

BUSINESS OPERATION

Purchasing

Requesting Goods & Services

All purchases placed verbally or by letter, with the exception of purchases from approved petty cash funds or credit card, shall be made only after obtaining a purchase order number from the district Business Office, appropriately using a P-Card, or following approved procedures. To do otherwise may result in personal liability for the purchase.

The following procedures must be followed in preparing purchase orders.

1. All purchase orders must be typed on 4-part NCR paper.
2. Vendor name and address must be completed accurately.
3. The school building principal or other responsible administrator shall examine each purchase order, approve and forward to the Business Office or disapprove and return to the originator.
4. The following information shall be included on each purchase order submitted.
 - a. PEID of vendor
 - b. Name and address of vendor
 - c. Phone # of vendor
 - d. Fax # of vendor
 - e. Adequate description and/or specification as neededs
 - f. Quantity ordered
 - g. Unit of measure
 - h. Unit prices, extensions and purchase order total
 - i. Correct account code
 - j. Delivery site
 - k. Department and originating school
 - l. Authorized signatures
 - m. An MSDS to accompany the product shipped
5. Purchase order number and date will be entered by the Business Office.
6. The Assistant Superintendent, Business/Personnel Services or his designee shall determine that sufficient budgeted funds are available before approval and release of the purchase order.

Purchase Orders

Purchase orders for budgeted items shall originate with key personnel directly responsible for their use. The Assistant Superintendent, Business/Personnel Services shall arrange appropriate administrative review whereby all purchase orders will be examined and approved, or disapproved.

The Business Office shall receive and process purchase orders in a manner beneficial to the overall purposes of the schools. If the Business Office disapproves a purchase order based upon budget availability, it will be returned to the principal, and the principal will notify the person who originally placed the order.

When sufficient budgeted funds are not available in an account to permit the purchase of goods or services necessary to the educational program or to the operation or maintenance of the district or when budget corrections need to be made, budget transfers may be requested.

Receiving Goods (Purchase Orders)

Employees submitting a purchase order for goods or services are responsible for submitting a receiving report to the Business Office verifying receipt of same in accordance with the provisions of the purchase.

Each receipt of goods is to be inspected for possible damage and counted by the person responsible for receipt. The Business Office shall be notified of all damage or discrepancies found by persons receiving materials or equipment.

Requesting Goods & Services Using Procurement Cards (Credit Cards)

Procurement cards may be issued to staff members to be used in purchasing goods and services solely and exclusively for the authorized business purposes of the district. Each staff member using a procurement card (P-Card) must first have signed a PRO-CARD USE AGREEMENT.

The Assistant Superintendent, Business/Personnel Services shall establish procedures for staff to follow when using a P-Card. Staff shall be responsible for the proper use of a P-Card. Improper or unauthorized use of the purchasing privilege shall result in reduced credit limit or surrender of the card and may result in other disciplinary action up to and including termination.

In using the P-Card, the responsibility of employees to shop and compare, purchase only budgeted items, purchase only goods and services that are appropriate, manage budgets, and account for what is purchased remains unchanged. In using the P-Card, a purchase order may or may not be used. Either way, the item is paid for upon placing an order, just as it is when any other credit card is used.

When using the P-Card employees must do the following:

1. Make sure the vendor knows the purchase is tax exempt. Our tax-exempt number is on the card.
2. Save a copy of the order confirmation, invoice or receipts that shows your name and credit card info. The order confirmation, invoice or receipts may "xxxxx" out the credit card number except for the last digits-that's ok.
3. Write the proper budgetary account number on the order confirmation, invoice or receipts with your initials and the date.
4. Save the order confirmation, invoices or receipts until the monthly P-Card statement is received. Upon receiving the monthly statement, compare this for accuracy against the order confirmation, invoices or receipts.
5. It is essential to update online all of the transactions that are listed on the statement. Attach the monthly statement with the order confirmation, invoice or receipts and forward this document to the Accounts Payable Department in the Business Office.
6. Just like with any credit card, the P-Card holder is responsible to verify receipt of the goods they have ordered.

Receiving Goods (Procurement Cards)

Employees ordering goods or services by P-Card are responsible for attaching copies of their billing confirmations to their monthly statements and forwarding the material to Accounts Payable in the Business Office each month verifying receipt of same in accordance with the provisions of the purchase.

Each receipt of goods is to be inspected for possible damage and counted by the person responsible for receipt. The Business Office shall be notified of all damage or discrepancies found by persons receiving materials or equipment.

Quantity Purchasing

In an effort to obtain the most favorable purchase prices, the school district may utilize quantity purchasing, and competitive bidding when the quantity or cost of materials is great enough to warrant the time and expenditure involved. Quantity purchasing might be achieved through cooperative buying with other governmental units, other school districts, or consolidating purchases within the district. Standard bid lists may be developed in as many product areas as determined by the Business Office.

Bids & Quotations

Written bids or quotations for materials or services may be sought when the quantity or cost of materials is great enough to warrant the time and expenditure involved. On purchases of high dollar value for which specifications can be reliably written, the quality gauged, and the quantity measured or counted, competitive quotations or bids shall be requested at the discretion of the Assistant Superintendent, Business/Personnel Services.

Sealed bids or quotations are to be opened at the specific time and place stated in the bid form. Bids or quotations received after the date and time specified in the bid/quote request shall be disqualified. The Assistant Superintendent, Business/Personnel Services, or his designee, may accept bids or quotations for supplies and materials, equipment and minor remodeling or maintenance projects.

Bidding for school building construction shall conform to Wisconsin Statutes and shall be preceded by a pre-qualification procedure. The School Board, at a regular or special meeting, shall accept bids for construction contracts.

The School Board reserves the right to accept or reject any or all bids, and to accept only those bids it deems most advantageous to the district.

Relations with Vendors

Administrative personnel are not required to put their time absolutely and indiscriminately at the disposal of all salespersons, but he or she is not relieved from the obligation of courtesy. Vendor representatives should be acknowledged and interviews granted or not, depending on the circumstances. All communications should be answered or acknowledged promptly. Each order shall be based on quality, price, and delivery, with past service being a factor if all other considerations are equal.

No purchase will be made from a member of the Board, nor from any member of his or her immediate household, nor from any enterprise in which he or she holds a substantial interest, except for public utilities and those purchases allowed by law. (Ref. Wisconsin Statutes 946.13)

No employee or Board member shall endorse any product of any kind in such a manner as will identify him or her in any way as an employee of the school district unless approved by the Superintendent or the School Board.

Local Purchasing

The district shall cooperate with local merchants in offering them the opportunity to bid. Local purchasing will be given preference whenever the following factors are equal between local and non-local firms, businesses or vendors. However, administration still reserves the right to reject any or all quotations for any reason.

1. Quality of product
2. Conformance to specifications
3. Cost of product
4. Promptness of delivery
5. Service for maintenance, repair and guarantee of product
6. Dependability of supplier
7. Payment terms

Vendors Representatives

No agent or salesman shall be permitted to discuss business propositions or to canvass pupils or employees other than the Superintendent, or his designee, and the principal on school premises.

Representatives of textbook publishers and of other firms selling instructional material may at times be granted an exception to this prohibition by arrangement with the Superintendent, Assistant Superintendent, Curriculum, Instruction & Technology, and/or principal.

All salespersons visiting school buildings must first report to the building principal's office.

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