

PURCHASING MANUAL

2016-2017

Prepared by:

Elisha Thompkins, Jr.



Pleasantville Board of Education

Administration

Mr. Dennis Anderson, Interim Superintendent of Schools
Mr. Elisha Thompkins, Jr. Secretary/Business Administrator
Dr. Constance Bauer, State Monitor

PLEASANTVILLE PUBLIC SCHOOLS

Business Office
801 Mill Road 3rd Floor
Pleasantville, New Jersey 08232

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TO: All District Employees

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

- New Jersey Public School Contract Laws Title 18A:18A, et. seq.;
- New Jersey Administrative Code N.J.A.C. 5:34 et. seq.;
- Board of Education Policy;
- NJ QSAC
- Local Finance Notices – NJ Division of Local Government Services
- Other federal, state law and code.

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

1. Follow the law and Board policy on purchasing;
2. Promote efficiency in the purchasing practices; and
3. Achieve savings of money through proper purchasing practices.

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 in all public school purchasing procedures.

This manual should be reviewed with 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 Purchasing Office, Extension 2551.

Thank you,

Elisha Thompkins, Jr.
Business Administrator
Board Secretary
Purchasing Agent

PURCHASE ORDER PROCEDURES

Authority to Purchase

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 authority to the Purchasing Agent 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.

The Pleasantville Board of Education by board resolution has authorized Mr. Elisha Thompkins to be the Purchasing Agent for the school district.

Authorized Purchases

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

A purchase order, pursuant to State Law(18A:18A-2v), 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 Board of Education 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 for Unauthorized Purchases

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

Corrective Action for Non-compliance

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.

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 and the Business Administrator.

Corrective Action for Non-compliance (continued)

A repeat offense of an unauthorized purchase by the same administrator within a school year will mandate that administrator to attend a special in-service workshop on proper purchasing procedures and any sanction that may be invoked by the Superintendent.

Miscellaneous:

Preview of Materials

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.

Reimbursements; Employee

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

Student Activity Accounts

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.

Approval Overrides

Please plan your purchases accordingly and remember the entire requisition process can take up to 10 day. Staff absences may delay the approval process. Overrides are permitted for emergency items or special circumstances per Business Administrator & State Monitor. Documentation as to reason must be stated in notes area of requisition within Edumet.

A. Responsibilities of Originator of Requisition - 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 into Edumet.
2. **Vendor's Name**--All Board checks are made payable to the vendor name (top line) listed on the requisition. Please ensure the proper vendor name is selected.
3. **Vendor's Complete Address**--The requisition must include the vendor's complete address.
4. **Current Budget Year** --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 and costs. Please use latest catalogues available.**
6. **Shipping Costs**--Shipping and handling costs are to be added to all requisitions. 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

“15% Estimated Shipping and Handling”

If there is no shipping and handling charges, type on purchase order

“Shipping and Handling Included or No Charge for shipping.”

7. **Delivery Address--Attention of**--The delivery address should include a name of a person or a specific department.
8. **Delivery, Types of**
The Pleasantville 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 Pleasantville Board of Education within five (5) working days. Please ensure that all purchase orders have the correct delivery designation.

9. **Total Cost**-- Minimum Order-- The minimum order amount for all purchase orders is \$25.00. Please try to plan and combine orders to exceed the \$25.00 limit. Please verify your figures for accuracy. Please note: The Board of Education is exempt from paying New Jersey Sales Tax.

10. **Budget Account Number**--Please be sure the correct Budget Account Number is typed on the requisition. Please refer to your Chart of Accounts.
11. **State Contract Orders**--When ordering through State Contract vendors (minimum order \$100.00) please include:
 - a. State Contract Number;
 - b. Shipping and Handling Included; and
 - c. Appropriate documentation when required.

Quotations--If quotations are obtained, please attach to the requisition a copy of each written quotation received.

12. **Purchase Order Rationale Information** – form asks for a written explanation as to the educational or operational need for the purchase. See details below.
13. **Bids** – Please type the bid title for award bid of service.
14. **Board approval** for conferences, workshop and any district activities requiring board approval must be in description area of requisition.

