



School Business Practices

Discussion
2016-2017

Discussion Summary

- Purchasing Regulations
- Purchasing Practices
 - Duty to obtain least cost for goods and services
 - Use of local, BOCES, Ed-Data, and State bids
 - Requisition dos and don'ts
 - Employee Reimbursements
- Purchase Order Maintenance
- Textbook Procurement
- Attendance Reporting
- Student Data Changes

District Purchasing Mandate

The procurement of goods and services must be done in such a manner so as to:

- ✓ Assure the prudent and economical use of public moneys in the best interest of the taxpayer;
- ✓ Facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances; and
- ✓ Guard against favoritism, improvidence, extravagance, fraud and corruption.
- ✓ All claims must stand up to the test of an auditor.

Do not call/fax in any orders – confirming purchase orders are unacceptable.

Requisition→PO→Payment Process

- | | |
|----------------------------|--------------------------------------|
| 1. Secretary/Office Asst | initiates requisition |
| 2. Principal/Director | approves requisition |
| 3. B.O. Sr. Office Asst | screens submitted requisition |
| 4. Supt | approves requisition |
| 5. B.O. Sr. Office Asst | converts to PO and issues to vendor |
| 7. Requesting staff member | Confirms receipt of what was ordered |
| 8. Acct Clerk | processes vendor check |
| 9. Claims Auditor | approves payment to vendor |
| 10. Check mailed to vendor | claim satisfied |

Purchasing Regulations

<http://www.myschoolpages.com/schools/blindbrook/policies.cfm?pid=12434&searchwords>

Purchasing Mandate

Purchase of Supplies and Equipment when Competitive Bidding is Not Required by Law

- Less than \$1,000 - no action required except to use bid lists
- \$1,001 - \$20,000 - three formal written quotations required
- In excess of \$20,000 - must be bid or purchased off State Contract

Purchasing Best Practices

Local Bids

Pupil transportation services
School lunch services
Stationery services
Newsletter printing
Copy machines
Bottled water
Vending Machine
Garbage disposal
Bus and truck purchases
POS systems
Construction projects
Vending Services
Athletic equipment

Local RFPs

Technology services
Actuarial services
Audit services
Legal services
Special related services
Architect services
Engineering services
Student driver education
Web design services
Student information systems
School Physician
HVAC service contract
Athletic trainer services

Purchasing Best Practices

BOCES Cooperative Bids....

http://www.swboces.org/groups/49388/business_office/cooperative_bids

Purchasing Best Practices

Ed-Data Bids....

<http://www.ed-data.com/school-districts-government-agencies/>

Purchasing Best Practices

New York State Contract....

<http://www.ogs.state.ny.us/purchase/SearchBrowse.asp>

Purchasing Mandate

Purchasing Services Public Works Projects when Competitive Bidding is Not Required by Law

- Less than \$5,000 - No quotation required (but desired)
- \$5,001 - \$35,000 - Three (3) formal written quotations required
- In excess of \$35,000 - Public, advertised bids

Invariably, the purchasing agent is directly involved in obtaining these services with administrators providing assistance with obtain quotations from vendors.

Purchasing Best Practices

Open Purchase Orders

- ✓ Only create open POs when there is a definite need to do so.
- ✓ Do not create open POs just because they were opened last year.
- ✓ Make sure you track expenditures as they are spent from an open PO. You should make a copy of every requisition/PO and deduct expenditures from the opening balance as they occur.
- ✓ In January, if no spending has been made from an open PO then liquidate it (review open PO report from FM).
- ✓ After this year we will no longer permit open POs made out to individual employees.
- ✓ Do not purchase “*non-contract*” items from Staples or any other bid-list vendor.

General Requisitioning Issues

- ✓ Must submit detailed back-up with requisition.
- ✓ The requisition must first be approved by administrator before sending to the business office.
- ✓ Must indicate bid# or state contract award # on the requisition.
- ✓ Do not submit requisition after having ordered and received items
(this is what is known as a “confirming purchase order” and not an acceptable accounting practice).
- ✓ Do not use requisition numbers when placing orders.
- ✓ Any equipment item valued at \$500 or more must be bar-coded.
Please contact Ana for assistance with this matter.

Textbook Procurement

Okay to get a price from the publisher but we must solicit quotes from others as well, before a requisition is processed. Therefore get a price from the publisher and two other sources (see below); select the lowest price vendor; and prepare requisition.

<http://amazon.com>

<http://www.allbookstores.com/>

<http://www.Half.com/Textbooks>

<http://www.bookbyte.com>

<http://www.Buy.com>

<http://www.ecampus.com>

<http://www.CheapestTextbooks.com>

<http://www.classbook.com>

<http://www.directtextbook.com>

<http://www.textbookace.com>

<http://www.Textbooks.com>

<http://www.urshelf.com>

<http://www.campusbooks.com>

<http://www.phatcampus.com>

“Remember that all claims must stand up to the test of an auditor”

Employee Reimbursements

Conference Reimbursements:

<http://www.myschoolpages.com/schools/blindbrook/policies.cfm?pid=12656&searchwords=employee%20reimbursement>

General Reimbursements:

<http://www.myschoolpages.com/schools/blindbrook/policies.cfm?pid=12430&searchwords=reimbursements>

- ✓ Please make sure conference approval (My Learning Plan) and reimbursement forms are attached to the requisition submitted to the business office. Also include a copy of the attendee's certificate of completion and proof of payment.
- ✓ Also, itemized receipts and proof of payment must be submitted when payment is sought. Reimbursement for sales tax is not permitted under most circumstances.

“Remember that all claims must stand up to the test of an auditor”

Attendance Reporting

- Make sure the daily absence sheet is faxed to Marilyn no later than by noon of the following day.
- As important, make sure the information is accurate.
- All vacation and personal day leave requests must be submitted in writing, in advance, and approved by the employee's immediate supervisor.
- Overtime and payroll sheet must be signed by immediate supervisor and where necessary a written explanation must accompany the request. Remember that the employee must also sign the form.

Student Information

The business office maintains a detailed student database for determining transportation eligibility and routing purposes.

It is very important that Vivian and Jon Ross both receive all changes related to student addresses, grade levels, special needs. Please also keep the pupil services department informed when changes involve a student with special needs (including 504 students).

Please provide notice of any changes as soon as they are known via E-mail.

Q & A

