



**Pleasantville Public Schools
Purchasing Manual**

2019-2020

Table of Contents

<u>Topic</u>	<u>Page</u>
Introduction and Purpose.....	3
Ethics.....	5
Criminal Code Citation.....	7
Public School Purchasing.....	7
Purchase Order Process.....	10
Methods of Procurement.....	15
Requisition /Purchase Order Process.....	27
Requisition.....	28
Contracted Services-Vendors.....	32
Deposit Procedures.....	33
Appendix	34

INTRODUCTION AND PURPOSE

The purpose of this Purchasing Manual is to assist all school district employees with the proper purchasing practices to be in full compliance with:

- New Jersey Public School Contracts Law--N.J.S.A. 18A:18A-1 et seq.;
- New Jersey Administrative Code--N.J.A.C. 5:34-1 et seq.;
- Board of Education Policy;
- Federal Procurement Code--2 CFR 200.317 et seq., when applicable;
- NJQSAC Fiscal DPR Indicator #15;
- Local Finance Notices – NJ Division of Local Government Services; and
- Other laws and administrative code when applicable.

The Purchasing Manual is designed to achieve three (3) goals:

1. Compliance with the law, code and board policy on purchasing;
2. Promote efficiency in the purchasing practices; and
3. Achieve savings of money through proper purchasing practices.

Proper Planning

We ask you, the user of the purchasing system, to help achieve these goals through proper planning. Please allow yourself enough leeway between generating a purchase order and the actual date materials or services are needed. Please think of purchasing in terms of a whole year. What items and services do you need on an annual basis? Through proper planning, we can eliminate much of the frustration that is encountered with all public school purchasing procedures.

Who Should Review this Manual?

This manual should be reviewed with all administrators, department heads, teachers, secretaries, and others who are involved in the purchasing process. It is imperative that everyone adhere to all purchasing laws and guidelines.

If you have any questions concerning the following guidelines, please do not hesitate to call the Office of the School Business Administrator x 2551.

Deliberative Process—Purchases of Goods and Services Take Time!

- **Compliance with Law; Code; Board Policy**

Public school purchasing is a deliberative process, designed to ensure compliance with the Public School Contracts Law, appropriate New Jersey Administrative code, board of education policy and when applicable, Federal Procurement Code.

- **Limit Fraud**

The deliberative process also encompasses checks and balances and internal controls designed to limit fraudulent activities.

Public school purchasing is indeed, a time consuming effort; please be patient!

Mandatory Training

All school personnel involved in the requisition and purchasing process shall attend mandatory training sessions concerning proper purchasing procedures. The training will be presented in two (2) sessions:

Session I—Purchasing Procedures

All administrators, supervisors and principals, pursuant to N.J.A.C. 5:34-1.1 (b), shall attend this mandatory training session on purchasing procedures.

Session II—Requisition and Purchase Order Process

All school personnel involved in the preparation of requisitions and purchase orders shall attend this mandatory training session when deemed necessary for staffing changes and updates.

ETHICS AND CONDUCT IN PURCHASING; VENDOR RELATIONS

All district employees are to practice exemplary ethical behavior in the purchasing process. Employees are to avoid any action that may be considered a conflict with their position with the district and those dealings with vendors who provide goods and services to the district. All district employees should adhere to the following terms and conditions of the board's policy on Ethics and Conduct in Purchasing; Vendor Relations.

Federal Code of Standards of Conduct

The board of education, pursuant to **Federal Regulation 2 CFR 200.318 (c) (1)**, hereby acknowledges the Ethics and Conduct in Purchasing section to be applicable to the selection, award and administration of contracts using federal funds.

A. Financial Interest in any Contract with the Board of Education--Prohibited

No employee or board member may have a direct interest in any contract or agreement for the sale of goods and services to the Board of Education, nor receive any benefit, compensation or reward from any contract for the sale of goods and services to the Board of Education. Reference—N.J.S.A. 18A:6-8.

B. Solicitation/Receipt of Gifts from Vendors -- Prohibited

School board members, school officials and employees, or members of their immediate family are prohibited from soliciting, receiving or agreeing to receive any compensation, reward, employment, gift, meal, honorarium, travel, reimbursement, favor, loan, service, or **other thing of value** from any person, firm, corporation, partnership, or business that is a recipient of a purchase order from the district, or a potential bidder, or an applicant for any contract with the district, based upon an understanding that what is solicited or offered was for the purpose of influencing the board member or school employee in the discharge of their official duties. This policy shall be consistent with the School Ethics Act—N.J.S.A. 18A:12-21 et seq.

C. School District Responsibility – Favoritism; Family Members; Businesses

School officials and employees who recommend purchases shall not extend any favoritism to any vendor. Each recommended purchase should be based upon quality of the items, service, price, delivery, and other applicable factors in full compliance with N.J.S.A. 18A:18A-1 et seq.

School officials and employees are to avoid recommending purchases from members of their families, businesses that employ members of their families and from businesses in which the official, employee or members of their immediate family have a direct financial interest.

School officials and employees who are authorized to sign off on purchase orders and/or to recommend purchases or business transactions by virtue of their signature on the purchase order certify that their actions are consistent with this policy and all applicable statutes.

D. Vendor Responsibility – Doing Business with the Board of Education

Any vendor doing business or proposing to do business with the Board of Education, shall neither pay, offer to pay, either directly or indirectly, any fee, commission, or compensation, nor offer any gift, gratuity, or other thing of value of any kind to any official or employee of the Board of Education or to any member of the official's or employee's immediate family.

No vendor shall cause to influence or attempt to cause to influence, any official or employee of the Board of Education, in any manner which might tend to impair the objectivity or independence of judgment of said official or employee.

E. Vendor Certification

Vendors will be asked to certify that no official or employee of the Board of Education or immediate family members are directly or indirectly interested in this request or have any interest in any portions of profits thereof. The vendor participating in this request must be an independent vendor and not an official or employee of the Board of Education.

F. Disciplinary Actions for Violations of the Policy--Sanctions

In accordance with N.J.S.A. 18A:6-8, any school district employee who violates the terms of this policy may be subject to withholding of annual increments, suspension, demotion, school ethics complaint, termination and/or revocation of license to teach or to administer.

Conflict of Interests

No employee, officer, or agent of the Board of Education may participate in the selection, award, or administration of any contract, if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. Ref. 2 CFR 200.318 (c) (1)

School district employees who are part of an evaluation committee to review responses to Request for Proposals (RFP) and/or to Competitive Contracting proposals will be required to complete a Conflict of Interest certification in accordance with N.J.A.C. 5:34-4.3 (e) (f).

Possible Conflict of Interest

Any school employee who feels there may be a potential conflict of interest with a recommendation of award with any vendor doing business with the district, is encourage to contact the School Business Administrator for guidance.

CRIMINAL CODE CITATIONS

All school employees are reminded of the following New Jersey Criminal Code citations:

2C:27-9 Unlawful Official Business Transaction

“A public servant commits a crime of the fourth degree if, while performing his official functions on behalf of the government entity, the public servant knowingly transacts any business with himself, a member of his immediate family, or a business organization in which the public servant or an immediate family member has an interest.” (N.J.S.A. 2C:27-9)

2C:27-10 -- Acceptance or Receipt of Unlawful Benefit by Public Servant for Official Behavior

“A public servant commits a crime in the fourth degree...if the public servant directly or indirectly, knowingly solicits, accepts or agrees to accept any benefit, whether the benefit inures to the public servant on another person, to influence the performance of an official duty or to commit a violation of an official duty.” (N.J.S.A. 2C:27-10)

PUBLIC SCHOOL PURCHASING—LEGAL AUTHORITY

Authority to Purchase—School Business Administrator/Board Secretary

The purchase of goods and/or services by a board of education is governed by state statutes, administrative code and board policy. New Jersey State Law 18A:18A-2 (b) assigns the legal authority to the Purchasing Agent (School Business Administrator) to make purchases for the board of education.

The Purchasing Agent is the only individual in the school district that has the authority to make purchases for the board of education.

Authorized Purchases

All requests for purchases of goods and/or services must be made through an approved purchase order signed by the Purchasing Agent, prior to the goods or services to be received.

Purchase Order--Defined

A purchase order, pursuant to N.J.S.A. 18A:18A-2 (v), is a document issued by the Purchasing Agent authorizing goods or materials to be ordered for the school district or work/service to begin. No goods or materials may be ordered or work/service be authorized to begin by any other individual in the school district other than the Purchasing Agent.

Unauthorized Purchases

Any school district employee who orders and/or receives any materials, supplies or services without first going through the approved purchase order process has made an unauthorized purchase.

Unauthorized purchases are a violation of State Law and Board Policy.

Penalties and sanctions for unauthorized purchases may be assigned by the Superintendent of Schools, which may include for the employee to pay for the unauthorized purchase.

Corrective Action for Non-compliance

1. Memo to Administrator

If the Purchasing Agent has determined that an unauthorized purchase has been made, a memo will be sent to the responsible administrator advising the administrator of the unauthorized purchase.

The Superintendent of Schools shall receive a copy of the memo.

2. Memo to Superintendent

The responsible administrator shall prepare a memo explaining the reasons why proper purchasing procedures were not followed. The memo will be attached to the purchase order and a copy of the memo will be sent to the Superintendent of Schools.

3. Letter to Vendor

The Purchasing Agent will also send a letter to the vendor who provided either unauthorized services or goods. The letter will advise the vendor that payment may not be made for the unauthorized purchase. The Board Attorney will be copied on the letter.

