

PURCHASING PROCEDURES

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CONSULTING SERVICES

A consultant is a professional that provides independent expert advice, which by its nature can be performed only by persons with specialized skills and knowledge acquired through intensive academic preparation, in a particular area of expertise such as education, information technology, accountancy, or law. Consultants can be individuals, partnerships or corporations. A consultancy contract typically defines the nature and purpose of the task to be performed, but does not detail how the task is to be accomplished. District employees cannot be paid as consultants (ref. “Doing Business With One’s Agency” below)

This procedure applies to consultants, other than architects and engineers, who provide services to District schools or departments and whose fee is **greater than \$1000** and **less than \$12,500**. For consultant services equal to or greater than \$12,500, please contact the Purchasing Department. When contracting for consultant services provided by an individual or sole proprietor with a fictitious name, the **Consultant Services Form-Individual/Sole Proprietor** shall be used. When contracting for consultant services provided by a company, corporation, or partnership, the **Consultant Services Form-Company/Corporation** shall be used.

A purchase order alone is sufficient for consultant services less than or equal to \$1000.

The use of alternate contract forms may be approved on a case-by-case basis by the Purchasing Department.

INSTRUCTIONS ON HOW TO USE THESE CONTRACTS

1. Print the appropriate form.
2. Fill in the consultant’s name and address on page 1 of the contract.
3. Fill in the name, address, and phone # of the administering department or school on page 4 of the contract.
4. Provide a **detailed** description of the services that the consultant will provide under item #1 on Attachment A of the contract (page 5). The consultant should provide this information to the administering school or department.
5. Provide the consultant’s performance schedule (beginning/ending dates) under item #2 on Attachment A of the contract (page 5).
6. Select the method of payment and provide the “firm fixed price” or “not to exceed” amount under item #3 on Attachment A of the contract (page 5). Also list any direct reimbursable expenses that the consultant is authorized to charge (see page 2, item #5 of the contract for additional information on reimbursable expenses).
7. Retain one copy of the signed agreement for your records. Send in four copies of the signed agreement as a requisition attachment.

DATA PROCESSING EQUIPMENT AND SOFTWARE

HARDWARE (object codes 643,644,621,622)

The Instructional Technology Department shall review and approve all computer (including desktops, laptops, and all other network-capable devices), laser printers (inkjet printers are not supported), digital projector, and whiteboard equipment requisitions on-line. This review ensures that the hardware is compatible with existing District technology and can be maintained by that department.

In addition, the Instructional Technology Department will assist schools and departments with identifying equipment that best fits their needs and budget. The Purchasing Department will process hardware orders reviewed and approved by Instructional Technology.

1. Computers: please contact Uma Shankar (shankau@gm.sbac.edu, 955-6850)
2. Whiteboards: please contact Uma Shankar (shankau@gm.sbac.edu, 955-6850)
3. Printers: please contact Jason Crawford (crawfoj2@gm.sbac.edu, 955-6850) or view pre-approved printers at <http://www.sbac.edu/~printrp/recomnd.htm> In addition, the Printer Repair homepage (<http://www.sbac.edu/~printrp/>) contains information about printer technology, including printer cartridge information and evaluations of current printers, that is very helpful to schools and departments.
4. Digital Projectors: contact Uma Shankar (shankau@gm.sbac.edu, 955-6850).

Dell and Apple computer purchases are based on State of Florida contract prices. Dell computer orders are placed on-line by the Instructional Technology Department using the Dell Premier page, which includes computer configurations established by the Instructional Technology Department specifically for the School Board.

SOFTWARE (object codes 361,691,692)

The Instructional Technology Department shall review and approve all software requisitions on-line (including business/operating software applications, instructional software, and software licenses). This review ensures software compatibility with existing District technology. The Instructional Technology Department will assist schools and departments with identifying software that best fits their needs and budget. The Purchasing Department will process software orders reviewed and approved by Instructional Technology.

TECHNOLOGY CONSULTANTS

The Instructional Technology or Information Resources Department shall approve software or hardware consultants, software developers, web developers, and on-line service providers.

DOING BUSINESS WITH ONE'S AGENCY

No employee of the School Board acting in his or her official capacity shall either directly or indirectly purchase, rent, or lease any realty, goods, or services for the School Board, or any school or department thereof, from any business entity of which the employee or the employee's spouse or child is an officer, partner, director, or proprietor or in which such employee or the employee's spouse or child, or any combination of them, has a material interest.

Nor shall a School Board employee, acting in a private capacity, nor any business entity of which the employee or the employee's spouse or child is an officer, partner, director, or proprietor or in which such employee or the employee's spouse or child, or any combination of them, has a material interest, either directly or indirectly rent, lease, or sell any realty, goods, or services to the School Board, or any school or department thereof.

FREQUENTLY ASKED QUESTIONS

- Q: How do I know if my requisition has been changed into a purchase order?
A: Pull up the requisition in Bi-Tech. Look at the “PO#” field, which is next to the “PR#” field. If there is a number in the P.O. # field, then your requisition has been turned into a purchase order.
- Q: When was the purchase order printed?
A: Look at the bottom of the same page that contains the “PR#” and “PO#” fields. The “Printed By” and “Date” fields will tell you who printed the purchase order and when it was printed.
- Q: Why didn’t I receive the goldenrod copy of the purchase order in truckmail?
A: If the order was for tangible property (> or equal to \$1,000), the goldenrod copy was sent to the Warehouse.
- Q: My invoice is more than the P.O. total. What do I do?
A: See the section titled “P.O. Changes and Cancellations” below for the answer.
- Q: Why did Purchasing change the vendor on my requisition?
A: The Purchasing Department reserves the right to change vendors if doing so will reduce the cost of the service or commodity being purchased or if the commodity or service is currently under a bid with the District.
- Q: How do I know which vendors have a contract with the District?
A: See <http://www.sbac.edu/~purchase/>.
- Q: Why can’t our school (or department) contract with one of our teachers (or staff) to provide services?
A: See the section titled “**Doing Business with One’s Own Agency**” above for the answer.

