# Watchung Hills Regional High School Purchasing Manual

2019/2020

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# INTRODUCTION AND PURPOSE

The purpose of this Purchasing Manual is to assist all Board of Education employees in the proper purchasing practices to be in full compliance with:

- New Jersey Public School Contracts Law N.J.S.A. 18A:18A-1 et seq.;
- New Jersey Administrative Code N.J.A.C. 5:34-1 et seq.;
- Board of Education Policy;
- Other federal, state law and code;
- NJQSAC SOA Fiscal Management Item #10; and
- Local Finance Notices – NJ Division of Local Government Services

The Purchasing Manual is designed to achieve three (3) goals:

1. Follow the law and board policy on purchasing;
2. Promote efficiency in the purchasing practices; and
3. Achieve savings of money through proper purchasing practices.

We ask you, the user of the purchasing system, to help achieve these goals through proper planning. Please allow yourself enough leeway between generating a purchase order and the actual date materials or services are needed. Please think of purchasing in terms of a whole year. What items and services do you need on an annual basis?

Through proper planning, we can eliminate much of the frustration that is encountered in all public school purchasing procedures.

This manual should be reviewed with department heads, teachers, secretaries, and others who are involved in the purchasing process. It is imperative that everyone adhere to all purchasing laws and guidelines.

If you have any questions concerning the following guidelines, please do not hesitate to call the Business Office, Extension-4850.

**Mandatory Training**

All school personnel involved in the requisition and purchasing process shall attend an annual mandatory training session concerning proper purchasing procedures. The training will be presented in two (2) sessions

Session I—Purchasing Procedures

All administrators, supervisors and principals, pursuant to N.J.A.C. 5:34-1.1 (b), shall attend this mandatory training session on purchasing procedures.

Session II—Requisition and Purchase Order Process

All school personnel involved in the preparation of requisitions and purchase orders shall attend this mandatory training session.

# ETHICS AND CONDUCT IN PURCHASING; VENDOR RELATIONS

All district employees are to practice exemplary ethical behavior in the purchasing process. Employees are to avoid any action that may be considered a conflict with their position with the district and those dealings with vendors who provide goods and services to the district. All district employees should adhere to the following terms and conditions of the board's policy on Ethics and Conduct in Purchasing; Vendor Relations.

**A. Financial Interest in any Contract with the Board of Education--Prohibited**

No employee or board member may have a direct interest in any contract or agreement for the sale of goods and services to the Board of Education, nor receive any benefit, compensation or reward from any contract for the sale of goods and services to the Board of Education. Reference—N.J.S.A. 18A:6-8.

**B. Solicitation/Receipt of Gifts from Vendors -- Prohibited**

School board members, school officials and employees, or members of their immediate family are prohibited from soliciting, receiving or agreeing to receive any compensation, reward, employment, gift, meal, honorarium, travel, reimbursement, favor, loan, service, or **other thing of value** from any person, firm, corporation, partnership, or business that is a recipient of a purchase order from the district, or a potential bidder, or an applicant for any contract with the district, based upon an understanding that what is solicited or offered was for the purpose of influencing the board member or school employee in the discharge of their official duties. This policy shall be consistent with the School Ethics Act—N.J.S.A. 18A:12-21 et seq.

**C. School District Responsibility – Favoritism; Family Members; Businesses**

School officials and employees who recommend purchases shall not extend any favoritism to any vendor. Each recommended purchase should be based upon quality of the items, service, price, delivery, and other applicable factors in full compliance with N.J.S.A. 18A:18A-1 et seq.

School officials and employees are to avoid recommending purchases from members of their families, businesses that employ members of their families and from businesses in which the official, employee or members of their immediate family have a direct financial interest.

School officials and employees who are authorized to sign off on purchase orders and/or to recommend purchases or business transactions by virtue of their signature on the purchase order certify that their actions are consistent with this policy and all applicable statutes.

**D. Vendor Responsibility – Doing Business with the Board of Education**

Any vendor doing business or proposing to do business with the Watchung Hills Regional High School Board of Education, shall neither pay, offer to pay, either directly or indirectly, any fee, commission, or compensation, nor offer any gift, gratuity, or other thing of value of any kind to any official or employee of the Watchung Hills Regional High School Board of Education or to any member of the official's or employee's immediate family.

No vendor shall cause to influence or attempt to cause to influence, any official or employee of the Watchung Hills Regional High School Board of Education, in any manner which might tend to impair the objectivity or independence of judgment of said official or employee.

**E. Vendor Certification**

Vendors will be asked to certify that no official or employee of the Watchung Hills Regional High School Board of Education or immediate family members are directly or indirectly interested in this request or have any interest in any portions of profits thereof. The vendor participating in this request must be an independent vendor and not an official or employee of the Watchung Hills Regional High School Board of Education.

**F. Violations of the Policy--Sanctions**

In accordance with N.J.S.A. 18A:6-8, any school district employee who violates the terms of this policy may be subject to withholding of annual increments, suspension, demotion, school ethics complaint, termination and/or revocation of license to teach or to administer.

**Conflict of Interest Certification—Request for Proposals and Competitive Contracting Proposals**

School district employees who are part of an evaluation committee to review responses to Request for Proposals (RFP) and/or to Competitive Contracting proposals will be required to complete a Conflict of Interest certification in accordance with N.J.A.C. 5:34-4.3 (e) (f).

**Possible Conflict of Interest**

Any school employee, who feels there may be a potential conflict of interest with a recommendation of award with any vendor doing business with the district, is encouraged to contact the School Business Administrator for guidance.

## CRIMINAL CODE CITATIONS

All school employees are reminded of the following New Jersey Criminal Code citations:

Title 2C -- Criminal Code

2C:27-9 Unlawful Official Business Transaction

"A public servant commits a crime of the fourth degree if, while performing his official functions on behalf of the government entity, the public servant knowingly transacts any business with himself, a member of his immediate family, or a business organization in which the public servant or an immediate family member has an interest" (N.J.S.A. 2C:27-9).

2C:27-10 -- Acceptance or Receipt of Unlawful Benefit by Public Servant for Official Behavior

"A public servant commits a crime if, under color of office and in connection with any official act performed or to be performed by the public servant, the public servant directly or indirectly, knowingly solicits, accepts or agrees to accept any benefit, whether the benefit inures to the public servant or another person, to influence the performance of an official duty or to commit a violation of an official duty" (N.J.S.A. 2C:27-10(a)).

"A public servant commits a crime if, under color of office and in connection with any official act performed or to be performed by the public servant, the public servant directly or indirectly, knowingly receives any benefit, whether the benefit inures to the public servant or another person, to influence the performance of an official duty or to commit a violation of an official duty" (N.J.S.A. 2C:27-10(b)).

# PUBLIC SCHOOL PURCHASING—LEGAL AUTHORITY

**Authority to Purchase—School Business Administrator/Board Secretary**

The purchase of goods and/or services by a board of education is governed by state statutes, administrative code and board policy. New Jersey State Law 18A:18A-2(b) assigns the legal authority to the Purchasing Agent (School Business Administrator) to make purchases for the board of education.

The Purchasing Agent is the only individual in the school district that has the authority to make purchases for the board of education.

The Watchung Hills Regional High School Board of Education by board resolution has authorized Timothy Stys, School Business Administrator/Board Secretary to be the Purchasing Agent for the school district.

**Authorized Purchases**

All requests for purchases of goods and/or services must be made through an approved purchase order signed by the Purchasing Agent, prior to the goods or services to be received.

**Purchase Order**

A purchase order, pursuant to N.J.S.A. 18A:18A-2 (v), is a document issued by the Purchasing Agent authorizing goods or materials to be ordered for the school district or work/service to begin. No goods or materials may be ordered or work/service be authorized to begin by any other individual in the school district other than the Purchasing Agent.

**Unauthorized Purchases**

Any school district employee who orders and/or receives any materials, supplies or services without first going through the approved purchase order process has made an unauthorized purchase.

**Unauthorized purchases are a violation of State Law and Board Policy.**

Penalties listed below may be assigned by the Superintendent of Schools for unauthorized purchases:

**Penalties for Unauthorized Purchases**

| | | |
|---|---|---|
| • First Offense | Letter in Personnel File | Pay for Purchase |
| • Second Offense | Suspension | Pay for Purchase |
| • Third Offense | Loss of Increment | Pay for Purchase |
| • Fourth Offense | Loss of Employment Tenure Charges | Pay for Purchase |

## Corrective Action for Non-compliance

1. Memo to Administrator
   If the Purchasing Agent has determined that an unauthorized purchase has been made, a memo will be sent to the responsible administrator advising the administrator of the unauthorized purchase. The Superintendent of Schools shall receive a copy of the memo.