District Sanctions and Violations

All district employees are reminded the school district may receive sanctions because of unauthorized (confirming) purchases. Employees are to note the following consequences of such actions:

1. Withholding of State Aid—N.J.A.C. 6A:23A-5.4

The Commissioner of Education may withhold State funds from any school district that fails to obey the provisions of the Public School Contracts Law—N.J.S.A. 18A:18A-1 et seq.

2. NJQSAC Fiscal DPR Indicator #15

The school district is subject to a penalty of four (4) NJQSAC points by not being in compliance with the Fiscal District Performance Review Item #15, which prohibits confirming or unauthorized orders.

3. Audit Finding and Recommendations

All financial transactions are subject to audit review. The district may receive an audit finding and recommendation for unauthorized (confirming) purchases. Repeat audit findings may lead to sanctions against the school district.

Purchasing Prohibitions

1. Employees Prohibited from Signing Contracts--Prohibition

Board of Education employees are prohibited from signing any contract offered by a vendor. The power to sign and execute vendor contracts after Board of Education approval lies with the Board President and the Board Secretary.

Personal Liability

Contracts signed by an employee shall be considered non-binding by the Board of Education with the employee accepting full responsibility for the costs of the contract.

2. Reimbursements; Employee--Prohibition

The Board of Education only recognizes an employee reimbursement purchase order when it pertains to tuition reimbursement, pre-approved travel, meals, and conferences. The Board will not reimburse employees for items and goods personally purchased by the employee.

3. Student Activity Accounts--Prohibition

Purchases made through Student Activity Accounts may not be reimbursed with Board funds. Purchase orders made payable to Student Activity Accounts for the aforementioned purpose will not be signed by the Purchasing Agent.

4. Private Purchases -- Prohibited

Goods and services procured by the Board of Education are exclusively for the use of the board and if applicable, other public and non-public schools. These goods and services are purchased through the signed purchase order process.

Employees of the Board of Education are prohibited from purchasing privately goods and/or services off the bid prices and quotation prices offered by the vendors to the board of education.

Purchasing Guidance

1. Cancellation of Purchase Orders--Guidance

All requests to cancel purchase orders must be made in writing to the Purchasing Agent. Reasons explaining the need to cancel the purchase order must be outlined. The Purchasing Agent maintains the sole right to cancel purchase orders.

2. Contracts; Purchase Order Required--Guidance

The award of contract to a vendor approved by the Board of Education at a public meeting does not automatically authorize any employee to use the services of, or purchase materials from, the vendor.

All contract purchases require the issuance of a purchase order authorizing the purchase of services and/or goods and materials from the vendor. N.J.S.A. 18A:18A-2 (v).

3. Preview of Materials--Guidance

All staff members must receive permission from administrators, supervisors, or principals to preview materials. After the preview process has been completed, the item must be returned. If there is a desire to purchase the previewed item, then a purchase order must be prepared for a new item.

PURCHASE ORDER PROCESS

A. Responsibilities When Preparing a Requisition

The person who prepares the requisition has certain responsibilities before the order is sent to the administrator, supervisor, or principal for approval. He/she is to ensure the following:

1. **Requisitions are entered into Edumet** -- All requisitions are entered in the district accounting system.
2. **Vendor's Name**--All Board checks are made payable to the vendor name (top line) listed on the purchase order/requisition. Please ensure the proper vendor name is chosen for the requisition. Once a requisition is made a purchase order it cannot be changed.
3. **Vendor's Complete Address** -- The purchase order must include the vendor's complete address and phone number. Post Office Box addresses by themselves are not acceptable unless they are of major well-known companies.
4. **Current Budget Year Included** – Edumet defaults to current budget year.
5. **Description of Items, Services, Costs and Catalogue Numbers** -- Items and/or services requested are to be described clearly with correct and up-to-date catalogue numbers/ISBN and costs. Brand name, model numbers, colors, sizes and other descriptive items are required. Quotes are required from vendor detailing costs. Shopping carts or screen shots not valid as quotes for purchases.
6. **Shipping Costs**--Shipping and handling costs are to be added to all purchase orders. 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:

“10% Estimated Shipping and Handling”

If there are no shipping and handling charges, type on requisition/purchase order:

“Shipping and Handling Included”

7. **Delivery Address--Attention of** -- The delivery address should include a name of a person or a specific department.
8. **Delivery, Types of** --- The Board of Education recognizes two (2) types of delivery.
 - a. **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.
 - b. **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 ensure that all purchase orders have the correct delivery designation.
9. **Minimum Cost** -- *Minimum Order* -- the minimum order amount for all purchase orders is \$50.00. Please try to plan and combine orders to exceed the \$50.00 limit.

10. **Budget Account Number** -- Please be sure the correct Budget Account Number is entered on the requisition.
11. **State Contract Orders** -- When ordering through State Contract vendors (minimum order \$100.00), please note the following:
 - a. State Contract Number must be included on the requisition;
 - b. Quote copies with state contract number document when possible
 - c. Shipping and Handling Included clearly stated on quote or listed; and
 - d. Appropriate documentation when required. (Quotes from vendor only, not shopping cart printouts.)

Special guidance will be issued as it pertains to State Contract purchases.
A reminder, the minimum order amount for a State Contract purchase is \$100.00

12. **Quotations** -- If quotations are obtained, please attach to the requisition a copy of each quotation received. Please type the quotation date and the quotation number.
13. **Bids** -- If bids are obtained, please include the bid number on the requisition.
14. **New Jersey State Sales Tax—School Districts Exempt**
The Board of Education is exempt from paying New Jersey Sales Tax. New Jersey local school districts are political subdivisions of the State of New Jersey. Their purchases, are exempt from New Jersey sales and use taxes. The board is not exempt from paying out of state sales and use taxes.

ST-5 Form Not Required

An exempt organization ST-5 certificate or number is not required for the local school district, public school or board of education to make tax exempt purchases. ST-5 Exempt Organization Certificates are never issued to New Jersey government entities, including public schools. Their official letterhead or official purchase order, signed by a school official, is sufficient proof to the vendor that they are exempt from paying sales taxes. Payment must be made by a school check, including a student activity fund check, or a school voucher.

Reference—NJ Division of Taxation Tax Bulletin TB-49

B. Responsibilities of Administrator/Supervisor or Principal

The person authorized to approve requisitions must ensure the following is reviewed before the requisition is sent to the Assistant Superintendent/Superintendent:

1. **Funds Available**
They must check to determine if *funds are available* in their budget to cover the amount of the purchase order.
2. **Requisition Completion**
They must check to determine that items 1-14 previously noted (Responsibilities of the Originator) have been *properly completed*.
3. **Operational or Educational Need of Purchase**
Administrators who approve requisitions should be able to explain why the purchase is essential to the school district. They should be able to support the purchase as an educational or operational need for the district. Of most importance they should be able to answer the following:
 - a. How students will learn or benefit from the purchase?

- b. What educational achievement or program may be linked to the purchase?
- c. How is the purchase of operational value to your school/office?

4. **Requisitions** are to be approved in accounting system by the appropriate administrator at their level.

5. **Approval of Technology**

Central office administrators and supervisors have been notified that whenever they order any equipment for the instructional staff or students, the requisition must be approved by the technology coordinator.

It is the responsibility of the requisitioner to obtain the signature of the technology coordinator. Form available online - Departments/Technology request form.

6. **Originator Copy**

The originator copy (pink) of the purchase order remains in the office of the administrator/supervisor/principal. When preparing a requisition, please retain a copy for your files.

7. **Receiving Copy**

Once the purchase order has been posted and mailed to the vendor, the Business Office will send the Receiving Copy of the purchase order back to the school or office. If you do not receive the Receiving Copy within two (2) weeks of signing the purchase order, please contact the Business Office.

C. Responsibilities of the Assistant Superintendent/Superintendent of Schools

The Superintendent or the Assistant Superintendent reviews and determines the educational or operational value of each purchase order. If satisfied, the requisition is approved and forwarded to the Purchasing Agent.

D. Responsibilities of Business Office

The Purchasing Agent reviews each purchase order. Special attention is given to the following:

- 1. **Available Funds**—The Requisition system will not permit a requisition to be finalized if there are insufficient funds in the account. If preparing PO, be sure to check for funds availability.
- 2. **What is being ordered and the cost**--The Purchasing Agent reviews the technical aspects of the purchase order to ensure compliance with Federal and State Law and Board Policy.

The Business Office checks the cost of each item and determines if it can be purchased from another source at a savings. The Business Office also reviews whether the purchase exceeds:

The Quotation Limit	\$ 6,000.00
The Bid Limit	\$40,000.00

A determination will be made by the Purchasing Agent whether the district has to solicit quotations or advertise for bid.

3. **Document Check**

Pursuant to various State Laws, the Purchasing Agent must ensure the following documents are on file in the Business Office before the purchase order is signed and processed:

- Affirmative Action Evidence – Contracts \$40,000.00 and over (cumulative)

- Business Registration Certificate (BRC) – Purchases \$6,000.00 and over
- Chapter 271 – Political Contribution Disclosure Form (PCD)
Purchases over \$17,500.00 (cumulative)
- Iran Financial Disclosure Form
- IRS W-9 Form
- Other Federal Procurement Documents.

4. **Technical Review of Purchase Order** -- The purchase order is also reviewed for technical aspects such as:

- Account number missing or incorrect;
- Documentation if Shipping charges needed or not needed;
- Quote copies for review;
- Cooperative Purchasing agreement number, State contract numbers incorrect/missing;
- Vendor address incomplete; and
- Other items as listed in Section A.

