



**PURCHASING PROCEDURES
OVERVIEW
2022-2023**

Board Policy – CH (Local)

- “Persons making unauthorized purchases shall assume full responsibility for all such debts.”
- “All purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures.”

Purchase Order Required

- Purchase Orders must be approved and printed **before** placing an order and/or receiving items/services.
- Corrective Action Forms (“CAF”) will be required if:
 - PO was not processed and approved *before* placing an order and/or receiving items/services
 - a Change Request on a Purchase Order if
 - adding items or
 - increasing quantity of items on Purchase Order
 - Changing vendor to a non-awarded vendor

Awarded Vendors

- [Awarded Vendors](#) are listed on Purchasing webpage.
 - “Tabulations” (Bids)
 - “Awarded Vendors” (RFP)

Purchasing Thresholds

- Below \$50,000 – one quote required from the following:
 - Co-Op vendor;
 - Awarded vendor (RFPs);
 - Primary vendor (bids). Quote Form and justification will be required when not using the Primary vendor.
 - Open Market (non-awarded vendor) is allowed only IF the District aggregate is below \$50,000 for that commodity.
- \$50,000+
 - If there are no awarded vendors through an internal solicitation or Co-Op, for this commodity, competitive procurement (solicitations) and Board approval are required.
 - If using an awarded vendor through an internal solicitation or a Co-Op, three quotes and a completed Quote Form are required.
- \$250,000+ using Federal funds:
 - Complete the [EDGAR Forms](#) (“Independent Estimate Determination” before receiving bids or proposals / “Determination of Cost or Price Analysis Form” **prior** to entering the POR.

DEE (LOCAL)

COMPENSATION AND BENEFITS: EXPENSE REIMBURSEMENT

- Prior Approval Required by Department Director/Campus Principal
 - “An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out District business only with the prior approval of the employee's supervisor and in accordance with administrative regulations.”
- Documentation Required
 - “For any allowable expense incurred, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses.
 - Attach [Reimbursement Approval Form](#) to POR signed by supervisor (Director/Asst. Supt.)
- PO must be approved **prior** to making any purchases/services

Bids

- Awarded on a Primary, Secondary, or Qualified basis
- Primary Vendor was evaluated to provide the best overall pricing
- Secondary and Qualified Vendors used for comparing pricing through quotes
- If Primary can't meet the needs, purchase from Secondary or Qualified; provide justification on the Quote Form

Obtaining Quotes

- Quotes are required for all purchase orders (excluding meals, gas, mileage).
- When requesting quotes,
 - email awarded vendors and provide them the specification and quantities:
 - Brand Use “or equal”
 - Model #
 - Description
 - Quantities
 - Give them a deadline to submit quote
 - Request itemized quotes with delivery and warranty
- Attach the following to the Purchase Order Request (“POR”):
 - Quote Form, if applicable,
 - Itemized items
 - Recommended vendor
 - Justification if you are not selecting lowest priced-quote and/or primary
 - Signature
 - Documentation from vendors (quotes, confirmation, invoice, etc.)
 - When using a Co-Op, vendor must provide the following on the quote(s):
 - Co-Op pricing
 - Co-Op name and contract number for all items on quote
 - Co-Op contract

*Check Purchasing webpage for correct [Forms](#).

Non-Competitive Designation

- When an expertise or service is available only through a governmental entity, whether local, state, or federal, to comply with legal requirements.
- When an employee of the school district pays to obtain a membership into an exclusive professional organization, registration fees related to school business, fees associated with the UIL or other school related competitions.
- When an employee of the school district attends a conference, assembly, seminar, workshop, or training session related to school business or job skills in a specific discipline or area of expertise, and must pay a fee in order to attend.
- Subscription fees to particular publications needed in the performance of duties or educational requirements.
- Field Trips to specific locales or events.
- A particular facility location makes it prohibitive to go to another less conducive location based on proximity to the school or facility.
- Based on availability or schedule, a particular rental property or facility is chosen while other locations are unavailable or are not conducive to the needs of the school district.

**NOTE: This list is not all-inclusive. This designation does not conflict with the requirements of “sole source”.*

Sole Source Exception

1. an item for which competition is precluded because of the existence of a patent, copyright, secret process, or monopoly;
2. a film, manuscript, or book;
3. a utility service, including electricity, gas, or water; and
4. a captive replacement part or component for equipment.