2. Memo to Superintendent
   The responsible administrator shall prepare a memo explaining the reasons why proper purchasing procedures were not followed. The memo will be attached to the purchase order and a copy of the memo will be sent to the Superintendent of Schools.

3. Letter to Vendor
   The Purchasing Agent will also send a letter to the vendor who provided either unauthorized services or goods. The letter will advise the vendor that payment may not be made for the unauthorized purchase. The Board Attorney will be copied on the letter.

   At any time, during the Corrective Action Process (CAP), the Superintendent may invoke the penalties for non-compliance.

## District Sanctions to Violations

All district employees are reminded that the school district may receive sanctions because of unauthorized (confirming) purchases. Employees are to note the following consequences of such actions:

1. Withholding of State Aid—N.J.A.C. 6A:23A-5.4
   The Commissioner of Education may withhold State funds from any school district that fails to obey the provisions of the Public School Contracts Law—N.J.S.A. 18A:18A-1 et seq.

2. NJQSAC Fiscal Management SOA #10
   The school district is subject to losing NJQSAC points by not being in compliance with the Fiscal Management SOA Item #10.

3. Audit Finding and Recommendations
   All financial transactions are subject to audit review. The district may receive an audit finding and recommendation for unauthorized (confirming) purchases. Repeat audit findings may lead to sanctions against the school district.

**Purchasing Prohibitions**

1. Employees Prohibited from Signing Contracts--Prohibition
   Board of Education employees are prohibited from signing any contract offered by a vendor. The power to sign and execute contracts after Board of Education approval lies with the Board President and the Board Secretary.

   Contracts signed by an employee shall be considered non-binding by the Watchung Hills Regional High School Board of Education with the employee accepting full responsibility for the costs of the contract.

2. Reimbursements; Employee--Prohibition
   The Board of Education only recognizes an employee reimbursement purchase order when it pertains to tuition reimbursement, pre-approved travel, meals, and conferences. The Board will not reimburse employees for items and goods personally purchased by the employee.

3. Student Activity Accounts--Prohibition
   Purchases made through Student Activity Accounts may not be reimbursed with Board funds. Purchase orders made payable to Student Activity Accounts for the aforementioned purpose will not be signed by the Purchasing Agent.

4. Private Purchases -- Prohibited
   Goods and services procured by the Watchung Hills Regional High School Board of Education are exclusively for the use of the board and if applicable, other public and non-public schools. These goods and services are purchased through the signed purchase order process.

   Employees of the Watchung Hills Regional High School Board of Education are prohibited from purchasing privately goods and/or services off the bid prices and quotation prices offered by the vendors to the board of education.

**Purchasing Guidance**

1. Cancellation of Purchase Orders--Guidance
   All requests to cancel purchase orders must be made in writing to the Business Office. Reasons explaining the need to cancel the purchase order must be outlined. The Purchasing Agent maintains the sole right to cancel purchase orders.

2. Contracts; Purchase Order Required--Guidance
   The award of contract to a vendor approved by the Board of Education at a public meeting does not automatically authorize any employee to use the services of, or purchase materials from, the vendor.

   All contract purchases require the issuance of a purchase order authorizing the purchase of services and/or goods and materials from the vendor. N.J.S.A. 18A:18A-2 (v).

3. Preview of Materials--Guidance
   All staff members must receive permission from administrators, supervisors, or principals to preview materials. After the preview process has been completed, the item must be returned. If there is a desire to purchase the previewed item, then a purchase order must be prepared for a new item.

# PURCHASE ORDER PROCESS

## A. Preparing a Requisition

The person who prepares the Electronic requisition through Systems 3000 has certain responsibilities before the order is sent to the administrator, supervisor, or principal for approval. He/she is to ensure the following:

1. **Requisitions are entered into Systems 3000.**

2. **Vendor's Name**--All Board checks are made payable to the vendor name (top line) listed on the purchase order/requisition. Please ensure the proper vendor name is printed on the requisition.

3. **Vendor's Complete Address** -- The purchase order must include the vendor's complete address and phone number. Post Office Box addresses by themselves are not acceptable unless they are of major well-known companies.

4. **Description of Items, Services, Costs and Catalogue Numbers** -- Items and/or services requested are to be described clearly with correct and up-to-date catalogue numbers and costs.

5. **Shipping Costs**--Shipping and handling costs are to be added to all purchase orders. Please read the catalogue or contact the vendor to determine the actual shipping and handling costs.

   If you are unable to ascertain the actual charges, type:

   **"10% Estimated Shipping and Handling"**

   If there are no shipping and handling charges, type on requisition/purchase order:

   **"Shipping and Handling Included"**

7. **Delivery Address--Attention of** -- The delivery address should include a name of a person or a specific department.

8. **Delivery, Types of** --- The Board of Education recognizes one types of delivery.

   a. DELIVERY
   Items are to be delivered to the designated board shipping area, (in most cases the North Building loading dock). From there, Buildings & Grounds personnel will deliver those items to the department listed under "Attn to" under the shipping area listed on the purchase order.

9. **Total Cost** -- Please include the words "Total Cost" on the purchase order with the actual amount of the order. *Minimum Order* -- the minimum order amount for all purchase orders is $25.00. Please try to plan and combine orders to exceed the $25.00 limit.

   Please verify your figures for accuracy. Please note: **The Board of Education is exempt from paying New Jersey Sales Tax.**

10. **Budget Account Number** -- Please be sure the correct Budget Account Number is entered on the purchase requisition in Systems 3000. Incorrect codes cause delays.

11. **State/Cooperative Contract Orders** -- When ordering through State Contract or Cooperative Contract vendors (minimum order $100.00); please include on the requisition the following:

    a. State Contract/Cooperative Contract Number;
    b. Appropriate documentation, which includes price proposal on vendor's letterhead with the state contract or cooperative contract number.

12. **Quotations** -- If quotations are obtained, please attach to the purchase order a copy of each written quotation received. Please type the quotation date and the quotation number.

13. **Supporting Documentation** – Once the requisition is entered into Systems 3000, print-out the "Requisition" form, attach all necessary supporting documentation, including quotations, state or cooperative contract numbers and contracts, and forward to the Accounts Payable department for processing.

14. **DO NOT UNDER ANY CIRCUMSTANCE USE THE COMPLETED REQUISITION OR NUMBER AS AN AUTHORIZATION TO PURCHASE. ITEMS CAN ONLY BE ORDERED WITH A SIGNED AND AUTHORIZED DISTRICT PURCHASE ORDER. ANY PURCHASE MADE USING THE REQUISITION AND/OR NUMBER IS AN UNAUTHORIZED PURCHASE.**

**B. Responsibilities of Administrator/Supervisor or Principal – Reviewing a Requisition**

Administrators/supervisors and principals must ensure the following is reviewed before the requisition is sent to the Superintendent and Business Administrator.

1. **Funds Available**
   Supervisors must check to determine if *funds are available* in their budget to cover the amount of the purchase order. Do not enter requisitions using incorrect account numbers because the correct account is out of funds. These orders will be rejected and will waste valuable time.

2. **Requisition Completion**
   Supervisors/Adm. must check to determine that items 1-14 previously noted (Responsibilities of the Originator) have been *properly completed.*

3. **Approval of Supervisor/Adm.** Requisitions are to be approved online by the Supervisor/Adm. at Step 1 of the process. The Supervisor/Adm. shall review the requisition for compliance with budget and review the educational needs of the item(s) or service(s). Each order should be consistent with the strategic plan goals of the district.

4. **Approval of Principal**
   Requisitions are to be approved electronically by the Building Principal at Step 2 of the online process. The Principal shall review the requisition for compliance with budget and review the educational needs of the item(s) or service(s). Each order should be consistent with the strategic plan goals of the district.

5. **Supporting Documentation** It is recommended that the originator department (Supervisor/Adm.) retain a copy of the completed requisition with the supporting documentation for your records and tracking.

6. **Messages on Systems 3000 - Review**
The Supervisor/Adm. and/or Principal should periodically review online orders in System 3000 to determine if feedback comments are made on the Systems 3000 "Scratch pad". It is the Supervisor/Adm./Principal responsibility to ensure any questions raised on the Systems 3000 "Scratch pad" are resolved. Unresolved "Scratch pads" will delay final approval and therefore ordering the items needed.

## C. Responsibilities of the Assistant Superintendent/Superintendent of Schools

The Superintendent reviews and determines the educational or operational value of each purchase order. The Superintendent reviews each Purchase in accordance with the district's strategic plan goals and if satisfied electronically signs and approves the purchase order at Step 3.