Incomplete or improper purchase orders/requisitions will be returned with a memo explaining deficiencies. See copy of memo in Appendix.

If the Purchasing Agent is satisfied, he approves the purchase order and/or approves the requisition. The Business Office will then:

- Issue a purchase order number on the requisition
- Print the purchase order from the computer; and
- Mail the purchase order to the vendor.

Purchase Order Process--Deliberative Process—Five to Ten Days

The purchase order process, as explained, may take 5 – 10 days to complete. Public school purchasing takes time, as it is a deliberative process, designed to be compliance with law and also to limit fraudulent activities. Please plan accordingly.

5. **Transfer of Funds**--All transfers entered into Edumet accounting system will be approved by State Monitor and Business Administrator.

- All transfer descriptions must start with the word “Transfer” when stating the purpose of transfer.
- Once the transfer is submitted in the system for approval, please inform Mr. Thompkins.
- He will review each transfer for completeness before seeking approval from State Monitor Dr. Bauer.

All transfers of funds have to be approved by the Board of Education at a public meeting.

E. Responsibility of the Vendor

The Business Office sends to the vendor the purchase order and the voucher. The vendor is to sign the voucher and return it to the Business Office with an invoice. If you receive a signed voucher, return it to the Business Office. A check is prepared for the vendor once the Business Office has a

- | | |
|------------------------|--------------------------------|
| • Signed voucher(green | • Invoice |
| • All Packing Slips | • Receiving Copy (blue) Signed |

The award of contract to a vendor approved by the Board of Education at a public meeting does not automatically authorize any employee to use the services of, or purchase materials from, the vendor.

All contract purchases require the issuance of a purchase order authorizing the purchase of services and/or goods and materials from the vendor.

METHODS OF PROCUREMENT

A. Advertise for Bids (Purchases that exceed the bid threshold--\$40,000)

This method is used for procuring goods, materials, services and public work projects that exceed the board of education approved bid threshold of \$40,000.

Examples

Building Services; Facilities

Plumbing, Electrical, HVACR work
Custodial Supplies
Equipment Service/Repair

Technology

Computer Supplies/Equipment
Printers / Computers
Interactive Boards

Food Services*

Groceries and Canned Goods
Pest Control Services
Kitchen Equipment

Title I Testing

Test Scoring Services

District

Furniture
AV Equipment
Calculators

Athletics

Footwear
Athletic Supplies/Equipment
Physical Ed Supplies/Equipment

Award of Contract--Lowest Responsible Bidder

The common thread of all these bids is the district has to award the contract pursuant to N.J.S.A. 18A:18A-4 (a) to the lowest responsible bidder.

*Subject to Federal Procurement Code 7 CFR 210.21 and 2 CFR Part 200.318 et seq.

Bids and Purchasing:

1. Bid Limit -- \$40,000

The Board of Education is 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.

This restriction is called the **bid threshold** or **bid limit**. The bid limit is \$40,000. This means that any specific item, class of items, and/or services of a similar nature, purchased by the school district totaling in the aggregate more than \$40,000 for the entire year, must be competitively and advertised for bid. This restriction is for the entire district and not by location or schools.

You cannot circumvent the law by splitting purchases to be under the \$40,000 bid limit.

Administrators that have purchases that may exceed the \$40,000 bid limit, are to contact the Purchasing Office to begin planning the bid process.

The formal bidding process takes about 6-8 weeks to complete as explained the Appendix under Bid Process.

2. Annual Bids

The Board of Education, to be in compliance with N.J.S.A. 18A:18A-9, requests that central office department administrators/supervisors and school principals start to plan and prepare for Annual Bids. The proposed time lines are as follows:

March	Administrators/Supervisors prepare technical specifications to be reviewed by Purchasing Agent.
April	Purchasing Agent prepares final bid specifications to be drafted in a manner to encourage free, open, and competitive bidding. Bids are advertised pursuant to the Public School Contracts Law.
May/June	Annual bids are received, opened and tabulated by Purchasing Agent.
May/June	Bid resolutions are prepared by Purchasing Agent for Board of Education review and approval.
June	Purchase orders are generated by Administrators/Supervisors and presented to the Purchasing Agent for services to begin on July 1 st .
June/July	Purchase orders are generated for goods and materials to be delivered to the schools for August delivery.

3. Bidding: Time Frame

As stated before, the formal bidding process usually takes about 6-8 weeks from start to finish. Please plan appropriately. An outline of the bidding process is located in the Appendix.

4. Exceptions to the Bid Limit

New Jersey State Law allows for some exceptions to the bid requirements. There are approximately twenty (20) exceptions where a Board of Education does not have to go for bid for goods and services. Some of them are:

- a. Purchasing through New Jersey State Contract;
- b. Professional services as outlined by New Jersey law;
- c. Textbooks, kindergarten supplies, student produced publications, library and educational goods;
- d. Legal notices, food supplies, milk, utilities, insurance, election expenses, travel and conferences; and
- e. Contracts with other government entities; county and state colleges.

* These purchases may be subject to the quotation process pursuant to N.J.S.A. 18A:18A-37(a) if practicable.

The Purchasing Agent should be contacted concerning exceptions to bidding.

B. Quotations (Purchases that fall between \$6,000 and \$39,999)

This method of procurement is used for contracts for goods, materials, services and public works projects that in the aggregate are between \$6,000 and \$39,999.

Examples:

Athletic Trainer Supplies
Fax Machines Supplies
Payroll Checks
Two Way Radios

Athletic Wear
Instrument Reeds
Dry Cleaning Services
Fitness Equipment

Award of Contract—Price and Other Factors

The board of education, is obligated to solicit at least two (2) competitive quotations and award the contract pursuant to N.J.S.A. 18A:18A-37 (a), to the vendor whose response is most advantageous, price and other factors included.

Quotations and Purchasing

1. Quotation Limits--\$6,000 through \$39,999

The quotation limit (threshold) is now \$6,000. This means that any specific item or group of items of a similar nature purchased by the school district, totaling more than \$6,000 and less than \$40,000 for the entire year, must be competitively quoted or advertised for bid at the discretion of the Purchasing Agent.

You cannot circumvent the law by splitting purchases to be under the quote threshold.

2. Quotation Process

All quotations shall be in writing and will be coordinated by the Office of the Purchasing Agent. When a quotation is deemed necessary, the Administrator/Supervisor or Principal is asked to contact the Purchasing Office. The Purchasing Agent will review these quotation specifications to determine whether they are set up to provide open and competitive quotations.

Please note: The formal quotation process could take about 2-4 weeks from start to finish.

There will be no telephone quotations except in a case of extreme urgency.

3. Receipt of Two (2) Quotations

Pursuant to N.J.S.A 18A:18A-37(a) the school district shall solicit two (2) quotations, if practicable. Evidence of the quotation process shall be kept on file. A copy of the quotation shall be attached to the purchase order. It is the responsibility of the Purchasing Agent to solicit formal quotations.

C. Request for Proposal—RFP -- This method is preferred for the following contracts:

Professional Services

Medical
Auditing; Accounting
Legal
Engineering, Architectural

Academic/Operational Services

(Contracts less than \$40,000)
Instructional Improvement
Educational Consultants
Professional Development

Award of Contract—Evaluative Criteria

The RFP method is designed to award the contract to the vendor based upon a list of criteria which include as recommended by the New Jersey State Comptroller's Office with the

Best Practices in Awarding Service Contracts (2010)

- **Technical**
 - Submission of narrative how firm will provide services; planned approach; measurable results
 - Understanding how services will be provided
- **Management**
 - Business organization; staffing
 - Experience; and
 - Knowledge of district
- **Cost**
 - Fee proposal submission; cost analysis

The contract for an RFP contract does not; I repeat *does not* have to be given to the respondent who submits the lowest price. The evaluative criteria process is designed to award the contract to the respondent whose response will provide the highest quality services at fair and competitive prices.

D. Competitive Contracting (Certain Contracts over \$40,000)

This procurement method is used for certain contracts over \$40,000.00.

The district can only use this method for contacts that are outlined in NJ State Law 18A:18A-4.1. Some of the examples that are permitted are

- Proprietary Computer Software for Board Use
 1. Student Data Warehousing
 2. Student Information System
 3. Business Office; Human Resources Software
- Professional Development Services
- Educational Consultant Services
- Instructional Improvement Services

The award of contract is similar to the RFP award of contract. It is based upon the same evaluative criteria which is designed to award the contract to the respondent whose response will provide the highest quality services at fair and competitive prices.

The administrative process of Competitive Contracting as outlined in N.J.S.A. 18A:18A-4.1 et seq. and N.J.A.C. 5:34-4.1 et seq. is a rather lengthy process and make take 6-8 weeks to complete.

E. State Contract Purchasing

Pursuant to N.J.S.A. 18A:18A-10 (a), a Board of Education may purchase goods and services through New Jersey State Contract vendors. If the purchase exceeds the bid threshold, the Board of Education must adopt a resolution awarding the contract.

It is the recommendation of the Purchasing Agent to procure the following equipment and supplies from New Jersey State Contract vendors.

❶ ***Office Supplies and School Supplies***

The Purchasing Agent will distribute separate memos highlighting State Contract vendors who sell Office Supplies and School Supplies. Please review these memos with your staff.

If you plan to purchase Office Supplies and School Supplies from the State Contract vendor, please follow the instructions on the memo.

❷ ***Computers***

If you plan to purchase computers, please adhere to the following process prior to completing purchase orders for computers.

