

Letchworth Central School District



Purchasing Handbook Summer 2021

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Purchasing Contact Information

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Overview

The objective of the Board of Education is to establish purchasing policies and procedures for the procurement of goods and services economically and efficiently of the appropriate quality and quantity, from the most appropriate source, at the best possible price, while also remaining in compliance with all applicable federal, state and local requirements to ensure that all purchases fall within the framework of budgetary limitations.

The Purchasing Handbook has been prepared to direct the purchasing practices and procedures of the District. It will serve as a guide to the Board, to our staff and to interested residents of the District.

For more information please review the following Board of Education Policies:

5320: Expenditures of School District Funds

5321: Use of the District Credit Card

5323: Reimbursement for Meal, Travel and Overnight Expenses

5410: Purchasing: Competitive Bidding and Offering

5411: Procurement of Goods and Services

5412: Alternative Formats for Instructional Materials

6110: Code of Ethics for Board Members and All District Personnel

8460: Field Trips

General Information

All purchasing within the school district may only be approved by the Board of Education approved District Purchasing Agents: the Business Administrator and the Superintendent of Schools. No one else is authorized to expend funds on behalf of the district.

A Requisition (request for Purchase Order) must first be initiated by submitting a request to the direct supervisor (Transportation Coordinator, Athletic Director, Principal, Facilities Director, CSE Director, etc.) for approval. After being approved by the supervisor, the requisition will be sent to the Purchasing Agent for final approval prior to the requisition being converted into a Purchase Order. Consult the [Requisition Flowchart](#) for specific building and office workflows.

The District contracts directly with vendors for all supplies and services and does not reimburse employees for purchases other than those incurred during approved travel. To be reimbursed for expenses (such as meals and tolls) while attending a conference, athletic event, or general travel, a purchase order must be authorized prior to your attendance.

Please plan your purchases and understand that for efficiency, consistency and auditing purposes, the following purchasing procedures need to be strictly adhered to. It is important to note that processing of requisitions, purchase orders and payments will take time.

For all purchases from Federal Grants, please consult the Federal Funds Purchasing Manual for additional information.

The District will not be responsible for any orders placed without advance written authorization in the form of a Purchase Order. If supplies or services are purchased without advance written authorization in the form of a Purchase Order, the District may not assume responsibility for the unauthorized purchase and the employee who placed the unauthorized order may be responsible for payment.

Bid and Quote Requirements

For procurement of goods and services that are not subject to competitive bidding requirements, the following procedures are required:

For Commodities (Supplies, materials and equipment):

\$0-\$1,499.99 - No Quotes or Documentation Required - All purchasers must research and find the best rates possible

\$1,500-\$2,999.99 - 2 Quotes, noted on Requisition (quotes may be verbal)

\$3,000-\$19,999.99 - 3 Written Quotes, attached to Requisition

\$20,000+ - Public Bid in conformance with NYS General Municipal Law

For Contractual Services

\$0-\$9,999.99 - No Quote Requirements however all purchasers must research and find the best rates possible. Written Agreement approved by the Business Administrator or Superintendent

\$10,000-\$19,999.99 - 3 Written Quotes, attached to Requisition (BOE Approval Required)

\$20,000+ - Public Bid in conformance with NYS General Municipal Law

For Professional Services (Consultants, Attorneys, Architects, Engineers, Insurance, Health Care Providers and Services, etc.):

\$0-\$9,999.99 - No Quote Requirements, Written Agreement approved by the Business Administrator or Superintendent

\$10,000-\$49,999.99 - Written Agreement approved by the Business Administrator or Superintendent (BOE Approval Required)

\$50,000+ - RFP Process in conformance with NYS General Municipal Law (BOE Approval Required)

For Public Works Contracts (Construction and Building Trades):

\$0-\$34,999.99 - Scope of Work and Quote approved by the Business Administrator or Superintendent

\$35,000+ - Public Bid in conformance with NYS General Municipal Law

When approved by the Business Administrator, purchasing can be completed off NYS

OGS Contract, through a Board of Education approved National Purchasing Cooperative or through approved Piggybacking outside of the above quote and bid requirements.

When purchasing an item only available from one vendor, a Sole Source letter or equivalent documentation must be attached to the requisition.

When approved by the Business Administrator, written quotes can include product pricing from websites.

Requisitions/Purchase Orders

Types of Requisitions:

- **Materials and Supplies** (.450 codes) – Items of an expendable nature that are consumed, worn out, or deteriorated in use costing less than \$1,000 each.
- **Contractual** (.400 codes) – Includes services such as travel, freight, rent, repairs, advertising, and expenses not provided for under other objects of expenditure.
- **Equipment** (.200 codes) – Expenditures for initial, replacement, or additional pieces of furniture or equipment costing \$1,000.00 or more each.
- **Textbooks** (.480 codes) – Textbook materials to be used in the classroom for instruction. Does NOT include teacher editions, equipment/supplies/software, reference/library materials, materials in kit-form, school agendas.