*To be a bona fide exemption to the Texas Education Code District purchasing law requirements, there must be **no other like items** available for purchase **that would serve the same purpose or function**, and only one price for the product because of exclusive distribution or marketing rights. **The fact that a particular item is covered by a patent or copyright is but one factor** in determining if the purchase falls under the sole source exemption to the purchase requirements. § 44.031 (j)(1), TEC*

Steps for Sole Source approval:

1. Complete the [Request for Sole Source Form](#) (“RSSF”), and submit it along with the Sole Source letter to Purchasing Coordinator for review.
2. If RSSF is approved, proceed with POR.
3. If RSSF is denied, you must follow threshold requirements.

***Sole Source purchases using Federal funds require TEA approval.**

Open Market Purchases

- Purchase orders for goods or services where the annual **District** aggregate does not exceed \$50,000 may be purchased through “open market”.
- Purchasing Department monitors expenditure levels on each commodity (NOT total for vendor)
- Reasons for purchasing through Open Market:
 - Services or items not available through an awarded vendor (solicitation or Co-Op)

Blanket Purchase Orders

- \$500 maximum (exceptions for certain circumstances)
- Contact Director of Purchasing if you need a larger amount approved.
- Exceptions:
 - copiers, leases, etc. – remain open until end of fiscal year or end of contract term, whichever occurs first.
 - HEB –one month
 - Vendors approved for Blanket POs:
 - HEB
 - Suppliers for FMO, Transportation, CTE, Fine Arts

Cooperative Purchasing

Cooperative Agreements



2020-015



2020-003



2020-009



2020-012



Child Nutrition Program-South Texas Cooperative (CNP-STC)
2020-006



Region One Local Assessment Fee for Special Services
Projects and Workshops 2020-022



Region 20 Special Education Supports Cooperative
Interlocal Agreement (SpEd) 2020-313



2020-004



2020-002



2020-010



2020-007



2020-001



Library Services & Media Cooperative 2020-008



Region IV Education Center 2020-284



2021-153



2022-095



2020-013



2021-159



Region 14 ESC National Cooperative Purchasing Alliance
2020-068



2020-005



Region One Purchasing Co-op 2020-011



Region 19 Allied States Cooperative 2020-021



2020-014

Separate, Sequential, or Component Purchases

- The following types of purchases are illegal (TEC §44.032):
 - "Component purchases" - purchases of the component parts of an item that in normal purchasing practices would be purchased in one purchase.
 - "Separate purchases" - purchases, made separately, of items that in normal purchasing practices would be purchased in one purchase.
 - "Sequential purchases" - purchases, made over a period, of items that in normal purchasing practices would be purchased in one purchase.
- Violation of this provision is a Class B misdemeanor and an offense involving moral turpitude
- Conviction shall result in dismissal from employment.

Line Item Descriptions

- Line item #1 (narrative) – include contract #, etc.
 - “Omnia contract RTC17006 Exp. 1/18/2023”
 - “Project #2022-1001”
 - “Travel Form #123, Name, Date, and Event Location”)
- Be specific (What are we buying?)
 - Consultant Services – Description of Services/Topic, Date of event, etc.
 - General Items - Include item numbers followed by a detailed description of the item being purchased
 - Line 1 (Narrative) – Name of project, project #, Co-Op #, Term, Warranty
- Include pertinent information such as Board approval date, if known.
- If reimbursing an employee, state where items will be purchased even if purchased at different locations.

Senate Bill 9

- Criminal Background Check
- In September 2007, Senate Bill 9 went into effect, codified as Section 22.0834 of the Texas Education Code.
- Affects both employees of districts and contractors of districts

Three questions to determine whether a Criminal Background Check is required:

- Is there a direct contractual relationship?
 - Are the duties to be performed by the contractor continuing in nature?
 - More than one day
 - Will the contractor be at a location where there are students?
- [Waiver for Criminal History](#) must be completed by contractor per instructions on form.

