

WAYNE TOWNSHIP PUBLIC SCHOOLS WAYNE, NEW JERSEY



2016 - 2017 PURCHASING MANUAL

Administration

Emidio D'Andrea, Business Administrator/Board Secretary
Nicole C. Schoening, CPA, Assistant Business Administrator

Table of Contents

	<u>Page</u>
Purchasing – General	
Authorized Purchases	4
Unauthorized Purchases	4
Preview of Materials	4
Reimbursements - mileage and personal	5
Reimbursements - workshops/travel	6
School Activity Accounts	8
Food Service Catering/Special Events	8
Purchase Orders	
Preparation of the Requisition	10
Shipping	12
Delivery	12
Responsibilities of Administrator	14
Responsibilities of Business Office	14
Expedited (Emergency) Purchases	15
Purchases for Perishable Goods (Food Supplies)	15
Payments to Officials, Clock Operators, etc.	15
Receipt of Materials	17
Purchasing Requirements	
Bids, Bidding	19
Professional Services	20
NJ Business Registration Certificates	20
Political Contribution Disclosure Forms	20
Ethics in Purchasing	21
Emergency Purchases (18A)	22
Documents	23
a. Copy of District Purchase Order	
b. Copy of Athletic / Special Events Voucher Form	
c. Sample of Mileage Voucher	
d. Personal Expense Reimbursement Form	
e. Purchasing Thresholds	

INTRODUCTION

The purpose of this Purchasing Manual is to assist all Board of Education employees in the proper purchasing practices to be in full compliance with New Jersey Public School Contract Laws and Board of Education Policy. It will also enable the District to become more time efficient and cost effective.

To help achieve these goals, proper planning is essential. Please allow yourself enough time between generating the requisition request and the actual date the materials or services are needed.

This manual has been prepared by the Business Administrator and Assistant Business Administrator, along with suggested guidelines from the Assistant Business Administrator for the City of Passaic Board of Education, and will be updated and provided annually by the Business Office as part of its purchasing policy.

If you have any questions concerning the following guidelines, please do not hesitate to call the Business Office.

PURCHASING - General

Authorized Purchases

Pursuant to New Jersey State Statute 18A:18A-2(b), the **Purchasing Agent (School Business Administrator)** is the **only** individual in the School District that has the authority to make purchases for the Board of Education. This means that **NO SERVICES/SUPPLIES CAN BE ORDERED WITHOUT THE PERMISSION OF THE BUSINESS ADMINISTRATOR, NOR CAN ANY STAFF MEMBER SIGN ANY CONTRACTS - ALL CONTRACTS MUST BE SIGNED BY THE BUSINESS ADMINISTRATOR.**

ALL requests for purchases of materials, supplies, and services **MUST** be made through a signed and approved purchase order. The purchase order authorizes the work or service to be done, and/or the materials, and supplies to be delivered to our school district. The purchase order represents a **CONTRACT** between the School District and the vendor.

No materials, supplies or services may be ordered or work authorized by any other individual in the School District without the approval of the Business Administrator. **NO EXCEPTIONS WILL BE TOLERATED.**

Unauthorized Purchases

Any Board of Education employee who orders and receives any materials or supplies or who approves services *without* obtaining an **approved*** purchase order has made an unauthorized purchase and may be subject to disciplinary action. Unauthorized purchases are a violation of State Law and Board Policy.

* An approved purchase order is one that has been **SIGNED** by the School Business Administrator -- the signature of a School Administrator or the submission of a requisition **DOES NOT** guarantee that it will be approved.

Penalties for Unauthorized Purchases

The Superintendent of Schools may assign penalties listed below for unauthorized purchases:

First Offense	Letter in Personnel File	Pay for Purchase
Second Offense	Suspension	Pay for Purchase
Third Offense	Loss of Increment	Pay for Purchase
Fourth Offense	Loss of Employment	Pay for Purchase/Tenure charges

Preview of Materials

All staff members must receive permission from Building or District Administrators to preview materials. If the preview is approved, a purchase requisition is processed. In the body of the requisition, it **MUST** be indicated that the order is for a preview of materials and the date that the preview will expire. Accounts Payable will hold the requisition until the deadline date. If the material is kept, the purchase order will be processed. If the material is returned, the requisition will be canceled. It is the responsibility of the staff member to advise Accounts Payable, in writing before the deadline date, whether or not they intend to keep the material.

REIMBURSEMENTS TO STAFF

Reimbursements to staff are made through **payroll**, not a purchase requisition, and are approved for payment in the following instances:

1. Mileage Expenses - as provided for in a negotiated contract or as confirmed by the staff member's schedule or job assignment.
2. Safety shoe or other reimbursement included in a negotiated contract
3. *Pre-approved* professional development costs - registration, travel, meals, mileage, etc.

The **Standard Operating Procedure for Reimbursements to Staff** are to be followed. This SOP is located on the Staff Resources page of the District website. In general, below are the requirements:

Mileage Expense Reimbursements (School to School Travel)

Staff members who are required to use their personal vehicle for school to school travel as confirmed through their schedule or job assignment, or other staff members who travel on regular school district business for which the reimbursement is included in their employment contract, are entitled to receive reimbursement for their mileage traveled. State travel regulations limit the amount of reimbursement to \$.31 per mile.

The Business Office will set up estimated reimbursements to staff on the payroll purchase order for all accounts that have budgeted funds at the beginning of each school year.

On a **monthly basis, but no more than on a quarterly basis**, staff members are to submit a completed School Mileage Reimbursement Form for reimbursement of travel directly to the Payroll Department. No more than three (3) months of mileage may be reimbursed to an employee at any one time. All mileage reimbursement forms for the current school year **MUST** be submitted to the Business Office no later than June 30th for payment. If the Form is not received in the Business Office by June 30th, reimbursement will **NOT** be made. This provision supports Board Regulation #3240: Professional Development (as it refers to reimbursements).

