

# **Byron Bergen Central School Purchasing Handbook**

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## **Purchasing Contact Information**

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## Overview

The objective of the Board of Education is to establish purchasing policies and procedures for the procurement of goods and services in accordance with the “Best Value” Resolution adopted by the Board of Education at their re-organization meeting. The “Best Value” Resolution says goods and services will be procured economically and efficiently of the appropriate quality and quantity, from the most appropriate source, at the best possible price if it meets the best value criteria, while also remaining in compliance with all applicable federal, state, and local requirements to ensure that all purchases fall within the framework of budgetary limitations.

The Purchasing Handbook has been prepared to direct the purchasing practices and procedures of the District. It will serve as a guide to the Board and to our staff.

For more information please review the following Board of Education Policies:

- 5320: Expenditures of School District Funds
- 5321: District Credit Card Use
- 5323: Reimbursement for Meals/Refreshments
- 5410: Purchasing: Competitive Bidding and Offering
- 5411: Procurement of Goods and Services
- 5412: Alternative Formats for Instructional Materials
- 5413: Procurement: Uniform Grant Guidance for Federal Awards
- 6110: Code of Ethics for Board Members and All District Personnel
- 8460: Field Trips

## **General Information**

All purchasing within the school district may only be approved by the Board of Education's approved District Purchasing Agent: the Superintendent of Schools. No one else is authorized to expend funds on behalf of the district.

A Requisition (request for Purchase Order) must first be initiated by submitting a request to the direct supervisor (Transportation Coordinator, Athletic Director, Principal, Facilities Director, Food Service Manager, etc.) for approval. After being approved by the supervisor, reviewed by the Treasurer and Business Administrator, the requisition will finally be sent to the Purchasing Agent for final approval prior to the requisition being converted into a Purchase Order. Consult the [Requisition Flowchart](#) for specific building and office workflows.

To be reimbursed for expenses (such as meals and tolls) while attending a conference a purchase order must be authorized prior to your attendance.

Please plan your purchases and understand that for efficiency, consistency and auditing purposes, the following purchasing procedures need to be strictly adhered to. It is important to note that processing of requisitions, purchase orders and payments will take time.

For all purchases from Federal Grants, please consult the Federal Funds Purchasing Manual for additional information.

## **Bid and Quote Requirements**

For procurement of goods and services that are not subject to competitive bidding requirements, the following procedures are required:

### **For Commodities (supplies, materials, equipment and all non-professional services):**

**\$0-\$1,499.99** - No Quotes or Documentation Required - All purchasers must research and find the best rates possible

**\$1,500-\$2,999.99** - 2 Quotes, second quote must be scanned and attached to the Requisition (if quote is verbal, employee will need to document date, vendor name, dollar amount and attach to the requisition)

**\$3,000-\$19,999.99** - 3 Written Quotes, scanned and attached to Requisition

**\$20,000+** - Public Bid in conformance with NYS General Municipal Law

### **For Professional Services (Consultants, Attorneys, Architects, and Engineers):**

**\$0-\$9,999.99** - No Quote Requirements, Written Agreement approved by the Superintendent

**\$10,000-\$34,999.99** - Written Agreement approved by the Superintendent

**\$35,000-\$49,999.99** - Written Agreement approved by the Superintendent (BOE Approval Required)

**\$50,000+** - RFP Process in conformance with NYS General Municipal Law, except when the BOE applies the "Best Value" purchasing resolution language as adopted at the annual reorganization meeting (BOE Approval Required)

### **For Public Works Contracts (Construction and Building Trades):**

**\$0-\$34,999.99** - Scope of Work and Quote approved by the Business Administrator or Superintendent

**\$35,000+** - Public Bid in conformance with NYS General Municipal Law

When approved by the Purchasing Agent, purchasing can be completed off NYS OGS Contract, through a Board of Education approved National Purchasing Cooperative, BOCES Cooperative bidding or through approved Piggybacking outside of the above quote and bid requirements.

When purchasing an item only available from one vendor, a Sole Source letter or equivalent documentation must be attached to the requisition.

When approved by the Purchasing Agent, written quotes can include product pricing from websites.