## D. Responsibilities of Business Office

The Business Administrator (Purchasing Agent) reviews each purchase order. Special attention is given to the following:

1. **Available Funds**—The Requisition system will not permit a requisition to be finalized if there are insufficient funds in the account. If preparing a purchase order, be sure to check for funds availability.

2. **What is being ordered and the cost**--The Purchasing Agent reviews the technical aspects of the purchase order to ensure compliance with State Law and Board Policy.

   The Business Office checks the cost of each item and determines if it can be purchased from another vendor at a savings. The Business Office also reviews whether the purchase order exceeds:

| | |
|---|---|
| The Quotation Limit | **$ 6,000.00** |
| The Bid Limit | **$40,000.00** |
| Board Approval of State/Co-op Contracts | **$ 2,000.00** |

3. **Document Check – State Law**
Pursuant to various State Laws, the Purchasing Agent must ensure the following documents are on file in the Business Office before the purchase order is signed and processed:

   - Affirmative Action Evidence – Contracts $40,000.00 and over (cumulative)
   - Business Registration Certificate (BRC) – Purchases $6,000.00 and over
   - Chapter 271 – Political Contribution Disclosure Form (PCD)
     - Purchases over $17,500.00 (cumulative)
   - Iran Financial Disclosure Form
   - IRS W-9 Form

4. **Review of Purchase Order** -- The purchase order is also reviewed for technical aspects such as:
   a. Account number incorrect;
   b. Shipping charges added;
   c. State/Cooperative contract numbers incorrect/missing;
   d. Vendor address incomplete; and
   e. Other items as listed in Section A.

   Incomplete or improper purchase orders/requisitions will be referenced in the "Scratch Pad" of Systems 3000. If the "Scratch Pad" is not responded to in a timely fashion, the purchase order will be canceled and returned with a memo explaining deficiencies. See copy of memo in Appendix.

   If the Business Administrator/Purchasing Agent is satisfied, he electronically signs the purchase order and/or approves the requisition at level 4. The Business Office will then:

   - Issue a purchase order number;
   - Approve and print the purchase order; and
   - Mail/Email the purchase order to the vendor.

   **The purchase order process, as explained, may take 5 – 10 days to complete. Please plan accordingly.**

5. **Transfer of Funds**--The Business Office processes purchase orders only if there are appropriate funds to cover the purchase. Purchase orders lacking sufficient funds are sent back to the originator for a request to transfer funds. All written requests via email requesting a transfer of funds are to be sent to

   **Timothy Stys (tstys@whrhs.org) Business Administrator/Board Secretary**

   All transfers of funds have to be approved by the Board of Education at a public meeting. In certain cases some transfer of funds requests must be sent to the State Department of Education for review. Substantive transfers of money (more than 10% of the budget line item) must be approved by the State. Purchase orders that require a transfer of funds will be mailed to the vendors the day after the State Department of Education approves the transfers.

## E. Responsibility of the Vendor

The Business Office sends to the vendor the purchase order and the voucher. The vendor is to sign the voucher and return it to the Business Office with an invoice. If you receive a signed voucher, return it to the Business Office. A check is prepared for the vendor once the Business Office has a

- Signed Voucher (Gold)
- Invoice
- All Packing Slips
- Receiving Copy (White) Signed

The award of contract to a vendor approved by the Board of Education at a public meeting does not automatically authorize any employee to use the services of, or purchase materials from, the vendor. All contract purchases require the issuance of a purchase order authorizing the purchase of services and/or goods and materials from the vendor.

# METHODS OF PROCUREMENT

## A. Bids (Purchases that exceed the bid threshold--$40,000)

This method is used for procuring goods, materials, services and public work projects that exceed the board of education approved bid threshold of $40,000.

**Examples of Bidding:**

Building Services Department
Plumbing, Electrical, HVAC work
Custodial Supplies
Vehicles/Equipment
Public Works Project

Technology
Computer Supplies/Equipment
Printers / Computer
SmartBoards

District Transportation
Bus Routes

Athletics
Athletic Supplies/Equipment
Physical Ed Supplies/Equipment

Award of Contract--Lowest Responsible Bidder
The common thread of all these bids is that the district has to award the contract pursuant to N.J.S.A. 18A:18A-4 (a) to the lowest responsible bidder.

**Bids and Purchasing:**

1. **Bid Limit -- $40,000**

   The Watchung Hills Regional High School Board of Education is restricted by New Jersey state law on how much money can be spent by the district for the entire year on materials, supplies, and services.

   This restriction is called the **bid threshold** or **bid limit**. The bid limit is $40,000. This means that any specific item, class of items, and/or services of a similar nature, purchased by the school district totaling in the aggregate more than $40,000 for the entire year, must be competitively and advertised for bid. This restriction is for the entire district and not by location or schools.

   ***You cannot circumvent the law by splitting purchases to be under the $40,000 bid limit.***

   Administrators that have purchases that may exceed the $40,000 bid limit are to contact the Purchasing Office to begin planning the bid process.

**The formal bidding process takes about 6-8 weeks to complete as explained the Appendix under Bid Process.**

2. **Annual Bids**

   The Board of Education, to be in compliance with N.J.S.A. 18A:18A-9, requests that central office department administrators and supervisors and school principal start to plan and prepare for Annual Bids. The proposed time lines are as follows:

| | |
|---|---|
| *March* | • Administrators/Supervisors prepare technical specifications to be reviewed by Purchasing Agent. |
| *April* | • Purchasing Agent prepares final bid specifications to be drafted in a manner to encourage free, open, and competitive bidding. |
| *May/June* | • Annual bids are received, opened and tabulated by Purchasing Agent. |
| *June* | • Bid resolutions are prepared by Purchasing Agent for Board approval. |
| *July* | • Purchase orders are generated by Administrators/Supervisors for August/September delivery. |

**3. Bidding: Time Frame**

As stated before, the formal bidding process usually takes about 6-8 weeks from start to finish. Please plan appropriately. An outline of the bidding process is located in the Appendix.

**4. Exceptions to the Bid Limit**

New Jersey State Law allows for some exceptions to the bid requirements. There are approximately twenty (20) exceptions where a Board of Education does not have to go for bid for goods and services. Some of them are:

a. Purchasing through New Jersey State Contract;
b. Professional services as outlined by New Jersey law;
c. Textbooks, kindergarten supplies, student produced publications, library and educational goods;
d. Legal notices, food supplies, milk, utilities, insurance, election expenses, travel and conferences; and
e. Contracts with other government entities; county and state colleges.

* These purchases may be subject to the quotation process pursuant to N.J.S.A. 18A:18A-37(a) if practicable.

The Purchasing Agent should be contacted concerning exceptions to bidding.

**B. Quotations (Purchases that fall between $6,000 and $39,999)**

This method of procurement is used for contracts for goods, materials, services and public works projects that in the aggregate are between $6,000 and $39,999.

***Examples:***

| | |
|---|---|
| Athletic Supplies | Athletic Wear |
| Furniture if in aggregate <$40K | Instruments |
| Classroom supplies<$40K | Dry Cleaning Services |
| Two Way Radios | Fitness Equipment |

Award of Contract—Price and Other Factors
The board of education, is obligated to solicit at least two (2) competitive quotations and award the contract pursuant to N.J.S.A. 18A:18A-37 (a), to the vendor whose response is most advantageous, price and other factors included.

**Quotations and Purchasing**

1. Quotation Limits--$6,000 through $39,999
   The quotation limit (threshold) is now $6,000. This means that **any specific item or group of items** of a similar nature purchased by the school district, totaling more than $6,000 and less than $40,000 for the entire year, must be competitively quoted or advertised for bid at the discretion of the Purchasing Agent.

   You cannot circumvent the law by splitting purchases to be under the quote threshold.

2. Quotation Process
   All quotations shall be in writing and will be coordinated by the Business Office. When a quotation is deemed necessary, the Administrator or Principal is asked to contact the Business Office. The Business Administrator will review these quotation specifications to determine whether they are set up to provide open and competitive quotations.

   *Please note: The formal quotation process could take about 2-4 weeks from start to finish.*

   ***There will be no telephone quotations except in a case of extreme urgency.***

3. Receipt of Two (2) Quotations
   Pursuant to N.J.S.A 18A:18A-37(a) the school district shall solicit two (2) quotations, if practicable. Evidence of the quotation process shall be kept on file. A copy of the quotation shall be attached to the purchase order. All quotations will be reviewed by the Business Administrator. If quotations provided are deemed to be circumventing the competitive process in any way, by the Business Administrator, he may require the entire process null and void and begin the process again.