B. Purchase Order Rationale Information

Purchase Order Rationale information shall be submitted with each requisition order (exceptions noted) to the Assistant Superintendent. This section is located under vendor information and listed under PO rationale.

Administrators who submit requisitions will now have to put in writing why the purchase is essential to the school district. Administrators who sign off on requisitions will now have to provide explanations on the following:

- How students will learn or benefit from the purchase?
- What educational achievement or program may be linked to the purchase?
- How is the purchase of operational value to your school/office?
- Are the goods/services purchased useful for the long term rather than immediate need?
- Have inventories been checked to determine whether there is a real need for the purchase?

Administrators will now have to justify the need for the purchase and if so required, explain the need at a Board of Education meeting.

The Director of Curriculum will review each requisition to ensure what is requested is essential to the school district. It has been determined that the following items are considered *non-essential*. The list is not all inclusive and may be amended throughout the school year. The Assistant Superintendent will not approve purchase orders for the *non-essential items*.

Non-Essential Items

- Carnival activities in schools;
- Catering – except for back-to-school nights (coffee, cookies, etc.);
- Celebration or Decorative Items – including but not limited to:
 - *Balloons*
 - *Flowers; floral arrangements*
 - *Gift Baskets*
 - *Gifts for employees; teacher appreciation*
 - *Greeting cards; and*
 - *T-Shirts*

**Pleasantville Board of Education
Office of the Superintendent**

Non-Essential Purchases

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.

MEALS; REFRESHMENTS; CATERING

<u>Prohibitions</u>	<u>Permitted Purchases – Case by Case</u>
Board of Education funds may not be used for meals; refreshments; catering; food for the following: <ul style="list-style-type: none"> • Staff Meetings; Functions • Honoring Employees; Retirement Functions • Athletic Events – Guests and Participants (other than students) 	The Assistant Superintendent of Schools will consider, on a case by case basis, requests for the following: <ul style="list-style-type: none"> • Student Functions; Activities; Events – Reasonable Costs – Instructional Only!! • Functions; Activities; Events for Dignities and other “Non-district employees e.g., Parents – light meals/refreshments – minimal and infrequent • Back to School Nights – Light refreshments • Board of Education Meetings—Light meals / refreshments NJAC 6A:23A-7.12(f)

CELEBRATION; DECORATIVE ITEMS; ACKNOWLEDGEMENTS

<u>Prohibitions</u>	<u>Permitted Purchases – Case by Case</u>
Board of Education funds may not be used for Celebration; decorative or acknowledgement items as follows: <ul style="list-style-type: none"> • Carnivals • Gifts for employees; teacher appreciation • Gift baskets; greeting cards • Retirement Plaques • Bereavement flowers; fruit basket acknowledgements • Student Entertainment 	The Director of Curriculum of Schools will consider, on a case by case basis, requests for the following: <ul style="list-style-type: none"> • All reasonable costs for commencement; convocation activities • Yearbooks – Elementary Schools

Purchase of T-Shirts

The Assistant Superintendent of Schools will consider, on a case by case basis, requests for the purchase of T-shirts for field days or field trips.

Extracurricular Activities/Field Trips

All expenses using public funds for extracurricular activities and field trips shall be part of the instructional program and have educational value and shall be reasonable in cost. A full detailed explanation of the activity must be provided on the Purchase Order Rationale Form. Field Trip destinations must be pre-approved by the Board of Education.

Exceptions for Purchase Order Rational Information

Purchase orders for the following items do not require Purchase Order Rationale Information:

- **After School Supplementary Service Providers**

This program coordinated through the Office of Title I Research and Testing, is regulated by federal and state law and no further justification is needed.

- **Emergency Purchases (N.J.S.A. 18A:18-7)**

Emergency purchases are regulated by state law. In order to approve an emergency purchase, rationale must be first provided thus negating the need for a purchase order rationale form.

- **Field Trip Transportation**

Purchase orders for field trip transportation do not need a rationale form as long as there is a rationale form for the admissions fee. If the Curriculum Director approves the field trip admissions fee purchase order, then by default the purchase order for the transportation will be approved. Approval date must be added to transportation requisition.

- **Pupil Transportation; Athletic Transportation**

Transportation of students to and from school is regulated by state law, administrative code and the student's IEP. Transportation of athletes to and from events does not require a rationale form.