FOOD AND OTHER NON-STANDARD PURCHASES

FOOD

School and department funds should not be expended on the purchase of food. Federal funds received from the State may no longer be used to purchase food of any kind.

However, state statutes allow the purchase of food supplies when used in the instruction of food preparation in a vocational class or the school’s food service activities.

There are a few exceptions to this rule involving state statutes or other rules that allow promotions and public relation activities.

Promotions and public relation activities may include, but are not limited to, activities involving graduation, visiting committees, orientation and work conferences, recruitment of employees, official meetings and receptions, guest speakers, accreditation studies, and other developmental activities, awards or other types of recognition for meritorious performance. Purchases for promotion or public relations are restricted depending upon the source of the funds as follows:

Auxiliary Enterprises and Undesignated gifts - Funds from auxiliary enterprises are revenues from enterprise type activities, excluding food service activities, which may include vending machines, supply stores, and other internal account funds revenues not specifically designated for student or school-level purposes.

Lottery Dollars – The District allocates \$10 per student to each school’s advisory council for the implementation of the school improvement plan. Promotion and public relation activities are allowable if they are in the scope of the school improvement plan and are approved by the School Advisory Council.

Other Student Enrichment Grants – Some State and Federal grants are for student enrichment activities and/or community relations. If grant funds are to be used for promotion or public relation activities it should be included in the grant application’s description of services and grant budget.

REFRIGERATORS

Refrigerator purchases using District funds are permitted only if the equipment is used for instructional purposes (ex. storing perishable science class materials) or to hold student lunches or baby formula. District funds may not be used to purchase refrigerators for school or department teacher or staff lounges. Revenues from vending machine funds may be used to purchase refrigerators.

GIFT CARDS OR CERTIFICATES

Purchase of gift cards or gift certificates are not permitted.

PERSONAL ITEMS

Items used solely for the personal convenience of employees will not be approved. These include briefcases, leather planners, expensive desk accessories, etc.

GIFTS

No employee of the District shall ask for or accept anything of value from a vendor, including a gift, loan, reward, promise of future employment, favor, or service. For the purpose of this section, a gift does not include vendor promotional, advertising, or marketing items of nominal value. If you are concerned about the value of such items, then don’t accept it.

INTERNAL ACCOUNT PURCHASES

The same purchasing rules described in this document apply at the internal account level.

All purchase orders over \$1000, including non-bid athletic purchases, and all purchases of electrical or mechanical equipment, regardless of price, shall be approved by the Purchasing Department. Schools shall retain a file copy of the internal account purchase order approved by the Purchasing Department.

Tangible property orders paid for by internal account funds shall be processed as a BiTech requisition using the “FIX” code.

The requirements contained in the section above titled “**FOOD AND OTHER NON-STANDARD PURCHASES**” apply to internal account purchases. If in doubt as to whether or not purchases of food or other special materials are permitted, please contact the Finance or Purchasing Departments.

INTERNAL ACCOUNTS REIMBURSEMENT

Processing District-level purchase orders to reimburse internal accounts for purchases other than those associated with athletic expenditures (equipment, transportation, officials, security, etc.) or postage stamps should only be done in the event of an emergency, which is an event that poses an immediate threat to students, staff, or to a project. The following are exceptions to this rule: processing purchases through internal accounts when the District’s requisition system is temporarily closed (e.g. late June through early July), reimbursement of National competition expenses, when District budgets other than the school’s will be used to reimburse expenses.

After entering a reimbursement requisition in BiTech, attach the **original invoice(s)**, signed and dated and with the applicable internal account purchase order # and check # written on it, to a printed copy of the requisition and send it to the Finance Department. A file copy of the invoice(s) shall be retained by the School - write on your check request: “Sent to county for reimbursement MM/DD/YY. If the internal account purchase order was approved by the Purchasing Department, include a copy of the purchase order with the invoice.

INTERNET ORDERING

With the exception of Office Depot, prior approval from the Purchasing Department is required before placing orders on-line (see P-Card procedures also).

LIBRARY BOOKS (object code 612)

Requisitions for library books are reviewed and approved on-line by the District Media Coordinator’s office before a purchase order is issued to the vendor. This review ensures that the materials being purchased comply with District contract and media curriculum requirements. Media Specialists are authorized to order library books on-line from Follett.

PURCHASE ORDER CHANGES, PRICE INCREASES, AND CANCELATIONS

Purchase order changes are time consuming and expensive, involving staff from the requesting department or school, the vendor, finance, purchasing, and information resources. Many changes can be avoided if the information included on the requisition is timely and accurate. Schools and departments can reduce the need for changing a purchase order by following these simple steps:

1. Remember to include the cost of shipping. If you’re not sure if the commodity price includes this cost, ask the vendor or call purchasing.
2. Are your staff and teachers using current catalog prices? If the catalog is 12 months old, you can almost guarantee that the prices are no longer valid. Current catalogs can be obtained by calling the vendor or by accessing the vendor’s web site.
3. Keep your blanket purchase order current by tracking all expenditures so that you don’t exceed the blanket purchase order total.
4. Do not order items that are not listed on the purchase order.

5. Do not order additional quantities of items above those specified on the purchase order.
6. Make sure you're using the correct vendor number.
7. If the vendor delivers more than what was ordered, you may refuse to accept the over-shipment.

PURCHASE ORDER PRICE INCREASES

Price increases to purchase orders issued as a result of formal bids or formal request for quotations will not be approved.

Board approved purchase orders **shall not** be changed without **prior** approval from the Purchasing Department.

Price increases or any other change to purchase orders = to or > than \$6,250.00 require **prior** approval from the Purchasing Department using the **Purchase Order Change/Cancellation Form**.

Except as noted above, the Principal or Department head is authorized to approve a one-time price increase that does not exceed 25% of the purchase order value or \$625, **which ever is less** (price increases that exceed these thresholds require prior approval from the purchasing department using the **Purchase Order Change/Cancellation Form**). The requesting school or department is responsible for ensuring that additional funds are available to cover the price increase **before** it is approved and the invoice submitted to finance for payment. The requesting school or department is also responsible for ensuring that the vendor is aware of the change.