Personal Expense Reimbursements

ALL personal expense reimbursements for purchases included in an employment contract, such as reimbursements for safety shoes, must be submitted to the Payroll Department for payment.

Should an occasion arise where supplies and/or equipment cannot be purchased through the normal purchase order process, either because the vendor will not accept a purchase order or because there is an emergent issue, the staff member **MUST obtain PRIOR approval** from their Principal or Administrator before the purchase can be made. In turn, the Principal/Administrator **MUST obtain PRIOR approval** from the Business Administrator/Assistant Business Administrator to ensure that the purchase is appropriate, etc.

Once approved and the purchase has been made, the staff member must submit the **PERSONAL EXPENSE REIMBURSEMENT FORM** along with the following documents to the Payroll Department for reimbursement:

Original receipts documenting ALL expenses incurred as follows:

- a. Cash receipts for purchases must be the original receipt from the vendor and shall only include those items purchased for the school District - there are to be no personal purchases on the receipt submitted.
- b. When a check has been used for the purchase, a copy of a canceled check, front and back, or a copy of a canceled check on a bank statement must be provided. However, if providing a bank statement, account numbers and/or other transactions on the statement should be redacted.
- c. When a credit card has been used for the purchase, and the name of the employee does not appear on the credit card receipt, a copy of the staff member's credit card with all numbers except the last four digits redacted must be provided along with the receipt showing the last four digits of the credit card used or a copy of the staff member's credit card statement showing the purchase. Again, if providing a copy of the statement, all other transactions and all credit card numbers other than the last four digits must be redacted.

There are no exceptions per State Code and Board of Education policy; therefore, if there is no receipt, no reimbursement may be made for that expense.

Workshop/Travel Reimbursement

NJAC 6A:23-A-7 et seq. requires that *all travel by school staff MUST have pre-authorization of the Superintendent AND have prior approval of the Board of Education BEFORE attendance.* Therefore, no request shall be considered or approved if submitted after the event has started, nor will reimbursement be made if the request is received so late that the Board of Education cannot approve it prior to attendance.

Please refer to the Standard Operating Procedure for Professional Development (located on the Staff Resources page) as well as Board of Education Policy 6471 - School District Travel which can be accessed on the District website under the Board of Education tab.

Staff members are only to use their own funds to pay for expenses such as professional development workshop registration fees in those cases where a vendor will not accept a District purchase order. However, if a staff member uses their own funds to register without prior approval, they will not be reimbursed for the cost. Therefore, cancellation timelines should be researched before registering in advance.

Requests for professional absence to attend workshops, seminars, etc., MUST be approved by the Department Administrator and/or Principal and be submitted to the Office of the Superintendent for approval on the Professional Leave Request Form.

The following documents are REQUIRED with the submittal of the Professional Leave Request Form:

- a. Completed purchase requisition(s) made payable to the appropriate vendor for registration costs
- b. A copy of the workshop/seminar/meeting information including costs
- c. If the staff member is using their personal vehicle to attend the event, a completed and signed Travel Certification Form, which is required for compliance with the State's new accountability regulations.
- d. If the staff member is using their personal vehicle to attend the event, a copy of a MapQuest mileage calculation from the staff member's home school/location to the event, round trip. Mileage cannot be calculated from the staff member's home.
- e. Should attendance require a meal reimbursement or an overnight stay, including hotel, air fare, etc., the staff member *must* visit www.gsa.gov for the current allowable per diem rates for lodging, meals and incidentals that can be reimbursed for the date and location

of the event to be attended. A printout of the page from the website must be submitted with your leave packet.

Please note: NO approval will be granted without the submission of ALL documents. Reimbursement of expenses will NOT be made if approval for reimbursement of expenses was not received PRIOR to attendance.

Forms, along with all documents, are submitted to the Central Office for approval. Once approved, the Central Office will place the workshop with expenses on the next Board of Education Agenda for approval.

Once attendance at the workshop, seminar or event has been completed, the following documents must be submitted to the Payroll Department for reimbursement:

1. Receipts documenting ALL expenses incurred. Receipts may include a receipt from the workshop, tolls, parking, hotel charges, meal, etc. Receipts for registration may include a copy of a canceled check, front and back, a copy of a canceled check on a bank statement, OR a credit card receipt. (Please refer to acceptable receipt documents as noted above under Personal Expense Reimbursement.) There are no exceptions per State Code and Board of Education policy; therefore, if there is no receipt, no reimbursement may be made for that expense.
2. A written summary report of the professional development activity MUST be submitted before reimbursement will be made. The written report must be signed by the Building Administrator, or other immediate supervisor.
3. In accordance with Board of Education Regulation 3240, Professional Development, all receipts for reimbursement of professional development MUST be received no later than 45 days after the event has occurred. Receipts received after that time period will not be reimbursed.

Please note that the Board of Education is a TAX EXEMPT agency. NO reimbursement can be made for sales tax. If necessary, *it is the responsibility of the staff member* to contact the Business Office to obtain a tax exempt letter that may be presented to the vendor so that taxes are not imposed.

Board members, officers and employees of the School District who register for conferences, workshops, or other professional growth and development activities but fail to attend without proper notification to the Business Office shall be responsible for reimbursing the Board for all incurred expenses. Exceptions caused by extenuating circumstances may be granted at the Board's discretion.

School district travel expenditures **shall not include** costs for the following:

- a. Subsistence reimbursement for one day -trips, except for meals expressly authorized by and in accordance with the provisions of N.J.A.C. 6A:XX-8.20.
- b. Subsistence reimbursement for overnight travel within the State, except where authorized by the Commissioner in accordance with the procedure set forth in N.J.A.C. 6A:XX-8.19(b).
- c. Attendance by the appropriate people at NJSA, NJADA or NJASBO shall only be permitted for reimbursement for lodging when the convention has received a waiver pursuant to N.J.A.C. 6A:XX-8.19(b) and where home to convention commutation exceeds 50 miles and the event occurs in 2 or more consecutive days.
- d. Lunch or refreshments for training sessions and retreats held within the school district including in-service

days and for employee participants traveling from other locations within the district.

