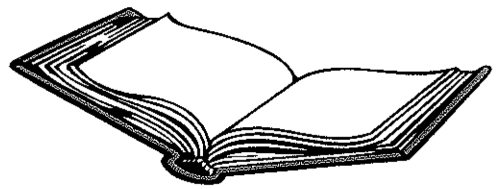
PURCHASING MANUAL

2013-2014



Township of Union Board of Education Members

Francis R. Perkins, President
Richard Galante, Vice President
David Arminio
Susana Cooley
Guy Francis
Linda Gaglione
Thomas Layden
Versie McNeil
Vito Nufrio

Administration

Dr. Patrick W. Martin, Superintendent of Schools
Gregory A. Tatum, Assistant Superintendent of Schools
Dr. Noreen Lishak, Assistant Superintendent
James J. Damato, Board Secretary/General Counsel
Manuel E. Vieira, School Business Administrator

Township of Union Public Schools
Business Office
2369 Morris Avenue
Union, New Jersey 07083

Table of Contents

Township of Union Public Schools
Business Office
2369 Morris Avenue
Union, New Jersey 07083

May 2013

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.;
- New Jersey Administrative Code N.J.A.C. 6A:23 et. Seq;
- Board of Education Policy; and
- 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 requisition 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 reviewed with all staff whether or not they are directly involved in the purchasing process. It is imperative that everyone adheres to all purchasing laws and guidelines.

If you have any questions concerning the following guidelines, please do not hesitate to call the Business Office, Extensions 6408 or 6410.

Thank you,

James J. Damato	Manuel E. Vieira
Board Secretary/General Counsel	School Business Administrator
Purchasing Agent	Purchasing Agent

PURCHASING PROCEDURES

Authority to Purchase

The purchase of goods and/or services by a board of education is governed by state statute, 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 Agents are the only individuals in the school district that have 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.

A purchase order, pursuant to State Law, is a document issued by the Purchasing Agent authorizing goods or services 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 may be assigned by the Superintendent of Schools for unauthorized purchases not limited to the payment by the individual to vendor for the unauthorized 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.

At any time, during the Corrective Action Process, the Superintendent may invoke the penalties for non-compliance.

Miscellaneous:

Preview of Materials

All staff members must receive permission from administrators, directors, 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. Travel reimbursement must be first approved by the Board of Education at a regular meeting. After Board of Education approval a requisition for anticipated reimbursement must be completed. Requisitions must be completed **prior to conference attendance!** If not, reimbursement will not be processed. 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.**

The Purchasing Agent will not process a requisition payable to a Student Activity Account for reimbursement by Board funds. Student Activity account purchases **are subject to the Public School Contract Law provisions.**

PROCEDURES

A. *Purchase Order Rationale Form*

A Purchase Order Rationale Form (Appendix D) is to be attached to the top of each requisition submitted that are included in the original voter approved budget and for unbudgeted requests for educational and/or operational expenditures. This form asks for a written explanation as to **educational or operational** need for the purchase.

Administrators who submit purchase orders will now have to put in writing why the purchase is essential to the school district. Administrators who sign off on purchase orders must provide explanations on the following, using the rationale form:

- 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 may need to have to justify the need for the purchase and if so required, explain the need at a Board of Education meeting.
A copy of the Purchase Order Rationale Form may be found in Appendix D.

B. Responsibilities of the Originator of the Requisition

The individual who prepares the requisition has certain responsibilities, not limited to the following:

1. **Requisitions are Batched**-Users are assigned batch numbers particular to their location or discipline. The universal batch number 33 is to be utilized for all requisitions requiring board of education approval. Please use batch number 44 for all emergency purchases. A Requisition Transmittal (Appendix H) must accompany all requisitions.
2. **Vendor Information**-All board checks are made payable to a vendor through the "remit to" line. Please ensure that the "order" address is the one necessary to complete the procurement and is not the "remit to" one for the vendor being used.
3. **Order Detail**- Items and/or services are to be identified clearly. Please make sure all prices are current". If less than 25 items are being ordered, they must be listed in the print detail section of the requisition. If using an attached list, submit (3) copies.
4. **Shipping Costs**-Shipping and handling costs are to be added to all requisitions. Please contact the vendor to determine the actual shipping and handling costs. If you are unable to ascertain the actual charges, make a note that the charges listed are estimated. If there are not shipping and handling charges, make a note in the print detail section that "shipping and handling are included".

5. **Delivery Address**- Make sure the delivery address is specific to an individual or department and is correct.
6. **Minimum Order**- The minimum order for all purchase orders is $25.00. Please plan and combine orders to exceed the $25.00 limit.
7. **Budget Account Number**-The correct GAAP Budget Account number is to be used. Check the Uniform Chart of Accounts located in the HELP Folder.
8. **State Contract Orders**- When ordering through State Contract vendors (minimum order $100.00) please include: state contract number, copy of state contract pricing sheet and any other documentation as appropriate.
9. **Quotations**-If quotations are obtained; please attach to the requisition a copy of each written quotation received along with a completed quotation form. (See Bid Threshold memorandum in HELP Folder for form) The date of quotation must be included in the print detail of the requisition and any other information so receiving vendor may identify the award. NOTE: All quotations must match in quantity and form!
10. **Bids**-The bid opening date, bid number and board of education approval date must be included in the print detail section of the requisition. A copy of the award sheets must be attached. **DO NOT ATTACH ORIGINAL BID SHEETS. ORIGINAL BIDS ARE TO BE KEPT ON FILE FOR 7 SEVEN YEARS IN THE BUSINESS OFFICE!**
11. **Business Registration Certificate**-A Business Registration Certificate must be on file for all vendors receiving the aggregate of the quote threshold ($5,400.00) annually. Check the Miscellaneous tab on the vendor you are using to see if one is already on file. If not, a copy is to be attached to the submitted requisition.
12. **Pay to Play**-A Political Disclosure Form must accompany each contract over $17,500 unless the services/items have been bid or the purchase is a state contract. Professional services (speech, learning consultants etc.) require a Political Disclosure Form as well. Check the Miscellaneous tab on the vendor you are using to see if one is already on file. If not, a copy is to be attached to the submitted requisition.
13. **Public Contractor Works Certificate**- a Public Contractor Works Certificate is required for contracted services in excess of $2,000.00. A copy is to be attached to the submitted requisition.
14. **Request for Taxpayer Identification Number**-Otherwise called a W-9 form. This form must be completed and filed for new vendors. If not the vendor is subject to back-up withholding.

C. ***Responsibilities of Administrator, Director, Supervisor or Principal***

Administrators, directors, supervisors and principals must ensure the following before the requisition is forwarded to the administration building:

1. **Funds Budgeted**
   They must check to determine if purpose of requisition(s) were budgeted.