Entering a Requisition

All requisitions are entered directly into nVision and should contain the following information:

- Budget Code
- Vendor Name and Address (verify current address, if it has changed please contact the Business Office)
- Vendor Phone Number and Fax Number
- Appropriate Ship to Contact and Building
- Items to Be Purchased
 - Use current catalog/price list (including any discounts)
 - Include any shipping Charges
- Requisition Source - State Contract, Sole Source, Quotes, Bid
 - State Contract - Include State Contract number
 - Quotes - Include required number of quotes and provide justification for

your selection

- Bid - Include bid documentation
- Cooperative Purchasing - Provide backup documentation on which cooperative purchasing network and contract information.

Receiving Your Items

- Once your requisition is approved, the Requestor's office (or grade level rep for Middle School, or Department Chair for High School) will receive the Receiving Copy of the purchase order from the Business Office. Be sure to retain this Receiving Copy of the Purchase Order.
- When you receive your items, compare the P.O. to the actual items. Once all items are received and sign the receiving copy of the P.O. Once signed, the office, grade level rep or Department Chair should return the Receiving Copy of the Purchase Order to the Business Office. For partial orders, create multiple copies of the receiving P.O. and send the signed copy indicating the items received to the Business Office.
- When the Business Office receives the signed Receiving Copy of the PO, the Accounts Payable Clerk will process payment for the items received.

Adding a Vendor

All vendors used by the District must be approved by the Business Administrator and entered in nVision. If a vendor is not approved and in nVision:

- The staff member should complete the New Vendor form located in Google Docs Templates and return it to the Business Office.
- Upon receipt of the New Vendor Form, the Business Administrator will review the vendor's information and approve or deny the request to add the vendor. If denied, the staff member will receive notification.
- If approved, the Accounts Payable Clerk will send a request to the vendor for a W-9. The vendor will not be added to nVision until a W-9 is received. A W-9 form can be obtained from the Business Office if needed.
- The Accounts Payable Clerk will notify the staff member by email that the new vendor has been added to nVision.

Requisition Flowchart

Department	Requestor	nVision Data Entry	Initial Approver	Approver	Final Approver
Elementary School	Teacher	Teacher	Grade Level Rep	Principal	Business Administrator
Elementary Special Areas	Teacher	Teacher	N/A	Principal	Business Administrator
Elementary Office	Secretary	Secretary	N/A	Principal	Business Administrator
Middle School	Teacher	Teacher	Grade Level Rep	Principal	Business Administrator
Middle School Special Areas	Teacher	Teacher	Department Chair	Principal	Business Administrator
Middle School Office	Secretary	Secretary	N/A	Principal	Business Administrator
High School	Teacher	Teacher	Department Chair	Principal	Business Administrator
High School Office	Secretary	Secretary	N/A	Principal	Business Administrator
Special Education	Teacher or Related Service Provider	CSE Office	N/A	Director of Pupil Personnel	Business Administrator
Guidance	Counselor or Secretary	Guidance Secretary	N/A	Principal	Business Administrator
IT	IT Staff Member	IT Staff Member	N/A	Dir. of Computer Operations	Business Administrator
Buildings & Grounds	B & G Staff Member	B & G Office	N/A	Director of Facilities	Business Administrator
Transportation	Transportation Staff Member	Transportation Office	N/A	Transportation Coordinator	Business Administrator
Interscholastic Athletics	Coach	Athletic Director	Athletic Director	High School Principal	Business Administrator
Curriculum & Instruction	C & I Secretary	C & I Secretary	N/A	Director of C & I	Business Administrator
Business Office	Business Office Staff Member	Business Office Staff Member	N/A	N/A	Business Administrator
District Office	District Office Staff Member	District Office Staff Member	N/A	N/A	Business Administrator
Health Office	Nurses	Health Office Staff	N/A	N/A	Business Administrator
Food Service	Food Service Director	Business Office	N/A	N/A	Business Administrator

In the absence of the Business Administrator, the Superintendent as the Board appointed Deputy Purchasing Agent may serve as the final approver.

Credit Cards:

There are some rare instances where a vendor will not accept a purchase order and will require a credit card to purchase goods and services. In the event that a credit card must be used, the staff member will follow the normal requisition process.

- The staff member will fill out a requisition in its entirety for goods and services listing "Tompkins Trust" as the vendor.
- All credit card requisitions must include "For Letchworth Use Only" in the notes section and list the actual vendor providing the goods or services.
- All required details and quotes must be entered on the requisition (in the same level of detail as if it were not a credit card purchase).
- Once approved by the Purchasing Agent, the requestor will receive the Receiving Copy of the Purchase Order.
- To sign out the District credit card, the administrative staff member whose name is on the card must bring the Receiving Copy of the Purchase Order to the Business Office and show that a purchase has been approved prior to signing out the credit card. The credit card may only be used by the staff member whose name is on the card.
- The goods or services can then be purchased using a credit card.
- Once the goods or services have been purchased, the credit card must be returned to the Business Office along with the order confirmation from the vendor. Once the items are received, bring all receipts and a signed Receiving Copy of the Purchase Order to the Business Office.