- e. Car rentals, limousine services, reverse telephone charges or entertainment costs.
- f. Air fare without documentation of quotes from at least 3 airlines and/or travel agencies and/or on-line services.

Out of State Travel

Pursuant to N.J.S.A.18A:11-12, out of state travel shall be limited to the fewest number of board members or affected employees needed to acquire and present the content offered to all board members or staff, as applicable, at the conclusion of the event.

Lodging may only be provided if the event occurs on two or more consecutive days and where home to event commute exceeds 50 miles.

Where a travel event has a total cost that exceeds \$5,000, regardless of the number of attendees, or where more than three individuals from the district are to attend, the school district shall obtain the prior written approval of the Executive County Superintendent.

School Activity Accounts

Purchases for school related materials or services CANNOT be made through School Activity Accounts to be reimbursed with Board funds since Student Activity funds are raised by the students to be used ***only*** for student activities. Requisitions made payable to School Activity Accounts for the aforementioned purpose will not be signed.

Food Service Catering/Special Events

Sodexo, the District's food service management company, may be used to provide catering and/or refreshments for school district functions. However, there are procedures that must be followed when requesting these services. The procedures are different depending on the type of event occurring.

Please refer to the Standard Operating Procedures for Food Service Catering. In general, arrangements for food services for special events must be handled like any other District purchase - a purchase requisition must be prepared and approved PRIOR to the event.

The following process will be used:

1. Contact Mike Schmitt, the Food Service Manager, at Extension 2249/2250 to obtain an estimate for the event you are scheduling
2. Prepare a purchase requisition for the estimated amount using Wayne Board of Education Lunch Fund as the vendor, record the appropriate budget account, and submit it for approval
3. After the requisition has been approved and you receive the blue copy back of the purchase order, contact Mike to confirm the event and provide him with the purchase order number
4. When the event is completed, Sodexo will submit an invoice to the Business Office for payment and will note the approved purchase order number on the invoice.
5. The invoice will include the name of the contact who scheduled the event, the date of the event, and the actual costs

Sodexo has been advised that they are NOT to accept any arrangements for these types of events as final until they receive a purchase order number. A purchase requisition number will NOT be accepted. Therefore, please allow sufficient time to process your request. If sufficient time is not available, please use the procedure in the District Purchasing Manual for an emergency purchase.

If scheduling catering for an outside group such as the PTO, please refer to the Standard Operating Procedure.

PURCHASE ORDERS

Preparation of the Purchase Requisition

The District financial system is set up so that a Requisition (request for a purchase order) is entered directly into the computer. A purchase order will only be generated once the requisition has received all necessary approvals. The following is the process to be followed, which is detailed further in the **District's Requisition Manual**, posted on the District website under Staff Resources:

The person who prepares the Requisition Order has certain responsibilities before the order is sent to the administrator or principal for approval:

1. The staff member (teacher, counselor, etc.) requesting the purchase must complete a *paper* copy of the Purchase Requisition Form, detailing all appropriate information for the requested purchase and indicating whether or not the request was budgeted. If the requested item/service was NOT BUDGETED, a written rationale must be attached to the Form detailing the necessity of the purchase.
2. The staff member must submit the paper copy of the Purchase Requisition Form to their appropriate Supervisor. If there is no Supervisor, the staff member will proceed below.
3. The paper copy of the Purchase Requisition Form will be submitted to the building secretary (or other staff member responsible) for entering the requisition into the computer system.
4. If the request was budgeted, the Secretary will enter it into the computer system.
 - a. If there are sufficient funds available in the noted budget account, the requisition order can be entered.
 - b. If there are not sufficient funds available in the noted budget account, the computer system will not allow the requisition to be entered. In this case, a transfer form **MUST** be completed, signed by the Building Administrator and submitted to the Business Administrator/Board Secretary for approval and processing. **NOTE: DO NOT enter and save a requisition if sufficient funds are not available. If the purchase requisition is saved at this point without any funds indicated in the account code section, the requisition will NOT show up in the computer system and the Business Office has no idea of its existence.**
 - c. The Business Office will review the transfer request. If sufficient funds are available in the requested account for a transfer, the Business Office will process the transfer and notify the Building Administrator upon its completion. If sufficient funds are not available in the requested account, the Transfer Form will be returned to the Administrator for reconsideration of another account. If the transfer request exceeds \$21,000, the request must receive prior approval from the Finance Committee and will be submitted at the next Committee Meeting for review and approval. The Purchase Requisition can then be entered into the system.
5. If the request was not budgeted, the Secretary will verify that a rationale is attached to the request detailing the necessity of the request. The Request, along with the rationale, will be forwarded to the Building Administrator for review and approval before it is entered into the computer system. If funding from a different budget account will be used to purchase the request, an appropriate Transfer Form must be completed and signed as noted above.
6. Once a Requisition is entered, the Secretary will write the Requisition number assigned by the computer system on the originator's paper copy or print a copy of the requisition for their file and forward a copy of the requisition and backup documentation to the Business Office.

7. If the item was not budgeted, a rationale will be attached to the requisition and forwarded to the Building Administrator for approval.
8. On a daily basis, the Building Administrator will log on to the computer system and review requisitions to be sure they reflect information on the paper copy. If correct, the administrator will electronically approve the Requisition Order.
9. Requisitions will only be submitted to the Administration Office if the item was not budgeted and a rationale is attached, or if there is backup information that must be mailed out with the purchase order.
10. On a daily basis, Education Directors will log on to the computer system and review any pending requisitions for approval. If the purchase is appropriate, the Education Director will electronically approve the Requisition Orders.
11. On a daily basis, the Assistant Business Administrator will review all Requisition submissions for all required approvals and will verify that the proper account has been charged, the order does not exceed the bid/quote threshold, etc.
12. If the Assistant Business Administrator makes any corrections/changes to the Requisition Order, a memo will be emailed back to the Originator or the requisition will be rejected. If no changes are made, the Assistant Business Administrator will electronically approve the requisition.
13. On a daily basis, the Business Administrator shall review all pending requisitions for approval. Once a Requisition Order has received final approval by the Business Administrator/Board Secretary, a Purchase Order will be printed, signed and mailed to the vendor. A copy of the final purchase order will be returned to the school/location along with the blue receiving form.