2. **Requisition Completion**
They must check to determine that the requisition was completed properly.

3. **Signature on Requisition**
The requisition must be signed (no rubber stamps, please) and <u>*sent to the Business Office.*</u>

4. **Purchase Order Rationale Form**
The Purchase Order Rationale Form shall be signed and submitted with the requisition. For procurements not budgeted, please note same on form.

5. **Approval of Principal**
Central office administrators, directors and supervisors have been notified that whenever they order materials, textbooks, and equipment for the instructional staff of the various schools, the school principal must approve the requisition for these items. The principal must sign the requisition.

   It is the responsibility of the central office administrator, director or supervisor to obtain the signature of the principal.

6. **Originator Copy (Completed Requisition Printout -White)**
The originator copy (white) of the requisition remains in the office of the appropriate administrator, director, supervisor and/or principal.

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

D. <u>*Responsibilities of Business Office*</u>

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

<u>**Budgeted Item**</u>- Account history is checked to see if the items/services being procured have indeed been budgeted. If not, a Purchase Orders rationale form should note the same.

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

The Business Office also reviews whether the purchase order exceeds:

The Quotation Limit **$ 5,400.00**

The Bid Limit **$36,000.00**

<u>**Document Check – State Law**</u>

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 $36,000.00 and over (cumulative).
- Business Registration Certificate (BRC) – Purchases $5,400.00 and over.
- Chapter 271 – Political Contribution Disclosure Form (PCD) * Purchases over $17,500.00 (cumulative).
- W-9 Request for Taxpayer Identification Number

*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.

Review of Requisition--The requisition is also reviewed for technical aspects such as:

a. Account number correct;
b. Shipping charges added;
c. Signatures missing;
d. State contract numbers incorrect/missing;
e. Vendor-correct vendor listed for purchase
f. Batch number correct
g. All necessary attachments are included (rationale form)
h. Print detail contains – (BOE approval date, State Contract #, etc.)

Incomplete or improper requisitions will be denied through the "Critical Message Path" explaining deficiencies. See copy of memo in Appendix.

If the Purchasing Agent is satisfied, the requisition is then processed into a purchase order. The Business Office will then:

- Print the purchase order
- Mail the purchase order to the vendor
- Send the pink receiving copy to the appropriate location/department
- File numerically in the Business Office, until order completion

The timetable for requisition to purchase order varies, pursuant to the type of order. Please plan accordingly, using the Board of Education meeting schedule and Due Date for Agenda Schedule as a guideline.

Transfer of Funds—if a transfer of funds is necessary to process a requisition, please send that request using proper form to:

School Business Administrator

All transfers of funds have to be approved by the Board of Education at a public meeting. Line-item transfers from an advertised appropriation account, which on a cumulative basis exceed 10% of the amount included in the original budget require approval by the Executive County Superintendent of Schools. Purchase orders that require a transfer of funds will be processed upon appropriate approval.

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 **all** of the following:

- Signed Voucher
- All Packing Slips
- Invoice
- Receiving Copy (Pink) Signed

F. *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 and/or Business Administrator.

The Township of Union Board of Education shall consider contracts signed by an employee non-binding with the employee accepting full responsibility for the costs of the contract.

G. *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.

H. *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 with a copy of same to the vendor. The Purchasing Agent maintains the sole right to cancel purchase orders.

I. *Private Purchases -- Prohibited*

Goods and services procured by the Township of Union Board of Education are exclusively for the use of the Township of Union 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 Township of Union Board of Education are prohibited from purchasing private goods and/or services off the bid prices and quotation prices offered by the vendors to the Township of Union Board of Education.

BIDS AND PURCHASING

A. ***Bid Limit -- $36,000***

New Jersey State Law restricts the Township of Union Board of Education 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 $36,000. This means that any specific item, class of items, and/or services of a similar nature, purchased by the school district totaling more than $36,000 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 $36,000 bid limit.

If you find that your purchases may exceed the $36,000 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:

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.

May/June • Annual bids are received, opened and tabulated.

June • Purchasing Agent prepares bid resolutions for Board approval.

July • Purchase orders are generated by Administrators, Directors, Supervisors or Principals for August/September delivery.

Please note: This timetable is tentative. Requests for bids are taken regularly throughout the fiscal year.

C. ***Procedures for Bidding:***

1) All bid documents are to be electronically transmitted to the Business Office.
2) **Bids must be for both estimated and maximum quantities. Please order what you know you will need for the year or time period under the 'estimated quantity' line and the maximum amount you may need under the 'maximum quantity' line. If you need additional quantities during the year you can order up to the maximum quantity on the bid without going out to bid again for that particular item. Please see 'SAMPLE BID SHEET' IN THE 2013-2014 HELP FOLDER.**
3) Bids will be tabulated by the Business Office and results will electronically be sent to appropriate administrator.
4) Administrator will review tabulation and return sign off so that awards will be put on for next Board of Education regular meeting.
5) After award the requisition can be processed.

D. ***Bidding: Time Frame***

As stated before, the formal bidding process usually takes about 6-8 weeks from start to finish. Please plan appropriately. Use the Board of Education Meeting Schedule and the Due Date to Business Office Board Agenda Items as your guides.

E. ***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:

1. Purchasing through State Contract;
2. Professional services as outlined by New Jersey law; 18A:2 (h)

*3. Textbooks, kindergarten supplies, student produced publications, library and Educational goods;

*4. Legal notices, food supplies, milk, utilities, insurance, election expenses.

* 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. The Board of Education must adopt a resolution awarding the contract.

➊ *Office Supplies and School Supplies*

If you plan to purchase Office Supplies and School Supplies from a State Contract vendor, include the following with your requisition:

- State Contract Number
- Notification of Award
- Approved State Contract Price List
- Notation that shipping and handling are or are not included

➋ *Technology Purchases*

Please adhere to the following process prior to completing requisitions for technology.

- ***Contact IT Department***

Please contact the IT Department at extension 6424. They will be able to assist you with the technical aspects and the State Contract requirements of purchasing IT equipment.

The IT representative or designee must sign all requisitions for technology equipment. This is to be done prior to submitting the requisition to the Business Office.

G. ***Professional Services/Professional Consultants***

Professional Services, as defined in Title 18A: 18A-2, pursuant to 6A:23A-5.2 are to be issued in a deliberative and efficient manner such as through a request for proposals based on cost and other specified factors or other comparable process. RFP's for professional services are to be posted on the districts website. Two (2) proposals should be obtained for any professional service.