- **Travel Reimbursement for Employees**

Travel reimbursement costs are regulated by state law, state administrative code and board policy. All conditions and approvals for this reimbursement have been met in order for the purchase order to have been prepared.

- **Tuition Contracts—Special Education Schools**

As with pupil transportation purchase orders, tuition to special education schools are regulated by federal and state law and no further justification is needed.

- **Tuition Reimbursement for Employees**

This employee contractual benefit needs no further explanation. All conditions and approvals for tuition reimbursement has been met in order for the purchase order to have been prepared.

C. Responsibilities of Administrator/Supervisor or Principal

Administrators/supervisors and principals must ensure the following before the purchase order is sent to the Curriculum Director:

1. **Funds Available**

They must check to determine if *funds are available* in their budget to cover the requisition.

2. **Requisition Order Completion**

They must check to determine that items 1-12 previously noted (Responsibilities of the Originator) have been *properly completed*.

3. **Approval of Requisition** -The requisition must be approved in Edumet by

Principal/Administrator/Supervisor) and *sent to the Assistant Superintendent Office via Edumet*.

By approving the requisition, the administrator/supervisor or principal is certifying that funds are available in the budget account line to cover the cost of the purchase.

4. **Purchase Order Rationale Section (Exceptions Noted)**

The Purchase Order Rationale section shall be completed and noted with the requisition.

5. **Receiving Copy (Blue)**

Once the purchase order has been approved and mailed to the vendor, the Business Office will send the Receiving Copy (Blue) of the purchase order back to the school or office. If you do not receive the Receiving Copy (Blue) within three (3) weeks of submitting the requisition, please contact the Business Office.

D. Responsibilities of the Assistant Superintendent

The Assistant Superintendent reviews and determines the educational or operational value of each requisition. The Assistant Superintendent reviews the Purchase Order Rationale information and if satisfied approves the requisition.

The requisition is then approved by the Assistant Superintendent and sent to the Purchasing Department via Edumet.

E. Responsibilities of Business Office

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

Account Number-- Requisitions are reviewed for correct account disbursement number.

1. **What is being ordered and the cost**--The Purchasing Agent reviews the technical aspects of the purchase order to ensure compliance with State Law and Board Policy.

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

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

3. **Document Check – State Law**

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:

- W-9 Request for Taxpayer Identification Number
- 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).

*Administrators recommending contracts for professional/educational services are to secure the Chapter 271 PCD from the vendor when the vendor submits his/her proposal. The PCD must be forwarded to the Business Office.

A copy of the PCD is in the Appendix.

4. **Review of requisition**--The requisition is also reviewed for technical aspects such as:

- a. Account number is correct;
- b. Shipping charges added;
- c. State contract numbers incorrect/missing; Eddata Vendor Bids#;title of cooperative agreement
- d. Other items as listed in Section A.

Incomplete or improper requisitions will be returned within Eddata memo explaining deficiencies.

If the Purchasing Agent is satisfied, he will approve the requisition. The Business Office will then:

- Approve the requisition into a purchase order ;
- Mail the purchase order to the vendor.
- Forward receiving copy to department

The purchase order process, as explained, may take 2 – 3 weeks to complete. Please plan accordingly.

5. **Transfer of Funds**--The Business Office processes requisitions only if there are appropriate funds to cover the purchase. Please plan purchases in accordance to your budget to eliminate excessive transfers.

F. Responsibility of the Vendor

The Business Office sends to the vendor the purchase order. 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 :

- Signed Voucher (green) signed
- Invoice
- Receiving Copy (blue) signed

G. Employees Prohibited from Signing Contracts

Board of Education employees are prohibited from signing any contract offered by a vendor.

The power to sign and execute contracts after Board of Education approval lies with the Board President and the Board Secretary.

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

H. Contracts; Purchase Order Required

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.

I. Cancellation of Purchase Orders

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

J. Private Purchases -- Prohibited

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

Employees of the Pleasantville 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 Pleasantville Board of Education.

BIDS AND PURCHASING

A. Bid Limit -- \$40,000

The Pleasantville 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 more than \$40,000 for the entire year must be competitively 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.