## Requisitions/Purchase Orders

### Types of Requisitions:

- **Materials and Supplies** (.450 codes) – Items of an expendable nature that are consumed, worn out, or deteriorated in use costing less than \$5,000 each.
- **Contractual** (.400 codes) – Includes intangible services such as conference fees, travel, repairs, advertising, and other expenses not provided for under other objects of expenditure.
- **Equipment** (.200 codes) – Expenditures for initial, replacement, or additional pieces of furniture or equipment costing \$5,000.00 or more each.
- **Textbooks** (.480 codes) – Textbook materials to be used in the classroom for instruction. Does NOT include teacher editions, equipment/supplies/software, reference/library materials and school agendas.

### Entering a Requisition

All requisitions are entered directly into nVision and should contain the following information:

- Vendor Name and Address (verify current address, if it has changed please contact the Business Office)
- Date (if purchasing for the subsequent school year, the date needs to be changed to “07/01/XXXX of the subsequent school year)
- Requisition Source – please refer to “Vendors Contract List” on school website, under Departments, Business Office and Purchasing. The following are the choices for Req Source in nVision:
  - For NYS select State Contract
  - For BOCES select BOCES
  - Sole Source can only be used if vendor is providing a letter stating it is sole source. The sole source letter must be attached to the requisition under File Attachments
  - Other is for everything else
- Contract/Bid Ref – enter bid award number from “Vendors Contract List”
- Description – Enter bid source first then a brief description of order (classroom supplies, textbooks, etc.)
- Appropriate Ship to Building and Ship to Contact
- Items to Be Purchased
  - Use current catalog/price list (including any discounts)
  - Include any shipping Charges
- For quotes or other documentation attach to the requisition by selecting “File Attachments” and then add the pdf document.

## Receiving Your Items

- Once your requisition is approved, Requestor will receive the Receiving Copy of the purchase order (yellow) and the Requisition Copy (green) from the Business Office. Be sure to retain the Receiving copy and the Requisition Copy of the purchase order.
- When you receive your items, compare the Receiving Copy of the PO to the actual items. Once all items are received, sign the Receiving Copy of the PO. Once signed, the Receiving Copy of the PO must be returned to the Business Office with any packing slips received. The Requisition Copy is for the Requestor's records.
- When the Business Office receives the signed Receiving copy of the PO and packing slips, the Accounts Payable Clerk will process payment for the items received.

## Adding a Vendor

All vendors used by the District must be approved by either the Treasurer or the Business Administrator and entered in nVision. If a vendor is not in nVision:

- The staff member needs to send the potential new vendor a W-9 form and the Vendor Information Sheet. These two documents must be completed and returned to the Treasurer or the Business Administrator.
- Upon receipt of both the completed W-9 form and completed Vendor Information Worksheet, the Treasurer or Business Administrator will review the vendor's information and approve or deny the request to add the vendor. If denied, the staff member will receive notification.
- If approved, both forms will be provided to the Senior Clerk in the Business Office who will add the new vendor into nVision. Both the W-9 form and the Vendor Information Form are available on the School website, under "Departments", "Business Office" and "Accounts Payable".
- The Senior Clerk will notify the staff member by email that the new vendor has been added to nVision.



### Requisition Flowchart

<b>Department</b>	<b>Requestor</b>	<b>nVision Data Entry</b>	<b>Initial Approver</b>	<b>Approver</b>	<b>Final Approver</b>
Elementary School	Teacher	Teacher	Building Principal	Treasurer and Business Administrator	Superintendent
Elementary Office	Secretary	Secretary	Building Principal	Treasurer and Business Administrator	Superintendent
Jr/Sr High School	Teacher	Teacher	Building Principal	Treasurer and Business Administrator	Superintendent
Jr/Sr High School Office	Secretary	Secretary	Building Principal	Treasurer and Business Administrator	Superintendent
Special Education	Teacher or Secretary	Teacher or Secretary	Building Principal	Treasurer and Business Administrator	Superintendent
Guidance	Counselor or Secretary	Counselor or Secretary	Building Principal	Treasurer and Business Administrator	Superintendent
IT	Computer Repair Technician or IT Operations Analyst I	Computer Repair Technician or IT Operations Analyst I	Technology Coordinator and Director of Instructional Services	Treasurer and Business Administrator	Superintendent
Building & Grounds	B & G Office	B & G Office	Director of Facilities	Treasurer and Business Administrator	Superintendent
Transportation	Head Bus Driver	Head Bus Driver	Transportation Coordinator	Treasurer and Business Administrator	Superintendent
Athletics	Athletic Director	Athletics Secretary	Jr/Sr High Principal	Treasurer and Business Administrator	Superintendent
Central Supply	Teacher Aide	Teacher Aide	N/A	Treasurer and Business Administrator	Superintendent
Director of Instructional Services	Director of Instructional Services	Secretary	Director of Instructional Services	Treasurer and Business Administrator	Superintendent
Business Office	Business Office Staff Member	Business Office Staff Member	N/A	Business Administrator	Superintendent
Health Office	Nurses	Nurses	Building Principal	Treasurer and Business	Superintendent