Emergency Exception To Procurement

- “Contracts for repair or replacement if school equipment, a facility, a part of a school facility or personal property is destroyed, severely damaged, or as a result of an unforeseen catastrophe undergoes major operational or structural failure.”
- “Superintendent must determine that the delay posed by competitive procurement would **substantially prevent or substantially impair the conduct of classes or other school activities**”



Purchase Order List > Purchase Order Details

Fiscal Year 2021-2022	Purchasing Group [REDACTED]	Purchase Order Request Number [REDACTED]	PO Number [REDACTED]	Vendor RIVERA EDUCATIONAL CONS...	Status H - History	Description Professional Development	Remaining Encumbrance 0.00	Vendor's Purchasing Contact
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<< **PURCHASE ORDER DETAIL**

General



 View: Skyward Default (Modified)
 
 Filter: Skyward Default
 
 Quick Filter

Purchase Order Details

Account Summary

Receivings

Encumbrances

Approvals

Invoices

Deliveries

Credit Card Transactions

Previously Invoiced Qty	Display Order	Quantity	Quantity Remaining	Unit Cost	Amount	Description	Commodity Code	Commodity Description	Purchase Order Accounting Info	Received Quantity	Catalog Item
	1					Professional Development for Rowe High School 2021-22 HS CBB-PL1 MISD Contract#2022-112 RFP 2021-1005 211 E13 6291 SD 006 2 30 0 00					
1.00	2	1.00000	0.00000	1,800.00...	1,800.00	Quote#19273 2021_22_HS_CBB_PL1 It's All About That Growth!! Full day professional learning to review Acct. 2021 data, Acct. 2022 updates, and ColorBands processes and tools to facilitate integrating STAAR-aligned instructional, intervention and progress monitoring supports and set bold expectations for achievement and growth across all school settings. Date of Service: October 4, 2021	924-16	COURSE DEVELOPMENT SERVICES	211 E 13 6291 SD 006 2 30 0 00 \$1800.00	1.00000	

Attachments

ATTACHMENTS

MM/DD/YYYY



View: Skyward Default (Modified) Filter: Skyward Default Quick Filter

+ Add Attachment More ▾

	↓ Upload Time		Attachment Type	Name	Media Type Code	Bytes	Comment
↓ ▾ 👁	9/30/2021 1:03:54 PM		CRIMINAL - CRIMINAL ...	rivera clearance	PDF	85683	
↓ ▾ 👁	9/30/2021 12:11:00 PM		QFORM - QUOTE FORM	GRivera quote form signed	PDF	265327	
↓ ▾ 👁	9/29/2021 4:52:36 PM		SAMS - SAMS PAGE	GRivera sam.gov	PDF	271077	
↓ ▾ 👁	9/28/2021 2:42:56 PM		NOTES/AP - NOTES/AP...	Rivera Educational Consulting LLC	PDF	9914702	CCF
↓ ▾ 👁	9/23/2021 3:52:20 PM		CONT/AME - CONTRAC...	2022-112 Rivera Educational Consulting	PDF	17283312	MISD Contract#2022-112
↓ ▾ 👁	9/23/2021 3:51:32 PM		AWARD - AWARDED VE...	2021-1005_Master_AVL 3	PDF	118132	
↓ ▾ 👁	9/15/2021 8:51:16 AM		QUOTES - QUOTES	Rowe HS Quote19273	PDF	441813	

✕ Close

POR Requirements

Quotes

- Open market - allowed IF commodity has not reached \$50k in a fiscal year.
- Co-op:
 - award letter and/or contract from co-op dated within 30 days
 - quote must reflect co-op name and contract #
 - quote must not be expired (30 days) unless quote indicates otherwise
- Bid/RFP:
 - Awarded vendor list/Bid Tab should be attached with pricing reflecting bid #
 - Must include quote form with justification, if not using Primary
- Verify
 - Line item I – Narrative
 - Current agreement and any amendments (if applicable) need to be attached.
 - Vendor name should match on quote, POR, and all other related attachments.
 - Total on POR should match total on attachments (quote, etc.)
 - Valid quote (quote valid only for 30 days unless otherwise specified)
 - Check if quote requires signature, send to PO clerk before entering POR.
 - SAM page (federal funds), must show date (3 days or less)
 - State Debarment (state funds)
 - Insurance – if coming on property
 - Criminal Background clearance *email (not form)*– if coming on property
 - Reimbursement form (indicating who, for what, and when)
 - CAF
- If over \$50k:
 - 3 quotes required
 - Quote Form required
- Services over \$50k require an agreement. Send to Purchasing before entering POR.
- DOT-related purchases must be on a separate POR and include the correct duty code (“Delivery” field); delivery to warehouse if over \$500, for tagging – use 6398.
- EACH line item must be descriptive (no abbreviations and/or acronyms).
- IF correct backup documentation is attached, you can expect a PO in two (2) business days from the moment our department receives it.

Note: The list is not all-inclusive.

Conflict Of Interest

- Disclose to your immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest.
 - Relatives working for a vendor that you deal with regularly
 - Buying from a company you have a financial interest in
- An employee shall disclose in writing to his or her immediate supervisor any outside employment that in any way creates a potential conflict of interest.

