unauthorized disclosure of investment activities engaged in or contemplated by the District.
 - **Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District, except as otherwise permitted by law or District policy. [See CB, DBD]**
 - Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
 - Failure to provide financial records required by federal, state, or local entities.
 - **Failure to disclose conflicts of interest as required by law or District policy.**
 - **Any other dishonest act regarding the finances of the District.**
 - Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards.
- ❑ In coordination with legal counsel and other internal or external departments or agencies, as appropriate, the Board President, Superintendent, and/or Assistant Superintendent of Finance & Operations shall promptly investigate reports of potential fraud or financial impropriety.

Section 2. Purchase Order Approval Authority

- ❑ The Superintendent has delegated the authority to the Assistant Superintendent of Finance & Operations to approve all purchases less than \$99,999.99.
- ❑ The Board of Trustees retains the authority to approve all contracts for the purchase of goods or services for any single purchase that exceeds \$100,000 before the transaction or commitment is made. [Source: Board Policy CH Local].

- ❑ School District Administrators are not authorized to override state law or board policy, they are able to customize the purchasing function to provide for regulatory compliance while minimizing procedures and related costs.
- ❑ No District employee shall order and secure goods or services without an approved purchase order. Violators may be held personally responsible for the debt incurred and may be subject to disciplinary employment action.

Section 3. Statutes, Regulations and Board Policies Applicable to Purchasing

- ❑ The District shall comply with all Texas laws, regulations and Attorney General Opinions related to the purchasing of goods and services.
- ❑ The District shall comply with all local policies and procedures, such as School Board Policy CH Local and these written purchasing procedures.
- ❑ **For all purchases with federal grant funds, the District shall comply with the federal regulations, EDGAR related to the purchasing of goods and services. [2 CFR 200.317-200.326] effective July 1, 2018 in conjunction with the most current District State and Federal Grant Policies & Procedures Manual (EDGAR Manual).**
- ❑ All relevant statutes, regulations, board policies and procedures are available to all purchasing stakeholders at the links below:
 - Texas Education Code – Chapter 48 Fiscal Management:
<http://www.statutes.legis.state.tx.us>
 - EDGAR Regulation – [2 CFR Part 200](#)
 - School Board Policies - <https://pol.tasb.org/Home/Index/182>

Section 4. Purchasing Methods and Procedures

- ❑ The District purchasing limits and requirements are documented in the annual **Purchasing Levels and Requirements**.
- ❑ The purchasing limit threshold shall be determined by expenditures for “like-items” (commodity codes) in the aggregate over a fiscal year (September 1st through August 31st) across all funding sources.
 - **Micro-Purchase (less than \$49,999.99)** - Shall be made by receiving at least one quote and selecting the lowest practical prices from the most qualified vendor.
 - **Small Purchase (\$50,000 to \$99,999.99)** - Shall be made by receiving at least three quotes and selecting the lowest practical prices from the most qualified vendor utilizing the **Price Quote Tabulation Sheet**.
 - **Small Purchase/Large Purchase (\$100,000 and above)** – Shall be made through competitive procurement or multiple quotes from qualified purchasing co-operatives. **Requires Board approval.**
 - *Small Purchase is \$50,000 to \$349,999.99*
 - *Large Purchase or Single Acquisition Threshold \$350,000 and above*

- **Sole Source Purchase** – Not allowed per District procedures, must utilize micro-purchase, small purchase, or qualified purchasing co-operatives, unless explicitly allowed by the granting agency or Texas Education Agency (TEA).
- ❑ The District shall adhere to the most restrictive federal regulations, state laws, local policies and/or procedures when the guidance documents are in conflict.
- ❑ The District has applied for and received approval to increase the micro-purchase threshold from \$10,000.00 to \$49,999.99 from Texas Education Agency (TEA) for general fund and grant fund purchases, and Texas Department of Agriculture (TDA) for food service fund purchases. See **Self-Certification of Increased Micro-Purchase Threshold** for documentation.