- *Contact the Director of Technology Information*

Please contact the **Director of Technology Information**. The director will be able to assist you with the technical aspects and the State Contract requirements of purchasing computers.

❸ ***Copiers—Approvals Needed—Superintendent, SBA and Board of Education***

If you plan to purchase a copier, please contact the Purchasing Agent. All purchases of copiers must be pre-approved by the Purchasing Agent and the Superintendent of Schools. All purchase of copiers through the State Contract GSA pricing require board of education approval pursuant to the requirements of N.J.A.C. 5:34-9.7.

Other State Contract Purchasing

The School Business Administrator is required to have board of education approval for all NJ State Contract purchases that exceed the bid threshold. All NJ State Contract purchases will be verified by the Purchasing Agent prior to processing.

Purchase Order Requirements--State Contract

All purchase orders made through State Contract vendors shall include the following:

1. State Contract Number;
2. Approved State Contract price list
3. Shipping and Handling included

OTHER PURCHASING PROCEDURES

A. Cooperative Purchasing

The Board of Education may contract with Educational Data Services of Saddle Brook, NJ, or other cooperative purchasing agencies, to purchase items such as:

1. Office Supplies
2. Copy Duplicator Paper
3. Science Supplies
4. School Supplies
5. Art Supplies
6. Industrial Arts Supplies

The Purchasing Agent shall provide to all administrators, supervisors and principals specialized training on using cooperative purchasing services.

The Board of Education may at times, use other state and national cooperatives when procuring goods and services.

B. Emergency Contracts

Emergency contracts are strictly regulated by N.J.S.A. 18A: 18A-7. A situation must exist affecting the health or safety of the occupants of school property that requires the immediate delivery of articles or the performance of a service to alleviate the emergency.

The emergency contract process is reviewed in the Appendix. Please note that the Superintendent of Schools must be notified **first** of all emergency purchase requests. Only the Purchasing Agent may award an emergency contract.

C. EUS—Extraordinary Unspecifiable Services

The EUS procurement method is used for the procurement of insurance and insurance consultant services. The Purchasing Agent will coordinate all EUS activities pursuant to N.J.S.A. 18A:18A-5 (a) (10) and N.J.A.C. 5:34-2.1 et seq.

D. Federal Funds—Procuring Goods and Service When Using Federal Funds

All non-federal entities (school districts) are to follow NJ Public School Contracts Law when procuring goods and services using federal funds except where the federal standards detailed in 2 CFR Part 200 are in conflict or **more restrictive**.

School districts, when procuring goods and services using federal funds, are to comply with the Federal Procurement Code 2 CFR 200.317 et seq. A more detailed explanation of procuring goods and services when using federal funds is found in the Appendix Section of this manual.

E. Increasing a Purchase Order Amount

There may be times where a purchase order amount has to be increased to meet the needs of the district. The School Business Administrator, in accordance with N.J.A.C. 6A:23A-6.10 will identify and investigate the reason(s) for any increase to a purchase order. The appropriate process to increase purchase order or revise should be coordinated with the Business Office.

F. Purchase Order Requirements

The Purchasing Agent must receive from vendors certain legal documents prior to issuing a purchase order. Depending on the amount of the purchase order in the aggregate the following documents must be in the possession of the Purchasing Agent:

1. Affirmative Action Evidence—Certificate of Employee Information Report
2. Business Registration Certificate from the State of New Jersey
3. Chapter 271 Political Contribution Disclosure form
4. Iran Financial Disclosure Form
5. IRS W-9 Form
6. Other documents required by Federal Procurement Code

See the Appendix for the Purchase Order Requirements Chart

G. Renewal of Contracts—Services

Any vendor contract for services other than professional services, may be extended or renewed by the board of education pursuant to the terms and conditions of N.J.S.A. 18A:18A-42 (o). The major conditions are as follows:

1. Renewal contract is awarded by board resolution;
2. No contract shall be extended so that it exceeds five (5) consecutive years;

3. Any price increase shall not exceed the quarterly Index Rate; and
4. Terms and conditions of the contract remain substantially the same.

The Purchasing Agent will notify all administrators in March of the preceding fiscal year of any vendor contracts that are eligible for renewals.

H. Student Activity Account Purchases

The purpose of having student activity funds should be to finance the normal legitimate co-curricular activities of the student body organization. *Only expenditures relating to student group activities, which benefit students, may be made from student activity accounts.* Student activity funds are monies generated by students' participation, authorized to be spent by students and expended on behalf of the students.

Signing of Contracts with Vendors--Prohibited

School officials are strictly prohibited of signing any contracts with vendors, unless expressly authorized by board resolution. All contracts with vendors shall be reviewed by the School Business Administrator, who if satisfied, will affix his signature to the vendor contract

Purchases Exceeding the Bid Threshold

Pursuant to State Law N.J.S.A. 18A:18A-5(a) (21), purchases made through Student Activity Accounts that exceed the bid threshold shall be awarded by the Board of Education at a public meeting.

SELECT PURCHASING TOPICS

A. Field Trip Transportation

The district has secured through the competitive bid process, prices for various types of transportation vehicles needed for approved field trips. A special bulletin has been issued to all administrators and principals. All employees are reminded of the following guidance as it pertains to field trip transportation:

1. Purchase order must be prepared and processed prior to the date of the field trip.
2. Attached to the field trip transportation purchase order is a copy of the board of education resolution approving the destination of the field trip.
3. The approved list of bus companies and corresponding prices are to be used whether the field trip is paid through board of education funds (PO) or student activity funds.
4. All field trips using board of education funds (purchase order) shall be part of the instructional program, have an educational value and shall be reasonable in cost. Field trips solely for student entertainment are prohibited when using public funds. A board approval for the field trip must be attached to the purchase order.
5. The cost of field trips may be borne by the pupils' parents with the exception of pupils in special education classes and pupils with financial hardship. Reference—N.J.S.A. 18A:36-21

B. Meals; Refreshments and Catering

The State of New Jersey Department of Education has provided guidance to school districts through Administrative Code N.J.A.C. 6A:23A-5.8 on board expenditures for meals and refreshments.

The expenditure of public funds for meals and refreshments may be used for the following:

1. Permitted Activities for Meals; Refreshments; Catering

- ***Student Activities***

Reasonable costs for light meals and refreshments directly related to activities that benefit students and are part of the instructional program are permissible. These activities must be part of the instructional program and not solely for student entertainment.

- ***Parent Activities***

Reasonable costs* for light meals and refreshments for parent activities are permissible. It is expected that expenditures for this purpose will be minimal and infrequent—State code.

- ***Dignitaries***

Reasonable costs* for light meals and refreshments for dignitaries as defined in State code, are permissible.

- ***Board Member Meetings -- N.J.A.C. 6A:23A-7.12(f)***

Light meals and refreshments* are permitted for all board members and for employees who are required to attend a board of education meeting.

*Please note that costs for light meals and refreshments are limited as follows:

Breakfast	\$ 7.00 per person
Lunch	\$ 10.00 per person
Dinner	\$ 15.00 per person

(NJ OMB Circular 16-11-OMB Section XI—Letter J)

Documentation Required—Light Meals and Refreshments

Documentation must be provided to support expenditures for light meals and refreshments. The following information is to be provided on the Purchase Order Rationale Form:

- Description of the activity;
- Purpose/justification of the activity; goal; objectives;
- Make-up of the group receiving the meals; and
- Names of employees and board members included in the group.

2. Prohibited Activities—Meals and Refreshments

- ***Athletic Activities***

Light meals and refreshments served to *guests* at any athletic event, game or contest are not permitted.

- ***Staff and Employees of the School District***

Light meals and refreshments are not permitted for employees and staff of a school district, unless the staff member or employee is essential to *a student activity* where light meals or refreshments are being served.

- ***Honoring Employees***

Receptions, dinners or other social functions held for or honoring any employee or group of employees are not permitted when public funds are being used.

3. Purchase of Food Supplies – Supermarkets

New Jersey state law and code excludes the purchase of food supplies from the bidding process if the food supplies are for the school cafeteria or home economics classes. Many schools and office have prepared purchase orders / Supermarkets - Shop Rite/Walmart/Acme

Food supplies purchased from the supermarkets shall be in compliance with state law and code and only for the approved list of situations. All purchase orders, including student activity account purchases, are subject to review by Department of Education (DOE) officials and auditors.

4. Food Supplies

New Jersey Administrative Code 6A:23A-16.5(b) clearly notes that food supplies include those supplies that are “eaten or drunk.” Administrators are to ensure that purchases from the supermarkets have only items listed that follow the code. The Business Office will review the register receipts and highlight those items that do not follow the code.

5. Petty Cash Accounts (if applicable)

The Board of Education does not authorize the use of petty cash OTHER THAN THE BUSINESS OFFICE and FACILITIES. The maximum amount for a check is \$25.00.

C. Miscellaneous Permitted and Non-Permitted Purchases

1. Permitted Purchases

- Commencement; Convocation Activities
All reasonable costs for commencement; convocation activities are permitted.
- Field Trips / Extracurricular Activities
All field trips using board of education funds (purchase order) shall be part of the instructional program, have an educational value and shall be reasonable in cost. Field trips solely for student entertainment are prohibited when using public funds. A board resolution approving the field trip must be attached to the purchase order.
- Library Books; Magazines, Videos/DVD's/CD's
All library books; magazines and multi-media presentation materials shall be for educational or operational purposes.
- T-Shirts
The Superintendent will consider, on a case by case basis, requests for the purchase of T-Shirts. It is strongly encouraged that purchases of T-Shirts be made through the appropriate student activity account.