The Principal or Department head or designee shall approve the price increase on the invoice by writing "price increase approved" next to the affected commodity or service and then placing their signature next to the changed price.

The Principal or Department head is not authorized to approve purchase order price increases that are paid for using special funds (**Title I, Project Development, EDEP, ESE, TEC, and Headstart, etc.**) without first obtaining authorization from the department or individual responsible for administering the special fund.

PURCHASE ORDER ACCOUNTING STRING CHANGES

Only the Finance Department may approve purchase order coding string changes.

PURCHASE ORDER CANCELLATIONS

When canceling a purchase order, schools and departments shall use the following procedure:

1. Purchase orders less than \$500 may be cancelled by verbally notifying the vendor and the Finance Department. It is advisable that written confirmation is obtained from the vendor acknowledging the order cancellation.
2. Purchase orders > \$500 but < \$12,500 should be canceled in writing via fax, email, or written correspondence to the vendor. The school or department shall retain a copy of the fax, email, or written correspondence canceling the order. It is advisable that written confirmation is obtained from the vendor acknowledging

- the order cancellation. After the vendor has been informed of the cancellation, complete and email a **Purchase Order Change/Cancellation Form** to Purchasing.
3. Purchasing Department approval is required before canceling orders greater than \$12,499.
 4. **Board-approved purchase orders may not be canceled without prior authorization from the Purchasing Department.**

The Purchase Order Change/Cancellation form shall not be used to close, re-open, or extend a Blanket purchase order once it has expired (See Purchase Orders-Blanket below) without the prior approval of the Purchasing Department.

OTHER PURCHASE ORDER CHANGES

1. Once a purchase order has been processed and the vendor copy mailed or faxed, the vendor name may not be changed without first canceling the current P.O. and entering a new requisition.

PURCHASE ORDER COPY ROUTING

Purchase order copies are typically routed as follows:

1. Vendor – white copy
2. Originator – goldenrod copy
3. Accounts Payable – gold copy
4. Purchasing – green copy

The goldenrod copy of purchase orders for tangible property (object codes 621, 641, 643, 651, 652, and 691) is routed to the Warehouse, not to the originating school or department.

PURCHASE ORDERS - BLANKET

Blanket purchase orders are available to schools and departments when there is a need to repetitively purchase miscellaneous supplies from a single vendor. A blanket purchase order is issued for a specific dollar amount and expires on a specified date. Blanket purchase orders must typically be expended within the same fiscal year in which they are issued.

When the encumbered dollars have been expended, the blanket purchase order will be closed, and the school or department may process a new requisition to establish a new blanket purchase order for further purchases. Payments are made as invoices are received and processed by the Finance Department.

Schools and departments shall maintain a current balance on the blanket purchase order with each payment so that at all times the amount remaining will be accurate and, if necessary, a new requisition can be processed prior to expiration of the existing blanket order.

Blanket purchase orders will only be processed by the Purchasing Department if the following conditions are met:

1. The blanket exceeds \$30.00;

2. Blankets for \$100 or less will expire in 30 calendar days, are for one-time purchases only, and will be closed by Finance when the invoice is processed.
3. Blankets for \$1000 or less will expire in 90 calendar days;
4. Blankets **greater than** \$1000 or more will expire in 6 months or on 06/15/XX, which ever comes first. Blankets in excess of \$3,000 are the exception rather than the rule, and the Purchasing and/or Finance Department reserves the right to obtain written justification from the requesting school or department as to why such a large blanket is necessary.
5. The Blanket is for miscellaneous supplies-Object Code 510.
6. *The following Blanket purchase orders are also permitted, but may not exceed \$1000: maintenance and repairs-Object Code 350, gasoline-Object 450; repair parts-Object Code 550; small equipment purchases if any single item purchased does not exceed \$75-Object Code 642; computer parts-Object code 644. Blanket orders for books, furniture, etc. are not permitted, unless based on an existing bid or with prior approval from the Purchasing Department.*
7. The order includes a clear description of the types of supplies being purchased. For example, “miscellaneous classroom supplies including pens, pencils, and scissors, not available through the Warehouse.

Blankets for warehouse inventory purchases, Blankets issued pursuant to existing District bids or contracts, and Facilities Department and Transportation Department Blankets may be exempt from this procedure. Please contact the Purchasing Department for further information.

Finance will automatically close Blanket purchase orders 30 calendar days following their expiration date. This time period may be shortened following the end of the fiscal year.

In lieu of a Blanket Purchase Order, please consider using your school or department *P-Card*.

PURCHASES REQUIRING PREPAYMENT (a.k.a. CHECK WITH ORDER)

Pre-payment of goods or services is not sound business practice. It places the District at a disadvantage should the goods or services be defective. Therefore, purchases requiring prepayment are the exception rather than the rule, and the Purchasing Department reserves the right to reject a request for prepayment or to purchase from an alternate source.

Some vendor policies, however, require prepayment, and other situations arise from time to time that make prepayment necessary. In such cases, the requisitioning school or department shall comply with the following:

1. Place “Prepayment required, please process a check with order” in the first line of the requisition;
2. Forward to Finance, as an attachment, documentation from the vendor that clearly states the need for advance payment.
3. Purchasing will process the requisition and send the original vendor and accounts payable P.O. copies to Finance for check processing. During periods of normal operation, check with order requests received in Finance by close of business Wednesday will be processed the following Tuesday.