Purchasing Co-Operatives:

- ❑ Purchasing cooperatives are often used government agencies to reduce costs and improve the quality of products and services by combining the purchasing power of power of local governments.
- ❑ Through Board approved Interlocal Purchasing Cooperative agreements, the District is allowed to access vendors and purchase goods/services that other governmental agencies formally procured through these Purchasing Cooperative agreements. Reference the **Annual List of Purchasing Cooperatives**
- ❑ Be mindful, just because a vendor is on a Purchasing Cooperative does not mean the District is a member, or that the specific good/service you are purchasing is included on the specific Purchasing Cooperative.
- ❑ All purchases utilizing the Purchasing Cooperative method must have the Purchasing Cooperative contract number listed directly on the quote.

Competitive Procurements:

- ❑ Purchases of supplies, materials and equipment that, in the aggregate, are **more than \$100,000** in a fiscal year, shall be made by one of the procurement methods allowed by state law and/or federal regulations, as appropriate based on the source of funds [CH Legal].
- ❑ The priority order of competitive procurement methods for the district shall be as noted below:
 - Interlocal contract or cooperative purchasing program
 - Request for Proposals (RFP)
 - Request for Competitive Sealed Proposals (RFCSP)
 - Competitive bidding
- ❑ All purchases of professional services, such as Architects, Engineers, Registered Nurses, Speech Pathologists, and other licensed professionals, may be obtained through a Request for Qualifications process on the basis of competence and highest value to the district as per CH (LEGAL).
- ❑ All purchases with federal grant funds shall also adhere to the EDGAR Procurement Standards.
- ❑ The specifications for the competitive procurement shall be developed by District officials and **not** vendors or vendor representatives. The specifications shall identify the specific goods and/or services that will meet the District's needs without expressly requiring a name brand. It is preferable to identify the goods or services as detailed as possible, but add a statement such as "or approved equal".

Section 5. Requisition and Purchase Order Processing

On-Line Requisition System:

- ❑ The District shall use an on-line requisition system (Skyward Finance) for all purchases.
- ❑ The Director of Business Services or Assistant Superintendent, shall create all requisition system users/approvers and assign access to the appropriate account code(s).
- ❑ Below illustrates information that should be on a purchase requisition when entering in Skyward Finance.

Requisition Master Information

- Requisition Group – enter the 3 digit number – this determines the routing for approval
- Fiscal Year
- Description – enter the description of the item(s) such as department, what is being ordered, brief description
- Vendor name
- Ship To – Department that items were ordered for
- Attention – who will the goods be delivered to
- Project/Grant – where applicable when purchasing with State or Federal Grant funds
- Method – select the purchasing method, micro purchase, cooperative, formal procurement, etc.
- Commodity code – enter the like-item category (aka commodity code) from the drop-down list
- Co-Op – Co-Op Name and Contract information if applicable

The screenshot shows the 'Requisition Master Information' form in the Skyward Finance system. The browser address bar indicates the URL: <https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfincalallenisdtx/foreqmast001.w?isPopup=true>. The form is titled 'Requisition Master Information' and includes a breadcrumb trail: 'Requisition Master Information | Requisition Detail Lines/Accounting'. The form is divided into two main sections: 'Requisition Setup Information' and 'Requisition Information'. In the 'Requisition Setup Information' section, the 'Requisition Group' is set to '888 - ADMN TECH OTHER' and the 'Fiscal Year' is '2023 - 2024 September 1, 2023 - August 31, 2024'. There are radio buttons for 'Account allocation by total requisition amount (YMA)' (selected), 'Account allocation by each requisition detail line (YDA)', and a checkbox for 'This is a Blanket Requisition/Purchase Order'. In the 'Requisition Information' section, the 'Batch Number' is '22'. The 'Description' is 'Business Office - Office Supplies' and 'BUYBOARD Contract 656-21'. The 'Vendor' is 'Commerce Bank - Commercial Cards PO BOX 808009 Kansas City MO 64180-8009'. The 'Ship To' is 'Calallen ISD - Administration 4205 Wildcat Dr Corpus Christi TX 78410'. The 'Attention' is 'Kelsey Ramos'. The 'Due Date' is '08/22/2024' and the 'Ship Date' is '08/22/2024', both with 'Thursday' selected. The 'Ship Via' is blank. The 'Project/Grant' is blank. The 'Contract' is blank. The 'Method' is 'MICRO' and 'Micro-Purchase'. The 'Com Code' is 'OFF-030' and 'Office-Supplies, Administration'. The 'Co-Op' is 'BUYBOARD 656-21'. On the right side of the form, there are buttons for 'Save and Add Detail', 'Save and Mass Add Detail', and 'Back'. At the bottom left, a note states: 'Asterisk (*) denotes a required field'.