**C. Request for Proposal—RFP** -- This method is preferred for the following contracts:

| **Professional Services** | **Academic/Operational Services** |
|---|---|
| Medical | (Contracts less than $40,000) |
| Auditing; Accounting | Instructional Improvement |
| Legal | Educational Consultants |
| Engineering, Architectural | Professional Development |

Award of Contract—Evaluative Criteria
The RFP method is designed to award the contract to the vendor based upon a list of criteria which include as recommended by the New Jersey State Comptroller's Office with the

**Best Practices in Awarding Service Contracts** (2010)

- Technical
  - Submission of narrative how firm will provide services; planned approach; measurable results
  - Understanding how services will be provided
- Management
  - Business organization; staffing
  - Experience; and
  - Knowledge of district
- Cost
  - Fee proposal submission; cost analysis

The contract for an RFP contract does not; I repeat *does not* have to be given to the respondent who submits the lowest price. The evaluative criteria process is designed to award the contract to the respondent whose response will provide the highest quality services at fair and competitive prices.

**D. <u>Competitive Contracting (Certain Contracts over $40,000)</u>**

This procurement method is used for certain contracts over $40,000.00.

The district can only use this method for contacts that are outlined in NJ State Law 18A:18A-4.1. Some of the examples that are permitted are

- Proprietary Computer Software for Board Use
  1. Student Data Warehousing
  2. Student Information System
  3. Business Office; Human Resources Software
- Professional Development Services
- Educational Consultant Services
- Instructional Improvement Services

The award of contract is similar to the RFP award of contract. It is based upon the same evaluative criteria which are designed to award the contract to the respondent whose response will provide the highest quality services at fair and competitive prices.

The administrative process of Competitive Contracting as outlined in N.J.S.A. 18A:18A-4.1 et seq. and N.J.A.C. 5:34-4.1 et seq. is a rather lengthy process and make take 6-8 weeks to complete.

**E. <u>State Contract Purchasing</u>**

Pursuant to N.J.S.A. 18A:18A-10 (a), a Board of Education may purchase goods and services through New Jersey State Contract vendors. If the purchase exceeds the bid threshold, the Board of Education must adopt a resolution awarding the contract.

It is the recommendation of the Purchasing Agent to procure the following equipment and supplies from New Jersey State Contract vendors.

❶ ***Office Supplies and School Supplies***

The Purchasing Agent will distribute separate memos highlighting State Contract vendors who sell Office Supplies and School Supplies. Please review these memos with your staff.

If you plan to purchase Office Supplies and School Supplies from the State Contract vendor, please follow the instructions on the memo.

❷ ***Computers/Technology***

If you plan to purchase computers/technology, please adhere to the following process prior to completing purchase orders for computers.

- *Contact the Director of Information Technology*

Please contact the **Director of Information Technology at Ext. 4962**. He will be able to assist you with the technical aspects and the State Contract requirements of purchasing computers.

❸ ***Copiers—Approvals Needed—Superintendent, SBA and Board of Education***

If you plan to purchase a copier, please contact the Business office at **Ext. 4850**. All purchases of copiers must be pre-approved by the Purchasing Agent and the Superintendent of Schools. All purchase of copiers through the State Contract GSA pricing require approval by the Director of the Division of Purchase and Property, Department of Treasury pursuant to the requirements of N.J.A.C. 5:34-9.7.

**Other State Contract Purchasing**

The School Business Administrator is required to have board of education approval for all NJ State Contract purchases that exceed $2,000. All NJ State Contract purchases will be verified by the Business Administrator prior to processing.

Purchase Order Requirements--State Contract

All purchase orders made through State Contract vendors shall include the following:

1. State Contract Number;
2. State Contract System Identifier
3. Notification of Award attached to the purchase order
4. Approved State Contract price list
5. Shipping and Handling included

# OTHER PURCHASING PROCEDURES

## A. Cooperative Purchasing

The Watchung Hills Regional High School Board of Education may contract with Educational Data Services, Educational Services Commission of NJ, Hunterdon County ESC or other cooperative purchasing agencies, to purchase items such as:

1. Office Supplies
2. Copy Duplicator Paper
3. Science Supplies
4. School Supplies
5. Art Supplies
6. Industrial Arts Supplies
7. Time & Material Services (B&G)

The Business Administrator shall provide to all administrators, supervisors and principals specialized training on using cooperative purchasing services.

## B. Emergency Contracts

Emergency contracts are strictly regulated by N.J.S.A. 18A: 18A-7. A situation must exist affecting the **immediate health or safety** of the occupants of school property that requires the immediate delivery of articles or the performance of a service to alleviate the emergency.

The emergency contract process is reviewed in the Appendix. Please note that the Superintendent of Schools must be notified **first** of all emergency purchase requests.
Only the Business Administrator may award an emergency contract.

## C. EUS—Extraordinary Unspecifiable Services

The EUS procurement method is used for the procurement of insurance and insurance consultant services. The Business Administrator will coordinate all EUS activities pursuant to N.J.S.A. 18A:18A-5 (a) (10) and N.J.A.C. 5:34-2.1 et seq.

## D. Federal Funds—Procuring Goods and Service When Using Federal Funds

All non-federal entities (school districts) are to follow NJ Public School Contracts Law when procuring goods and services using federal funds except where the federal standards detailed in 2 CFR Part 200 are in conflict or **more restrictive.**

Effective July 1, 2015, school districts when procuring goods and services using federal funds, are to comply with the **Uniform Administrative Requirements**—2 CFR Part 200.

**Federal Funds Procurement Thresholds—More Restrictive**

| More Restrictive Threshold | Procurement Activity | Citation |
|---|---|---|
| Less than $3500 | Micro-purchase; sound business practices | 200.320 (a); 200.67 |
| $3500-$39,999 | Use of Quotations; Use of RFP's | 18A:18A-37 (a) |
| $40,000 or more | Use of Bids; Use of Competitive Contracting<br>Formal advertising | 18A:18A-4 (a)<br>18A:18A-4.1 et seq. |

**E. Increasing a Purchase Order Amount**

There may be times where a purchase order amount has to be increased to meet the needs of the district. The School Business Administrator, in accordance with N.J.A.C. 6A:23A-6.10 will identify and investigate the reason(s) for any increase to a purchase order. Any request to increase an original purchase order for any reason **MUST** be requested of the Business Administrator in writing, **PRIOR TO COMMITING THE DISTRICT TO ADDITIONAL EXPENDITURES – NO EXCEPTIONS.**

**F. Purchase Order Requirements**

The Business Administrator must receive from vendors certain legal documents prior to issuing a purchase order. Depending on the amount of the purchase order in the aggregate the following documents must be in the possession of the Purchasing Agent:

1. Affirmative Action Evidence—Certificate of Employee Information Report
2. Business Registration Certificate from the State of New Jersey
3. Chapter 271 Political Contribution Disclosure form
4. Iran Financial Disclosure Form
5. IRS W-9 Form

See the Appendix for the Purchase Order Requirements Chart

**G. Renewal of Contracts—Services**

Any vendor contract for services other than professional services, may be extended or renewed by the board of education pursuant to the terms and conditions of N.J.S.A. 18A:18A-42. The major conditions are as follows:

1. Renewal contract is awarded by board resolution;
2. No contract shall be extended so that it exceeds five (5) consecutive years;
3. Any price increase shall not exceed the quarterly Index Rate; and
4. Terms and conditions of the contract remain substantially the same.

The Business Administrator will notify all administrators in April of the preceding fiscal year of any vendor contracts that are eligible for renewals.

**H. Student Activity Account Purchases**

Pursuant to State Law N.J.S.A. 18A:18A-5(a) (21), purchases made through Student Activity Accounts that exceed the bid threshold shall be awarded by the Board of Education at a public meeting.

Examples of items purchased through Student Activity Funds that may require board approval are:

- Class Gift
- Class Rings
- Field Trips
- Proms
- Yearbooks

# SELECT PURCHASING TOPICS

## A. Field Trip Transportation

The district will provide transportation for field trips in accordance with field trip approval guidelines that were board approved. If there are available buses and drivers, the WHRHS bus drivers will drive the students. If there aren't available drivers, the Transportation Supervisor will arrange for transportation using a shared service with another school district. The following must be done in advance of the trip.

1. A Purchase order to the shared transportation school must be prepared and processed prior to the date of the field trip.
2. Attached to the field trip transportation purchase order is a copy of the board of education resolution approving the destination of the field trip.
3. All field trips using board of education funds (purchase order) shall be part of the instructional program, have an educational value and shall be reasonable in cost. Field trips solely for student entertainment are prohibited when using public funds. A board resolution approving the field trip must be attached to the purchase order.
4. The cost of field trips may be borne by the pupils' parents with the exception of pupils in special education classes and pupils with financial hardship. Reference—N.J.S.A. 18A:36-21

## B. Meals; Refreshments and Catering

The State of New Jersey Department of Education has provided guidance to school districts through Administrative Code N.J.A.C. 6A:23A-5.8 on board expenditures for meals and refreshments.