Purchases commonly requiring prepayment are:

1. Membership dues to professional associations;
2. Various types of subscriptions (magazines, periodicals, newspapers);
3. Postage;
4. Registration for workshops, conventions, or seminars;
5. Annual Maintenance Contracts – *in lieu of full payment in advance, it is always preferable to negotiate quarterly or semi-annual prepayment.*
6. Bus Companies – 50% pre-payment, balance typically due the day of the trip

PURCHASES THAT REQUIRE ADDITIONAL INFORMATION OR SPECIAL HANDLING BEFORE PROCESSING - COMMODITIES

1. Data processing equipment and software; consultants – see above.
2. Furniture: prior to purchasing new furniture, schools and departments shall contact the Physical Distribution Department. Tables, chairs, desks, file cabinets, and other furniture and equipment are frequently available at no cost to schools or departments. These recycled items are used, but are generally in good condition. New furniture should be of a quality that will last for many years. When considering new furniture purchases, all schools and departments shall use the Purchasing Department furniture bid.
3. Facilities: purchases that add to or change the school building or site, such as playground equipment, marquee signs, permanent bleachers, pavilions, etc., shall be approved in advance by the Facilities Department's Building Committee. Please contact Will Warner at 955-7400, ext. 262 for further information regarding the Building Committee.
4. Personal Items: purchases of briefcases, leather planners, expensive desk accessories, etc. are considered personal items and will not be approved. Items used solely for the personal convenience of employees will not be approved.
5. Printing Requests: the Printing Department has the right of first refusal for all District printing work. If that department cannot complete the job as needed, then the school or department may contact an outside printer for a quote.
6. Food: see section above titled "Food and Other Non-Standard Purchases."
7. Classroom Textbooks: see section above titled "Classroom Textbooks."
8. Library Books: see section above titled "Library Books – Approval and On-Line Ordering."
9. Consultant Services: see section above titled "Data Processing Equipment and Software; Consultants" and "Consulting Services."

10. Travel: requisitions for travel-related expenses including conference registrations shall include a copy of each attendees approved leave form – see also requisition attachments.
11. Printers: The Printer Repair Department does not maintain inkjet printers, only laser jet printers. Schools and departments may purchase non-OEM inkjet cartridges. Laser printer cartridges shall be OEM only.
12. Vehicles: Any vehicle purchased by a school or department must first (a) be inspected and approved by the Transportation Department for its intended use; (b) be titled in the name of the School Board of Alachua County, Florida; (c) receive a tangible property tag from the Physical Distribution Department if the price exceeds the tangible property threshold. Vehicle donations are subject to these procedures.

PURCHASES USING SPECIAL FUNDS - APPROVAL

Purchases using special funds (Title I, Project Development, EDEP, ESE, TEC, Headstart, etc.) require on-line approval by the department responsible for managing those funds before the requisition can be processed by Finance. You can determine what department’s approval is needed by pulling the requisition up in Bi-Tech and looking at the “Apr Cd:” field. The cost center code of the department from which approval is needed will appear directly to the right of that field. The following departments regularly review and approve on-line requisitions:

Title I	9457	Project Development	9043
Headstart	9443	EDEP	9135
TEC	9027	ESE	9046
Finance	FIN1		

When the FIN1 code appears in the “Apr Cd:” field, Finance has approved the requisition and it is then forwarded to Purchasing for processing.

PURCHASING THRESHOLDS AND METHODS

Although not mandatory, schools and departments are strongly urged to obtain a written quote from vendors for any purchase of a single item costing more than \$999, or for multiple items costing more than \$3,000. The written quote should be used as a requisition attachment. This guidance does not apply to Object Code 510 purchases.

The Purchasing Department may, at its sole discretion, obtain informal quotes for any purchase less than \$12,500. In most cases, the suggested vendor listed on the requisition will be used; however, the buyer processing the requisition reserves the right to change vendors if more favorable pricing and/or terms can be obtained.

The Purchasing Department shall solicit competitive quotations from three (03) or more vendors for purchases equal to or greater than \$12,500, in accordance with Board policy. A Request for Quotation shall be used, which is as an informal, written solicitation, where written quotes are obtained from vendors without formal advertising and sealed bids.

The Purchasing Department **shall** solicit competitive sealed bids (Invitation for Bid), competitive sealed proposals (Request For Proposals), or competitive sealed replies (Invitation to Negotiate) for purchases equal to or greater than \$25,000, in accordance with Board policy and State Board Rule 6A-1.012(7).

An *Invitation for Bid* is a formal written solicitation for competitive sealed bids with the title, date, and hour of the public bid opening designated and specifically defining the commodity, group of commodities, or services for which bids are sought. The IFB includes instructions prescribing all conditions for bidding and is distributed to all prospective bidders simultaneously.

The IFB is used when the District is capable of specifically defining the scope of work for which a contractual service is required or when the District is capable of establishing precise specifications defining the commodity or commodity group required¹. The Purchasing Department shall obtain Board consent prior to making any purchase equal to or greater than \$25,000.

A *Request for Proposal* is a written solicitation for competitive sealed proposals with the title, date, and hour of the public opening designated. An RFP differs from an IFB in that price, although an important factor, is not the only criterion used to select the successful vendor. The RFP process is used when the District is not capable of clearly specifying the services or commodities desired and when price is not the defining factor in award. In this case, the technical qualifications of the vendor and its proposed solution can be equally as important as price. The Purchasing Department shall obtain Board consent prior to making any purchase equal to or greater than \$25,000.

An *Invitation to Negotiate* is a written solicitation for competitive sealed replies with the title, date, and hour of the public opening designated. The elements of an ITN are similar to those of an RFP with the exception that negotiations with vendors are permitted under the ITN, but not under the RFP. The Purchasing Department shall obtain Board consent prior to making any purchase equal to or greater than \$25,000.

The Purchasing Department reserves the right to determine which written solicitation vehicle (IFB or RFP) is appropriate for any purchase exceeding \$25,000.

Bid “Piggybacking”

State Board Rule 6A-1.012(6) affords the District the ability to purchase from bids awarded by other governmental agencies in lieu of soliciting formal quotations or formal sealed bids/proposals. When “piggybacking,” the District is prohibited from modifying any terms or conditions of the solicitation, other than price, and then only if a lesser amount is agreed on, established by the other governmental agency, and the successful bidder(s) must first agree to allow the District to purchase from the bid. The Purchasing Department shall review and approve all bid “piggybacking.”