If you find that your purchases may exceed the \$40,000 bid limit, please contact the Purchasing Office at once.

The formal bidding process takes about 6-8 weeks to complete.

B. Annual Bids

The Board of Education requests that central office department administrators and supervisors and school principals start to plan and prepare for Annual Bids. The proposed time lines are as follows:

- | | |
|-----------------|--|
| <i>March</i> | • Administrators/Supervisors prepare technical specifications to be reviewed by Purchasing Agent. |
| <i>April</i> | • Purchasing Agent prepares final bid specifications to be drafted in a manner to encourage free, open, and competitive bidding. |
| <i>May/June</i> | • Annual bids are received, opened and tabulated by Purchasing Agent. |
| <i>June</i> | • Bid resolutions are prepared by Purchasing Agent for Board approval. |
| <i>July</i> | • Purchase orders are generated by Administrators/Supervisors for August/September delivery. |

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

C. 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.

D. Exceptions to the Bid Limit

New Jersey State Law allows for some exceptions to the bid and quotation limits. There are approximately 20 exceptions where a Board of Education does not have to go for bid. Some of them are:

E. Exceptions to the Bid Limit (continued)

1. Purchasing through State Contract;
2. Professional services as outlined by New Jersey law;
- *3. Textbooks, kindergarten supplies, student produced publications, library and educational goods;
- *4. Legal notices, food supplies, milk, utilities, insurance, election expenses, travel and conferences.

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

Please contact the Purchasing Agent for further explanation.

F. State Contract Purchasing

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

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 a 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 requisitions for computers.

- Contact the Technology Department

Please contact the **Technology Department**. They will be able to assist you with the technical aspects and the State Contract requirements of purchasing computers.

G. State Contract Purchasing (continued)

❸ *Copiers-- Pre-Approval Needed*

If you plan to purchase a copier, please contact my office at Ext. 2551. All purchases of copiers must be pre-approved by the Purchasing Agent and the Superintendent of Schools.

Purchase Orders--State Contract

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

1. State Contract Number;
2. Notification of Award;
3. Approved Price List; and
4. Shipping and Handling Included.

H. Professional Services/Professional Consultants

Although Professional Services, as defined in Title 18A:18A-5, do not require competitive bids or quotations, it is in the best interest of the Board of Education to obtain at least three (3) proposals for any professional service.

If proposals are to be obtained, they are to be sealed proposals and may be scheduled to be opened publicly. This scheduling, together with the text of the solicitation for proposals, is to be reviewed with the Purchasing Agent.

Professional Contracts/Educational – Board Approval Needed

All Professional Services and Consultant Contracts must be approved by the Pleasantville Board of Education if the contract exceeds \$6,000.00. If you plan to recommend a contract for a professional consultant, please be advised of the following:

1. An appropriate resolution must be written for placement on the Board of Education meeting agenda.
2. With the resolution should be a written proposal from the consultant and/or vendor outlining the following:

- a. Name, address of consultant/vendor (No P.O. Box #'s);
- b. A description of services to be provided;
- c. Starting date of service; ending date of service; and
- d. The cost of the services/terms of payment(s).

3. Chapter 271 Political Contribution Disclosure Form (PCD)

It is the responsibility of the administrator/supervisor recommending the contract to provide to the Business Office a copy of the vendor's Chapter 271 Political Contribution Disclosure Form.

4. Legal Advertisement -- Prepare Form

Contract for professional services that exceed the bid threshold must be advertised in an official newspaper. A form has been developed to complete this requirement.

All resolutions are to be sent to the Superintendent's Office with a copy of the written proposal attached. A copy of the resolution and proposal should be sent to the Board Attorney. A written contract will be prepared by the Board Attorney.

I. 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.

J. Cooperative Purchasing

The Pleasantville Board of Education has contracted with Educational Data Services of Saddle Brook, NJ, to bid on items in the following categories on an as needed basis.

- | | |
|--------------------------|------------------------------|
| 1. Office Supplies | 5. Art Supplies |
| 2. Copy Duplicator Paper | 6. Industrial Supplies |
| 3. Science Supplies | 7. Time & Materials Services |
| 4. School Supplies | |

The above categories are represented in the online logins under Eddata.