The expenditure of public funds for meals and refreshments may be used for the following:

### 1. Permitted Activities for Meals; Refreshments; Catering

- ***Student Activities***
  Reasonable costs for light meals and refreshments directly related to activities that benefit students and are part of the instructional program are permissible. These activities must be part of the instructional program and not solely for student entertainment.

- ***Parent Activities***
  Reasonable costs* for light meals and refreshments for parent activities are permissible. It is expected that expenditures for this purpose will be minimal and infrequent—State code.

- ***Dignitaries***
  Reasonable costs* for light meals and refreshments for dignitaries as defined in State code, are permissible.

- ***Board Member Meetings -- N.J.A.C. 6A:23A-7.12(f)***
  Light meals and refreshments* are permitted for all board members and for employees who are required to attend a board of education meeting.

*Please note that costs for light meals and refreshments are limited as follows:

| | |
|---|---|
| Breakfast | $7.00 per person |
| Lunch | $10.00 per person |
| Dinner | $15.00 per person |

(NJ OMB Circular 16-11-OMB Section XI—Letter J)

**Documentation Required—Light Meals and Refreshments**

Documentation must be provided to support expenditures for light meals and refreshments. The following information is to be provided on the Purchase Order Rationale Form:

- Description of the activity;
- Purpose/justification of the activity; goal; objectives;
- Make-up of the group receiving the meals; and
- Names of employees and board members included in the group.

2. **Prohibited Activities—Meals and Refreshments**

- ***Athletic Activities***
  Light meals and refreshments served to ***guests*** at any athletic event, game or contest are not permitted.

- ***Staff and Employees of the School District***
  Light meals and refreshments are not permitted for employees and staff of a school district, unless the staff member or employee is essential to ***a student activity*** where light meals or refreshments are being served.

- ***Honoring Employees***
  Receptions, dinners or other social functions held for or honoring any employee or group of employees are not permitted when public funds are being used.

3. **Purchase of Food Supplies – Supermarkets**

New Jersey state law and code excludes the purchase of food supplies from the bidding process if the food supplies are for the home economics or special education classes. Our school prepares annual purchase orders to:

Village Supermarket
Peapod by Stop & Shop

Food supplies purchased from the supermarkets shall be in compliance with state law and code and only for the approved list of situations. All purchase orders, including student activity account purchases, are subject to review by Department of Education (DOE) officials and auditors.

4. **Food Supplies**

New Jersey Administrative Code 6A:23A-16.5(b) clearly notes that food supplies include those supplies that are "eaten or drunk." Administrators are to ensure that purchases from the supermarkets have only items listed that follow the code. The Business Office will review the register receipts and highlight those items that do not follow the code.

## C. Miscellaneous Permitted and Non-Permitted Purchases

### 1. Permitted Purchases

- Commencement; Convocation Activities
  All reasonable costs for commencement; convocation activities are permitted.

- Field Trips / Extracurricular Activities
  All field trips using board of education funds (purchase order) shall be part of the instructional program, have an educational value and shall be reasonable in cost. Field trips solely for student entertainment are prohibited when using public funds. A board resolution approving the field trip must be attached to the purchase order.

- Library Books; Magazines, Videos/DVD's/CD's
  All library books; magazines and multi-media presentation materials shall be for educational or operational purposes.

- T-Shirts
  The Superintendent will consider, on a case by case basis, requests for the purchase of T-Shirts. It is strongly encouraged that purchases of T-Shirts be made through the appropriate student activity account.

### 2. Non-Essential and Prohibited Purchases

- Carnivals
- Gifts for Employees
- Teacher appreciation gifts/activities
- Plaques-Local Determination
- Bereavement flowers; baskets
- Student entertainment

The list is not all inclusive and items may be deemed non-essential by the Superintendent during the course of the school year.

## D. Textbooks; Approval and Purchase

### 1. Approval of Textbooks

In accordance with state law (**N.J.S.A. 18A:34-1**), all textbooks must be approved by the Board of Education prior to their use in the educational program. Purchasing textbooks that have not been approved by the Board of Education is a violation of state law. The Director of Curriculum has set up procedures to have textbooks approved by the Board of Education.

### 2. Textbook Approval – Board of Education Resolution

The procedure for obtaining Board approval is:

a) Complete the District Textbook Evaluation and Approval form

b) Submit textbook and form to the Office of Curriculum and Staff Development, who will prepare the Board resolution.

3. **Purchase of Textbooks and Curriculum Department Review**

New Jersey Administrative Code 6A:23A-9.3(c) (12) requires the purchase of textbooks to meet one of the following conditions:

a. The purchase is in accordance with a textbook replacement plan;
b. Textbooks have been identified as stolen or destroyed;
c. A change in curriculum or new edition requires a new textbook; or
d. The current supply of textbook edition(s) is not adequate due to enrollment increases.

It is important that all purchase orders for textbooks withstand any state or district audit review. The following documentation shall be attached to each purchase order for textbooks:

- Textbook Order Rationale Form (See Appendix)
  This form which must be completed and attached to the front of the purchase order requires the administrator or supervisor to
  - explain the reason for the purchase; and
  - provide documentation that the textbook was pre-approved.

**Budget Accounts**
As always, only textbooks and teacher editions of the textbooks may be purchased from the "640" object code. All other books and reading material must be purchased from the "600" or "610" series accounts.

E. **Books; Purchasing Procedures**

1. **Purchase Orders Processed—Once a Month**
The Business Office, to ensure compliance with Public School Contracts Law and board policy, will now process all purchase orders for books and workbooks that require board of education approval, once a month.

The Business Office will hold all purchase orders for books and workbooks to determine whether the total cost of the purchase orders exceed the bid threshold. If the total cost of the purchase orders exceeds the bid threshold then the Business Office will prepare the appropriate board resolution.

After the board of education adopts the resolution to purchase the books/workbooks, the purchase orders will be signed and processed if all the documents required are on file.

The Business Office will use the Superintendent's deadline for agenda items for this process. Purchase orders for books and workbooks received after the deadline will be held for the next board meeting.

2. **Purchases Must be Planned**
All schools/offices buying books and workbooks must now plan appropriately. Administrators and supervisors are to direct teachers and staff members to have all purchase orders ready before the deadline or otherwise they will have to wait for the next board of education meeting.

3. **Online Pricing or Price Quotations**
School Directors/Supervisors are to ensure that purchase orders for books and workbooks be presented to the Director of Curriculum and Instruction with pricing that was obtained through the book company representative or by using online pricing.

4. **Purchase Order Review – Online Pricing or Price Quotations**
Each purchase order for the purchase of books and workbooks will be reviewed by the Business office. It is expected that attached to the purchase order will be either:

- Copies of the price quotation received from the sales representative; or
- Copies of the online pricing obtained from the company's website.

Shipping and handling costs must be confirmed by the sales representative or the customer service number.

***Any book purchase order that does not have either the price quotation from the sales representative or copies of online pricing will be returned.***

**Use of Catalog Pricing – PROHIBITED**

Using written paper catalogue pricing is prohibited. All book prices must be obtained by contacting the sales representative or by obtaining the prices online.

**F. Travel Reimbursement--Purchase Order—Conferences and Workshops**

The State of New Jersey, pursuant to N.J.S.A. 18A:11-12, has adopted strict travel guidelines for school districts to follow. All school officials and employees seeking travel reimbursement must adhere to the law and travel administrative code—N.J.A.C. 6A:23A-7.1 et seq. **At a minimum**, reimbursement purchase orders for travel must meet the following requirements:

a. Written Approval of the Superintendent—prior to travel event
The travel shall be approved in writing by the Superintendent prior to the travel event. Documentation shall be provided with the purchase order for reimbursement.

b. Board of Education Approval—prior to travel event
The travel shall be approved by resolution at a public board of education meeting, again, prior to the travel event. A copy of the board resolution shall be attached to the purchase order.

c. Reimbursement Procedures
Prior to being reimbursed for approved costs for the travel event, the following must be presented with the purchase order when applicable

1. Approvals in writing;
2. Travel Report;
3. Receipts for hotel and meals (when applicable);
4. Mileage Travel Form;
5. Driver's License; Vehicle Registration; Insurance Card; and
6. Other documents when requested.

All public school employees are to review all board policy and school administrative procedures with the School Business Administrator prior to planning for the travel event.