When considering “piggybacking,” the Purchasing Department shall obtain and carefully review the following information:

1. Copy of the IFB, RFP, or ITN document;
2. Copy of the vendor’s bid or proposal;
3. Copy of the agency’s bid tabulation;

4. Copy of the agency's award letter to the successful vendor(s), if available;
5. Agreement of the successful vendor(s) to extend the contract price(s) to the District.

A purchase order will not be issued until all necessary documentation is received and reviewed by the Purchasing Department. The Purchasing Department shall obtain Board consent prior to making any purchase equal to or greater than \$25,000.

Florida State Contract

State Board Rule 6A-1.012(5) affords the District the ability to purchase from State Contracts issued by the Florida Department of Management Services, Purchasing Division, in lieu of soliciting formal quotations or formal sealed bids/proposals. The Purchasing Department shall review and approve all purchases made from the Florida State Contract system. The Purchasing Department shall obtain Board consent prior to making any purchase equal to or greater than \$25,000.

Direct Negotiation

State Board Rule 6A-1.012(14) states that Information Technology purchases may be made through direct negotiation in lieu of seeking formal quotations or formal sealed bids/proposals. As defined in Section 282.0041(15) (formerly 282.303), Florida Statutes, these items are "... equipment, hardware, software, firmware, programs, systems, networks, infrastructure, media, and related material used to automatically, electronically, and wirelessly collect, receive, access, transmit, display, store, record, retrieve, analyze, evaluate, process, classify, manipulate, manage, assimilate, control, communicate, exchange, convert, converge, interface, switch, or disseminate information of any kind or form." The Purchasing Department will review and approve any purchase made as a result of direct negotiations, including, with the assistance of the Staff Attorney's Office, formation and execution of a written contract. A purchase order will not be issued until all necessary documentation is received and reviewed by the Purchasing Department. The Purchasing Department shall obtain Board consent prior to making any purchase equal to or greater than \$25,000.

Bid Exempt Purchases

State Board Rule 6A-1.012(11) (a) and (b) exempts purchases of certain educational items and services and certain professional services from the competitive quotation or bid/proposal process. These items include, but are not limited to "educational tests, textbooks, printed instructional materials, computer software, films, filmstrips, videotapes, dvds, disc or tape recordings, or similar audio-visual materials, and for library and reference books, and printed library cards where such materials are purchased directly from the producer or publisher, the owner of the copyright, an exclusive agent within the state, a governmental agency or a recognized educational institution...artistic services, academic program reviews, lectures by individuals, auditing services not subject to Section 318.391, F.S., legal services, and health services involving examination, diagnosis, treatment, prevention, medical consultation or administration..." The Purchasing Department will carefully review all exempt purchases valued at or above \$12,500. The Purchasing Department shall obtain Board consent prior to making any purchase equal to or greater than \$25,000.

Sole Source Purchases

There are extremely rare occasions when goods and services must be purchased from one specific vendor or manufacturer without the benefit of open competition. Such purchases are the exception rather than the rule in public purchasing. Prior to any single purchase equal to or greater than \$12,500, for which competition is not sought in accordance with Board policy, the Purchasing Department will, in accordance with SBR6A-1.012(12) (d), advertise a description of the commodities or services for seven (7) business days and will, if information is received from a vendor(s) claiming to be able to provide the commodities or services, provide notice of its intended decision to enter into a sole source agreement for 72 hours in accordance with Section 120.57(3), F.S. If no protest of its intended decision is timely filed, the District will negotiate an agreement with the sole source provider. Please note that sole source purchases are a magnet for auditors. Any unnecessary sole source purchase may result in a negative audit finding, which may adversely affect the District's financial standing. The Purchasing Department shall obtain Board consent prior to making any sole source purchase equal to or greater than \$12,500.

Emergency Purchases

In the event of an emergency, which is a situation that endangers the health, safety, or welfare of students, staff, or the public, or jeopardizes a project, and with the approval of the Superintendent or his designee and the purchasing director, purchases may be made in advance of a purchase order. All emergency purchases = to or > than \$25,000 shall be submitted to the Board for ratification. The Board minutes shall show the need to initiate the emergency purchase and that regular purchasing procedures would cause a delay and be contrary to the public interest. Emergency purchases shall, in accordance with SBR6A-1.012(12) (e), be made after obtaining pricing information from two prospective vendors, unless the Superintendent determines in writing that the time required to obtain pricing information would increase the immediate danger.

RECEIVING AND INSPECTING GOODS

Receiving and inspecting merchandise is the responsibility of the recipient (schools and departments). When merchandise is ordered, the purchase order typically specifies the shipping terms "F.O.B. Destination," which means that the shipper is responsible for the merchandise until the customer receives it.

It is imperative that the school or department employee responsible for receiving and inspecting merchandise at the point of delivery understands what to look for when inspecting a shipment and how to properly report damaged goods. The following procedures will assist schools and departments in the event that damaged goods are discovered so that a freight claim can be filed successfully.

Receiving and Inspecting Merchandise

1. As a general rule, only sign for the number of cartons received and not for the contents of those cartons. This is a normal procedure for most carriers; however, if the driver insists that you sign for the container's contents, only do so if you actually inspect those contents, carefully checking each item against the purchase order in the driver's presence. If the driver refuses to wait while you do this, then you may refuse the entire shipment. Indicate on the Bill of Lading why you are refusing the shipment and sign your name. **DON'T SIGN FOR ANYTHING UNLESS YOU KNOW WHAT YOU'RE SIGNING FOR.**

2. Immediately report shortages or omissions to the vendor from whom the merchandise was ordered.
3. Save all paperwork connected with the shipment (i.e. Bill of Lading, Packing Slips, etc.). This documentation will prove valuable for future reference.
4. Inspect all merchandise for damage within ten (10) calendar days of receipt. After ten (10) days most carriers will no longer honor freight claims, leaving you without recourse.

In the Event of Visible Damage

If you notice visible damage to the outside of a shipping carton, if the carton is leaking, or if the carton “rattles” suspiciously, you may either refuse to accept that container or you may accept it and then make a note of the damage on the Bill of Lading. **Do not** give the carrier a clean receipt or you will jeopardize your chances of successfully recovering on a freight claim later if concealed damage is discovered.