2. Non-Essential and Prohibited Purchases

- Carnivals
- Gifts for Employees
- Teacher appreciation gifts/activities
- Plaques-Local Determination
- Bereavement flowers; baskets
- Student entertainment

The list is not all inclusive and items may be deemed non-essential by the Superintendent during the course of the school year.

D. Textbooks; Approval and Purchase

1. Approval of Textbooks

In accordance with state law (**N.J.S.A. 18A:34-1**), all textbooks must be approved by the Board of Education prior to their use in the educational program. Purchasing textbooks that have not been approved by the Board of Education is a violation of state law. The Director of Curriculum, has set up procedures to have textbooks approved by the Board of Education.

2. Textbook Approval – Board of Education Resolution

The procedure for obtaining Board approval is:

- a) Complete the District Textbook Evaluation and Approval form
- b) Submit textbook and form to the Office of Curriculum and Staff Development, who will prepare the Board resolution.

3. Purchase of Textbooks and Curriculum Department Review

New Jersey Administrative Code 6A:23A-9.3(c) (12) requires the purchase of textbooks to meet one of the following conditions:

- a. The purchase is in accordance with a textbook replacement plan;
- b. Textbooks have been identified as stolen or destroyed; or
- c. A change in curriculum or new edition requires a new textbook.

It is important that all purchase orders for textbooks withstand any state or district audit review. The following documentation shall be attached to each purchase order for textbooks:

- Textbook Order Rationale Form (See Appendix)
This form which must be completed and attached to the front of the purchase order requires the administrator or supervisor to
 - explain the reason for the purchase; and
 - provide documentation the textbook was pre-approved.

Budget Accounts

As always, only textbooks and teacher editions of the textbooks may be purchased from the “640” object code. All other books and reading material must be purchased from the “600” or “610” series accounts.

E. Books; Purchasing Procedures

1. Purchase Orders Processed—Once a Month

The Purchasing Office, to ensure compliance with Public School Contracts Law and board policy, will now process all purchase orders for books and workbooks that require board of education approval, once a month.

The Purchasing Office will hold all purchase orders for books and workbooks to determine whether the total cost of the purchase orders exceed the bid threshold. If the total cost of the purchase orders exceeds the bid threshold then the Purchasing Office will prepare the appropriate board resolution.

After the board of education adopts the resolution to purchase the books/workbooks, the purchase orders will be signed and processed if all the documents required are on file.

The Purchasing Office will use the Superintendent's deadline for agenda items for this process. Purchase orders for books and workbooks received after the deadline will be held for the next board meeting.

2. Purchases Must be Planned

All schools/offices buying books and workbooks must now plan appropriately. Administrators and supervisors are to direct teachers and staff members to have all purchase orders ready before the deadline or otherwise they will have to wait for the next board of education meeting.

3. Online Pricing or Price Quotations

School principals are to ensure that purchase orders for books and workbooks be presented to the Assistant Superintendent/Superintendent with pricing that was obtained through the book company representative or by using online pricing.

4. Purchase Order Review – Online Pricing or Price Quotations

Each purchase order for the purchase of books and workbooks will be reviewed by the Purchasing office. It is expected that attached to the purchase order will be either:

- Copies of the price quotation received from the sales representative; or
- Copies of the online pricing obtained from the company's website.

Shipping and handling costs must be confirmed by the sales representative or the customer service number.

Any book purchase order that does not have either the price quotation from the sales representative or copies of online pricing will be returned.

Use of Catalog Pricing – PROHIBITED

Using written paper catalogue pricing is prohibited. All book prices must be obtained by contacting the sales representative or by obtaining the prices online.

F. Travel Reimbursement--Purchase Order—Conferences and Workshops

The State of New Jersey, pursuant to N.J.S.A. 18A:11-12, has adopted strict travel guidelines for school districts to follow. All school officials and employees seeking travel reimbursement must adhere to the law and travel administrative code—N.J.A.C. 6A:23A-7.1 et seq. **At a minimum**, reimbursement purchase orders for travel must meet the following requirements:

a. Written Approval of the Superintendent—prior to travel event

The travel shall be approved in writing by the Superintendent prior to the travel event. Documentation shall be provided with the purchase order for reimbursement.

b. Board of Education Approval—prior to travel event

The travel shall be approved by resolution at a public board of education meeting, again, prior to the travel event. A copy of the board resolution shall be attached to the purchase order.

c. Reimbursement Procedures

Prior to being reimbursed for approved costs for the travel event, the following must be presented with the purchase order when applicable

1. Approvals in writing;
2. Travel Report;
3. Receipts for hotel and meals (when applicable);
4. Mileage Travel Form;

5. Driver's License; Vehicle Registration; Insurance Card; and
6. Other documents when requested.

All public school employees are to review all board policy and school administrative procedures with the School Business Administrator prior to planning for the travel event.

Purchase Order Deadline—Annual Notification

The deadline for submitting purchase orders for the current operating budget is on or about **March 1, 2020**, unless on an earlier date set by the Superintendent. (Purchasing Freeze) Exceptions to the deadline date may be for purchases of the following:

- End of the year activities—field trips, graduation, assemblies;
- Employee contractual obligations—tuition reimbursement;
- Emergency contracts;
- State and/or federal funded program grant programs;
- Travel reimbursements; and
- Other goods, materials or services approved by the Superintendent

REQUISITION/PURCHASE ORDER PROCESS
Receipt of Goods/Services

A. Processing the Requisition/Purchase Order--Design of Purchase Order

The purchase order is made of six (6) sheets. Listed below are the names and the purpose of each sheet. (A Requisition becomes a purchase order after all required administrators have approved the requisition in the Business Office Software System).

<u>Copy</u>	<u>Disposition</u>
Vendor Copy(white)	Sent to vendor to order items/provide services
Voucher Copy(green)	Sent to vendor for signature
Receiving Copy(blue)	Sent to school/office; returned to Business Office upon receipt of goods/services
File Copy(pink)	Remains on file in Business Office with backup

B. Receipt of Goods and Services

The originator of the purchase order should follow the following process when receiving materials, goods, and services.

1. Receipt of Items Ordered

It is important that all items received be immediately checked. Please note the following:

- a. Obtain 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 and attach packing slip to the receiving copy of the purchase order.
- d. The school principal/office supervisor should sign the receiving copy and send it with the packing slip to:

Chalyse Whitland, Accounts Payable Accountant, c/o Business Office

Receipt of Goods and Services—Responsibilities of Administrators; Supervisors

Administrators and supervisors are to ensure that all goods received have been checked in for accuracy. If the goods received match the purchase order and the packing slip then the administrator should do the following:

- Sign the packing slip to confirm receipt of delivery of goods;
- Sign the Receiving Copy (pink slip) of the purchase order;
- Sign any invoices that may have been submitted with the order; and

Send all items to the Business Office c/o Accounts Payable within seven (7) days of the receipt of goods.

Accounts Payable Procedures—Notification Process—Unreturned Paperwork

There will be instances where the Business Office Accounts Payable Office will send a courtesy reminder to any school or office that has not returned the paperwork in a timely fashion. The following procedures have been approved by my office:

- **Thirty (30) Day Notice—Original**

The Accounts Payable Office will send a reminder notice to all schools and offices that have not submitted their paperwork after 30 days of receipt of the invoice.

- **Second Notice—Seven (7) Days**

The Accounts Payable Office will send a second reminder notice seven (7) days later if no paperwork is received from the school or office.

- **Final Notice—Seven (7) Days**

The Accounts Payable Office will send a Final Notice reminder seven (7) days later if not paperwork is received from the school or office

- **Superintendent’s Office Contacted—Three (3) Days**

The School Business Administrator will contact the Superintendent of Schools after three (3) days if the paperwork is not received from the school or office.

All receiving copies of purchase orders and packing slips should be signed and sent to the Business Office within seven (7) days of receipt of items.

The Board of Education has an excellent reputation for paying its bills in a timely fashion. We ask that all employees assist in maintaining this fine reputation.

2. **Problems Encountered with Receipt of Goods**

Problem: Back Orders

Sometimes items ordered will not be received in the first shipment. This is known as a back order. The packing slip will have back order written on those particular items.

Process to Follow: Back Orders

If the order is incomplete because there is a back order, do not wait for the next shipment. Please do the following:

- Mark on your receiving copy 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.

Problem: Items Missing from Order

Sometimes items are marked on the packing slip they were delivered but are missing from your shipment.

Process to Follow: Items Missing

- 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.

Problem: Items Damaged; Wrong Item

Sometimes you will receive items that are damaged or the wrong item.

Process to Follow: Items Damaged; Wrong Item

- 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.
- Upon receipt of the missing/wrong item in the next shipment, check off your copies of the receiving copy and return to Business Office.

Problem: Discontinued Item

Sometimes the items you requested have been discontinued.

Process to Follow: Discontinued Item

- Mark on the receiving copy (pink) of the purchase order “discontinued.”
- Do not call the company for a replacement item. You must complete a new purchase order.

BUDGET ACCOUNT NUMBER CODING

When completing requisitions for materials, supplies, books, equipment and/or services, it is important to use the correct Budget account number as directed by the New Jersey Chart of Accounts. To assist administrators, supervisors and staff members who complete requisitions the following explanation of use for the Object Code numbers is provided.