Professional Contracts/Educational – Board Approval Needed

The Township of Union Board of Education must approve all Professional Services and Consultant Contracts if the contract exceeds $5,400.00. 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 the Business Office a copy of the vendor's Chapter 271 Political Contribution Disclosure Form.

4. Business Registration Certificate

5. Legal Advertisement -

   Contract for professional services that exceed the bid threshold must be advertised in an official newspaper or on the district's official website.

All resolution requests are to be sent to the Board Secretary with a copy of the written proposal attached along with the contract No service is to be preformed without a properly executed contract and Board of Education approval.

H. ***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.

I. ***Cooperative Purchasing***

The Township of Union Board of Education has entered into agreements with the Union County Cooperative, Morris County Cooperative, Middlesex Regional Educational Services Commission and Ed-Data Services, Inc.

J. ***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 $36,000, 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 $36,000.

Administrators, Supervisors, Directors and Principals 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. Please refer to the Board of Education Meeting Schedule.

K. ***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. Student Activity purchases are not exempt from the quotation regulations. Please inform the appropriate staff. Also remind appropriate staff of approval and payment timelines for those purchases affected to "excess threshold regulations".

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

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

L. ***Increasing the Purchase Order Amount***

6A:23A-6.10 States that the school district shall adopt a policy establishing the approval process for any remittance of payment for invoice amounts greater than the approved purchase order and investigate the reason for any increase to a purchase order. The School Business Administrator shall approve a revision to the original purchase order with the reason noted, approve the issuance of a supplemental purchase order for the difference or cancel the original purchase order and issue a new purchase order. If it is found that such an increase is not warranted, the purchase order shall be canceled and the goods returned. In no instance shall an adjustment be allowed on a purchase order that changes the purpose or vendor of the original purchase order or a bid award price. (Reference Policy Payment of Claim 6470).

There may be times where the original purchase order contract amount, for work performed or services rendered, will have to be increased. To increase the purchase order amount the administrator will have to follow the Change Order Process.

Change Order Process

In accordance with N.J.A.C. 6A: 23-7.1 et. seq., increases in the total contract amount of a purchase order for work performed or services rendered are to be made through the Change Order Process, prior to the need to increase the amount.

- Request for Change Order Form – Prior to the Need
  Any administrator or supervisor requesting to increase a purchase order for work performed or services rendered shall complete a Request for Change Order Form, prior to the need to increase the amount.

  A copy of the form is in the Appendix.

- Scope of Original Contract
  All change order requests shall be within the scope of the activities of the original contract and not for the purpose of undertaking new or different work or service.

- Certification of Funds
  The Business Administrator and/or his designee shall certify that funds exist to pay for the increase.

- Authorization Required
  In accordance with N.J.A.C. 6A:23-7.1(a-4) responsibility for approving change orders for services rendered or work performed shall be exercised by the Board of Education, unless so delegated by Board of Education resolution to a certain school official.

Points of Concern – Board Review – Approval; Denial

- Approval Granted
  Once the Change Order approval is granted by the Board of Education, the Accounts Payable Department shall adjust the purchase order for the approved increase.

- Request Denied
  If the request to increase the purchase order is denied, the administrator/supervisor shall notify the vendor that all work or service is to cease.

QUOTATIONS AND QUOTATION PROCEDURES

A. ***Quotations***

The quotation limit (threshold) is now $5,400. This means that any specific item or group of items of a similar nature purchased by the school district, totaling more than $5,400 and less that $36,000 for the entire year must be *competitively quoted or advertised for bid.*

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

B. ***Quotation Process***

All quotations are to be submitted with requisitions. When it is questionable whether a quotation is deemed necessary, the Administrator, Director, Supervisor or Principal should ask to contact the Business Administrator to review the quotation specifications to determine whether the quote format is appropriate to accept quotations.

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

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 purchase order.

D. Purchasing with Federal Grants

When purchasing with federal monies the following guidelines must be adhered to:

34CFR Part 80.20 Standards for financial system
Title 34: Education 80.36
OMB Circular A-87
Board Policy 6112 "Reimbursing Federal and Other Grant Expenses" &
Board Policy 6311 "Contract for G & S Funded by Federal Grants"

Other items to consider:

Allowable costs (see appendix I) CFR 80.22
Government-Wide Debarment & Suspension List 34CFR85
Multiple quotes for each purchase
Separate asset inventory for all federal equipment
All Federal monies received must adhere to all referenced CFR Title 34 and OMB A-87 regulations and Board of Education policy.

PURCHASE ORDER PROCESSING

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

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

Copy	**Color**	**Disposition**
Vendor Copy	White (top)	Sent to vendor to order items/provide services
Voucher Copy	White (2nd)	Sent to vendor for signature
Receiving Copy	Pink	Sent to school/office; returned to Business Office upon receipt of goods/services
Authorization Copy	Yellow	Signatures authorizing purchase remains on file in the Business Office
DP (Paying Copy)	Gold	Remains with office of administrator or supervisor.

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 (pink) 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 administrator director, supervisor or principal should sign the receiving copy (pink) and send it with the packing slip to: **Accounts Payable c/o Business Office**

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

The Township of Union 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 (pink) of the purchase order those items you did not receive.
  - Make and keep a copy of your receiving copy (pink) and the packing slip.
  - Send the original receiving copy (pink) 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 (pink) 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 and packing slip what items were missing.
  - Make and keep a copy of your receiving copy (pink) and the packing slip.

- Send the original receiving copy (pink) 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 (pink) and the packing slip and send both copies to the Business Office.

- **Problem: <u>Items Damaged; Wrong Item</u>**

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

  Process to Follow: <u>Items Damaged; Wrong Item</u>

  - 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 (pink) 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). Attach proof of return to the pink receiving copy.
  - Send the receiving copy and packing slip to the Business Office, along with a copy of the letter sent to the vendor identifying the reason for return.
  - Upon receipt of the missing item in the next shipment, check off your copies of the Receiving copy (pink) and the packing slip and send both copies to the Business Office.

- **Problem: <u>Discontinued Item</u>**

  Sometimes the items you requested have been discontinued.

  Process to Follow: <u>Discontinued Item</u>

  - 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.

C. ***<u>Purchase Order Cut Off Date</u>***

Administrators, Directors, Supervisors and Principals are to be alerted to the fact that purchase orders for the present school year will not be accepted after the ***<u>1st Friday of March.</u>***

D. ***<u>Training Sessions</u>*** – available upon request

<u>ETHICS IN PURCHASING</u>

<u>Financial Interest in any Contract; Direct or Indirect</u>

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.

<u>Solicitation/Receipt of Gifts from Vendors</u> -- 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.

