



## **PRINCETON**

DISTRICT CENTER

### **Procedures Title: Purchasing, Procurement and Reimbursements**

**Introduction:** To provide clear guidance on purchasing and procurement procedures following State, Federal and Local laws and policies.

**Policy Context:** Policies 701.1, 721, & 412 are the current board approved policies related to procurement and purchasing.

**Responsibility:** The Director of Business Services is responsible for the oversight and maintenance of the purchasing and procurement procedure(s).

#### **Definitions:**

- Micro Purchase: Under \$3,000 no quotations, equitable distributions (2 CFR §200.67)
- Small Purchase: \$3,000 to \$24,999, rate quotations, no cost or price analysis (2 CFR §200.88) Requires quote procedure.
- Medium Purchase: \$25,000 to \$99,999, rate quotations, no cost or price analysis (2 CFR §200.88) Requires quote procedure.
- Large Purchase: \$100,000, bid law.

#### **Procedures:**

**A. Regular Purchase Orders:** Regular purchase orders are used to order in advance for items such as supplies, equipment, professional services, advertising, printing, rental of equipment, food, repair supplies, etc. from vendors. The purchase order gives the person ordering the item the authority to do so in the school district's name.

- Staff will complete the designated portions of the **Purchase Request Form** and route the form to the the department head. **This may be done electronically or by paper.**
- The department head determines if the item(s) being requested is an allowable and eligible purchase and whether the purchase is a micro, small, or large purchase by completing the corresponding questions enclosed in the form.
- If the department head determines that the item(s) being requested are a small, medium or large purchases then the department head will start the Quote Procedure.
- The department head then approves the purchase and routes to the Department Administrative Assistant or District Office Secretary.
- Purchases made by the Buildings. The Department Administrative Assistant enters the approved request into the department tracking spreadsheet and creates the purchase order.

- Purchases made by district level departments. The District Office Secretary creates a purchase order using the information provided in the Purchase Order Request Form.
- The completed purchase order is provided to the Director of Business Services in an electronic format.
- The Director of Business Services authorizes the purchase through an electronic approval. The Director of Business Services also notes on the purchase order if the item is a fixed asset and verifies that the vendor is not on the debarred and suspended vendor list located on Sam.gov for all federal purchases.
- The District Office Secretary processes places all orders and distributes purchase order copies to the appropriate departments..
- Delivered items will be received at the main offices of the buildings and then forwarded to the staff member or department noted on the purchase order.
- The staff member or department who requested the order will be asked to certify on their copy of the invoice that the items have been received and are in good working order within 5 days of receipt. If a packing slip is received include that with your approval. They are also to note any concerns or problems with the order that would require the district to withhold payment until resolved.
- Items ordered on approval should be so indicated on the purchase order. It is the requestor's responsibility to notify them, well within the approval time limit, whether the items have been approved or rejected. This should be done via a copy of the purchase order and identified as APPROVED or REJECTED by the requestor. Items to be returned should be sent to the building office, properly labeled, within the approval time limit. Items will be returned and insured by using UPS.

**B. Local Purchase Orders:** Local purchase orders are used when making purchases from local vendors. This purchase order method and payment may be used for charges at local businesses and when critical timing is apparent.

- Staff will complete the designated portions of the **Purchase Request Form** and route the form to the the Department Administrator.
- The Department Administrator determines in advance if the purchase is allowable under the local purchase order method as defined above.
- The department head determines if the item(s) being requested is an allowable and eligible purchase and whether the purchase is a micro, small, or large purchase by completing the corresponding questions enclosed in the form.
- If the department head determines that the item(s) being requested are a small or large purchase then the department head will start the Quote Procedure.
- If allowable under the local purchase order method the Administrator approves the Request form and returns to requestor.
- The requestor then picks up the item(s) and is responsible for signing the invoice.
- The requestor then attaches the invoice to the request form.
- The request form is then sent to the Business Office Accounts Payable who organizes and sends to the Director of Business Services for approval.
- Once approved by the Director of Business Services the request can be paid.

C. **Request for Reimbursement, travel, or Check Request:** is to be used for workshop registrations, membership dues, mileage or other forms of reimbursement.

- Staff will complete the designated portions of the **Purchase/Reimbursement Request Form** and route the form to the the Department Administrator.
- When requesting reimbursement for travel attach a travel log or a map to the destination. Also see Hourly Employee Travel Time located in the ISD Procedures Folder within the Business Office Folder.
- **Expense reimbursements must be turned in within 30 days of the event.**
- Attach registration forms and invoices related to membership dues when requesting payment.
- Fill request form out completely and route to your Department Administrator.
- The Department Administrator reviews and approves with their signature.
- The Department Administrator sends request to the Business Office Accounts Payable person for processing.
- The Accounts Payable person organizes and sends to Director of Business Services for Approval.
- Once approved by the Director of Business Services the request can be paid.
- Note: Employees can be reimbursed for items purchased for the school, with prior approval from their supervisor. Sales Tax will be excluded from the reimbursement.
- Weekly check runs are reserved for items that have a deadline due to the nature of the expenditure, not because an employee neglected to complete the paperwork on time. Examples of acceptable items for weekly payment are: referees, field trips, registrations & emergency items that could not be planned for in advance. All weekly check requests must be to the district office by noon Wednesday.

D. **Orders that require timely purchase.** Items that need immediate repair or are extremely time sensitive in order to operate daily operations. This process will typically be used by Building and Grounds, Food Service, and Technology. This will exclude all federal purchases.

- Department Administrator may order the items necessary.
- Department Administrator must code and sign invoice indicating it is ok to pay.
- Department Administrator routes to Accounts Payable.
- Accounts Payable reviews for administrative signature.
- Accounts Payable forwards to Director of Business Services.
- Director of Business Services reviews for appropriateness.
- If questions, Director of Business Services contact's administrator.
- Director of Business Services signs invoice and returns to Accounts Payable for Processing.

E. Request for Purchase Card (P-Card) Payment: The P-card is a simplified cost effective method of purchasing and remitting payment for approved expenditures. P-cards are to be used for micro purchases(\$0-\$3,000) and must have prior approval for purchases.

- Any individuals who have been issued a P-Card must follow the P-Card Manual Purchasing Procedures.

- Must have prior approval, this may be on purchase orders or email communication to your Supervisor.
- All purchases are recorded on the log sheet and must have a detailed receipt attached.
- The log sheets with supporting documentation are turned in monthly to your direct Administrator for approval for payment.
- For more information the P-Card Manual is located in the ISD 477 Procedures Folder within the Business Office Folder. The procedures in this manual must be followed for all P-Card transactions.

**Original Review Date: June 2016**

**Review Date:** Reviewed 07.10.17 by Director of Business Services