The following rules apply to ALL Purchase Requisitions/Purchase Orders:

1. ALL orders are to be entered into the Requisition Software.
2. TO (VENDOR) -All Board checks are made payable to the vendor name (top line) listed on the purchase requisition. Please be certain that the correct vendor is selected.
3. SHIP TO -- Please be sure to select the correct shipping address.
4. DATE - MUST precede the date of the service, date that the item is received or date of the receipt. Purchase requisitions with dates AFTER the date of service, AFTER the item is received or AFTER the receipt is dated WILL **NOT BE PROCESSED OR PAID** as they are unauthorized purchases.
5. DEPARTMENT - Should indicate the name of staff member - insert staff member's login name (ie jdoe).
6. DESCRIPTION - Items and/or services requested must be clearly described as follows:
 - a. Using correct and up-to-date catalogue numbers and costs. Please use latest catalogues available or call the vendor directly to verify costs. **DO NOT SIMPLY COPY AMOUNTS USED FOR BUDGETING.**
 - b. If the exact cost for the service is not known at the time of the request, it should be noted that the cost is "Estimated".
 - c. If the request is for attendance at a workshop, tuition reimbursement, etc., the name of the staff member, the date(s) and the location of the workshop/title of the class/program must be entered.

- d. If the item or service required Board approval (ie. Travel reimbursement), the date of Board approval should be indicated.
- e. If a State Contract or Cooperative is being used, or if the item or service was awarded through formal bidding, the formal bid date and the date of Board approval should be indicated.

NOTE: If there are attachments that must be mailed to the Vendor with the Purchase Order, two copies must be submitted to the Business Office with the Requisition Form.

IMPORTANT: The only information to be entered into the Description of the Requisition is that information needed by the Vendor to fill the order. **DO NOT** type in additional information that is not relative to the order; ie. "check is needed the day before".

- 7. **SHIPPING COSTS**-Shipping and handling costs, if applicable, **MUST** be added to all purchase requests, unless the item has been purchased through a formal bid process. Please read the catalogue or contact the vendor to determine the actual shipping and handling costs.

If you are unable to ascertain the actual charges, type "Estimated Shipping and Handling" and add fifteen (15%) percent of the total amount of the purchase order. If there is no shipping and handling charge, please indicate "Shipping and Handling Included."

- 8. **DELIVERY** - Please ensure that the Purchase Requisitions indicate the proper delivery designation. There are three (3) types of delivery for equipment and furniture:

PLATFORM DELIVERY

Items are delivered to a platform or loading dock area and are taken off the truck by transportation carrier personnel and placed on a platform or loading dock area. Board of Education personnel will bring items in the school or office building storage area.

INSIDE DELIVERY

Items are to be delivered to a Board of Education location and taken off the truck by transportation carrier personnel and brought to a designated area inside the school or office building.

SPOTTED DELIVERY

Items are to be delivered to a Board of Education location and taken off the truck by transportation carrier personnel and brought to a designated area inside the school or office building.

Transportation carrier personnel or specialized individuals are responsible to then uncrate, setup, assemble items to determine good working order and remove all debris to the satisfaction of the Board of Education within five (5) working days.

Please note: The delivery of furniture usually takes place about 8-12 weeks after receipt of purchase order.

- 9. **TOTAL COST**—The computer will generate the Total Cost for the order.

10. BUDGET ACCOUNT NUMBER-Please be sure the correct District Budget Account Number(s) are entered. If you are unclear as to the correct account or the percentages to be used for orders that are split to multiple accounts, contact the Business Office.

NOTE: If the purchase requisition is saved at this point without any funds indicated in the account code section, the requisition will NOT show up in the computer system.

11. STATE CONTRACT ORDERS - The State conducts its own bid process for the procurement of many items and services. The successful bidders awarded are provided with the State contract number. If the vendor has a State Contract Number, no quotes or bids are necessary; however, the vendor must provide the State Contract Number showing its schedule of awarded items. It is then the responsibility of the District to investigate the contract to be sure that the item to be purchased is actually covered in the contract. If it is, the State Contract Number must appear on the purchase order. Please note that a copy of the State Contract used for the purchase MUST be reviewed to be sure that the particular item is included in the State contract. Wherever practical, a copy of the State Contract should be attached to the purchase order.

When ordering through State Contract vendors, please include the State Contract (T#) in the Description section of the Requisition. Note: Shipping and Handling charges are included in the State contract price.

The State also administers a Cooperative Purchasing Program. The program, established by legislation is the program through which the State extends specific State contracts to eligible local buying units. Cooperative Purchasing is a collaborative effort to obtain benefits in pricing, product quality and contract process efficiencies for public purchasing entities throughout the State of New Jersey.

State contracts and Cooperative Purchasing contracts are approved annually by the Board of Education. A list of these approved vendors will be supplied by the Business Office. Please do not simply accept a vendor's statement of having a state contract. You must obtain a copy of the contract from the vendor to verify.

If you find a State contract and/or Cooperative Purchasing contract that you would like to use, you must contact the Business Administrator or the Assistant Business Administrator to verify whether or not the contract has State of New Jersey approval before you can use it for a purchase.

12. QUOTATIONS, INFORMAL REQUESTS FOR PROPOSALS (RFP) - For any purchase exceeding the quotation threshold (\$6,000), three quotations must be solicited, received in writing and attached to the purchase requisition.
13. BIDS, FORMAL REQUESTS FOR PROPOSALS (RFP) - For any purchase exceeding the bid threshold (\$40,000), the Business Office shall prepare formal bid documents. The Requisition will include the Bid Date and Bid Number in the description section.