				Administrator	
Food Service	Food Service Director	Food Service Director	N/A	Treasurer and Business Administrator	Superintendent
WNY Tech Academy	Principal	Secretary	Principal	Treasurer and Business Administrator	Superintendent

The Superintendent is the only Board appointed Purchasing Agent, this means purchase orders cannot be approved in the Superintendent's absence.

### **Amazon:**

Due to favorable pricing available at Amazon, teachers and other staff members may request an open/blanket purchase order for specific supplies not to exceed \$250.00. The requestor must shop Amazon online and place items to be ordered in their “cart”. Once the Requestor is ready to check out, you must print the “shopping cart” and delete the transaction. The Requestor can now use the shopping cart printout to enter a requisition into nVision and obtain all necessary approvals.

Once the requisition is approved, the Business Office will send the requestor the Receiving Copy of the Purchase Order. The Requestor must send the shopping cart printout to the District Clerk. The District Clerk will login to Amazon online and purchase the items listed on the shopping cart printout. If something is not available, the District Clerk may make a similar substitution to fill the order. If nothing is available the District Clerk will contact the Requestor to let them know. Once items are received, the Requestor will need to sign the Receiving Copy of the PO and send it and any packing slips to the Treasurer in the Business Office for payment to be processed.

### **Home Depot, Tractor Supply, Walmart or Wegmans (in Store purchasing):**

When favorable pricing is available at Home Depot, Tractor Supply, Walmart or Wegmans; teachers and other staff members may request an open/blanket purchase order for specific supplies not to exceed \$250.00. The requisition should be entered into nVision and obtain all necessary approvals. The requisition should list the types of supplies to be purchased such as: “Science lab supplies”, “art supplies”, “office supplies”, “food supplies for FACS courses”, etc. Any purchases should then be limited to only that type of item. A blanket purchase order request that does not list the specific types of items will not be approved.

Once the requisition is approved, the Business Office will send the requestor the Receiving Copy of the Purchase Order. The requestor should then contact the District Clerk to determine availability of the Store card and then bring the Receiving Copy of the PO to the District Clerk to sign out the Store card and tax exempt certificate (card for Walmart). The requestor must return the store card on the next school or business day along with the receipt and signed Receiving Copy of the Purchase Order or a copy of the purchase order if it is an open PO.

## **School Credit Card:**

There are some rare instances where a vendor will not accept a purchase order and will require a credit card to purchase goods and services. In the event that a credit card must be used, the staff member will follow the normal requisition process.

- The staff member will fill out a requisition in its entirety for goods and services listing “Chase Card Services” as the vendor.
- All credit card requisitions must include “For Byron Bergen Use Only” and list the actual vendor providing the goods or services in the description box.
- All required details and quotes must be entered on the requisition in the description box as well (in the same level of detail as if it were not a credit card purchase).
- Once approved by the Purchasing Agent, the requestor will receive the Receiving Copy of the Purchase Order.
- To use the District credit card, if ordering online, the staff member whose name is on the Purchase Order must come to the Business Office and work with the District Clerk to place the order via online. If the staff member is taking the credit card to the physical store, they must contact the District Clerk to check the availability and show the Receiving Copy of the purchase order to the District Clerk when picking up the card. In addition, the staff member must “sign out” the card for tracking purposes. The credit card must returned to the District Clerk the same day or by the very next morning. The credit card may only be used by the staff member whose name is on the purchase order.
- The goods or services can then be purchased using a credit card.
- Once the goods or services have been purchased, the credit card must be returned to the Business Office along with the order confirmation from the vendor (invoice, receipt or etc.). Once the items are received, bring all receipts and a signed Receiving Copy of the Purchase Order to the Treasurer.