Delinquent Taxpayer Vendors

- In accordance with law, the District shall not enter into a contract or other transaction with a person indebted to the District, nor shall the District award a contract to or enter into a transaction with an apparent low bidder or successful proposer indebted to the District.
- Purchasing ensures vendors are not on the Delinquent Taxpayer list prior to entering into a contract/PO.

Vendor Master Form

- Complete [Vendor Master Form](#) (shall be completed by end-user).
 - Conflict of Interest must be filled out by all vendors (except parents, students, hotels and conference/trainings).
 - Verify that line one of W-9 is not left blank and that it is signed.
 - If line 2 of W-9 is filled out, please request an Assumed Name Certificate.
- Email completed forms to your PO Clerk for processing.

Change Requests

1. Print “Status Inquiry Report” .
2. Add legible changes in red ink/font, include reason for change.
3. Add supervisor name for signature/obtain supervisor’s signature. If federal/state funds, obtain Director of State/Federal Programs signature.
4. Attach “Budget Summary Report” to ensure you have sufficient funds when doing a change request. If switching accounts to Federal, attach SAMs page; if switching to State, attach State debarred.
5. Send “Status Inquiry Report” and “Budget Summary Report” in one attachment to your PO Clerk.

Payment and Performance Bonds

- Bonds are required for:
 - Public Works/Construction Contracts
 - Payment Bond – protects Subcontractors -required if project is over \$25,000
 - Performance Bond – protects District - required if project is over \$100,000





PURCHASE ORDER STATUS INQUIRY

As of 04/21/2022

PO #: 123445
PR #: 00123

O - Open

Requested by:

Is Blanket: False

Is Printed: False

PO Group: 00023

Fiscal Year: 2021-2022

Post Date: 02/16/2022

Vendor #: 1012152
Vendor Name: 123NEW BRAUNFELS
VENDOR

Approval Date: 02/16/2022

Item #	Qty Ord	Qty Rcvd	Unit	Unit Cost	PO Amt	Rcvd Date	Rcvd Amt	Description	PO Accounting Info
10	2	2	EA	\$179.00	\$358.00	02/16/22	\$0.00	HOTEL ACCOMMODATIONS FOR NON EMPLOYEE (CHARTER BUS DRIVER) ATTENDING UIL MARIACHI STATE TRAVEL TO SEGUIN, TX ON FEB. 23-26, 2022 (1 ROOM X 2 NIGHTS)	184 E 36 6419 00 001 0 99 L 40 \$358.00
11	2	2	EA	\$12.53	\$25.06	02/16/22	\$0.00	TAXES & FEES = 7%	184 E 36 6419 00 001 0 99 L 40 \$25.06
12	1	1	EA	\$219.00	\$219.00	02/16/22	\$0.00	HOTEL ACCOMMODATIONS FOR NON EMPLOYEE (CHARTER BUS DRIVER) ATTENDING UIL MARIACHI STATE TRAVEL TO SEGUIN, TX ON FEB. 23-26, 2022 (1 ROOM X 1 NIGHTS)	184 E 36 6419 00 001 0 99 L 40 \$219.00
13	1	1	EA	\$15.33	\$15.33	02/16/22	\$0.00	TAXES & FEES = 7%	184 E 36 6419 00 001 0 99 L 40 \$15.33
14	1	1	EA	\$806.78					\$806.78 184-E-36-6412-00-001-0-99-L-40

Ethics

- Avoid conflict of interest situations:
 - Accepting gifts, money, going out to lunch with vendors, etc.
 - preferential treatment of vendors
- Do not offer unfair advantage to any one vendor.
- Do not use your position to secure gifts, discounts or special treatment from vendors.
- Do not use restrictive specifications that inhibit competition.
- Do not disclose a competitor's price.
- If a vendor is allowed to re-price then all vendors should have a chance to re-price through a best and final offer.
- An employee shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities.
- District employees shall not be permitted to purchase supplies or equipment for personal use through the District's business office.