Responsibilities of Administrator or Principal

Administrators and Principals MUST verify the following before the purchase requisition is sent to the Business Office:

1. That FUNDS HAVE BEEN BUDGETED AND ARE AVAILABLE IN THE CORRECT APPROPRIATION ACCOUNT to cover the request. If not, a signed Transfer Form must be submitted to the appropriate Education Director and/or Business Office for approval and processing BEFORE the Purchase Requisition is entered. The Rationale section of the Transfer Form should include what item and/or service in the "From" account is being cut or reduced to support the transfer of funds.
2. That all steps noted above in the Preparation of the Purchase Requisition have been properly completed and all signatures have been obtained.
3. The Requisition order must be electronically signed by the Principal/Administrator.

Responsibilities of the Business Office

The Business Office will review the on-line Requisitions to ensure:

- a. That the account number/distribution is correct
- b. That shipping charges if necessary, have been included
- c. That the State contract or Cooperative Purchasing Agreement number is indicated and valid
- d. That a shipping address has been indicated
- e. That an unauthorized purchase was not made
- f. That the description is complete with all necessary information
- g. That two copies any attachments to be mailed with the order are received

The Purchase Order is also reviewed as to whether the purchase order exceeds:

The Quotation Limit	\$ 6,000	(15% of the bid limit)
The Bid Limit	\$40,000	

Incomplete or improper purchase requisitions will be returned with a memo explaining deficiencies.

The Business Office also reviews the technical aspects of the requisition to ensure compliance with State Law, Board Policy, and correct GAAP account classification. If all details of the requisition are correct, a Purchase Order will be printed and forwarded to the School Business Administrator for signature.

If the Business Administrator supports the purchase, the purchase order will be signed and forwarded to the Superintendent of Schools for signature.

Upon final approval, the Business Office will then mail the purchase order to the vendor and return a copy to the school/location for their records.

Expedited (Emergency) Purchase Orders

There are instances whereby goods or services must be obtained on an expedited basis and cannot wait for the formal purchasing process. Should an emergency circumstance arise, the following procedure should be followed:

1. A Requisition is immediately entered into the system for an estimated amount.

2. The Building Administrator reviews the Requisition and electronically approves it.
3. The Building Administrator calls the School Business Administrator or Assistant School Business Administrator to discuss the situation.
4. If approved, a purchase order will be issued and the Business Office will call the Building Administrator with the purchase order number.
5. Any deviation from this process will be viewed as an unauthorized purchase.

Purchases for Perishable Goods (Food Supplies)

In some situations, staff members may need to purchase perishable goods, such as supplies for home economics classes.

Please refer to the Standard Operating Procedure for the Purchase of Food Supplies located on the Staff Resources page of the District website.

In order to comply with purchasing regulations to maintain control of these purchases, staff members will be required to adhere to the following procedure:

1. At the beginning of each month during the school year, September through June, the High School Principals shall provide the Business Administrator with a list of supplies to be purchased by the Home Economics department. The list shall include the item, amount, quantity, and any other specifications with regard to standards for quality for each item requested.
2. The Business Administrator shall solicit interested vendors to supply food supplies to the District.
3. Upon receipt of the monthly items for purchase, the Business Office shall solicit quotations from the interested vendors to secure comparative pricing for the items to be purchased for that month.
4. The quotations received shall be reviewed for the vendor with the most competitive pricing for the items required for that month.
5. The Business Office shall notify the School Principal the vendor selected to provide the supplies for that month so that the proper purchase requisition can be entered. A copy of the quotations received shall be attached to the approved purchase order.

Payments to Athletic Officials, Clock Operators, etc.

Under NO circumstance is any Wayne Board of Education employee to be paid through a purchase order. IRS Regulations require that "ONCE AN EMPLOYEE, ALWAYS AN EMPLOYEE". Therefore, ANY Board of Education employee who performs services for the school district, such as operating the clock at an athletic event, chaperoning, etc., MUST be paid through payroll.

In these cases, the employee must be pre-approved to provide the service by the Board of Education on a Board agenda. Once approved and the service completed, employees must complete a time sheet, have it signed by the appropriate Administrator, and submit it to the Payroll Department for payment.

For all other "vendors" who provide officiating, clock operation, etc., a purchase requisition must be prepared for EACH vendor as noted above. Costs, in accordance with the published fee schedule, MUST be indicated on the

requisition, based on the athletic schedule, listing the dates of the games as assigned. This requisition **MUST** be prepared at the beginning of each sports season so that the date of the requisition precedes the date of any athletic event. The purchase order can be increased or decreased as is required throughout the season.

Vendors will submit for payment on the **Athletic Voucher Form** provided by the Athletic Department.

Note: NO supplies or services will be approved if submitted on an Athletics/Special Event Account Voucher. These vouchers will only be used for those items indicated on that voucher form.

Receipt of Materials, Goods, and Services

The originator of the purchase order should follow the process below when receiving materials, goods, and services. It is important that all items received be immediately checked.

Please note the following:

- a. Use the blue receiving copy of purchase order and packing slip of items ordered
- b. Open boxes and check off items received on the receiving copy and the packing slip
- c. If all items are enclosed, then sign the packing slip and attach the packing slip to the receiving copy of the purchase order and submit both to the Business Office
- d. Only the person checking in the materials is the person who signs the receiving copy of the purchase order and the packing slip
- e. All receiving copies of the purchase orders and packing slips should be sent as soon as possible to the Business Office to ensure prompt payment to the vendor

Problems Encountered with Receipt of Goods

Sometimes all items ordered on a purchase order will not be received in the first shipment. The items not received are called "back order" items. The packing slip will have back order noted next to those particular items.

If the order is incomplete because there is a **back order**, do not wait for the next shipment to send the receiving copy and the packing slip to the Business Office. Please do the following:

- Mark on your receiving copy (blue) of the purchase order those items you did not receive.
- Make and keep a copy of your receiving copy and the packing slip.
- Send the original receiving copy and packing slip to the Business Office.
- Upon receipt of the back order in the next shipment, check off your copies of the receiving copy and the packing slip and send both copies to the Business Office.