Middlesex Regional Educational Cooperative and Atlantic County Cooperative are approved for purchases without bidding.

Current vendor lists for cooperative purchasing are available at Pleasantville Public Schools home page under purchasing tab for reference.

K. Purchases, Contracts Exceeding the Bid Threshold

Pursuant to State Law N.J.S.A. 18A:18A-5 all purchases and contracts exceeding the bid threshold of \$40,000 shall be awarded by board resolution at a public meeting of the Board of Education. This includes all items exempted from bidding and all State Contract purchases that exceed \$40,000. Only the purchase of textbooks and emergency contracts are exempt from this law.

Administrators and Supervisors must anticipate their needs as certain purchases once allowed just by purchase order now must be approved by the Board of Education first, and then a purchase order can be signed and mailed.

L. *Student Activity Account Purchases*

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

Examples of items purchased through the Student Activity Accounts that may exceed the bid threshold are

- Class Gift
- Class Rings
- Field Trips
- Proms
- Yearbooks

Purchases are to be made from approved vendors list such as Eddata, State Contractors etc., same as purchasing.

QUOTATIONS AND QUOTATION PROCEDURES

A. Quotations

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.

B. Quotation Process

All quotations should be attached to the requisition and forwarded to the Business Office.

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

C. Receipt of Two Quotations

Pursuant to N.J.S.A 18A:18A-37(a) the school district shall receive two quotations if practicable. Evidence of the quotation process shall be kept on file. A copy of the quotation shall be attached to the requisition.

PURCHASE ORDER PROCESS

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

The purchase order is made of four sheets, each color-coded for a certain purpose. Listed below are the names of the appropriate color and the purpose of each sheet.

<u>Copy</u>	<u>Color</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

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 (blue) of purchase order and packing slip of items ordered.
- b. Open boxes and check off items received on the receiving copy and the packing slip.
- c. If all items are enclosed, then sign the receiving copy of the purchase order.
- d. The school principal/office supervisor should sign the receiving copy (blue) and send it to

Chalyse Whitland - Accounts Payable, 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:

- Forward the packing slip to confirm receipt of delivery of goods;
- Document any discrepancies on packing slip or receiving copy;
- Maintain Copy of receiving copy and packing slips for departments records;
- Sign the Receiving Copy (blue slip) of the purchase order;
- Forward any invoices that may have been submitted with the order;

To the Business Office c/o Accounts Payable within seven (7) days of the receipt of goods.

B. **Receipt of Goods and Services (continued)**

Accounts Payable Procedures—Notification Process

There will be instances where the Business Office Accounts Payable 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 Officer 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 Controller will contact the Superintendent of Schools after three (3) days if the paperwork is not received from the school or office.

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

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 (blue) of the purchase order those items you did not receive.
- Make and keep a copy of your receiving copy (blue).
- Send the original receiving copy (blue) to the Business Office.
- Upon receipt of the back order in the next shipment, check off your copies of the receiving copy (blue) 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 that 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 what items were missing.
- Make and keep a copy of your receiving copy (blue).
- Send the original receiving copy (blue) to the Business Office.
- Upon receipt of the missing item in the next shipment, check off your copies of the receiving copy (blue) send 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 (blue) 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 to the Business Office.
- Upon receipt of the missing item in the next shipment, check off your copies of the receiving copy (blue) and send to the Business Office.

✚ **Problem: Discontinued Item**

Sometimes the items you requested have been discontinued.

Process to Follow: Discontinued Item

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

C. Purchase Order Cut Off Date

Administrators and Supervisors are to be alerted to the fact that purchase orders for the present school year will not be accepted after the *third Friday of January*.