Reference Board Policy—N.J.A.C. 6A: 10-2.1 (7f); Board Policy 6460

Vendor Responsibility – Doing Business with the Board of Education

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

Vendor Certification

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

Violations of the Policy

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.

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

PROCESSING A REMOTE REQUISITION

Overview

A requisition (req) is an internal document that serves as a recognized request to order goods and/or services and must go through an approval process.

Requisitions include all of the basic information that is listed on a Purchase Order. Therefore, the form on which a req is entered in the system is the same as that of a PO. The information is then viewed and approved online by the selected approvers. A designated approver converts the req to a PO. Then, the PO is sent to the vendor for fulfillment and processed accordingly.

Entering a requisition is the first step in the requisition process. Reqs are entered on the *PO Entry* tab of the *Purchase Orders* form. On the *Lookup* tab of the *Purchase Orders* form, a req user will see a listing of all the open POs/reqs that they personally entered. When opening a new req form, the status is displayed as "Incomplete Entry" in the upper right corner. After entering and saving the req, the status becomes "Incomplete Requisition". An "Incomplete Requisition" status indicates that the req has not yet been submitted for approval – it does not mean that it is incomplete regarding the information entered. This allows req users the ability to begin entering a req, save it without all the information entered and then return to it at a later time. Finally, an "Incomplete Requisition" creates a pending encumbrance in the system. While this is reflected in the expense account balance, a pending encumbrance does not affect the GL.

Completing a requisition is the second step in the requisition process. Completing a req begins the approval process, immediately allowing the applicable approvers the ability to view and approve the req in the system. In addition, although a "Completed Requisition" may be edited, if it has been approved at one or more levels, it will have to be "re-approved" at those same levels. Req users do not have to complete the req again; it simply remains available to be approved on the *Requisition Approval* form.

Printing a requisition is the third step in the requisition process, assuming that your district is set up to print POs/reqs. Printing reqs creates a physical copy of the req to keep on file, as well as to be attached to a "See Attached List". Reqs may be printed individually, in specific groups or batches, or all at once. In addition, reqs may also be previewed, allowing users and approvers the ability to view and print a simulated version of the requisition as opposed to an actual req.

Approving a requisition is the fourth step in the requisition process. Reqs are approved on the *Requisition Approval* form by approvers at designated levels. Available levels of approval range from 1-10, the number of which is dictated by your district. Typically, districts do not require more than 3 or 4 approval levels. The *Requisition Approval* form displays only those reqs that an approver has been given the applicable permissions to approve. It also includes detailed information regarding the req such as items ordered, expense accounts charged (with balances), req user ID, etc. After a req is approved at a designated level, the next level approver immediately has access to it for approval.

Converting the requisition to a PO is the fifth and final step in the requisition process. When a req is fully approved (approved at all levels) it is converted to a PO. Typically, the highest-level approver in the district converts reqs to POs. Reqs can be converted to either "Entered POs" (pending encumbrance) or "Committed POs" (outstanding encumbrance). When the req is converted to a PO, req users no longer have the ability to make edits. Both users and approvers may continue to access information on the PO using the *Purchase Orders Inquiry, Expense Account Inquiry* and *Vendor Inquiry* functions.

PO/Req Preferences

To access and set PO/req preferences, req users must personally enter and save a req in the system.

1. Click either the *PO* icon or **Payables/Purchase Orders/Purchase Orders**. The *Purchase Orders* form opens to the *Lookup* tab.
2. Click on the *Preferences* tab to edit the following options (they may be temporarily edited on the *PO/Req Entry* form):

Automatically go into ADD Mode on Form Entry: *Checked*, this prompts the system to automatically open a blank *PO Entry* form when opening the *Purchase Orders* form. *Uncheck* this option to open to the *Lookup* tab.

PO Data Entry Pages Color: Click the "..." button to change the color of the *Transactions* tab on the *PO Entry* form. Click the *back arrow* button to go back to the default system colors.

Defaults when adding a new Purchase Order/Requisition: In this section, you can assign default values for the "Vend", "Batch", "Ship to" and "Attn" fields on the *PO Entry* form. The system will automatically enter this information on each new PO that you enter until the setting is changed or removed. Default information entered here may be temporarily edited on the *PO Entry* form.

Automatically fill the main description (under misc)? Checked, this allows the system to automatically enter the account number description in the "Description" field on the *Misc...* button of the *PO Entry* form.

Warn when the Control # is not unique? *Checked*, this prompts the system to display a message (upon saving) if the "Control #" entered on the *Misc...* button has been used before.

Print/Order Detail Units of measure: Allows users the ability to add or edit/delete unit descriptions in the "Unit" drop down menu on the *Print Detail* tab. Please note that in order to edit a unit of measure, you must delete it first and then add the corrected one.

Add New Unit Of Measure: Click on this button, enter the new unit description and then click OK to save.

Edit Unit of Measure table: Click on this button and locate the unit description to be deleted. Then, click in the box to the left of that unit so it becomes black. This will mark it for deletion. You can then *tab* out of the field and hit the ESC key to exit the grid.

Entering a Requisition

1. Click either the *PO* icon or **Payables/Purchase Orders/Purchase Orders**. The *Purchase Orders* form opens to the *Lookup* tab. (If you are entering the very first req, click *OK* to the system message informing you that you will be placed in "Add" mode and a blank *PO/Req Entry* form will open).
2. To enter a new req, click the *New* icon to open a blank *PO/Req Entry* form.
3. Since the "PO#" is generally system generated, *tab* to the next field (if not, manually enter the PO#). ***Note:*** The system makes no distinction between a req # and a PO#.
4. The "Date" field automatically displays the current system date by default. Edit if necessary and *tab* to the next field.
5. The "Year" field automatically defaults to Current Year.
6. The "Batch" field automatically defaults to the next available empty batch or to the batch number selected for the group of reqs currently being entered. If necessary, enter the desired batch number or use the down arrow to select a batch number from 0 through 49 and *tab* to the next field.
7. In the "Vend" field, either enter the vendor number or click the *Search* button, select the applicable vendor by clicking anywhere in the record, then click the *OK* button.
8. If this is a recurring (blanket) req, click the *Recurring?* button. ***Note:*** This allows a req to be entered with an encumbrance that is "paid down on" regularly, usually in differing amounts, i.e.: to pay utility bills. It also allows reqs to be entered with a zero encumbrance and to remain open with a zero balance.
9. The "Type" field automatically defaults to Open Market. If necessary, click the down arrow to select other options such as State Contract, Bid, Quote, Co-Op or Other.

10. Click the *Misc...* button to enter additional information such as the (State) "Contract #", "Control #", "Description" and "Notes". ***Note:*** Many districts have specific information they want entered in these fields because it prints directly on the PO and much of it may be used as *Search* criteria when running reports.