Sometimes items are marked on the packing slip that they were included but they are actually **missing** from your shipment. Please do the following:

- Call the company and tell them what was missing.
- Mark on the receiving copy and packing slip what items were missing.
- Make and keep a copy of your receiving copy and the packing slip.
- Send the original receiving copy and packing slip to the Business Office.
- Upon receipt of the missing item in the next shipment, check off your copies of the receiving copy and the packing slip and send both copies to the Business Office.

Sometimes you will receive items that are either **damaged** or are **not the item** you ordered. In these cases, please do the following:

- Call the company and ask them what the procedure is for returning damaged or wrong items.
- Return the item(s) to the company.
- On the receiving copy and the packing slip mark what items were returned and the reasons for being returned. Please note how the items were returned (UPS/PO/ Vendor Pick Up).
- Send the receiving copy and packing slip to the Business Office.

Sometimes the items you requested have been **discontinued**. The process to follow:

- Mark on the receiving copy of the purchase order "discontinued".
- Do not call the company for a replacement item. You must complete a new purchase order.

PURCHASING REQUIREMENTS

Bids and Bidding

School Districts are restricted by New Jersey State Law on how much money can be spent by the district for the entire year on materials, supplies, and services with any ONE vendor.

This restriction is called the bid threshold, or bid limit. In Wayne, because the Business Administrator has the designation of a "Qualified Purchasing Agent", **the bid limit is \$40,000***. This means that any specific item, class of items, and/or services, purchased by the School District from one vendor totaling more than **\$40,000 for the entire year** must be competitively bid. A copy of the threshold amounts is contained in the Appendix.

You cannot circumvent the law by splitting purchases to be under the bid limit, as the bid threshold considers aggregate purchases for the entire school year.

If you find that your purchases may exceed the bid limit, please contact the Business Office at once. The formal bidding process takes about 6-8 weeks to complete.

*Please note that any contract or purchase from Federal funding sources such as IDEA, NCLB, etc. have a bid threshold of \$17,500. There are no exceptions.

Annual Bids

In some cases, the District prepares Annual Bids for such items as custodial supplies, services such as garbage removal, electrician/plumbing supplies/services and transportation. The proposed timeline for administering these annual bids is as follows:

March - Administrators prepare technical specifications be reviewed by the Business Administrator and/or other appropriate consultant

March/April - Business Office submits the final bid specifications, including the technical specifications, to the Board Counsel for review.

May - Annual bids are received, opened and tabulated by Business Office

May/June - Bid Resolutions are submitted for Board approval

In addition, the District participates in the Educational Data Bidding Service. These supply orders are submitted through an online service as part of the budget development process. Once the budget is finalized and approved, Educational Data processes the Purchase Orders and submits a disk to the District to upload the information into the District's computer software program and assign the Purchase Order numbers.

Exceptions to the Bid Limit

New Jersey State Law allows for some exceptions to the bid and quotation limits. There are approximately 22 exceptions where a Board of Education does not have to go for bid or quote. Some of them are:

1. Purchasing through State Contract
2. Textbooks, kindergarten supplies, student produced publications

3. Legal notices, food supplies, milk, utilities, election expenses

Note: The Law used to exclude professional services such as auditors, attorneys, speech consultants, etc. from the bid limits. This is no longer the case. Any professional services that are expected to exceed the bid threshold MUST be competitively bid through an RFP.

Professional Services

All Professional Service and Consultant Contracts must be approved through a formal RFP process if the total aggregate cost for the school year is expected to exceed the bid threshold. In addition, these professional service and/or consultant contracts are approved by the Board of Education.

Under no circumstances shall ANY STAFF MEMBER SIGN ANY AGREEMENT OR CONTRACT WHICH SHALL BIND THE BOARD OF EDUCATION. Only the Business Administrator/Board Secretary shall have this authority per State Code.

New Jersey Business Registration Certificates

In compliance with NJ P.L. 2005, Chapter 57, school districts are prohibited from spending more than the quotation threshold (\$6,000) with any one vendor, on an aggregate basis, unless they hold a New Jersey Business Registration Certificate. The Certificate must be submitted to the Business Office *prior* to the purchase order being submitted to them for an order. If they are not registered with the State, the District cannot do business with them, unless the aggregate total spent with that vendor for the fiscal year is less than the quotation threshold noted above, the Business Office will request a Business Registration Certificate even if the threshold is not met. For more information, please contact the Business Office.

Political Contribution Disclosure Forms

In compliance with State P.L. 2005, Chapter 271, ALL vendors to which payment is made that exceeds a threshold of **\$17,500** MUST complete and submit a Political Contribution Disclosure Form. The form must be received and ON FILE in the Business Office for 10 days *prior* to the award of the contract (the preparation of the purchase order).

There are NO EXCEPTIONS to this regulation - even textbook publishers and professional services such as attorneys, auditors, etc. must submit this form. In addition, the threshold amount does not increase with the quote threshold and/or bid threshold. If a vendor is either not able or not willing to comply, the District cannot do business with them unless the service/item is solicited through a formal, open bid process. Forms and more information regarding the forms can be obtained from the Business Office.

ETHICS IN PURCHASING

It is the desire of the Wayne Board of Education to have all Board employees practice exemplary ethical behavior in the purchase of goods, materials, supplies and services. With this in mind the Board reminds all employees of the following:

Family Members

District officials and employees should avoid recommending purchases from members of their family or businesses that employ members of their family.

Favoritism

District officials and employees who recommend purchases should not extend favoritism to any vendors. Each recommended purchase should be based upon quality, price, service, delivery and other applicable factors and in full compliance with N.J.S.A. 18A: 18A.

Solicitation of Funds/Gifts

District officials and employees are prohibited from soliciting funds, materials, goods, supplies, favors and other items of value from vendors doing business with the Wayne Board of Education.