In the Event of Concealed Damage

If the merchandise was shipped via common carrier (UPS, Parcel Post, Freight lines, etc.) notify the carrier immediately by telephone within 10 days of receipt and insist upon a prompt inspection by them before the item is further unpacked. Be sure to confirm your telephone conversation in writing. **Save the container in which the damaged item was shipped** until the inspector has completed their report and the damaged item is replaced in full. Insist on a copy of the inspection report for your records and attach it to your purchase order copy.

If the merchandise was shipped on the vendor’s truck from which the item was ordered, follow the above procedure, but contact the vendor to which the purchase order was issued to report the problem.

The Interstate Commerce Commission has held that carriers are equally responsible for concealed or visible damage, and if these guidelines are followed carefully, it will enable you to collect all claims promptly and in full.

REQUISITION ATTACHMENTS

Creating multiple page requisitions is a time consuming effort. If more than ten (10) items, each requiring a separate requisition line item #, are going to be purchased, then schools and departments may use one of the following attachment alternatives:

1. A typed list of items being purchased. This list shall include a clear item description, the quantity being purchased, the extended total, and the total order price. **Don’t forget to include the cost of shipping.**
2. A vendor quote including the information noted above. **Don’t forget to include the cost of shipping. Don’t forget to check the date of the quote or catalog to ensure that the pricing is current. If the quote has expired, obtain an updated quote from the vendor.**

If ten (10) or less items, each requiring a separate requisition line item #, are going to be purchased, then schools and departments may not use an attachment, but should enter all the necessary information in the Bi-Tech.

When attachments are used, the requisition shall contain one line item with the total purchase price from the attachment and the following description: “Per the attached list” or “Per the attached quote from ABC Company dated XXXXX, 2009.”

Attachments should be sent to the attention of Deborah Parrish in the Finance Department. Do not send attachments to the Purchasing Department, as this will delay requisition processing.

Failure to comply with the following simple rules will delay requisition processing:

1. Always send four (04) copies of the attachment immediately after entering the requisition in Bi-Tech. The requisition # should be written at the top of the first page of the attachment. Finance will match the attachment to the appropriate requisition and forward it to Purchasing.
2. The Finance Department will hold a requisition for ten (10) business days pending receipt of the attachment, after which time the requisition will be canceled if no attachment is received.

Attachments alone cannot be used to purchase tangible property (Obj. Codes 621, 641, 643, 651, 652, 691). Requisitions for tangible property that reference an attachment only, but do not include a complete line item description of the property being purchased, will be canceled. **In addition, tangible property requisitions must now include the room and building # in which the property will be located.**

REQUISITIONS - CONFIRMING

A confirming order occurs when a school or department orders goods or services in advance of a written purchase order. Board policy and State Board Rules prohibit confirming purchases, which create a financial obligation on the part of the District without first encumbering funds and receiving approval from the Purchasing Department for the acquisition.

All purchases must be approved in advance, using the steps described below, before goods or services can be shipped to or rendered on behalf of a District school or department:

1. A purchase requisition is created in Bitech.
2. The requisition is reviewed and approved by finance and purchasing.
3. The requisition is converted in to a purchase order.

Confirming orders are permitted only in the event of a bona fide emergency, an example of which is a situation that creates a threat to the safety of students, staff, the general public, or a critical District project (ref. Emergency Purchases above), or as approved by the Purchasing Department on a case by case basis. Purchasing will ratify a confirming order placed under emergency conditions. Any emergency order estimated to exceed \$12,499 shall be approved by purchasing in advance. Poor planning is not an acceptable reason for placing a confirming order.

REQUISITION LINE ITEM DESCRIPTIONS

Please be as descriptive as possible when entering product or service information in the Bi-Tech line item description field. Here are some actual descriptions from recent requisitions that could not be processed because there was no means of identifying what was being purchased:

5 ea.	KT-6745 Assemblies	\$65.00
0.00	Not-To-Exceed	\$150.00

or

- 1 ea. The Fall of the Roman Empire
- 1 ea. The Life of Caesar
- 1 ea. Roman Gods

These descriptions were later modified as follows:

- 5 ea. Kitchen Hood Sub-Assemblies, Model # KT-6745
Miscellaneous classroom supplies, Not-To-Exceed \$150.00
- 1 ea. The Fall of the Roman Empire - VHS
- 1 ea. The Life of Caesar - DVD
- 1 ea. Roman Gods - Book

Please note that book and DVD/VHS purchases use different object codes.

REQUISITION PROCESSING BY FINANCE AND PURCHASING

The Finance and Purchasing Departments process school and department requisitions daily in accordance with the following procedures:

1. Each business day at 8:00 a.m. the Finance Department (Deborah Parrish) prints and reviews all on-line requisitions entered by 5:00 p.m. the previous business day.
2. Each business day at approximately 3:30 p.m. requisitions that have been reviewed and approved by Finance will be forwarded to Purchasing.
3. The following business day Purchasing will review requisitions and print and process purchase orders.
4. Requisitions entered by Schools and Departments after 8:00 a.m. will not be processed by Finance or Purchasing until the next business day, unless an unusual situation arises such as an emergency, in which case the Purchasing Department should be notified immediately, or the Principal/Department Head contacts the Finance and Purchasing Department and requests that a specific requisition be processed that same business day.

Please note that requisition attachments, which are discussed above, should always be sent to Deborah Parrish in the Finance Department.

REQUISITION OBJECT CODE 510 DEFINED

The DOE “Red Book” (located on the web at <http://www.fldoe.org/fefp/redtoc.asp>), which no Secretary or Bookkeeper can do without, defines Object Code 510 as “expenditures for consumable supplies for the operation of a school system...” The key phrase used in defining object code 510 expenditures is “consumable supplies,” which are items that are typically used up within a year’s time. Paper clips, pens, pencils, staples, and paper are all examples of 510 expenditures. VCRs, books (hardback and paperback), printers, shredders, software and software licenses, and repair services **are not** examples of 510 expenditures.