***Please note that with all meal purchases, a detailed restaurant receipt is necessary that shows details of the meal. Summary receipts will not be accepted.***

**Purchase Order Deadline—Annual Notification**

The deadline for submitting purchase orders for the current operating budget is on or about June 15, 20XX, unless on an earlier date set by the Business Office. (Purchasing Freeze) Exceptions to the deadline date may be for purchases of the following:

- End of the year activities—field trips, graduation, assemblies;
- Employee contractual obligations—tuition reimbursement;
- Emergency contracts;
- State and/or federal funded program grant programs;
- Travel reimbursements; and
- Other goods, materials or services approved by the Superintendent

# PURCHASE ORDER PROCESS
## Receipt of Goods/Services

**A. Processing the Requisition/Purchase Order--Design of Purchase Order**

The purchase order is made of six (4) sheets. Listed below are the names and the purpose of each sheet. (A Requisition becomes a purchase order electronically **only** after all required administrators have approved the requisition in the Business Office Software System).

| Copy | Disposition |
|---|---|
| Vendor Copy | Sent to vendor to order items/provide services |
| Voucher Copy | Sent to vendor for signature |
| Receiving Copy | Sent to school/office; returned to Business Office upon receipt of goods/services |
| Business Off. Copy | Remains on file in Business Office |

**B. Receipt of Goods and Services**

The originator of the purchase order should follow the ensuing process when receiving materials, goods, and services.

1. **Receipt of Items Ordered**

   It is important that all items received be immediately checked. Please note the following:

   a. Obtain receiving copy of purchase order and packing slip of items ordered.
   b. Open boxes and check off items received on the receiving copy and the packing slip.
   c. If all items are enclosed, then sign and attach packing slip to the receiving copy of the purchase order.
   d. The school principal/office supervisor should sign the receiving copy and send it with the packing slip to the Business Office Accounts Payable Clerk.

**Receipt of Goods and Services—Responsibilities of Administrators; Supervisors**

Administrators and supervisors are to ensure that all goods received have been checked in for accuracy. If the goods received match the purchase order and the packing slip then the administrator should do the following:

Sign the packing slip to confirm receipt of delivery of goods;
Sign the Receiving Copy of the purchase order;
Sign any invoices that may have been submitted with the order; and

Send all items to the Business Office c/o Accounts Payable within seven (7) days of the receipt of goods.

**Accounts Payable Procedures—Notification Process—Unreturned Paperwork**

There will be instances where the Business Office Accounts Payable will send a courtesy reminder to any school or office that has not returned the paperwork in a timely fashion. The following procedures have been approved by my office:

- **Thirty (30) Day Notice—Original**
  The Accounts Payable Office will send a reminder notice to all departments that have not submitted their paperwork after 30 days of receipt of the invoice.

- **Second Notice—Seven (7) Days**
  The Accounts Payable Office will send a second reminder notice seven (7) days later if no paperwork is received from the departments.

- **Final Notice—Seven (7) Days**
  The Accounts Payable Office will send a Final Notice reminder seven (7) days later if not paperwork is received from the departments.

- **Superintendent's Office Contacted—Three (3) Days**
  The School Business Administrator will contact the Superintendent of Schools after three (3) days if the paperwork is not received from the departments.

***All receiving copies of purchase orders and packing slips should be signed and sent to the Business Office within seven (7) days of receipt of items.***

The Watchung Hills Regional High School Board of Education has an excellent reputation for paying its bills in a timely fashion. We ask that all employees assist in maintaining this fine reputation.

2. **Problems Encountered with Receipt of Goods**

- ***Problem:*** **Back Orders**
  Sometimes items ordered will not be received in the first shipment. This is known as a back order. The packing slip will have back order written on those particular items.

  ***Process to Follow:*** **Back Orders**
  If the order is incomplete because there is a back order, do not wait for the next shipment. Please do the following:

  - Mark on your receiving copy of the purchase order those items you did not receive.
  - Make and keep a copy of your receiving copy and the packing slip.
  - Send the original receiving copy and packing slip to the Business Office.
  - Upon receipt of the back order in the next shipment, check off your copies of the receiving copy and the packing slip and send both copies to the Business Office.

- ***Problem:*** **Items Missing from Order**
  Sometimes items are marked on the packing slip that they were delivered but are missing from your shipment.

  ***Process to Follow:*** **Items Missing**
  - Call the company and tell them what was missing.
  - Mark on the receiving copy and packing slip what items were missing.
  - Make and keep a copy of your receiving copy and the packing slip.
  - Send the original receiving copy and packing slip to the Business Office.
  - Upon receipt of the missing item in the next shipment, check off your copies of the receiving copy and the packing slip and send both copies to the Business Office.

- ***Problem:*** **Items Damaged; Wrong Item**
  Sometimes you will receive items that are damaged or the wrong item.

  ***Process to Follow:*** **Items Damaged; Wrong Item**
  - Call the company and ask them what the procedure is for returning damaged or wrong items.
  - Return the item(s) to the company.
  - On the receiving copy and the packing slip, mark what items were returned and the reasons for being returned. Please note how the items were returned (UPS/PO/Vendor Pick Up).
  - Send the receiving copy and packing slip to the Business Office.
  - Upon receipt of the missing/wrong item in the next shipment, check off your copies of the receiving copy and return to Business Office.

- ***Problem:*** **Discontinued Item**
  Sometimes the items you requested have been discontinued.

  ***Process to Follow*****: Discontinued Item**
  - Mark on the receiving copy (pink) of the purchase order "discontinued."
  - Do not call the company for a replacement item. You must complete a new purchase order.

# APPENDIX

A. Formal Bid Process

B. Emergency Purchases/Contracts

C. Memorandum--Return of Purchase Order

D. Chart—Purchase Order Requirements

E. Vendor Letter—Unauthorized Purchases

F. Copy of Purchase Order

G. Federal Contracts

1. Debarment and Suspension
2. Federal Programs/Targeted Students
3. Compliance with 2 CFR Part 200

H. Federal Contracts—Chart of Thresholds

I. Textbook Rationale Form

(Appendix A)

## ***FORMAL BID PROCESS***

| **Process** | **Time Line** |
|---|---|
| Initial request to bid made by Administrator/Supervisor.<br>Certification that funds exist. | One Day |
| Review of specifications, fully outlining items, materials or services to be bid by the Business Office. | One Week |
| Return of reviewed specifications to Administrator/Supervisor for final approval.<br>Administrator/Supervisor signs off final approval. | One Week |
| Bid package prepared by the Business Administrator | One Week |
| Copies of bids run by Business Office. | One Day |
| Legal advertisement sent to newspaper. | Three Day Advance Notice |
| Bid Date/Time -- must be at least 10 days after Legal Ad appears in newspaper.<br>Bids are opened and read publicly. | 10-20 Days |
| Bid results are reviewed by: a. Administrator/Supervisor<br>b. Business Administrator | One Week |
| Administrator/Supervisor prepares spreadsheet showing lowest bidders and recommends award of bid. Business Adm. reviews bids. Resolution is prepared. | One-Two Weeks |
| Bids are reviewed at Board Agenda, Operations Committee (if applicable) and Regular Public Meetings. | One Week |
| Purchase orders are prepared by Business Office. | One Week |

**The formal bidding process takes about 6-8 weeks from start to finish.**

***Please note:*** Bids for Public Works/Construction Projects take longer as a request for wage determination must be formally made to the State of New Jersey.

(Appendix B)

# EMERGENCY CONTRACTS (18A:18A-7)

## A. *Background*

An actual emergency must exist. An "emergency" is not to be created as a result of inadequate planning, delay, failure to take into account construction season or administrative convenience.

## B. *Definition of Emergency*

An emergency is a situation affecting the health or safety of occupants of school property that requires the immediate delivery of the articles or performance of a service to alleviate the emergency.

## C. *Process in Declaring an Emergency*

1. **Superintendent of Schools Notified**
   The Superintendent of Schools is notified by the employee/supervisor/administrator requesting a declaration of emergency.

2. **Business Administrator/Purchasing Agent Notified**
   The official in charge of the building or facility, wherein the emergency occurred shall notify the Business Administrator/Purchasing Agent of the following:

   a. Nature of the emergency;
   b. Time of the occurrence; and
   c. The need for the performance of a contract.

   Such notification shall be prepared in writing and filed with the Purchasing Agent as soon as possible.

3. **Awarding of Contract by Business Administrator/Purchasing Agent**
   If the Business Administrator/Purchasing Agent is satisfied the emergency exists, the Business Administrator/Purchasing Agent by State Law is authorized to award the contract.

4. **Filing of Documents with State and County by Board Secretary/School Business Administrator**
   In accordance with N.J.A.C. 5:34-6.1, the following documents must be filed with the County Superintendent within three (3) days after awarding the contract or agreement:

   a. A copy of the contract or agreement; and
   b. A copy of the written requisition.