11. Verify that the "Print PO?" field is checked. If this PO/req is not going to be printed, remove the check and proceed to step 20. ***Note:*** For security reasons, once a PO/req is saved as non-printable, this status cannot be changed and the PO/req can never be printed.

12. In the "Ship to" field, click the down arrow and select the applicable location.

13. In the "Attn" field, enter the name of the person, dept, etc that is requesting the items on the req.

14. Click the *Print Detail* tab.

    Note: Additional functionality is available by first entering the items on the *Print Detail* tab and then entering expense account information on the *Transactions* tab.

15. In the "Qty" field, enter the number of items to be ordered (for See Attached List, Shipping or Discount information, use a "Qty" of 1). *Tab* to the next field.

16. In the "Unit" field, click the down arrow and select the applicable unit of measure. *Tab* to the next field.

17. In the "Unit Price" field, enter the unit price of the item (for Discount information enter a "-" dollar amount; for See Attached List enter the total dollar amount of the order). *Tab* to the next field.

    Note: You will now see the running total of the order on the *Print Detail* tab header.

18. In the "Description" field, enter a description of the item being ordered and *tab* out of the field.

19. To order additional items, click the *New Detail* button and repeat steps 15-18.

    Note: If your district permits, an extensive list of items to be ordered may be entered with "See Attached List" as the "Description". Then, the "list" is manually attached to the printed req for review. Approval, in this case, is a manual process as opposed to an online process as each approver must view the actual list and approve it before it is converted to a PO.

20. Click the *Transactions* tab and enter a check in the "Guess Trans Amt" field. This allows the system to automatically enter the running total from the *Print Detail* tab into the "Trans Amt" field once an expense account is selected.

21. In the "Acct #" field, either enter the expense account number or click the *Search* button, select the applicable expense account by clicking anywhere in the record, then click the *OK* button. ***Note:*** The "Extn", "Desc" and "Bal" fields will now be populated and the expense account information will be visible in the read-only *Transaction* grid.

22. The "Trans Amt" field automatically displays the running total of your *Print Detail* items. If you unchecked the "Print PO?" field, enter the amount to be charged to this expense account and *tab* to the next field.

23. The "T. Desc" field automatically defaults to the account description. Edit if necessary.

24. To add additional expense accounts, click the *Add a Transaction* button and repeat steps 21-23. Be sure to edit the "Trans Amt" field for the specific amount being charged to each account.

25. ***If you are ordering GAAP or Non-GAAP fixed assets and charging a fixed asset expense account:***

    1. Click on the *Fixed Assets* tab.

    2. Click the *Print Detail Asset* button to copy a detail from the *Print Detail* tab. ***Note:*** If there is only one print detail, it is automatically entered on the first line of the *Fixed Assets* grid.

3. From the *Select Print Detail for Asset* form, click on the applicable fixed asset detail line and click the *Select This Print Detail* button to enter the detail in the grid. If all of the detail lines are fixed assets, click the *Select All Print Details* button. ***Note:*** Each fixed asset item must be recorded and tracked individually. If the detail line has a quantity greater than one, separate fixed asset lines are required for each item.

4. To copy a fixed asset line multiple times, click on the row in the grid to be copied and edit the "Qty" to 1.

5. Edit the "Tot. Price" to the amount of one of the items, i.e.: If the "Qty" is 3 and the "Tot. Price" is $6,000, edit the "Tot. Price" field to $2,000.

6. Click the *Copy Asset* button and enter the number of **additional** copies required. Click *OK*. Using the example above, the number of copies to be entered is 2.

7. *Optionally*, enter the "Make" and/or "Model" information for each item.

8. If necessary, edit the "Insured" column for each line item. ***Note:*** The "Insured" field defaults to 'F' for a GAAP asset and 'T' for a non-GAAP asset.

26. Click the *Save PO* button or the *Save* icon. ***Note:*** If the PO/req is printable, the dollar amounts on the *Transactions* tab and the *Print Detail* tab must match or the system will not allow the req to save.

At this point, the following changes will occur:

- the req status will change to "Incomplete Requisition".
- the req is assigned a PO#.
- the req is recorded as a pending transaction, which will affect expense account balances.
- The *S. Pad, Print this PO/Req*, and *Complete Req* buttons become available.

Additional Requisition Options

Copy PO from... When entering a new req, this feature allows a previously entered PO/req to be copied using one of the following 3 buttons. The information on the *PO Entry* form can then be edited if necessary.

> **User specified PO#:** Click the button, enter the applicable PO# and then click the OK button.
>
> **An unknown Open PO:** Click the button, select the applicable PO/req by clicking anywhere in the record, then click the *OK* button.
>
> **An unknown Closed PO:** Click the button, select the applicable PO/req by clicking anywhere in the record, then click the *OK* button.

S. Pad: Click this button for a selected req to view internal messages between users and approvers. When "Critical Msg in Pad" is displayed, there is urgent information in the S. Pad that needs review.

Entering/viewing messages using the S. Pad:

1. Click the *Scratch Pad* button and enter any messages pertaining to the selected req in the "Scratch Pad" field.
2. If the information is urgent and needs review, *check* the "Mark Scratch Pad message as a Critical Message?" option. This identifies the req or PO easily as it is displayed in red on the *Lookup* tab of the *Purchase Orders* form and the PO/req status indicates there is a "Critical Msg in Pad".
3. Optionally, click the *Insert Transactions* button to enter the dollar amounts charged to specific expense accounts.
4. Click *OK*. The message is now available for viewing by the additional approvers and the user who entered the req.
5. Additionally, once the urgent information is resolved, uncheck the "Mark Scratch Pad as a Critical Message?" option to return the PO/req to a normal status.

Note: This information ***does not*** print on the PO/req. However, it may be viewed on the *Print Detail* tab of the *PO Entry* form, the *General* tab of the *PO Inquiry* form and the *Entry Review* tab of the *Prepare to Pay PO* form. Once the PO is closed, the information is no longer accessible.

Ship +++: Click this button to enter F.O.B. (freight on board) terms.

Delete this Transaction: To delete a specific expense account used in the req, click on the applicable expense account line in the grid and then click the *Delete this Transaction* button to remove that account.

Delete PO: Click this button to delete the entire req.

Print this PO/Req: Click this button to print the selected PO and to start a timer, which will begin a 5-minute countdown. You may halt the timer at any point during the 5 minutes by clicking the *Pause* button. If the selected PO printed OK, click *"Yes"*, if not, click *"No"* and print the PO again. If you do not answer *"Yes"* or *"No"* before the timer has run out, the PO will automatically be marked as having printed OK.

