

Aberdeen school district

P.O. Box 607
Aberdeen, ms 39730-0607
(662) 369.4682 phone
(662) 369-3425 fax

Office of Federal Programs Procedures for purchasing using Federal funds 2020-21

1. Submit a completed requisition with all supporting documents
 - Order form, specific item numbers which includes shipping
2. If your order is over \$5,000 your school must secure a 2nd quote before your order can be processed. This does include consultants.
3. When an order on the requisition / goals form is received from each school, the order will be placed by Jennifer Dobbs the Federal Programs Secretary who will inform you when the order is placed.
4. Submit requisitions at least 2 weeks in advance to allot time for processing, ordering and delivery.
5. ALL Federal requisitions and Federal travel forms should be submitted to the Federal Programs Department first at jdobbs@abersd.org
6. If potential items do not meet the procurement mandates for spending Federal money, it will be denied by the Federal Programs Director.
7. If potential items are not aligned to a goal, it could possibly be denied.
8. **GOALS AND NEEDS MUST BE ADDRESSED ON ALL REQUISITIONS.**
9. All federal purchases of good (commodities) between \$5,001 to \$50,000 and services between \$10,001 to \$250,000 must have 2 price quotes from qualified services.

Temeka Shannon
Federal Programs Director

Jennifer Dobbs
Federal Programs Secretary