REQUISITION “SHIP TO” CODES

Ship-to address codes shall always be entered in the Bi-Tech purchase requisition header screen, which is the same screen that includes the “PO#”, “PR#”, “Apr Cd”, and Vendor ID” fields. The Bi-Tech line item screen “ship to” field should never be used. It results in the “ship to” address being printed under each line item on the purchase order, which wastes space, and can cause confusion on the part of the vendor as to where the product should be shipped.

TANGIBLE PROPERTY

The purpose of this procedure is to define tangible property, to describe proper defacing procedures for non-tangible property that is susceptible to theft, and to emphasize the importance of maintaining accurate tangible property inventory records in accordance with School Board policy 7000 and F.S. 274.

General

As property custodians, school principals and department heads are responsible for the care, supervision, control, and security of all property at their site.

Tangible Property Definition, Records Maintenance, and Summary of Procedures

The tangible property threshold is \$1000 (Object codes affected – 621, 641, 643, 651, 652, and 691). School and department tangible property inventory records only contain property valued at \$1000 or more.

Each school and department is responsible for keeping records pertaining to the acquisition, exchange, transfer, and final disposition of all tangible property under its control. Inaccurate or incomplete tangible property records could negatively affect the District’s financial rating. Therefore, it is essential that schools and departments keep and maintain accurate tangible property records.

1. All property valued at \$1000 or more is tangible property and shall be tagged with an SBAC property number. This applies to both new and used equipment, regardless of how it was acquired or whether it was delivered to a school, department, or the Physical Distribution warehouse. With few exceptions, all tangible property purchases (Object codes 621, 641, 643, 651, 652, 691) shall be shipped to the warehouse for tagging and invoice processing. The Bi-Tech “ship to” code for the warehouse is **9039**. Please note that Bi-Tech will not process an invoice for payment until a property number has been assigned and entered into the tangible property inventory system by warehouse personnel. For large equipment purchases, such as lawn mowers and furniture, delivery should be

- made directly to the school or department. Arrangements can then be made with warehouse personnel for property tagging.
2. Tangible property may be transferred between departments and schools with written approval from the school principal or department head using the “Tangible Property Movement Form.” The form may be obtained from the warehouse or from that department’s web page.
 3. Donated property, the value of which equals or exceeds \$1000, is tangible property and shall be tagged accordingly. Computer equipment donations shall be coordinated with Information Resources Department.
 4. The principal or department head shall identify surplus tangible property using the “Tangible Property Movement Form.” Send the original copy to the warehouse for processing. Warehouse personnel will schedule a convenient time with the school or department to retrieve the surplus property. If tangible surplus property is deemed by the school or department to be uneconomical to repair, obsolete, or no longer usable due to fair wear and tear, the warehouse will dispose of it through public auction, warehouse store sales, or other means of disposal, but only after the property has been officially removed from the property rolls by the Board. If the school or department notes on the “Tangible Property Movement Form” that the tangible property is “recyclable” (i.e. in good working order), then the warehouse will stage the property in its recycled property room and make it available to other schools and departments. Recycled property that is transferred to another school or department will remain on the District’s property rolls. Surplus computers may contain sensitive information. Schools and departments are responsible for removing this information from memory before the equipment is turned over to the warehouse. Please contact the Information Resources Department for additional information.
 5. Lost, stolen, or vandalized property. The principal or department head shall prepare a written report, which includes the police report and a list of the affected items and property numbers, and forward it to Risk Management. A copy of the report shall be sent to the warehouse.
 6. Tangible property trade-ins are allowed and shall be coordinated with the warehouse and purchasing departments.

Annually, as scheduled by the warehouse manager, schools and departments shall conduct a physical inventory of their tangible property (See **Tangible Property Physical Inventory Report** procedures below).

Non-Tangible Property Defacing and Surplus Property Procedures

Many types of non-tangible property (<\$1000), such as televisions, digital cameras, printers, projectors, gas/electric lawn tools and equipment, etc., are susceptible to theft. Non-tangible property of this nature should be defaced by engraving or marking with an indelible marker or by affixing a sticker with the following or similar information:

SBAC
“SCHOOL OR DEPARTMENT NAME”
L/T \$1000

Lost, stolen, or vandalized non-tangible property. The principal or department head shall prepare a written report, which includes the police report and a list of the affected items, and forward it to Risk Management. A copy of the report shall be sent to the warehouse.

Surplus computers may contain sensitive information. Schools and departments are responsible for removing this information from memory before the equipment is turned over to the warehouse. Please contact the Information Resources Department for additional information.

Desktop and Laptop Computers <\$1000

Computers are valuable District assets, and although the majority of this equipment is now defined as non-tangible property, it remains in the District's best interest to maintain accurate and complete records of the number of desktop and laptop computers at each site. To this end, schools and departments are requested to adhere to the following procedures:

Laptops: This equipment constitutes a small percentage of total District computers, but they are more susceptible to theft or loss than are desktop computers. Schools and departments shall create and maintain an accurate list of all laptops at their site, including the name of the employee(s) to whom the equipment has been assigned. New Laptop purchases shall be added to the list. When a laptop is declared surplus property or is five years old, it shall be removed from the list. Annually, the site property custodian shall conduct a physical inventory of this equipment.

TANGIBLE PROPERTY PHYSICAL INVENTORY REPORT

The "Asset by Location/Asset ID (drill to detail)" report used by site property custodians to complete the annual physical inventory of school/department assets is now available on-line through the Bi-Tech reporting function. The Physical Distribution department will continue to notify schools and departments when the annual inventory is to be taken, but will not include the site asset report in that notification. Schools and departments shall now access and print this report by following these steps:

1. Open Bi-Tech
2. Click on the running-man icon
3. Locate and double-click the "Bookkeeper/Secretary" Folder
4. Locate and double-click the "Asset by Location/Asset ID (drill to detail)" report
5. Enter the School or Department's cost center number and click "OK"
6. Print the report (portrait is the default setting-use it and save paper)

The asset report will be displayed on the screen. Move from one page to the next by typing the ← → keys. The last column ("Remarks") on each page shall be used to note a change in the status of each asset.