Complete Req: This button becomes enabled after you save your requisition for the first time. Click this button when you have completed your req and it is ready to move on to the first level of approval.

Mark for Reprinting: This button becomes enabled after you have told the system that the selected PO has printed OK. If you need to reprint the PO, simply click this button and it will return to "Print this PO/Req" status. You can then print the PO again.

New PO: Click this button to open a blank *PO Entry* form.

Additional Print Detail Options

Extn Price: This field shows the total amount for the print detail line selected in the grid.

Past Order: Once a PO/req has already been entered for the selected vendor, click this button to open the *Select a Previously Ordered Item* form. You can then select an item from the grid and click OK to add the "Qty", "Unit", "Unit Price" and "Description" information to the current list of print details. You can repeat this as many times as necessary and you may also edit the print detail line once it has been added to the req.

Clear Detail: Click this button to delete the selected print detail line from the grid.

Preview the PO: Click this button after saving the PO/req to view a simulated version of the printed PO.

Receiving Record/View: For information on recording or viewing received items, please see The Receiving Module.

Additional Fixed Assets Options

Blank Asset: Click to enter a blank detail line in the *Fixed Assets* grid.

Clear Line: Deletes the selected row from the grid.

Clear All: Deletes all rows from the grid.

Completing a Requisition

1. If the req is not already open on the screen, click either the *PO* icon or **Payables/Purchase Orders/Purchase Orders.** The *Purchase Orders* form open to the *Lookup* tab. Select the req to be completed by clicking anywhere in the corresponding row within the grid and then click the *PO Entry* tab.
2. Click the *Complete Req* button.
3. A system message displays indicating "Successfully Marked this Requisition as Completed. Do you want to mark all your other Incomplete Requisitions as Completed also?" This allows req users to complete all "Incomplete Requisitions" at one time. If all of the incomplete reqs you have entered are ready to be completed and move on to the first level of approval, click "Yes". If some requisitions are ready to be completed and others are not, click "No" and complete the finished reqs individually.
4. The PO/req status changes to "Completed Requisition".
5. Click the *Close* (door) icon to exit the *PO Entry* form.

Editing a Requisition

Reqs with a status of "Incomplete Requisition" and "Completed Requisition" ***only*** may be edited by req users.

Note: Although a "Completed Requisition" may be edited, if it has been approved at one or more levels, it will have to be "re-approved" at those same levels. Req users do not have to complete the req again; it simply remains available to be approved on the *Requisition Approval* form. Utilize the S. Pad feature to communicate with approvers when a completed req has been edited.

The following options are available to edit reqs:

Edit/Delete an Expense Account

Edit the Dollar Amount Charged to an Expense Account

Edit the Print Details

Edit/Delete an Expense Account:

1. Click either the *PO* icon or **Payables/Purchase Orders/Purchase Orders**. The *Purchase Orders* form opens to the *Lookup* tab.
2. Select the req to be edited by clicking anywhere in the corresponding row within the grid and then click the *PO Entry* tab.
3. In the read-only *Transaction* grid, click on the expense account to be edited or deleted. To delete the expense account, click the *Delete this Transaction* button and proceed to step 5.

   Note: If necessary, after deleting the expense account, click on the *Print Detail* tab and edit/add/delete one or more details.
4. In the "Acct #" field, either enter the expense account number or click the *Search* button, select the applicable expense account by clicking anywhere in the record, then click the *OK* button.
5. Click the *Save PO* button or the *Save* icon.

Edit the Dollar Amount Charged to an Expense Account:

1. Click either the *PO* icon or **Payables/Purchase Orders/Purchase Orders**. The *Purchase Orders* form opens to the *Lookup* tab.
2. Select the req to be edited by clicking anywhere in the corresponding row within the grid and then click the *PO Entry* tab.
3. In the read-only *Transaction* grid, click on the expense account with the dollar amount to be edited.
4. Edit the dollar amount in the "Trans Amt" field on the colored section of the *PO Entry* form.

   Note: If necessary, after editing the "Trans Amt", click on the *Print Detail* tab and edit/add/delete one or more details.
5. Click the *Save PO* button or the *Save* icon.

Edit the Print Details:

1. Click either the *PO* icon or **Payables/Purchase Orders/Purchase Orders**. The *Purchase Orders* form opens to the *Lookup* tab.
2. Select the req to be edited by clicking anywhere in the corresponding row within the grid and then click the *PO Entry* tab.
3. Click on the *Print Detail* tab and then click the detail to be edited or deleted. To delete the detail, click the *Clear Detail* button. To edit the detail, click in the applicable field for that detail and enter the revised information.

   Note: If necessary, after editing/deleting the print details, click on the *Transactions* tab and edit/add/delete one or more of the expense accounts.
4. Click the *Save PO* button or the *Save* icon.

Deleting/Canceling a Requisition

1. Click either the *PO* icon or **Payables/Purchase Orders/Purchase Orders.** The *Purchase Orders* form opens to the *Lookup* tab.
2. Select the req to be deleted by clicking anywhere in the corresponding row within the grid and then click the *PO Entry* tab.
3. Click the *Delete PO* button and then click "Yes" to the system message confirming deletion.

Note: The 'Detailed Analysis' and 'Summary Report with Payments' reports may be printed for the deleted req from the *PO Inquiry* form ***if*** your system is set up accordingly. If deleted reqs are not included on those reports, contact your system administrator.

Previewing a Requisition

The simulated version of a complete, printed PO/req may be previewed in the system if you have the appropriate permissions.

The following options are available to preview reqs:

Preview a Requisition from the *PO Entry* form

Preview a Requisition from the *Purchase Orders Inquiry* form

Preview a Requisition from the *Requisition Approval* form

To Preview a Requisition from the* PO Entry *form:

1. Click either the *PO* icon or **Payables/Purchase Orders/Purchase Orders**. The *Purchase Orders* form opens to the *Lookup* tab.
2. Select the req to be previewed by clicking anywhere in the corresponding row within the grid.
3. Click the *PO Entry* tab and then click on the *Print Detail* tab.
4. Click the *Preview the PO* button. To print a copy of the simulated version for your records, click the *Printer* icon on the *Print Preview* toolbar.
5. Click the *Close* (door) icon on the *Print Preview* toolbar to exit the report.

To Preview a Requisition from the* PO Inquiry *form:

1. Click on **Inquiry/Purchase Order Inquiry.**
2. On the *Purchase Orders Inquiry* form, either enter the PO/req number in the "PO/Control #" field or click the *Open PO* or *Closed PO* button and select the req to be previewed by clicking anywhere in the record and then clicking *OK.*
3. Click the *Preview the PO* button. To print a copy of the simulated version for your records, click the *Printer* icon on the *Print Preview* toolbar.
4. Click the *Close* (door) icon on the *Print Preview* toolbar to exit the report.