### **Blanket/Open Purchase Orders:**

Blanket purchase orders are created for recurrent and anticipated expenditures such as utilities, fuel, food, etc.

- A Requisition should be processed for these purchase orders as soon as the recurrent expenditure is anticipated. Often, these are opened at the start of the fiscal year in July.
- As invoices and/or packing slips are received for these purchases, they should be signed and sent to the Business Office with a copy of the Purchase Order Receiving Copy (yellow copy). (The original Receiving Copy of the Purchase Order must be signed and returned to the business office once the PO is fully completed/received.)
- The Business Office will then process payment for the invoice.

## Conference and Travel Procedures:

All conferences and travel requests must have prior approval by the Building Principal, Director of Instructional Services Instruction and/or the Superintendent. A District employee must have a properly authorized conference request form completed in Frontline Professional Growth (formerly My Learning Plan) with estimated expenditures before attending a conference. Once the request is approved in Frontline the staff member must then print the approval and submit it to the District Treasurer to complete the appropriate requisition(s) for any expenses.

- The requestor should print a copy of their approval and attach to the registration paperwork
- All completed paperwork should be turned in to the District Treasurer to enter a single or multiple requisition(s) in nVision.
- Once approved by the Purchasing Agent, the Business Office will mail any registration forms attached to the requisition along with the Purchase Order to the vendor(s) and send Receiving Copies of the Purchase to the Requestor.
- It is the responsibility of the Requestor to:
  - Make all reservations and complete all registrations that are not completed automatically by the Frontline Professional Growth System.
  - Book all hotels (make sure hotel accepts purchase orders) and provide hotels with credit card authorization/Tax Exempt Form (see [Credit Card](#) if required)
- If a check is needed to take to the hotel, please indicate the date the check is needed on the requisition. The check must be requested prior to the cut-off date on the Accounts Payable Processing Schedule.
- All detailed receipts for meals and miscellaneous expenses must be saved and returned to the business office for reimbursement along with signed yellow copy of purchase order.
- If out of pocket expenses exceed the amount approved on the original Conference Request. The School will only reimburse up to the approved amount.
- All hotel and meal expenses must be tax exempt (New York State only). Prior to travel, please contact the Business Office for copies of our tax exempt forms for your use while traveling. If any tax expenses are incurred, they cannot be reimbursed.
- A detailed itemized receipt is required. A credit card receipt showing only the total amount of the bill will not be accepted.
- After the conference is complete, any receipts (including hotel receipt) and the Receiving Copy of the P.O. should be returned to the Business Office.

## **Field Trips:**

All field trips must follow internal school building practices and regulations for approval prior to any Business Office processing.

For any field trips that can be purchased through BOCES, please complete the appropriate paperwork and submit to Christina Clark at Genesee Valley BOCES. This includes [On the Go](#), [TheatreWorks](#) and [Tickets](#) through [GVEP](#). These purchases do not go through the requisition process in nVision.

Any other (not GVEP processed) field trips incurring an expense can be processed through the normal requisition process. Given the timelines for internal building approval of a trip along with the time required to process requisitions, trips should be planned several months in advance.

All teachers planning field trips to New York State Parks, environmental education centers or other covered locations must also process the [Connect Kids to Parks Grant Program Field Trip Application](#).

**Any individual planning an overnight trip must schedule a time to meet with their supervisor and begin the process for planning at least six months in advance of the trip. Trips of a longer length (Washington, D.C., Senior Trip, etc.) should begin planning a minimum of 12 months in advance. Remember, all overnight trips require BOE approval.**

## **Presenters/Guest Speakers/Lecturers for Academic Courses:**

In general, presenters, guest speakers and lecturers for academic courses should be volunteers. However, when payment is required, the [GVEP Visiting Experts](#) program should be utilized.