All district officials should be guided by the tenets of the New Jersey School Ethics Law.

EMERGENCY PURCHASES/CONTRACTS (18A:18A-7)

Background

An actual emergency must exist. An "emergency" is not to be created as a result of inadequate planning, delay, failure to take into account construction season or administrative convenience.

Definition of Emergency

An emergency is a situation affecting the health or safety of occupants of school property that requires the immediate delivery of the articles or performance of a service to alleviate the emergency.

Process in Declaring an Emergency

1. Superintendent of Schools/Business Administrator Notified

The Superintendent of Schools is notified by the employee, supervisor, or administrator requesting a declaration of emergency.

2. Written Requisition Filed with Business Administrator

A written requisition (purchase order) for the performance of work or the furnishing of materials is filed with the Business Administrator describing the following:

- a. Nature of emergency
- b. Time of occurrence
- c. The need for invoking the emergency statute

This written requisition must be certified by the administrator wherein the emergency occurred.

3. Awarding of Contract by Business Administrator

The Business Administrator is required to notify the County Superintendent of Schools of the emergency situation. In most cases, the County Superintendent or a designee will visit the District to verify that the situation is, in fact, an emergency under the Statute. If the County Office is satisfied the emergency exists, the Business Administrator is then authorized to award the contract.

4. Filing of Documents with State, County

In accordance with N.J.A.C. 6:20-8.5, the following documents must be filed with the Bureau of Facility Planning and the County Superintendent within three (3) days after awarding the contract or agreement:

- a. A copy of the contract or agreement
- b. A copy of the written requisition

5. Approval by Board of Education

The Board of Education, at its next regular Board of Education Public Meeting, shall review and approve said emergency purchase.

DOCUMENTS

Copy of District Purchase Order
Copy of Athletic / Special Events Voucher Form
Sample of Mileage Voucher
Personal Expense Reimbursement Form
Purchasing Threshold Grid
District Chart of Accounts (revised 2015)

PO Entry-New

Date: 09/25/2013 P.O.# [Get Next Current PO#](#)

Vendor: Discount%:

Descrip: Dept: Print: Y

Ship Loc: Bid: Auto Pay:

Next Accts Save L=A Print on Save Memo \$0.00 L-A

Account (Dbl Click for Status)	Description	\$0.00

Line	Spell	(Start with "*" = No Discount, 'S.' = Ship)	Qty	Item Amount	Unit	Total Amount

Item Total: 0.00

SAMPLE PURCHASE REQUISITION / PURCHASE ORDER SCREEN



VOUCHER
Athletics / Special Events
2016 - 2017

Name: _____

Address: _____

Phone: _____ Are you , or have you ever been, an employee of
Wayne Township Public Schools? YES NO
 Hills

Event Date: _____ Wayne Valley vs. _____

Sports: Boys Girls Varsity Jr. Varsity Sophomore Freshman

- FALL**
- ___ Cross Country
 - ___ Field Hockey
 - ___ Football
 - ___ Gymnastics
 - ___ Soccer
 - ___ Tennis - Girls
 - ___ Volleyball - Girls

- WINTER**
- ___ Basketball
 - ___ Bowling
 - ___ Fencing
 - ___ Ice Hockey
 - ___ Skiing
 - ___ Swimming
 - ___ Winter Track
 - ___ Wrestling

- SPRING**
- ___ Baseball
 - ___ Golf
 - ___ Lacrosse
 - ___ Softball
 - ___ Tennis - Boys
 - ___ Track & Field
 - ___ Volleyball - Boys

___ Other Activity/Comments: _____

CAPACITY:

- ___ Site in Charge/Tickets/Parking/Clock/Crowd Control/Track/Football Chains/Timers (one event) (\$65)
- ___ Site in Charge (Football/Tournaments (one event) (\$80/event)
- ___ Announcer (Football/Tournaments (one event) (\$90/event)
- ___ Tickets in Charge (one event) (\$75/event)
- ___ Site in Charge (2 games) (\$130/event)
- ___ Clock/Announcer (2 games) (\$125)
- ___ Crowd Control (2 games) (\$125/event)
- ___ Ice Hockey-Crowd Control (\$80/event)
- ___ Ice Hockey-Athletic Trainer (\$77/game)
- ___ CPR Training (\$275)
- ___ Doctor (\$200)
- ___ Official \$ _____
- ___ Policeman \$ _____
- ___ Other \$ _____

Claimant's Certification and Declaration (Must be signed for payment).

I declare that the services itemized on this voucher have been delivered or rendered; that no bonus has been given or received by any person or persons with the knowledge of the dependent; and that the above bill is true and correct.

Payee Signature _____ Dated: _____

I certify that the above services have been received and approved for payment. _____ 25

Athletic Director _____ Dated: _____

For Athletic Office Use Only:

Vendor # _____

PO # _____

Amount of Check \$ _____

MILEAGE CLAIM VOUCHER

Date: _____ Vendor # _____ P.O.# _____

Employee: _____ Address: _____

**Use attached grid to calculate miles (ie: WH to SC should read 14 K and 1.9 in mileage)*

<i>Date</i>	<i>Day of Week</i>	<i>Code*</i>	In District Mileage	<i>Date</i>	<i>Day of Week</i>	<i>Code*</i>	<i>Miles/Dest.</i>
-------------	--------------------	--------------	----------------------------	-------------	--------------------	--------------	--------------------

Out of District Mileage			
Date	Day of Week	Miles	Place Traveled / Reason

**Attach Professional Development form* _____ *Total Miles @ .31¢ / mile = \$* _____

Principal / Administrator

Business Administrator

Superintendent

*****Ac
count Code # _____ Amount \$ _____

Account Code # _____ Amount \$ _____

MUST BE SUBMITTED TO THE BUSINESS OFFICE QUARTERLY

Claimant Certification and Declaration:

This Mileage Claim form represents an expense incurred during the course of my employment for which I am entitled to be reimbursed.