To Preview a Requisition from the* Requisition Approval *form (for Req Approvers Only):

1. Click **Payables/Purchase Orders/Approve Requisitions.**
2. Select the req to be previewed by clicking anywhere in the record.
3. Click the *Preview the Requisition* button. To print a copy of the simulated version for your records, click the *Printer* icon on the *Print Preview* toolbar. ***Note:*** The req must be printable in order to view/print the simulated version.
4. Click the *Close* (door) icon on the *Print Preview* toolbar to exit the report.

Printing a Requisition

You can print out reqs in one of the following two ways:

To Print a single Requisition:

1. Click either the *PO* icon or **Payables/Purchase Orders/Purchase Orders.** The *Purchase Orders* form opens to the *Lookup* tab.
2. Select the req to be printed by clicking anywhere in the corresponding row within the grid and then click the *PO Entry* tab.
3. Click the *Print this PO/Req* button to print the selected req. If the req printed OK, click "Yes", if not, click "No" and print the req again.

Note: This message does not display when printing an "Incomplete Requisition".

4. The *Mark for Reprinting* button becomes enabled after you have told the system that the selected req has printed OK. If you need to reprint the req, simply click this button and it will return to "Print this PO/Req" status. You can then print the req again.

5. Click the *Close* (door) icon to exit.

To Print multiple Requisitions:

1. Click **Reports/P.O. Reports/Requisition Printout.** This opens the *Requisition Printout* form.

2. *Optionally*, enter the names of up to two approvers who will be approving the req(s) you entered. These names print on the req(s) along with a corresponding signature line. Also, selected by default is the option to "Only Print UnPrinted Requisitions". Removing this check mark allows previously printed requisitions to be reprinted as well.

3. Click the *Report* button to view the selected reqs.

4. Click the *Printer* icon on the *Print Preview* toolbar to print the selected req(s). If the req(s) printed OK, click "Yes", if not, click "No" and print the req(s) again.

5. Click the *Exit* button to close the form.

Approving a Requisition

1. Click **Payables/Purchase Orders/Approve Requisitions.** This opens the *Requisition Approval* form.

   Note: The default setting to "Display completed Requisitions that are awaiting your approval" (located in the *Startup* tab under **File/User Preferences)** automatically opens the *Requisition Approval* form when an approver logs in ***if*** there are reqs to be approved by that approver. This default option may be edited.

2. Select a req to view by clicking anywhere in the corresponding row within the top grid. Optionally, to limit the information in the grid to reqs entered by a certain user or entered in a certain batch, click the "Req by" or "Batch #" down arrow and make your selection.

3. Click the *Scratch Pad* button for a selected req to view internal messages between users and approvers. When "Critical Msg in Scratch Pad" is displayed, there is urgent information in the Scratch Pad that needs review.

   Entering/viewing messages using the Scratch Pad:

   1. Click the *Scratch Pad* button and enter any messages pertaining to the selected req in the "Scratch Pad" field.

   2. If the information is urgent and needs review, *check* the "Mark Scratch Pad message as a Critical Message?" option. This identifies the req or PO easily as it is displayed in red on the *Lookup* tab of the *Purchase Orders* form and the PO/req status indicates there is a "Critical Msg in Pad".

   3. Optionally, click the *Insert Transactions* button to enter the dollar amounts charged to specific expense accounts.

   4. Click *OK*. The message is now available for viewing by the additional approvers and the user who entered the req.

   5. Additionally, once the urgent information is resolved, uncheck the "Mark Scratch Pad as a Critical Message?" option to return the PO/req to a normal status.

   Note: This information ***does not*** print on the PO/req. However, it may be viewed on the *Print Detail* tab of the *PO Entry* form, the *General* tab of the *PO Inquiry* form and the *Entry Review* tab of the *Prepare to Pay PO* form. Once the PO is closed, the information is no longer accessible.

4. Review the req information by clicking on the following tabs:

- ***Summary***: Provides quick access to commonly requested req information, including the items ordered, the expense account transactions and the expense account balance.
- ***Trans***: Provides expense account transaction information such as the amount charged and the balance. For a req with multiple accounts, click on the applicable row within the grid to view the information for that account. It also includes an option to *Show Acct Info* which provides a quick look at the expense account details including the current appropriation, encumbrances, expenditures, etc.
- ***Order:*** Provides information on the items ordered. For multiple items, click on the applicable row within the grid to view the "Description" for that item on the right side of the screen.
- ***Assets***: Provides information on the GAAP and **NON**-GAAP fixed asset items ordered on the req such as the description, quantity, price, make and model.

5. ***To approve an individual req:*** Select the row containing the req you want to approve and *check* the box in the column listing your approval level (ie: 1?, 2?, 3?, etc). To "unapprove" the req, click in the box again to remove the check mark.

   To approve multiple reqs: Use the "Req by" and "Batch#" down arrows to select certain reqs to approve. Otherwise, to approve all of the reqs available for approval at your level click the *Check All* button. To uncheck approved reqs, click the *UnChk All* button.
6. Click the Close (door) icon to exit the form.
7. After the req has been approved by all levels, the designated approver (typically the one with the highest approval level) can now convert the req(s) to POs.

<u>Additional Options</u>

Preview the Requisition: Click this button to preview the selected requisition. To print a copy of the simulated version for your records, click the *Printer* icon on the *Print Preview* toolbar. ***Note:*** The req must be printable in order to view/print the simulated version.

Vendor Details (paper with magnifying glass): Click this button to get the address and financial details for the vendor.

Aprv Level: Indicates the approvers designated level of approval. Based on your district set-up, approvers may sometimes approve reqs at *previous* approval levels. To do this, click the "Aprv Level" down arrow, select the previous approval level and approve the reqs as normal at that level. Then click the down arrow, select your current approval level and approve the reqs as normal.

Converting a Requisition to a PO

The conversion function is typically performed by the highest/final level approver after the req has been approved at all levels.

1. Click **Payables/Purchase Orders/Approve Requisitions.** This opens the *Requisition Approval* form.
2. Click on either:
   - *Convert Requisitions to POs*: Converts fully approved requisitions to "Entered POs" (a pending encumbrance which does not affect the GL).
   - *Convert & Commit:* Converts fully approved requisitions to "Committed POs" (an outstanding encumbrance which affects the GL).
3. Click *OK* to the system message stating the number of requisitions that have been converted.
4. Click the Close (door) icon to exit.