Reimbursements

The Board of Education only recognizes a reimbursement purchase order when it pertains to approved travel, meals, and conferences. The Board will not reimburse individuals for goods/services personally purchased by the employee or individual. *Exceptions or extreme emergencies must have prior written approval by the Superintendent, Business Administrator or Principal.*

Travel Reimbursements

The School Accountability Act (A-5), signed into law March 15, 2007 and revisions effective November 21, 2007 require the following, but not limited to, for school travel:

- Only registrations can be paid in advance
- Employees shall not receive an amount for travel or travel-related expenses in advance of the travel
- Travel (transportation, meals, lodging) will be reimbursed upon return and submission of proper receipts

- The school district shall not bear the costs for car rentals, limousine services and chauffeuring costs to or during the event
- One-day trips that do not involve over-night lodging are not eligible for subsistence (meal) payments
- Reimbursement for lodging, meals and incidental expenses shall be for actual reasonable costs, not to exceed the *federal per diem* rates as established in the federal register. The first and last days of travel are reimbursed at 75% of the federal per diem rate
- Lodging expenses may exceed *federal per diem* rates if the hotel is the site of the travel event and the hotel rate is in excess of the *federal per diem* rates
- There is no reimbursement of lodging and meals costs for overnight travel within the state
- There is no reimbursement of meals for in-state travel
- One-day, out-of-state trips required for school business purposes may be authorized for amounts not to exceed as follows: Breakfast - \$5.00, Lunch - \$7.00 , Dinner - \$10.00
- Lodging may only be provided for out-of-state travel if the event occurs on two or more consecutive days and where home to event commute exceeds fifty (50) miles.
- All reimbursements must be submitted within 30-days of occurrence. Do not hold receipts/mileage for over 30-days; they cannot be paid.

School Activity Accounts (if applicable)

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

Petty Cash Accounts (if applicable)

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

Employees Prohibited from Signing Contracts

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

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

The award of a 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. Contracts over \$36,000 require an executed contract prepared by the solicitor in addition to a Purchase Order.

POOR PLANNING IS NO EXCUSE FOR AN EMERGENCY

EXEMPTION FROM TAXES

The Pleasantville Public School District is a TAX EXEMPT organization coming under the provisions of Section 9 (a) (1) Chapter 30, Laws of 1966, as amended, and therefore a tax exempt permit and number are not required. All purchases MUST be done through official purchase orders to be tax exempt. The Tax Exempt Form is available by contacting the Purchasing department.

TRANSFER PROCEDURES

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 system for approval, please inform Mr. Thompkins.
- It will be reviewed for completeness before seeking approval from Dr. Bauer and Mr. Thompkins.

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 1 year.
5. Costs \$2,000 or more.

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

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

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

ETHICS IN PURCHASING

Financial Interest in any Contract; Direct or Indirect

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.

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.

School District Responsibility – Recommendation of Purchases

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.

Vendor Responsibility – Doing Business with the Board of Education

Any vendor doing business or proposing to do business with the Pleasantville 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 Pleasantville 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 Pleasantville Board of Education, in any manner which might tend to impair the objectivity or independence of judgment of said official or employee.

Ethics in Purchasing (Continued)

Vendor Certification

Vendors will be asked to certify that no official or employee of the Pleasantville 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 Pleasantville Board of Education.

Violations of the Policy

In accordance with N.J.A.C. 6A:10A-4.1(f)iii, and 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.

FEDERAL CONTRACTS

1. Debarment for Federal Contracts

Debarment and Suspension (E.O. 12549 and E.O. 12689)

No contract may be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with E.O. 12549 and E.O. 12689-Debarment and Suspension. This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractor shall complete the attached Certification as required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated therein.

2. Federal Programs/Targeted Students

Purchase orders using Federal Funds shall include on the document:

- a. Name of Federal Program
- b. Targeted Group of Students

CRIMINAL CODE CITATIONS

Title 2C -- Criminal Code

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 or another person, to influence the performance of an official duty or to commit a violation of an official duty.

APPENDIX

- A. Formal Bid Process
- B. Emergency Purchases/Contracts
- C. Memorandum--Return of Purchase Order
- D. Quote Sheet
- E. Political Contribution Form (PCD)
- F. Certificate of Insurance
- G. School Budget Coding

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 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 Purchasing Agent.	One Week
Copies of bids run off by Purchasing Agent.	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
Purchasing Agent prepares spreadsheet showing lowest bidders and recommends award of bid. Purchasing Agent reviews bids. Resolution is prepared.	One-Two Weeks
Bids are reviewed at 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.