Requisition Detail Lines/Accounting (enter the detailed information, line by line, of the items being ordered including any shipping or freight costs)

- Description – enter detailed description of item ordered
- Quantity – enter the quantity of items being ordered
- Unit of measure – select the unit of measure such as Each, Gallon, Case, Months, etc.
- Unit cost – enter the unit price of the item(s)
- Account codes – enter the account code(s) for each line item (or use the Uniform Account Code Distribution tab to enter one or multiple accounts that will apply to all line codes.
- Account code amount or percent
- Attachments – must include copy of quote(s), price quote tabulation sheet, formal procurement document, and board approval
- Additional Required Attachments for Grant Funds (2XX – 4XX): **Justification of Allowable Use of Grant Funds Form**

The screenshot shows a web application interface for 'Requisition Detail Lines/Accounting'. The browser address bar shows the URL: https://skyward.iscorp.com/scripts/wsisa.dll/WSservice=wsfincalallenisdtx/foreqdetl001.w. The page title is 'Requisition Detail Lines/Accounting'. Below the title, there are tabs for 'Requisition Master Information' and 'Requisition Detail Lines/Accounting'. The 'Requisition Master Information' tab is active, displaying the following details:

- Batch Number: 22
- Requisition Number: 0000057084
- Group: (888) ADMN TECH OTHER
- Fiscal Year: 2023 - 2024
- Vendor: Commerce Bank - Commercial Cards
- PO BOX 808009
- Kansas City MO 64180-8009
- Accounting: Account allocation by total requisition amount.
- Amount: 199.87
- Ship To: Calallen ISD - Administration
- Blanket PO: This is not a Blanket PO
- Description: Business Office - Office Supplies BUYBOARD Contract 656-21

On the right side of the master information section, there are buttons: 'Submit For Approval', 'Save and Finish Later', 'Back', 'Edit Master', 'Notes', and 'Attachments'. Below the master information, there is a section for 'Requisition Detail Line Items'. It includes a table with the following columns: Line, Catalog Code, Description, Quantity, U of M, Unit Cost, Total Cost, Comm Code, and %. The table contains two rows:

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code	%
100		2 inch Binders	5	EACH	25.59000	127.95		0
110		10 Pack Blue Pens	8	EACH	8.99000	71.92		0

On the right side of the line items section, there are buttons: 'Add', 'Edit', 'Delete', 'Mass Add Detail', and 'Add Requisition Accounts'. At the bottom of the page, there is a pagination bar showing '100' and '2 records displayed', and a 'Line:' field.

Requisition Detail Lines/Accounting - W\F\PU\MR\REQ - 10740 - 05.24.06.00.06 - Work - Microsoft Edge

https://skyward.iscorp.com/scripts/wsisd.dll/WService=wsfincalallenisdtx/foreqacct002.w

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **22**

Requisition Number: **0000057084**

Group: **(888) ADMIN TECH OTHER**

Fiscal Year: **2023 - 2024**

Vendor: **Commerce Bank - Commercial Cards**
PO BOX 808009
Kansas City MO 64180-8009

Accounting: **Account allocation by total requisition amount.**

Amount: **199.87**

Ship To: **Calallen ISD - Administration**

Blanket PO: **This is not a Blanket PO**

Description: **Business Office - Office Supplies BUYBOARD Contract 656-21**

[Edit Master](#)