GAAP Code The City of Pleasantville Board of Education GAAP account codes consist of 14 digits. This section pertains only to the 4th set of digits: The Object Code

Example 11-000-240-610- 00-010-610 610 is the object code.

The following descriptions of the basic Object Codes are provided for your use:

Object Code

Description

320 Purchased Professional Services – Educational - Consultants (includes travel and expenses) to improve instructional programs.

340 Purchased Professional Services – Technical - Consultants (includes travel and expenses) not regarded as professional but require basic scientific knowledge or manual skills.

420 Cleaning, Repair and Maintenance Services - Maintenance contracts for equipment service, repair of equipment and furniture, cleaning services and lawn care

440 Rentals - Leasing of equipment (copiers) or vehicles.

512 Contracted Services – School Activities Transportation expenses for student field trips (admission fees are recorded in 890 accounts).

530 Communications - Postage machine rentals, postage costs and cable TV charges.

580 Travel – Staff Conferences - Travel expenses (including meals, hotel) for staff conferences (registration fees are recorded in 890 accounts).

590 Miscellaneous Purchased Services - Printing costs for student publications.

610 General Supplies - The 600 line items are used for supplies and materials for instructional and non-instructional items that are consumed, worn out or deteriorated through use. These include; office supplies and equipment, library books, periodicals, magazines and newspapers, workbooks and other teaching supplies, computers and computer software and uniforms (includes items with a unit value of LESS THAN \$2,000).

640 Textbooks - Workbooks are not recorded here (use 610 account).

730 Equipment – Instructional - Expenditures for the initial, additional and replacement costs of equipment such as machinery, furniture and fixtures, and vehicles. The item purchased must exceed a unit value of \$2,000.

732 Equipment – Non-instructional - Includes the cost of equipment and furniture for non-instructional purposes. The item purchased must exceed a unit value of \$2,000

890 Miscellaneous Expenditures - Expenditures for goods or services not classified above including, dues and fees for membership in professional or other organizations, awards, food expenses, conference registration fees and athletic entry fees and graduation expenses.

Appendix (G) over view of Budget Accounting Coding for reference.

C. HELPFUL HINTS WHEN PREPARING REQUISITIONS

1. ***GIVE AS MUCH INFORMATION AS POSSIBLE.***

Example:

Muller Co.
Any Highway 106
P.O. Box 800
Land of the Lost, NJ 53538-0800
(800) 383-6800

1 Each Hon File Cabinet 3 drawer lateral

Size: 36"W x 12"D x 40"H Color: Putty
Model #310 series (the manufacturer's model number)
Highsmith Stock #L61-60933 (catalog number) Price \$199.00

2. Whenever possible, please use the standard "Tried & True" vendors. Trying to save money by using a small company that offers "Specials" often causes an item not to be purchased. Small companies may not like to submit bids because they frequently cannot supply the required documents such as an approved Affirmative Action Certificate. In some cases, they cannot get a bid bond, or they want payment prior to delivery. Our Accounting Department is only permitted to issue checks for payment AFTER the items have been received and the proper invoice has been submitted and approved by the Board of Education.

CRITERIA FOR CLASSIFICATION AS EQUIPMENT

ALL of the following MUST be met:

1. Retains original shape, appearance and character with use.
2. Item does not lose identity through fabrication or incorporation into a different or more complex unit.
3. It is non-expendable--more feasible to repair if damaged than to replace.
4. Under normal conditions and proper care, it is expected to serve its purpose for more than 1year.
5. Costs \$2,000 or more.

NOTE: An item should be classified as a supply if all of the above criteria are not met.

CONTRACTED SERVICES VENDORS/PROVIDERS

VENDOR PAYMENT PROCESS

Role of School District

Purchase Order Contract Amount—Not To Be Exceeded!

The contracted services vendor/provider (vendor) receives a purchase order from the Purchasing Agent notifying the vendor that services may begin.

The purchase order has a total contract amount. This contract amount may not be exceeded unless authorized by the Board of Education in writing.

Monitoring Contract Amount—District Administrator Responsibility!

The School Business Administrator asks all district administrators to monitor all vendor bills and invoices to ensure they do not exceed the total contract amount. Administrators are asked to contact the Purchasing Agent, forty-five (45) days in advance, if the total contract amount is close to being exceeded. The Purchasing Agent then can begin a process to exceed the purchase order amount pursuant to administrative code.

Exceeding Contract Amount—Unauthorized Service!

If any administrator permits a vendor to exceed the contract amount, the administrator has permitted an unauthorized service, which is similar to an unauthorized purchase. Administrators are asked to monitor the dollar amount of services being provided to the district.

Monitoring Contract Amount—Vendor Responsibility!

The district asks all vendors to also monitor all bills and invoices to ensure they do not exceed the total contract amount. Vendors are asked to contact the respective administrator, forty-five (45) days in advance, if the total contract amount is close to being exceeded.

Exceeding Contract Amount -- Written Authorization!

Contracted vendors may only exceed the amount on the purchase order when authorized by the School Business Administrator in writing. The authorization will be in the form of a new purchase order being issued to the contractor signed by the Purchasing Agent.

Submission Deadlines -- Fifth (5th) of Each Month

The Board of Education traditionally meets on the second Tuesday of each month. The Business Office asks that all bills and invoices for payment be submitted *prior* to the 5th of each month.

All bills and invoices submitted to the Business Office by the vendor will be sent to the appropriate school district administrator/supervisor for review and approval. The Business Office cannot begin the payment process until it receives the invoices signed and approved by the appropriate administrator.

End of Year Billing/Cancellation of Purchase Orders

Administrators are to work with contracted services vendors so that end of the year invoices are submitted to the Business Office in a timely fashion. This is imperative. In order to comply with State of New Jersey, Department of Education requirements, the district has adopted a policy of canceling open purchase orders at the end of the fiscal year. All invoices must be billed within thirty (30) days of services to meet the State Department of Education deadline. If we are not in receipt of your invoice within the thirty (30) day deadline, we will not be able to process payment in a timely fashion and the corresponding purchase order may be cancelled, thereby causing a delay in payment.

DEPOSIT PROCEDURES

Student Activities

Accounts Receivable Kirsten Canuso x 2528

A Deposit/Receipt form must be filled out with the following information:

- 1 School and/or Grade
- 2 Activity/Event Name
- 3 Activity/Event Description
- 4 Account Number
- 5 Name of Employee collecting the funds from the event
- 6 Total Collection & Date of Collection
- 7 Second Employee that counts the money for accuracy
- 8 Total Collection & Date of Collection
- 9 Principal/Administrator/Signature
- 10 Received By (Business Office Employee)
- 11 Counted By (Business Office Employee)
- 12 Final Count (Done by Business Office Employee)
- 13 Date of Collection

Include receipts, which must total the amount of funds received.

Any voided receipts must be sent with the prepared receipts.

All monies received must reach account receivable no later than two days after initial receipt of funds

APPENDIX

- A. Formal Bid Process
- B. Emergency Purchases/Contracts
- C. Memorandum--Return of Purchase Order
- D. Chart—Purchase Order Requirements
- E. Copy of Purchase Order
- F. Copy of Requisition
- G. Quote Sheet
- H. Federal Contracts
 - 1. Federal Programs for School District
 - 2. Compliance with 2 CFR 200.317 et seq.
 - 3. Federal Funds Procurement Methods
 - 4. Debarment and Suspension for Federal Contacts
 - 5. Stevens Amendment
- I. Federal Procurement Chart of Thresholds
- J. Textbook Rationale Form
- K. Request for Certificate Insurance
- L. Budget Account Coding-Description

(Appendix A)

FORMAL BID PROCESS

<u>Process</u>	<u>Time Line</u>
Initial request to bid made by Administrator/Supervisor. Certification that funds exist.	One Day
Review of specifications, fully outlining items, materials or services to be bid by the Purchasing Agent.	One Week
Return of reviewed specifications to Administrator/Supervisor for final approval. Administrator/Supervisor signs off final approval.	One Week
Bid package prepared by the Purchasing Agent.	One Week
Copies of bids available for distribution.	One Day
Legal advertisement sent to newspaper.	Three Day Advance Notice
Bid Date/Time -- must be at least 10 days after Legal Ad appears in newspaper. Bids are opened and read publicly.	10-20 Days
Bid results are reviewed by: a. Administrator/Supervisor b. Purchasing Agent	One Week
Administrator/Supervisor prepares spreadsheet showing lowest bidders and recommends award of bid. Purchasing Agent reviews bids. Resolution is prepared.	One-Two Weeks
Bids are reviewed at Board Agenda, Committee of the Whole, and Regular Public Meetings.	One Week
Purchase orders are prepared by Administrator/Supervisor.	One Week

The formal bidding process takes about 6-8 weeks from start to finish.

Please note: Bids for Public Works/Construction Projects take longer as a request for wage determination must be formally made to the State of New Jersey.

EMERGENCY CONTRACTS (18A:18A-7)

A. 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.

B. 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.

C. Process in Declaring an Emergency

1. Superintendent of Schools Notified

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

2. Business Administrator/Purchasing Agent Notified

The official in charge of the building or facility, wherein the emergency occurred shall notify the Business Administrator/Purchasing Agent of the following:

- a. Nature of the emergency;
- b. Time of the occurrence; and
- c. The need for the performance of a contract.

Such notification shall be prepared in writing and filed with the Purchasing Agent as soon as possible.

3. Awarding of Contract by Business Administrator/Purchasing Agent

If the Business Administrator/Purchasing Agent is satisfied the emergency exists, the Business Administrator/Purchasing Agent by State Law is authorized to award the contract.