Detailed information regarding each asset (building and room location, purchase date, purchase order number, vendor name, and the fund source used to acquire the asset) can be obtained by double-clicking a property number in the "Asset ID" column (the cursor will change to a drill icon when it is placed over a property number). To return to the asset report, click on the "x"(close) button in the upper right hand corner of the screen (second "x" from the top. The first "x" will close Bi-Tech).

The last page of the report contains the signature and date blocks for completion once the physical inventory is finished.

TANGIBLE PROPERTY UPGRADES

The District does not track or capitalize tangible property upgrades. However, if at the time of purchase the tangible property is “upgraded”, then the cost of the tangible property and the upgrade would be capitalized. For example, if a laptop computer is purchased for \$1395 and, at the same time, the hard-drive is upgraded from 2GB to 4GB at a cost of \$70, the computer would be valued at \$1465.

VENDOR I.D. #'S

You can access the vendor database immediately from the requisition screen by placing a “?” in the “Vendor ID:” field and hitting “enter”. Once you’re in the vendor database, enter the first four or five letters of the vendor’s name in the “Search for entries that match” field and hit “enter”. This will bring up a list of matching vendors. Select the correct vendor and place a “y” in the “s” column to the right of the “PE ID” field that contains the vendor # and hit “enter”. This action will automatically return you to the requisition screen and place the selected vendor ID # in the “Vendor ID:” field. Please do not hurry when searching the vendor database. It may take a minute or two to locate the correct vendor number, but it will save you time in the long run.

VENDOR PERFORMANCE

Schools and departments experience the results of vendor performance every day. Unsatisfactory vendor performance should be communicated to the Purchasing Department as soon as it occurs. The more timely, consistent, and accurate this communication is the better prepared Purchasing will be to react to and resolve performance related problems in a fair and unbiased manner. A well-documented vendor file will ensure that vendors who provide consistently satisfactory services and commodities to the District are used again, and those that don’t are not. The Purchasing Department will not seek to disqualify any vendor without a properly documented vendor file.

Documenting vendor performance will assist the Purchasing Department in taking the following actions:

1. Suspending or debaring a vendor for poor performance.
2. Deciding a tie bid.
3. Withholding payment until performance is completed satisfactorily.
4. Processing warranty claims.
5. Declaring a vendor in default.

All vendors do and will make mistakes. What is important is whether the vendor acknowledges and corrects performance-related issues promptly or continues to perform unsatisfactorily despite being made aware of a problem(s) by the school or department. When the latter occurs, please complete the **Vendor Performance Evaluation Form** and return it via truck mail or fax to the Purchasing Department.

VENDOR SETUP - NEW

Before requesting a new vendor #, please confirm that the vendor has not already been set up in Bi-Tech by following these simple steps:

1. Go to CDD reports and click on the “Bookkeeper/Secretary” folder.
2. Select “Vendor Listing by Name”;
3. Type in the first few letters of the company’s name in capital letters ending with an asterisk – for example, for Graybar Electric, enter “GRAY*” – then press the enter key;
4. If the vendor’s name does not appear in the list, you may then request a new vendor # as described below.

Send the following information via email or truck mail (**no phone calls**) to Mike Farnsworth (farnswcm@gm.sbac.edu):

- ✓ Complete Vendor Name
- ✓ Complete Vendor Address (if the Purchase Order mailing address is different from the A/P address, please include both addresses in your email)
- ✓ Phone #
- ✓ Fax #, if available
- ✓ Copy of the Vendor’s W-9 form (fax to 955.7486 or send via email to farnswcm@gm.sbac.edu)

You must provide this information to Purchasing or a new Vendor ID number will not be created. Other District schools and departments may use vendor, so it is very important that the information is correct.

Helen Smelley (smellehm@sbac.edu) in Finance is responsible for setting up vendors for p-card purchases.

VENDORS THAT WILL NOT ACCEPT PURCHASE ORDERS - LOCAL

The following vendors will not accept purchase orders:

- | | | |
|-----------------|---------------|---------------|
| 1. Wal-Mart | 4. Office Max | 7. Sam’s Club |
| 2. Best Buy | 5. Michael’s | 8. Publix |
| 3. Circuit City | 6. Target | |

Schools and departments may use the P-Card to purchase goods from these vendors.

VENDORS – DOING BUSINESS WITH COMPANIES DISBARRED OR SUSPENDED BY THE FEDERAL GOVERNMENT

This procedure applies only to purchases funded by Federal grants, which are identified in the first four digits of each purchase requisitions’ accounting string by “0420.”

Federal Executive Order 12549, “Debarment and Suspension,” requires that all vendors receiving individual awards equal to or greater than \$25,000 shall certify that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared

ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Each Invitation for Bid, Invitation to Negotiate, Request for Proposal, or Request for Quotation issued by the Purchasing Department shall contain a form to be executed by the successful vendor certifying that it has not been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Any vendor receiving an individual award greater than \$12,500, which is not subject to the competitive acquisition procedures noted above, shall first be checked by purchasing staff against the following databases. The purchase requisition shall then be stamped by purchasing staff indicating that the vendor's name did not appear in either database.

www.epls.gov/

http://dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists

Biweekly, purchasing staff will obtain a list of every purchase order issued between \$2,500 and \$12,499. It will then check each vendor on the list against the above websites. The stamped report will be retained by the Purchasing Department for two fiscal years.

In the event a vendor is listed in either of the above databases, this matter will be brought to the attention of the Purchasing Director for further action.

PROCUREMENT CARD PROGRAM

In accordance with School Board policy, the Purchasing and Finance Departments have implemented a Procurement Card Program, which allows authorized staff to purchase goods using the Visa commercial credit card issued by Regions Bank. Detailed procedures, which frame the parameters within which Procurement Cards may be used, are located on the following Purchasing Department website:
<http://www.sbac.edu/~purchase/P-CARD.htm>.