5. **Approval by Board of Education**
   The Board of Education, at its next regular Board of Education Public Meeting, shall review and approve said emergency purchase.

(Appendix C)

***WHRHS BOARD OF EDUCATION***

BUSINESS OFFICE

M E M O R A N D U M

To: _____

From: _____, Business Administrator/Board Secretary

Date: _____

Re: ***Return of Purchase Order(s)***

I am returning the attached purchase order(s) for the reason(s) checked below:

_____ Account Number Incorrect; Missing--Please use Account Code # _____

_____ Bid Number, Quotation Number--Not Included on Purchase Order

_____ Board Resolution Needed--Attach to Purchase Order

_____ Conference Request Form--Not Attached; Not Approved

_____ Description of Item(s), Service Needed

_____ Funds; Federal/State – Title of Grant Program – Type on Purchase Order/Requisition

_____ Minimum Order $25.00 Minimum State Contract Order $100.00

_____ Proposal/Contract Missing -- Attach to Purchase Order

_____ Quotation Needed--Please contact me Ext_____ to discuss process

_____ Rationale Form Missing; Unsigned

_____ Shipping Charges Not Added

_____ Shipping Charges Not Needed. Type on P.O. "Shipping and Handling Included"

_____ Signature Missing--Administrator, Supervisor, Principal

_____ State Contract Number Incorrect, Missing--State Contract Documentation Missing

_____ Textbook Documentation Missing
_____ Website Documentation / Board Resolution

_____ Unauthorized Order--Please contact me Ext. 4850 to discuss procedures

_____ Vendor Address Incomplete--Post Office Box Number Only

_____ Vendor Check Needed?

_____ As Per Attached Memo

_____ Other_____

_____

***Please make the adjustments needed and return the purchase order with this form to my office.***

(Appendix D)

# PURCHASE ORDER REQUIREMENTS

| *CONTRACT/PURCHASE ORDER THRESHOLDS (AGGREGATE)* | *AFFIRMATIVE ACTION EVIDENCE (AA)* | *BUSINESS REGISTRATION CERTIFICATE (BRC)* | *CHAPTER 271 PCD (PAY TO PLAY) (271)* |
|---|---|---|---|
| **Up to $ 6,000** | No | No | No |
| **$ 6,000 - $17,499** | No | **YES** | No |
| **$17,500 - $39,999** | No | **YES** | **YES** |
| ***$40,000 – and over** | **YES** | **YES** | **YES** |

| **Affirmative Action Evidence Exemptions** | **Business Registration Certificate Exemptions** | **Chapter 271 (PCD) Exemptions** |
|---|---|---|
| • Contracting Units Subject to Title 40A:11<br>• State of New Jersey Contract Purchases<br>• Boards of Education including Educational Services Commissions<br>• Other contracting units, e.g. County and State Colleges and local authorities, boards, etc. | • Contracting Units Subject to Title 40A:11<br>• State of New Jersey Contract Purchases<br>• Boards of Education including Educational Services Commissions<br>• Other contracting units, e.g. County and State Colleges and local authorities, boards, etc.<br>• Non-profit Organizations<br>***Exempt Situations***<br>• Emergency Purchases – No payment unless BRC is on file.<br>• Employee settlements paid to attorneys;<br>• Establishments that are out of state & business being conducted takes place out of state, e.g. hotels, band camps, seminars, theatres, etc.<br>• Purchase made entirely through School Student Activity Funds. | • Contracting Units Subject to Title 40A:11<br>• State of New Jersey Contract Purchases<br>• Boards of Education including Educational Services Commissions<br>• Other contracting units, e.g. County and State Colleges and local authorities, boards, etc.<br>• Non-profit Organizations<br>• New Jersey School Boards Association<br>• Contract Renewals<br>• Public Utilities, e.g. PSE&G<br>***Exempt Situations***<br>• Emergency purchases;<br>• Litigation payments to parties through court order. |

*Based upon a QPA $40,000 Bid Threshold
Prepared by: Mr. James Shoop, SHOOP SBA, LLC
It is suggested that school districts request from all vendors the Iran Disclosure Form!

(Appendix E)

Sample

WHRHS
Business Office
108 Stirling Road
Warren, NJ 07059

Sample

**TO: All Vendors** **Date: _____**

## ***UNAUTHORIZED ORDERS***

### ***Official Notification***

**Authorized Purchases**

The WHRHS Board of Education only recognizes purchases made through the approved purchase order process. All purchases made by the WHRHS Board of Education require:

- ***Written Purchase Order;***
- ***Purchase Order Number; and an***
- ***Authorized Signature (Purchasing Agent)***

**Unauthorized Purchases**

Any Board of Education employee who orders and/or receives any materials, supplies or services without first going through the approved purchase order process has made an unauthorized purchase.

**Vendors' Responsibility**

- **Do NOT Honor Requests!**

  Vendors are not to honor or accept any requests for goods or services unless the vendor receives a written purchase order with an authorized signature and a purchase order number.

- **Contact the Business Office!**

  Please alert the Business Office at extension 4850 if any Board employee attempts to place an order without an authorized purchase order.

- **You will NOT Get Paid!**

  The WHRHS Board of Education will not be held responsible for any unauthorized orders or unauthorized purchases.

**Authorized Signatures**

The WHRHS Board of Education will only recognize purchase orders signed by:

**Timothy Stys, CPA**

**Business Administrator, Board Secretary**

(Appendix F)

# COPY OF BLANK PURCHASE ORDER

# PURCHASE ORDER

BUDGET YEAR

VENDOR NO.

*AFTER COMPLETION OF ORDER, PLEASE SIGN VOUCHER AND RETURN IMMEDIATELY FOR PAYMENT.*

## BOARD OF EDUCATION
## WATCHUNG HILLS REGIONAL HIGH SCHOOL

108 STIRLING ROAD, WARREN (Somerset County), NJ 07059
TEL (908) 647-4800 Ext. 4855 • FAX (908) 647-4852

**PURCHASE ORDER NUMBER**

THIS NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES AND CORRESPONDENCE

DATE:

VENDOR:

SHIP TO:

VOUCHERS ARE PROCESSED FOR BOARD OF EDUCATION APPROVAL BETWEEN THE 10TH AND THE 20TH. VOUCHERS RECEIVED BY THE BUSINESS OFFICE AFTER THOSE DATES ARE SUBJECT TO A MONTH'S DELAY FOR PAYMENT.

| STATE CONTRACT NUMBER | REQUISITIONED BY | |
|---|---|---|
| | | |

| QUANTITY ORDERED | CATALOG / UNIT | ITEM DESCRIPTION / ACCOUNT NUMBER | UNIT PRICE | TOTAL AMOUNT |
|---|---|---|---|---|
| | | | | |

## *INSTRUCTIONS TO VENDOR ON REVERSE SIDE*

**CONDITION OF CONTRACT**

VENDOR ACCEPTANCE CERTIFIES COMPLIANCE WITH FEDERAL AND STATE REGULATIONS REGARDING EQUAL OPPORTUNITY WITHOUT REGARD TO RACE, CREED, NATIONAL ORIGIN, AGE OR SEX AS SET FORTH IN N.J.S.A. 18A:36-20.

**ORDER INVALID UNLESS SIGNED BELOW**

BOARD SECRETARY APPROVAL

***The State of New Jersey requires all New Jersey School Districts to have a BUSINESS REGISTRATION CERTIFICATE on file from all Vendors. Please provide a copy of your certificate before processing this purchase order.***

VENDOR COPY - RETAIN FOR YOUR RECORDS

MGL PRINTING SOLUTIONS
908-665-1999 W034-03

# PURCHASE ORDER

BUDGET YEAR

VENDOR NO.

*AFTER COMPLETION OF ORDER, PLEASE SIGN VOUCHER AND RETURN IMMEDIATELY FOR PAYMENT.*

## BOARD OF EDUCATION
## WATCHUNG HILLS REGIONAL HIGH SCHOOL

108 STIRLING ROAD, WARREN (Somerset County), NJ 07059
TEL (908) 647-4800 Ext. 4855 • FAX (908) 647-4852

**PURCHASE ORDER NUMBER**

THIS NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES AND CORRESPONDENCE

DATE:

VENDOR:

SHIP TO:

VOUCHERS ARE PROCESSED FOR BOARD OF EDUCATION APPROVAL BETWEEN THE 10TH AND THE 20TH. VOUCHERS RECEIVED BY THE BUSINESS OFFICE AFTER THOSE DATES ARE SUBJECT TO A MONTH'S DELAY FOR PAYMENT.