4. Filing of Documents with State and County by Board Secretary/School Business Administrator

In accordance with N.J.A.C. 5:34-6.1, the following documents must be filed with the County Superintendent within three (3) days after awarding the contract or agreement:

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

5. Acknowledgement by Board of Education

The Board of Education, at its next regular Board of Education Public Meeting, shall review and acknowledge said emergency purchase. This may be done by board resolution.

(Appendix C)

**PLEASANTVILLE BOARD OF EDUCATION
BUSINESS OFFICE**

M E M O R A N D U M

To: _____

From: _____, School Business Administrator/Board Secretary

Date: _____

Re: ***Return of Purchase Order(s)***

I am returning the attached requisition/purchase order(s) for the reason(s) checked below:

- Account Number Incorrect; Missing--Please use Account Code # _____
- Bid Number, Quotation Number--Not Included
- Board Resolution Needed--Attach to Requisition/Purchase Order
- Conference Request Form--Not Attached; Not Approved, Not Signed
- Description of Item(s), Service Needed
- Funds; Federal/State – Title of Grant Program – Type on Purchase Order/Requisition
- Minimum Order \$50.00 Minimum State Contract Order \$100.00
- Proposal/Contract Missing -- Attach to Requisition
- Quotation Needed—Attach to Requisition and forward to business office
- Rationale information missing
- Shipping Charges Not Added
- Shipping Charges Not Needed. Type on P.O. “Shipping and Handling Included”
- Cooperative Purchasing bid title and number not listed
- State Contract Number Incorrect, Missing--State Contract Documentation Missing
- Textbook Documentation Missing
- _____ Website Documentation / Board Resolution
- Unauthorized Order--Please contact me to discuss procedures
- Vendor Address Incomplete--Post Office Box Number Only
- Vendor Check Needed? _____
- As Per Attached Memo
- Other _____

Please make the adjustments needed and return the requisition/purchase order with this form to my office.

PURCHASE ORDER REQUIREMENTS

CONTRACT/PURCHASE ORDER THRESHOLDS (AGGREGATE)	AFFIRMATIVE ACTION EVIDENCE (AA)	BUSINESS REGISTRATION CERTIFICATE (BRC)	CHAPTER 271 PCD (PAY TO PLAY) (271)
Up to \$ 6,000	(a)	No	No
\$ 6,000 - \$17,499	(a)	YES	No
\$17,500 - \$39,999	(a)	YES	YES
*\$40,000 – and over	YES	YES	YES

Affirmative Action Evidence Exemptions	Business Registration Certificate Exemptions	Chapter 271 (PCD) Exemptions
<ul style="list-style-type: none"> Contracting Units Subject to Title 40A:11 State of New Jersey Contract Purchases Boards of Education including Educational Services Commissions Other contracting units, e.g. County and State Colleges and local authorities, boards, etc. 	<ul style="list-style-type: none"> Contracting Units Subject to Title 40A:11 State of New Jersey Contract Purchases Boards of Education including Educational Services Commissions Other contracting units, e.g. County and State Colleges and local authorities, boards, etc. Non-profit Organizations <p><u>Exempt Situations</u></p> <ul style="list-style-type: none"> Emergency Purchases – No payment unless BRC is on file. Employee settlements paid to attorneys; Establishments that are out of state & business being conducted takes place out of state, e.g. hotels, band camps, seminars, theatres, etc. Purchase made entirely through School Student Activity Funds. 	<ul style="list-style-type: none"> Contracting Units Subject to Title 40A:11 State of New Jersey Contract Purchases Boards of Education including Educational Services Commissions Other contracting units, e.g. County and State Colleges and local authorities, boards, etc. Non-profit Organizations New Jersey School Boards Association Contract Renewals Public Utilities, e.g. PSE&G <p><u>Exempt Situations</u></p> <ul style="list-style-type: none"> Emergency purchases; Litigation payments to parties through court order.

*Based upon a QPA \$40,000 Bid Threshold

(a) It is suggested that Affirmative Action evidence be on file from vendors and contractors. It is suggested that school districts request from all vendors the Iran Disclosure Form!

(Appendix E)

***COPY OF BLANK PURCHASE
ORDER***

(Appendix F)

***COPY OF BLANK
REQUISITION***

(Appendix G)
QUOTE SHEET

TWO PRICE QUOTATIONS ARE NECESSARY ON ALL ITEMS
(PLEASE ATTACH ALL WRITTEN QUOTES)

School/Dept. _____ Filled Out By _____ Date Completed _____

General Description of Item(s) _____

QUOTATIONS:

#1

Vendor _____ Tel: _____ In Writing: YES ___ NO ___ Will Confirm
Person Giving

Address _____ Tel. Quotation: _____
Date of Quote _____

Zip _____ Attachment: YES ___ NO ___
Price _____

#2

Vendor _____ Tel: _____ In Writing: YES ___ NO ___ Will Confirm
Person Giving

Address _____ Tel. Quotation: _____
Date of Quote _____

Zip _____ Attachment: YES ___ NO ___
Price _____

#3

Vendor _____ Tel: _____ In Writing: YES ___ NO ___ Will Confirm
Person Giving

Address _____ Tel. Quotation: _____
Date of Quote _____

Zip _____ Attachment: YES ___ NO ___
Price _____

FEDERAL CONTRACTS

Federal Funding

Examples of Federal Funding Sources—Every Student Succeeds Act (ESSA)

- Title I, Part A – Improving Basic Educational Programs
- Title II, Part A – Supporting Effective Educators
- Title III, Part A – English Language Acquisition, Language Enhancement, and Academic Achievement
- Title IV, Part A – Student Support and Academic Enrichment

Other Examples of Federal Funding Sources

- I.D.E.A. Part B Handicapped
- Perkins Vocational Education
- National School Lunch Program
- National School Breakfast Program

Federal Procurement Guidelines—Federal Regulations 2 CFR Part 200.318 et seq.

School districts, when procuring goods and services using federal funds, shall comply with Federal Regulations Procurement Standards 2 CFR 200.318 et seq., and the New Jersey Public School Contracts Law.

Methods of Procurement—When Using Federal Funds

All procurement transactions must be conducted in a manner providing full and open competition. (2 CFR 200.319). Examples of procurement methods to be used:

- **Micro-purchases—Purchases less than \$3,500.00**

The Purchasing Agent shall use sound business practices for purchases in the aggregate that do not exceed \$3,500.00. Reference--2 CFR 200.320 (a) and 2 CFR 200.67

- **Small Purchase Procedures—\$3,500 through \$39,999**

The Purchasing Agent shall use the competitive quotation process as outlined in N.J.S.A. 18A:18A-37 (a) or the Request for Proposal process, when applicable, in procuring goods and services in the aggregate of more than \$3,500.00 and less than \$39,999. Reference--2 CFR 200.320 (b) and 2 CFR 200.88

- **Sealed Bids—\$40,000 or more**

The Purchasing Agent shall use the competitive bid process to procure those contracts which in the aggregate exceed the \$40,000 bid threshold. The contract shall be awarded to the vendor who submits the lowest responsible bid for a firm fixed contract price—lump sum or unit cost. Reference--2 CFR 200.320 (c),

(Appendix H)

- **Competitive Proposals—\$40,000 or more**

The Purchasing Agent shall use the Request for Proposal (RFP) or competitive contracting process when procuring certain contracts which in the aggregate exceed the \$40,000 bid threshold, which are to be awarded by an evaluative process, rather than a firm fixed contract price. Reference--2 CFR 200.320 (d) and N.J.S.A. 18A:18A-4.1 et seq.

- **Non-competitive Proposals (Sole Source)**

Although the Federal government recognizes contracts may be awarded to sole source vendors through non-competitive proposals, the Purchasing Agent shall use the competitive proprietary bid process or the competitive contracting process for sole or single source contracts. Reference 2 CFR 200.320 (f) and N.J.S.A. 18A:18A-15

New Jersey Department of Education Guidance on Federal Spending

All grant administrators and Purchasing Agents of school districts are to comply with federal regulations and the Public School Contracts Law and should adhere to the guidance as provided by the New Jersey Department of Education in the publication entitled *Navigating the Uniform Grant Guidance*.

Food Services Directors

The USDA and the New Jersey Department of Agriculture—Food and Nutrition, have announced through various documents and forms, new procedures for the procurement of goods and services for the Food Services program in every school district.

Debarment and Suspension for Federal Contracts

Debarment and Suspension (E.O. 12549 and E.O. 12689) – A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p 235). Debarment and Suspension. SAM Exclusions contains the names of parties debarred, suspended or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. (Ref. 2 CFR 200.212)

Federal Programs/Targeted Students—Include on Requisitions/Purchase Orders

Purchase orders using Federal Funds shall include on the document:

- Name of Federal Program
- Targeted Group of Students

Stevens Amendment—Statement on Bid Advertisement

The Board of Education recognizes its obligation as it pertains to the Stevens Amendment, Section 8136 of the Department of Defense Appropriations Act (P.L. 104-134, Sec.507) which requires the board of education to state clearly the percent (%) of the total cost of this project will be financed through Name of Federal Grant.