[Notes](#)

[Attachments](#)

[Submit For Approval](#)

[Save and Finish Later](#)

[Back](#)

Requisition Accounts

Requisition Accounting

Account Number	Account Amount	Account Percent	Over Budget
199 E 41 6399 00 735 0 99 000	\$199.87	100.00%	

1 records displayed

[Update Account Distrib](#)

[View Requisition Detail Lines](#)

Purchase Requisitions:

- ❑ The Campus/Department shall submit a purchase requisition using the on-line requisition system (Skyward Finance) for all purchases utilizing district funds, including General Fund purchases, District Credit Card purchases, Activity Funds, Grant Funds, etc.
 - If the vendor that the requestor intends to purchase from does not exist in the vendor database, the requestor shall forward a completed **Vendor Application Packet** to the Accounts Payable Specialist for processing.
 - If the account code(s) that the requestor intends to purchase with do not have sufficient funds, the requestor shall process a Budget Transfer in Skyward Finance prior to entering the requisition.
- ❑ Requisitions can be submitted for a single purchase or an **Open Purchase Order** for multiple purchases (monthly, quarterly or annual). Annual service contracts are an example of the use of an Annual Open PO.
- ❑ All travel requisitions shall be entered by the Business Office Specialist, including field trips. The Campus/Department shall forward a completed **Travel Expense Statement Form** to the Business Office Specialist to initiate the requisition process. Reference the **Travel Guidelines and Procedures**.
- ❑ The requestor shall attach in Skyward Finance to the requisition all documentation for requisitions such as quotes, registration forms, contracts, etc.

Requisition Approvals:

- ❑ The Director of Business Services or Assistant Superintendent shall create and maintain all of the requisition approval paths in accordance with the District's **Purchase Order Flowchart**.

- ❑ The campus principal or department head should review and approve all requisitions initiated from their campus and/or department at least on a weekly basis to ensure prompt processing of the campus and/or department requests.
- ❑ All requisitions from federal grant funds shall be reviewed and approved by the appropriate grants manager in accordance with the **State and Federal Grants Manual**.
- ❑ All travel and safety and security requisitions shall be reviewed and approved by the Superintendent.
- ❑ For requisitions under \$10,000, the Director of Business Services shall review and approve all requisitions as final approval.
- ❑ For requisitions over \$10,000, the Director of Business Services shall review and approve all requisitions prior to sending the requisition to the Assistant Superintendent for final approval.
- ❑ Requisitions are internal documents and should not be forwarded to a vendor to place an order as they are not approved purchase orders. If an employee forwards a requisition to a vendor to place an order, the employee shall be held personally responsible for the debt and may be subject to disciplinary action.
- ❑ The review shall include vendor information, description and amount (allowable, necessary, reasonable), purchasing method, commodity code, co-op information, required quote attachments, account codes, and available budgets.
- ❑ If any deficiencies are noted with a requisition, the Business Office shall contact the requestor to resolve the discrepancies. If the discrepancies cannot be remedied, the Director of Business Services or Assistant Superintendent shall deny the requisition.

Purchase Orders:

- ❑ Purchase Orders are similar to a “promissory note” in the sense that it conveys to the vendor that if they provide the goods or services, the District promises to promptly pay for the goods or services.
- ❑ The Director of Business Services shall serve as the final approver of all requisitions under \$10,000. The Assistant Superintendent shall serve as the final approver of all requisitions over \$10,000. Upon final approval, the requisition becomes a purchase order and is assigned a Skyward Purchase Order number and a digital signature from the Assistant Superintendent.
- ❑ Each purchase order is uniquely tracked for audit purposes. NO EMPLOYEE SHOULD ORDER OR RECEIVE GOODS OR SERVICES WITHOUT AN APPROVED PURCHASE ORDER.
- ❑ The Campus or Department that initiated the requisition is responsible for printing and distributing the approved purchase orders to the appropriate vendors.
- ❑ For eCommerce Purchase Orders, the Campus or Department that initiated the requisition is responsible for completing the purchase through eCommerce Ordering in Skyward Finance.
- ❑ The Accounts Payable Specialist shall keep an internal-only District copy of all purchase orders pending receipt of the invoice, packing list, and receiving confirmation.
- ❑ At the end of the fiscal year, all purchase orders shall be either canceled or carried forward to the following fiscal year.
 - If the purchase order is carried forward to the following fiscal year, the Chief Financial Officer shall record the aggregate amount in the respective fund group as Reserved for Encumbrances.