Employee Signature

Official Position

Date

PERSONAL EXPENSE REIMBURSEMENT

STAFF MEMBER MUST GET PRE-APPROVAL FROM IMMEDIATE SUPERVISOR/ADMINISTRATOR **AND BUSINESS ADMINISTRATOR**

EMPLOYEE NAME: _____

SCHOOL: _____

ADMINISTRATOR: _____

DATE: _____

AMOUNT REQUESTED: _____

DOCUMENTS REQUIRED

PRIOR APPROVAL: No reimbursements will be processed for staff members who fail to obtain approval of the purchase IN ADVANCE.

	<u>HAVE</u>	<u>MISSING</u>	<u>NOTES:</u>
1. Written documentation or email from the Supervisor/Administrator <small>(Such documentation will state why the staff member needed to purchase items outside of the formal School District Purchasing procedure, i.e. vendor will not accept a purchase order.)</small>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Written documentation or email from The Business Administrator/Asst BA <small>(Such documentation will state why the staff member needed to purchase items outside of the formal School District Purchasing procedure, i.e. vendor will not accept a purchase order.)</small>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Original receipts for all reimbursements	<input type="checkbox"/>	<input type="checkbox"/>	_____

(If your name does not appear on receipt you must send a copy of your credit card, cancelled check etc..)

Other Miscellaneous Notes:

Reimbursement will be withheld until all proper documents are submitted to the Payroll Department.

WAYNE TOWNSHIP PUBLIC SCHOOLS

PERSONAL EXPENSE REIMBURSEMENT FORM

REIMBURSEMENT **MUST** HAVE **PRE-APPROVAL** OF IMMEDIATE SUPERVISOR/PRINCIPAL **AND** BUSINESS ADMINISTRATOR -- NO REIMBURSEMENTS WILL BE PROCESSED FOR ANY STAFF MEMBER WHO FAILS TO OBTAIN PRIOR APPROVAL OF THE PURCHASE

NAME _____

LOCATION _____

DATE _____

AMOUNT OF REIMBURSEMENT

VENDOR PAID	ITEM PURCHASED	CASH	CREDIT/ DEBIT	TOTAL W/O TAX	*RECEIPT ATTACHED
		\$	\$	\$	<input type="checkbox"/>
		\$	\$	\$	<input type="checkbox"/>
		\$	\$	\$	<input type="checkbox"/>
		\$	\$	\$	<input type="checkbox"/>
		\$	\$	\$	<input type="checkbox"/>
		\$	\$	\$	<input type="checkbox"/>
		\$	\$	\$	<input type="checkbox"/>
		\$	\$	\$	<input type="checkbox"/>
TOTAL REIMBURSEMENT REQUESTED:				\$	

REQUIRED DOCUMENTS ATTACHED

* Payment **will not be made** if proper receipt or pre approvals are not attached
 - refer to SOP for proper documentation.

RATIONALE (why item could not be purchased via the regular purchase order process):

Account # to be charged: _____ Administrator signature

Written documentation of **pre-approval** from immediate supervisor/principal is **attached**:

(initials)

Written documentation of **pre-approval** from Business Administrator is **attached**:

(initials)

For Payroll Department use only:

Required documents verified by:		DATE:
Receipts match submission:		Reimbursement paid: \$
	Date payment made:	

New Jersey Public School Purchasing Limits

<u>Amount</u>	<u>Activity</u>	<u>Citation</u>
\$ 50.00	Fee limit to charge vendors for Competitive Contracting Proposals	18A:18A-4.5(a)
\$ 2,000.00	Prevailing Wages Required Contractor Registration Required	34:11-56.26(11b) 34:11-56.51
\$ 3,900.00	Quotation Threshold -- no QPA - P.L.2009, c.166 NJ BRC Required -- no QPA Sale of Personal Property -- no QPA Verification of Claims -- (15% of Bid Threshold)	18A:18A-37(a) 52:32-44 18A:18A-45(a) 18A:39-3(a)
\$ 6,000.00	Quotation Threshold -- QPA NJ BRC Required -- QPA Sale of Personal Property (Bid Required) QPA Verification of Claims (15% of Bid Threshold)	18A:18A-37(a) 52:32-44 18A:18A-45(a) 18A:19-3
\$ 17,500.00	Chapter 271 PCD Pay to Play Threshold	53:34.25(2a)
\$ 18,300.00	Bid Threshold -- Pupil Transportation	18A:39-3(a)
\$ 20,000.00	Prequalification/Classification--Public Works Bid Guarantee Limit	18A:18A-26,27,32 18A:18A-24
\$ 20,000.00+	Contract Performance Report to State	18A:18A-15(e)
\$ 26,000.00	Bid Threshold -- non QPA -- P.L.2009, c.166 Contracts -- Board Approval Needed -- non QPA Affirmative Action Evidence with Contract (non QPA)	18A:18A-3(a)(b) 18A:18A-5(a) 10:5-31 et seq.
\$ 40,000.00	Bid Threshold -- QPA Limit Contracts -- Board Approval Needed -- QPA Affirmative Action Evidence with Contract QPA	18A:18A-3(a)(b) 18A:18A-5(a) 10:5-31 et seq.
\$ 50,000.00	Bid Guarantee Limit -- Pupil Transportation	N.J.A.C. 6A:27-9.5(b)
\$ 100,000.00	Public Works Contract -- Partial Payment Limit	18A:18A-40.1
\$100,000.00 - \$500,000.00	Public Works Contract Retainage -- 5%	18A:18A-40.3
\$500,000.00+	Public Works Contract Retainage -- 2%	18A:18A-40.3
\$2,000,000+	Notification to State Comptroller of any expenditure of \$2,000,000 (within 20 days of award)	52:15C-10
\$10,000,000+	Notify the State Comptroller of any potential expenditure of \$10,000,000 or more 30 days prior to any advertisement (goods/services)	52:15C-10

This page left intentionally blank