B

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. Approval by Board of Education

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

C
PLEASANTVILLE BOARD OF EDUCATION
BUSINESS OFFICE
801 Mill Road 3rd Floor
Pleasantville, New Jersey 08232

MEMORANDUM

To: _____
From: _____
Date: _____
Re: **Return of Requisition / Purchase Order(s)**

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

- Account Number Incorrect; Missing--Please use Account Code # _____
- Bid Number, Quotation Number--Not Included on Requisition
- Board Resolution Needed--Attach to Purchase Order
- Chapter 271--Political Contribution Disclosure Form Required
- Conference Request Form--Not Attached; Description of Conference missing
- Registration or Insurance card not attached to requisition for mileage reimbursement
- Board approval date missing, please provide
- Minimum Order \$25.00 Minimum State Contract Order \$100.00
- Proposal/Contract Missing -- Attach to Purchase Order
- Quotation Needed--Please contact me X 2534 to discuss process
- Rationale Form Missing; Not completed
- Shipping Charges Not Added
- Shipping Charges Type "Shipping and Handling Included or No Charge for Shipping"
- Description of Item(s), Service Needed
- State Contract Number Incorrect, Missing--State Contract Documentation Missing
- Textbook Documentation Missing
 Website Documentation / Board Resolution
- Unauthorized Order--Please contact me X 2534 to discuss procedures
- Incorrect Vendor used
- Vendor Check Needed?
- Non-Approved Vendor: See State contract list or Ed Data vendors
- Other _____

QUOTE SHEET

**THREE 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

Will Confirm

Vendor _____ Tel: _____ In Writing: YES ___ NO ___
 Person Giving
 Address _____ Tel. Quotation: _____
 _____ Date of Quote _____
 _____ Zip _____ Attachment: YES ___ NO ___
 _____ Price _____

#2

Will Confirm

Vendor _____ Tel: _____ In Writing: YES ___ NO ___
 Person Giving
 Address _____ Tel. Quotation: _____
 _____ Date of Quote _____
 _____ Zip _____ Attachment: YES ___ NO ___
 _____ Price _____

#3

Will Confirm

Vendor _____ Tel: _____ In Writing: YES ___ NO ___
 Person Giving
 Address _____ Tel. Quotation: _____
 _____ Date of Quote _____
 _____ Zip _____ Attachment: YES ___ NO ___
 _____ Price _____

E
C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM
 Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

Part I – Vendor Information

Vendor Name:			
Address:			
City:		State:	Zip:

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Signature	Printed Name	Title
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Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.
 Date _____

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

- Check here if the information is continued on subsequent page(s)
- No Reportable Contributions (Please check If applicable)

I certify that _____ Business Entity made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20-26.

**List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 19:44A-20.26**

County Name: Atlantic

State: Governor, and Legislative Leadership Committees

Legislative District #s: 1, 2, & 9

State Senator and two members of the General Assembly per district.

County:

Freeholders County Clerk Sheriff

County Executive Surrogate

Municipalities (Mayor and members of governing body, regardless of title):

Absecon City	Estell Manor City	Mullica Township
Atlantic City	Folsom Borough	Northfield City
Brigantine City	Galloway Township	Pleasantville City
Buena Borough	Hamilton Township	Port Republic City
Buena Vista Township	Hammonton Town	Somers Point City
Corbin City	Linwood City	Ventnor City
Egg Harbor City	Longport Borough	Weymouth Township
Egg Harbor Township	Margate City	

Boards of Education (Members of the Board):

Absecon City	Folsom Borough	Mainland Regional
Atlantic City	Galloway Township	Mullica Township
Buena Regional	Greater Egg Harbor Regional	Northfield City
Egg Harbor City	Hamilton Township	Pleasantville City
Egg Harbor Township	Hammonton Town	Somers Point City
Estell Manor City	Longport	Weymouth Township

Fire Districts (Board of Fire Commissioners):

Buena Borough Fire District No. 1
Buena Borough Fire District No. 2
Buena Vista Township Fire District No. 1
Buena Vista Township Fire District No. 2
Buena Vista Township Fire District No. 3
Buena Vista Township Fire District No. 4
Buena Vista Township Fire District No. 5

F

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

G

SCHOOL BUDGETS
 Budget Account Coding
 Description of Items
 2016 - 2017

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)							

Notes