Purchase Order Receiving:

- ❑ The Campus or Department that initiated the requisition is responsible for receiving the goods and/or services for their approved purchase orders.
- ❑ The Campus or Department shall inspect all packages/boxes received and open, count and record all goods received on the appropriate open purchase orders. If damages have occurred, or any discrepancies are found, the vendor should be promptly notified.
- ❑ The quantity of items received shall be entered on the Skyward Finance Purchase Order Receiving system, and any signed receiving copies or shipping tickets should be attached.

Section 6. District Credit Card Purchases

General purchasing procedures above for Purchase Requisitions, Requisition Approvals, and Purchase Orders apply to district credit card purchases. Additional procedures specific to district credit card purchases are listed below.

General Guidelines:

- ❑ The District shall use an on-line credit card system (Skyward Finance) for all credit card transactions, and utilizes the Accounts Payable – Credit Card module in Skyward Finance for receiving and invoicing district credit card transactions.
- ❑ The Director of Business Services or Assistant Superintendent, shall create all credit card system users/approvers and assign access to the appropriate account code(s).
- ❑ All credit card purchases must be pre-approved and accompanied by a Skyward requisition and approved Purchase Order (PO) before making any transactions.
- ❑ District-issued Commerce Bank credit cards carry a zero balance. Once the PO is approved, the Business Office Specialist will load the authorized credit amount for the approved time frame.
- ❑ District credit card usage is strictly limited to the dates and amounts approved in the PO.
- ❑ All credit card transactions shall be supported by itemized receipts.

General Allowable Credit Card Uses:

- ❑ Purchases with a prior approved purchase order to Commerce Bank
- ❑ Travel-related expenditures: student-related meals, lodging, parking, and airfare (must comply with GSA limits and TEA rules).
- ❑ Vendors who do not accept purchase orders
- ❑ One-time minor purchases from vendors not in skyward

General Unallowable Credit Card Uses:

- ❑ Purchases without a prior approved purchase order to Commerce Bank
- ❑ Personal expenses or purchases
- ❑ Meals for staff unless pre-approved
- ❑ Recurring charges or subscription renewals
- ❑ Sales tax (Texas sales tax is not reimbursable-use the districts tax exemption certificate)

Audit & Compliance:

- ❑ Missing receipts, unapproved transactions, or use of the card outside of the approved Purchase Order process may result in:
 - Card being placed on hold
 - Revocation of card privileges
 - Reimbursement by the employee

Credit Card Purchase Order Receiving:

- ❑ The Campus or Department that initiated the requisition is responsible for documenting credit card transactions for their approved purchase orders utilizing the Accounts Payable – Credit Card module in Skyward Finance.
- ❑ The Campus or Department shall attach and submit all transactions no later than five (5) days from the statement date.
- ❑ Attachments – One (1) of either receipt, payment confirmation or invoice shall be **required**. Picture of any documentation listed above will be accepted as attachment.
- ❑ Below illustrates information that should be on a credit card transaction when entering in Skyward Finance.

Review/Submit Transactions

- Attachments – One (1) of either receipt, payment confirmation or invoice is **required**. Picture of any documentation listed above will be accepted as attachment.
- Description – enter the description of the item(s) such as department, what is being ordered, brief description
- Select from PO – Assign purchase order to transaction
- Date – In module is credit card posting date, may differ from actual date of transaction
- ❑ The Business Office Specialist shall serve as the final approver of all transactions. Upon approval the transaction, the reconciliation shall be completed within 10 day after the statement date for payment.