Blanket/Open Purchase Orders:

Blanket purchase orders are created for recurrent and anticipated expenditures such as utilities, fuel, food, etc.

- A Requisition should be processed for these purchase orders as soon as the recurrent expenditure is anticipated. Often, these are opened at the start of the fiscal year in July.
- As invoices and/or packing slips are received for these purchases, they should be signed and sent to the Business Office with the Purchase Order number written on the invoice/packing slip. The original Receiving Copy of the Purchase Order must be signed and returned to the business office once the P.O. is fully completed.
- The Business Office will then process payment for the invoice.

Wal-Mart:

Due to favorable pricing available at Wal-Mart, teachers and other staff members may request an open/blanket purchase order for specific supplies not to exceed \$100.00. The requisition should be entered into nVision and obtain all necessary approvals. The requisition should list the types of supplies to be purchased such as: “school supplies”, “office supplies”, “art supplies”, “food supplies for FACS courses”, etc. Any purchases should then be limited to only that type of item. A blanket purchase order request that does not list the specific types of items will not be approved.

Once the requisition is approved, the Business Office will send the requestor the Receiving Copy of the Purchase Order. The requestor should then bring the Receiving Copy of the P.O. to the Business Office to sign out the Wal-Mart credit card and tax exempt card for the specific Wal-Mart store. The requestor must return the Wal-Mart credit card and tax exempt card on the next school or business day along with the receipt and signed Receiving Copy of the Purchase Order.

Conference and Travel Procedures:

All conferences and travel requests must have prior approval by the Director of Curriculum & Instruction or other appropriate administrator. A District employee must have a properly authorized conference request form completed in Frontline Professional Growth (formerly My Learning Plan) with estimated expenditures before attending a conference. Once the request is approved in Frontline the staff member must then complete the Requisition process for any expenses.

- The requestor should complete a single or multiple requisition(s) in nVision.
- Once approved by the Purchasing Agent, the Business Office will mail any registration forms attached to the requisition along with the Purchase Order to the vendor(s) and send Receiving Copies of the Purchase to the Requestor's Office (or Grade Level Rep for Middle School, or Department Chair for High School).
- It is the responsibility of the Requestor to:
 - Make all reservations and complete all registrations that are not completed automatically by the Frontline Professional Growth System.
 - Book all hotels and provide hotels with credit card authorization/Tax Exempt Form (see [Credit Cards](#) if required)
- If a check is needed to take to the hotel, please indicate the date the check is needed on the requisition. The check must be requested prior to the cut-off date on the Accounts Payable Processing Schedule.
- All receipts for meals and miscellaneous expenses must be saved and returned to the business office for reimbursement.
- All hotel and meal expenses must be tax exempt. Prior to travel, please contact the Business Office for copies of our tax exempt forms for your use while traveling. If any tax expenses are incurred, they cannot be reimbursed.
- The Board of Education has set the maximum amounts to be reimbursed for breakfast at \$10.00, lunch at \$12.00 and dinner at \$30.00 plus gratuity. A detailed itemized receipt is required. A credit card receipt showing only the total amount of the bill will not be accepted.
- After the conference is complete, any receipts (including hotel receipt) and the Receiving Copy of the P.O. should be returned to the Business Office.

Please see Board of Education Policy 5323: Reimbursement for Meal, Travel and Overnight Expenses for more detailed information and procedures.

Field Trips:

All field trips must follow internal school building practices and regulations for approval prior to any Business Office processing.

For any field trips that can be purchased through BOCES, contact the Business Office to coordinate the details. This includes [On the Go](#), [TheatreWorks](#) and [Tickets](#) through [GVEP](#). These purchases do not go through the requisition process in nVision.

Any other (not GVEP processed) field trips incurring an expense can be processed through the normal requisition process. Given the timelines for internal building approval of a trip along with the time required to process requisitions, trips should be planned several months in advance.

All teachers planning field trips to New York State Parks, environmental education centers or other covered locations must also process the [Connect Kids to Parks Grant Program Field Trip Application](#).

Any individual planning an overnight trip must schedule a time to meet with their supervisor and begin the process for planning at least six months in advance of the trip. Trips of a longer length (Washington, D.C., Senior Trip, etc.) should begin planning a minimum of 12 months in advance. Remember, all overnight trips require BOE approval.

[Presenters/Guest Speakers/Lecturers for Academic Courses:](#)

In general, presenters, guest speakers and lecturers for academic courses should be volunteers. However, when payment is required, the [GVEP Visiting Experts](#) program should be utilized.

[Transportation Contracts:](#)

All transportation contracts must be awarded according to [NYSED regulations and procedures](#). Board of Education approval is required of all transportation contracts including [Piggyback Contracts](#) and [Parent Contracts](#).

[Tuition Agreements/Contracts:](#)

Tuition Agreements and Contracts for Out-of-District placements may be approved by the Business Administrator or Superintendent once a student's IEP is approved by the Board of Education. A separate Board approval of the agreement or contract is not required. The CSE Office should submit a requisition for the cost of the agreement before services begin.