Viewing Requisition Information

- Generate a 'Purchase Orders Inquiry' to view *read-only* information affecting a selected requisition, even after it has been converted to a PO, paid and closed. Information available includes when the payment was issued to the vendor, who converted the req to a PO and when it was done, etc. as well as access to the 'PO Inquiry Reports'.
- Generate an 'Expense Account Inquiry' to view *read-only* information affecting each expense account to which a user/approver has permissions to view. It also allows access to 'Expense Account Inquiry Reports' such as the 'Requisitions' report which gives information on completed approval levels for specific reqs.
- Generate a 'Vendor Inquiry' to view *read-only* information affecting each vendor. It also allows access to 'Vendor Inquiry Reports' and all of the history for the selected vendor.
- Generate a 'PO Report' such as the 'Entered PO Report'.

Appendix A

FORMAL BID PROCESS

Process	Time Line
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
Legal advertisement sent to newspaper & posted on website.	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. Purchasing Agent b. Administrator/Supervisor	One Week
QPA prepares spreadsheet showing lowest bidders and recommends award of bid. Administrator/Supervisor reviews bids.	One-Two Weeks
Bids are reviewed at Board Agenda, Committee of the Whole, and Regular Public Meetings.	One Week
PO requisitions 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.

Appendix 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 employee/supervisor/ administrator requesting a declaration of emergency notifies the Superintendent of Schools.

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 Bureau of Facility Planning and the County Superintendent within three (3) days after awarding the contract or agreement:

   a. A copy of the contract or agreement; 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.

Appendix C

TOWNSHIP OF UNION BOARD OF EDUCATION
BUSINESS OFFICE
Union, New Jersey 07083

POTENTIAL CRITICAL PATH MESSAGES

One of the following messages will be listed in fund accounting under scratch pad:

____ Account Number Incorrect; Missing--Please use Account Code

____ Bid Number, Quotation Number--Not Included on Purchase Order

____ Board Resolution Needed--Attach to Purchase Order

____ Chapter 271—Political Contribution Disclosure Form Required

____ Conference Request Form--Not Attached; Not Approved

____ Description of Item(s), Service Needed

____ Date of Requisition Missing--Secretary's Initials Missing

____ Minimum Order $25.00 Minimum State Contract Order $100.00

____ Proposal/Contract Missing -- Attach to Purchase Order

____ Quotation Needed--Please contact accounts payable to discuss process

____ Rationale Form Missing; Unsigned

____ Shipping Charges Not Added

____ Shipping Charges Not Needed. Type on P.O. "Shipping and Handling Included"

____ Signature Missing--Administrator, Supervisor, Principal

____ State Contract Number Incorrect, Missing--State Contract Documentation Missing

____ Unauthorized Order--Please contact accounts payable 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 purchase order with this form to my office.

Appendix D

TOWNSHIP OF UNION BOARD OF EDUCATION
Business Office
Union, New Jersey 07083

Purchase Order Rationale Form

A. Educational Rationale
As a result of this purchase, please explain what will students learn or how students will benefit. Note any educational achievement or program that may be linked to this purchase.

____

____

____

B. Operational Rationale
Provide a brief explanation how this purchase is of operational value to your school/office. Note any particular benefits to the district. Explain whether any goods/services are being utilized on a regular basis and whether they are useful on a long term basis.

____

____

____

Name of School/Office
Administrator/Supervisor ______________________________

Signature: ______________________ Date ____________

Name of Vendor ______________________________

Amount $ __________ Account #______________________

________ **Approved** ________ **Not Approved**

Other:

____

____

____

______________ Date ________ ______________ Date ________
Manuel E. Vieira Dr. Patrick W. Martin
Business Administrator Superintendent

Please attach the Rationale Form to the Purchase Order *One Form per Purchase Order*

Appendix E

TOWNSHIP OF UNION BOARD OF EDUCATION
BUSINESS OFFICE
2369 Morris Avenue
Union, New Jersey 07083

REQUEST FOR CHANGE ORDER
(Services; Work Provided)

I hereby request an increase to the total amount of the contract through the change order process for

Name of Vendor ______________________________ PO # ______________

Address ______________________________

City, State, Zip ______________________________

Who was awarded a contract on ____________________ to provide the following work/services

____.

Original Award of Contract $ ________________

Increase Requested $ ________________

Revised Total $ ________________

Reason for Request to Increase ____

____

Name of Administrator ______________________________

______________________________ ______________
Signature *Date*

A copy of the purchase order shall be attached to this form!

This form shall be submitted to: Manuel E. Vieira
School Business Administrator

Appendix F

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

County Name: Union
State: Governor, and Legislative Leadership Committees
Legislative District #s: 20, 21, 22, & 29
State Senator and two members of the General Assembly per district.

County:

Freeholders	County Clerk	Sheriff	Surrogate

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

Berkeley Heights Township
Clark Township
Cranford Township
Elizabeth City
Fanwood Borough
Garwood Borough
Hillside Township
Kenilworth Borough
Linden City
Mountainside Borough
New Providence Borough
Plainfield City
Rahway City
Roselle Borough
Roselle Park Borough
Scotch Plains Township
Springfield Township
Summit City
Union Township
Westfield Town
Winfield Township

Boards of Education (Members of the Board):

Berkeley Heights Township
Clark Township
Cranford Township
Elizabeth City
Garwood Borough
Hillside Township
Kenilworth Borough
Linden City
Mountainside Borough
New Providence Borough
Plainfield City
Rahway City
Roselle Borough
Roselle Park Borough
Scotch Plains-Fanwood Regional
Springfield Township
Union Township
Westfield Town
Winfield Township

Fire Districts (Board of Fire Commissioners):

None

Appendix G.

Business Office
2369 Morris Avenue, Union, NJ 07083
Chapter 271
Political Contribution Disclosure Form
(Contracts that Exceed $17,500.00)
Ref. N.J.S.A. 52:34-25

Part I – Vendor Information

Vendor Name:		
Address:		
City:	State:	Zip:

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

_____________________ _____________________ _____________________

Signature Printed Name Title

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.

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.

Appendix H.

REQUISITION TRANSMITTAL

BATCH______

Processor: ______________

Location/Department:

____

Date:______________

PURCHASE QUOTATION

UNION TOWNSHIP SCHOOLS

NJSA 18A:18A-37) requires two written (2) quotations for purchases greater than 15% of the current bid threshold.

Bid Threshold $36,000. **Quote Threshold $5,400.**

Vendor Name, Address and Amount Written

1.____

2.____

Quote Requested By:

____

Awarded to:

____

P:\2013-2014 HELP FOLDER\PURCHASING MANUAL 2013-2014.doc