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|---|---|---|
| | | |

| QUANTITY ORDERED | CATALOG / UNIT | ITEM DESCRIPTION / ACCOUNT NUMBER | UNIT PRICE | TOTAL AMOUNT |
|---|---|---|---|---|
| | | | | |

**VENDOR'S CERTIFICATION & DECLARATION**
IF BILL EXCEEDS $150.00, THE DECLARATION BELOW MUST BE SIGNED

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

X

SIGNATURE

TITLE DATE

Is Your Company Incorporated? ☐ Yes ☐ No FEDERAL TAX I.D. NO. or SOCIAL SECURITY NO.

**PAYMENT RECORD**

APPROVED BY BOARD SECRETARY

**ORDER INVALID UNLESS SIGNED BELOW**

BOARD SECRETARY APPROVAL

*The State of New Jersey requires all New Jersey School Districts to have a BUSINESS REGISTRATION CERTIFICATE on file from all Vendors. Please provide a copy of your certificate before processing this purchase order.*

**VOUCHER COPY - SIGN AT (X) AND RETURN FOR PAYMENT**

MGL PRINTING SOLUTIONS 908-665-1999 W034-93 O

# PURCHASE ORDER

BUDGET YEAR

VENDOR NO.

*AFTER COMPLETION OF ORDER, PLEASE SIGN VOUCHER AND RETURN IMMEDIATELY FOR PAYMENT.*

## BOARD OF EDUCATION
## WATCHUNG HILLS REGIONAL HIGH SCHOOL

108 STIRLING ROAD, WARREN (Somerset County), NJ 07059
TEL (908) 647-4800 Ext. 4855 • FAX (908) 647-4852

**PURCHASE ORDER NUMBER**

THIS NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES AND CORRESPONDENCE

DATE:

VENDOR:

SHIP TO:

VOUCHERS ARE PROCESSED FOR BOARD OF EDUCATION APPROVAL BETWEEN THE 10TH AND THE 20TH. VOUCHERS RECEIVED BY THE BUSINESS OFFICE AFTER THOSE DATES ARE SUBJECT TO A MONTH'S DELAY FOR PAYMENT.

| STATE CONTRACT NUMBER | REQUISITIONED BY | |
|---|---|---|
| | | |

| QUANTITY ORDERED | CATALOG / UNIT | ITEM DESCRIPTION / ACCOUNT NUMBER | UNIT PRICE | TOTAL AMOUNT |
|---|---|---|---|---|
| | | | | |

### TO BE COMPLETED BY DEPARTMENT THAT RECEIVES THE GOODS

Consignee will please check all goods received and services rendered for both quality and quantity. All instances of damaged or missing portions of order must be clearly described below. If approving partial payment, please copy this form and indicate on the copy which items have been received.

REMARKS: _____

I hereby certify that the articles above specified have been received or services performed, that the quantity noted is correct and the quantity is as specified, except as noted above.

SIGNATURE TITLE DATE RECEIVED

**ATTENTION: EQUIPMENT PURCHASES PLEASE INDICATE SERIAL NUMBER AND LOCATION FOR EACH ITEM. RECORD ON THE BACK OF BLUE RECEIVING COPY.**

**ORDER INVALID UNLESS SIGNED BELOW**

BOARD SECRETARY APPROVAL

***The State of New Jersey requires all New Jersey School Districts to have a BUSINESS REGISTRATION CERTIFICATE on file from all Vendors. Please provide a copy of your certificate before processing this purchase order.***

RECEIVING COPY

MGL PRINTING SOLUTIONS 908-585-1999 W034-03

# PURCHASE ORDER

BUDGET YEAR

VENDOR NO.

*AFTER COMPLETION OF ORDER, PLEASE SIGN VOUCHER AND RETURN IMMEDIATELY FOR PAYMENT.*

## BOARD OF EDUCATION
## WATCHUNG HILLS REGIONAL HIGH SCHOOL

108 STIRLING ROAD, WARREN (Somerset County), NJ 07059
TEL (908) 647-4800 Ext. 4855 • FAX (908) 647-4852

**PURCHASE ORDER NUMBER**

THIS NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES AND CORRESPONDENCE.

DATE:

VENDOR:

SHIP TO:

VOUCHERS ARE PROCESSED FOR BOARD OF EDUCATION APPROVAL BETWEEN THE 10TH AND THE 20TH. VOUCHERS RECEIVED BY THE BUSINESS OFFICE AFTER THOSE DATES ARE SUBJECT TO A MONTH'S DELAY FOR PAYMENT.

| STATE CONTRACT NUMBER | REQUISITIONED BY | |
|---|---|---|
| | | |

| QUANTITY ORDERED | CATALOG / UNIT | ITEM DESCRIPTION / ACCOUNT NUMBER | UNIT PRICE | TOTAL AMOUNT |
|---|---|---|---|---|
| | | | | |

**ORDER INVALID UNLESS SIGNED BELOW**

BOARD SECRETARY APPROVAL

*The State of New Jersey requires all New Jersey School Districts to have a BUSINESS REGISTRATION CERTIFICATE on file from all Vendors. Please provide a copy of your certificate before processing this purchase order.*

BUSINESS OFFICE

NGL PRINTING SOLUTIONS 908-665-1900 W034-03

(Appendix G)

# FEDERAL CONTRACTS

## 1. Debarment and Suspension for Federal Contracts

***Debarment and Suspension*** *(E.O. 12549 and E.O. 12689)* – A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p 235). Debarment and Suspension. **SAM Exclusions** contains the names of parties debarred, suspended or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. (Ref. 2 CFR 200.212)

## 2. Federal Programs/Targeted Students

Purchase orders using Federal Funds shall include on the document:

(a) Name of Federal Program

(b) Targeted Group of Students

## 3. Compliance -- Uniform Administrative Regulations—2 CFR Part 200

All purchases using Federal Funds shall be in compliance with the Uniform Administrative Regulations—2 CFR Part 200

(Appendix H)

# Federal Contracts—Chart of Thresholds

| Description of Goods/Services | Amount | Procurement Method |
|---|---|---|
| Goods and Services | Less than $3,500 | Sound Business Practice |
| Goods and Services | $3,500-$39,999 | Quotation or Bid |
| Goods and Services | $40,000 or more | Bid |
| | | |
| Professional Services | Less than $3,500 | Simple Proposal |
| Professional Services | $3,500-$39,999 | Request for Proposals (RFP)* |
| Professional Services | $40,000 or more | Competitive Contracting |
| | | |
| Educational Consultant Services | Less than $3,500 | Simple Proposal |
| Educational Consultant Services | $3,500 - $39,999 | Request for Proposals (RFP)* |
| Educational Consultant Services | $40,000 or more | Competitive Contracting |
| | | |
| Instructional Improvement Services | Less than $3,500 | Simple Proposal |
| Instructional Improvement Services | $3,500 - $39,999 | Request for Proposals (RFP)* |
| Instructional Improvement Services | $40,000 or more | Competitive Contracting |
| | | |
| Professional Development Services | Less than $3,500 | Simple Proposal |
| Professional Development Services | $3,500 - $39,999 | Request for Proposals (RFP)* |
| Professional Development Services | $40,000 or more | Competitive Contracting |
| | | |
| Sole Source (Proprietary) [a] | Less than $3,500 | Simple Proposal |
| Sole Source (Proprietary) [a] | $3,500 - $39,999 | Proprietary Quotation |
| Sole Source (Proprietary) [a] | $40,000 or more | Proprietary Bid |
| | | |
| Services Provided by Government Units/Schools | Less than $3,500 | Simple Proposal |
| Services Provided by Government Units/Schools | $3,500 - $39,999 | Request for Proposals (RFP)* |
| Services Provided by Government Units/Schools | $40,000 or more | Competitive Contracting |

***RFP's must be publicized when federal funds are being used.**

(Appendix I)

***Textbook Purchases***

**WHRHS BOARD OF EDUCATION**
**Office of the School Business Administrator**

***Textbook Purchases***

**Textbook Order Rationale Form**

A. Conditions of Purchase – New Jersey Administrative Code 6A:23A-9.3 (c)(12)

Please check the appropriate box(es) that apply to the purchase.

- ☐ Purchase is in accordance with the textbook replacement plan;
- ☐ Purchase is to replace lost, stolen or destroyed textbooks.
- ☐ Purchase of textbooks reflect a change of curriculum.
- ☐ Purchase reflects a new edition of textbook.

B. Documentation Requirement

The textbook(s) on this purchase order may be found on the school district website.

Curriculum Revision*
and
Textbook Review Plan

*Attach a copy of the page from this document highlighting the textbook(s) to be purchased.

Name of School/Office _____

Administrator/Supervisor _____

Signature _____ Date _____

Title of Textbook _____

_____

**Curriculum Department Review and Approval**

Approved _____ Denied _____

_____ _____
Curriculum Director Date