Payment Terms

- Texas Government Code Chapter 225I, Payment for Goods and Services, dictates when a penalty can be assessed for late payment.
 - Include a statement that the district is on a Net 30 payment basis after receipt of goods/services or invoice, whichever occurs last.
 - Interest on late fees must be in accordance with Texas Government Code Chapter 225I.025, currently 1% plus prime rate.
- Invoices need to be submitted to Accounting ASAP

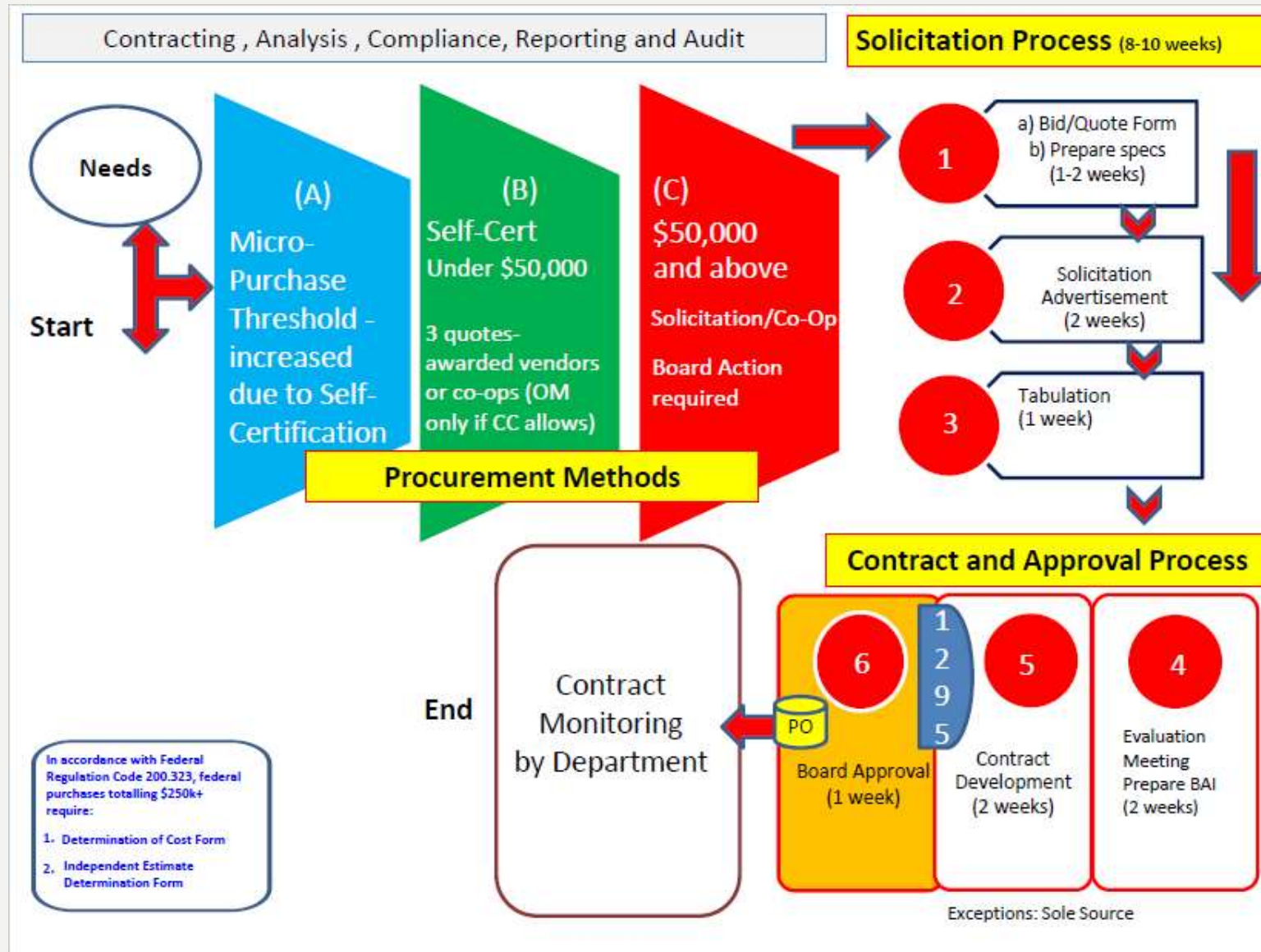
Contracts

- Contract required for services \$50k and over
- Federal Funds – all professional and contracted services require a contract
 - [Form I](#) (below \$50k)
 - \$50k and over – District contract
- All contracts, agreements, MOUs, quotes requiring signature, etc. can **ONLY** be signed by:
 - Superintendent
 - Board of Trustees

Approval of Contracts

- Contracts, Agreements, and MOU's go through Purchasing, and can **ONLY** be signed by:
 - Superintendent
 - Board of Trustees

PROCESS





QUESTIONS??