Federal Contracts—Chart of Thresholds

<u>Description of Goods/Services</u>	<u>Amount</u>	<u>Procurement Method</u>
Goods and Services	Less than \$3,500	Sound Business Practice
Goods and Services	\$3,500-\$39,999	Quotation or Bid
Goods and Services	\$40,000 or more	Bid
Professional Services	Less than \$3,500	Simple Proposal
Professional Services	\$3,500-\$39,999	Request for Proposals (RFP)*
Professional Services	\$40,000 or more	Competitive Contracting
Educational Consultant Services	Less than \$3,500	Simple Proposal
Educational Consultant Services	\$3,500 - \$39,999	Request for Proposals (RFP)*
Educational Consultant Services	\$40,000 or more	Competitive Contracting
Instructional Improvement Services	Less than \$3,500	Simple Proposal
Instructional Improvement Services	\$3,500 - \$39,999	Request for Proposals (RFP)*
Instructional Improvement Services	\$40,000 or more	Competitive Contracting
Professional Development Services	Less than \$3,500	Simple Proposal
Professional Development Services	\$3,500 - \$39,999	Request for Proposals (RFP)*
Professional Development Services	\$40,000 or more	Competitive Contracting
Sole Source (Proprietary) ^(a)	Less than \$3,500	Simple Proposal
Sole Source (Proprietary) ^(a)	\$3,500 - \$39,999	Proprietary Quotation
Sole Source (Proprietary) ^(a)	\$40,000 or more	Proprietary Bid
Services Provided by Government Units/Schools	Less than \$3,500	Simple Proposal
Services Provided by Government Units/Schools	\$3,500 - \$39,999	Request for Proposals (RFP)*
Services Provided by Government Units/Schools	\$40,000 or more	Competitive Contracting

***RFP's must be publicized when federal funds are being used.**

*Textbook
Purchases*

**PLEASANTVILLE BOARD OF EDUCATION
Office of the School Business Administrator**

*Textbook
Purchases*

Textbook Order Rationale Form

A. Conditions of Purchase – New Jersey Administrative Code 6A:23A-9.3 (c)(12)

Please check the appropriate box(es) that apply to the purchase.

- Purchase is in accordance with the textbook replacement plan;
- Purchase is to replace lost, stolen or destroyed textbooks.
- Purchase of textbooks reflect a change of curriculum.
- Purchase reflects a new edition of textbook.

B. Documentation Requirement

The textbook named on this purchase order was approved by the board of education pursuant to N.J.S.A. 18A:34-1, on the following date:

Meeting Date:

Name of School/Office _____

Administrator/Supervisor _____

Signature _____ Date _____

Title of Textbook _____

Curriculum Department Review and Approval

Approved _____ Denied _____

Curriculum Director Signature Date _____

Please attach the Textbook Order Rationale Form to the front of the requisition or purchase order.

REQUEST FOR CERTIFICATE OF INSURANCE

Requestor's Name - _____

School/Department - _____

Event - _____

Location - _____

Date - _____

Time- _____

Company Name and Address to be Named Additional Insured-

COMPLETE AND SUBMIT TO BUSINESS ADMINISTRATOR AT LEAST 2 WEEKS PRIOR TO THE SCHEDULED EVENT.

CONTACT ELISHA THOMPSON, JR X 2551, IF YOU HAVE ANY QUESTIONS.

Signature

Date

(Appendix K)
 SCHOOL BUDGETS
 Budget Account Coding
 Description of Items
 2019 - 2020

Description	Account						
Admission Fees--Co-Curricular	15	401	100	800	XX	0000	
Admission Fees--Field Trips Instructional Classroom	15	190	100	800	XX	0000	
Assembly Speakers/Guest Speakers for Classroom	15	190	100	320	XX	0000	
Award For Students	15	000	240	600	XX	0000	
Books							
Classroom	15	190	100	610	XX	0000	
School Library	15	000	222	600	XX	0000	
Textbooks over \$50.00 cost per item	15	190	100	640	XX	0000	
Workbooks	15	190	100	610	XX	0000	
Bulletin Boards; Chalkboards							
Instructional	15	190	100	610	XX	0000	
Non-instructional	15	000	240	600	XX	0000	
Other	15	000	2XX	600	XX	0000	
Catering--Preparation/Delivery of Food/Drink	15	000	240	500	XX	0000	
Childcare Services	15	000	213	300	XX	0000	
Computers, Hardware, Software (Less than \$2,000 per unit)							
Instructional	15	190	100	610	XX	0000	
Non-Instructional	15	000	240	600	XX	0000	
Other	15	000	2XX	600	XX	0000	
Computers, Hardware, Software (\$2,000 or more per unit)							
Instructional	15	XXX	100	730	XX	0000	
Non-Instructional	15	000	240	730	XX	0000	
Other	15	000	XXX	730	XX	0000	
Cleaning of Uniforms							
Athletic	15	402	100	500	XX	0000	
Band; Choir	15	401	100	500	XX	0000	
Conference Costs; Travel, Registration, Meals							
Parents	15	000	211	500	XX	0000	
Teacher-Staff Development	15	000	223	500	XX	0000	
School Administration	15	000	240	500	XX	0000	
Other	15	000	2XX	500	XX	0000	
Copiers	15	000	240	730	XX	0000	
Drug Prevention Assembly; Consultant	15	000	213	300	XX	0000	
Dues; Membership-Professional/Educational							
Media/Library	15	000	222	800	XX	0000	
Nurses	15	000	213	800	XX	0000	
Parent Organizations	15	000	211	800	XX	0000	
School Administration	15	000	240	800	XX	0000	
Teachers	15	190	100	800	XX	0000	
Students; Honor Society	15	000	240	800	XX	0000	
Equipment (Less than \$2,000 per unit)							
Instructional	15	190	100	610	XX	0000	
Non-Instructional	15	000	240	600	XX	0000	

Other		15	000	2XX	600	XX	0000
Equipment (\$2,000 or more per unit)							
Instructional		15	XXX	100	730	XX	0000
Non-Instructional		15	000	240	730	XX	0000
Other		15	000	XXX	730	XX	0000
<u>Description</u>		<u>Account</u>					
Food - No catering; Supplies only		15	000	240	600	XX	0000
Furniture (Less than \$2,000 per unit)							
Instructional		15	190	100	610	XX	0000
Non-Instructional		15	000	240	600	XX	0000
Other		15	000	2XX	600	XX	0000
Furniture (\$2,000 or more per unit)							
Instructional		15	XXX	100	730	XX	0000
Non-Instructional		15	000	240	730	XX	0000
Other		15	000	XXX	730	XX	0000
Graduation Expenses							
Certificates; Supplies		15	000	240	600	XX	0000
Printing of Tickets, Programs, Diplomas		15	000	240	500	XX	0000
Incentives; Awards; Rewards--Students		15	000	240	600	XX	0000
Licensing Fees; Software Site							
Instructional		15	190	100	500	XX	0000
Non-Instructional		15	000	240	500	XX	0000
Other		15	000	2XX	500	XX	0000
Magazines/Newspapers							
Classroom Use		15	190	100	610	XX	0000
Library Use		15	000	222	600	XX	0000
Maps/Globes/Charts		15	190	100	610	XX	0000
Maintenance/Service Contracts, Repair of Equipment							
Instructional		15	190	100	500	XX	0000
Non-Instructional		15	000	240	500	XX	0000
Other		15	000	2XX	500	XX	0000
Musical Instruments; Supplies							
Classroom		15	190	100	610	XX	0000
Band		15	401	100	600	XX	0000
Paper; Copier - Instructional Use		15	190	100	610	XX	0000
Paper; Copier - Office Use		15	000	240	600	XX	0000
Postage; Rental of Postage Machine/Meter		15	000	240	500	XX	0000
Printing/Publication Costs for Student Produced Publications		15	000	240	500	XX	0000
Reference Books (Encyclopedia, Dictionary)							
Classroom Use		15	190	100	610	XX	0000
Library Use		15	000	222	600	XX	0000
Rental of Equipment/Costumes, Etc.							
Co-curricular Activities (School Play, Concerts)		15	401	100	500	XX	0000
Instructional		15	190	100	500	XX	0000
Non-Instructional		15	000	240	500	XX	0000
Other		15	000	2XX	500	XX	0000
Software (Less than \$2,000 per unit)							

Instructional		15	190	100	610	XX	0000
Non-Instructional		15	000	240	600	XX	0000
Other		15	000	2XX	600	XX	0000
Speakers (Guest) for Assemblies; Classrooms		15	190	100	320	XX	0000
<u>Description</u>		<u>Account</u>					
Subscriptions; Periodicals; Newspapers							
Instructional		15	190	100	610	XX	0000
Non-Instructional		15	000	240	600	XX	0000
Library		15	000	222	600	XX	0000
Other		15	000	2XX	600	XX	0000
Supplies							
Instructional		15	190	100	610	XX	0000
Non-Instructional		15	000	240	600	XX	0000
Parents		15	000	211	600	XX	0000
Other		15	000	2XX	600	XX	0000
Testing Materials		15	190	100	610	XX	0000
Textbooks		15	190	100	640	XX	0000
Travel Allowances							
Attendance Officers		15	000	211	500	XX	0000
Social Workers		15	000	211	500	XX	0000
School to Work		15	000	211	500	XX	0000
Tuition; Alternate Schools		15	190	100	500	XX	0000
Transportation; Field Trip		15	000	270	512	XX	0000
Uniforms							
Band; Choir		15	401	100	600	XX	0000
Workbooks, Practice Books, Manipulative							
Instructional		15	190	100	610	XX	0000
Non-Instructional		15	000	240	600	XX	0000
Other		15	000	2XX	600	XX	0000
Workshops, Parents -- Consultants Comes to School		15	000	211	300	XX	0000
Workshops, Parents -- Parent Travels to Workshops		15	000	211	500	XX	0000

Notes