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# **BUSINESS FINANCE**

**PURCHASING PROCEDURES**

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Goal: To ensure a systematic process to review and approve the purchase of goods and services in compliance with federal grants requirements, state law, Board Policy and local procedures. The school district objective is to purchase the best products, materials, and services at the lowest practical prices within relevant statutes and policies.

### **Section 1. Purchasing Ethics**

☐ In accordance with Board Policy [CAA Local] – Financial Ethics. All Trustees, employees, vendors, contractors, agents, consultants, volunteers, and any other parties who are involved in the District’s financial transactions shall act with integrity and diligence in duties involving the District’s fiscal resources.

☐ The Texas Education Code requirement is to competitively bid purchases that exceed \$50,000 in aggregate over a 12-month period [CH LEGAL]. Since non-compliance may result in criminal penalties, this requirement will be strictly enforced. Texas School Law Bulletin 44.031 (competitive procurement).

### **Section 2. Purchase Order Approval Authority:**

- ☐ The Purchasing Clerk is designated to approve all purchases that are less than \$500
- ☐ The Purchasing Coordinator is designated to approve all purchases less than \$5,000
- ☐ The Assistant Superintendent is designated to approve all purchases less than \$50,000.
- ☐ The Superintendent is designated to approve all purchases \$50,000 and above.

The Board of Trustees retains the authority to approve all contracts for the purchase of goods or services for any single purchase that exceeds \$50,000 prior to the transaction unless otherwise noted in accordance with Board Policy [CH Local].

☐ School district administrators are not authorized to override state law or board policy, they are able to customize the purchasing function to provide for regulatory compliance while minimizing procedures and related costs.

### **Section 3. Statutes, Regulations and Board Policies Applicable to Purchasing**

☐ The district shall comply with all Texas laws, regulations and Attorney General Opinions related to the purchasing of goods and services.

The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services.

The Board delegates to the Superintendent or designee the authority to determine the method of purchasing in accordance with CH [LEGAL]. The Superintendent is not required to obtain Board approval for the following types of budgeted purchases, regardless of cost, but shall subsequently report them to the Board CH [LOCAL]:

1. A purchase made pursuant to a Board-approved interlocal contract, in accordance with law;
  2. A purchase made through a cooperative purchasing program or state purchasing program that satisfies the District’s obligation for competitive purchasing [see CH(LEGAL)];
  3. A continuing or periodic purchase under a Board-approved bid or contract; or
  4. A purchase for produce or fuel.
- ❑ The district shall comply with all local policies and procedures, such as School Board Policy [CH LOCAL] and these written purchasing procedures.
  - ❑ **For all purchases with federal grant funds, the district shall comply with the federal regulations, EDGAR related to the purchasing of goods and services. [2 CFR 200.317-200.326] effective July 1, 2016 in conjunction with the most current Gregory-Portland ISD State and Federal Grants Manual.**
  - ❑ All relevant statutes, regulations, board policies and procedures shall be made available to all purchasing stakeholders, as appropriate in a paper or electronic format.  
Texas Education Code – Chapter 44 Fiscal Management

**Section 4. Requisition and Purchase Order Processing**

**On-Line Requisition System:**

- ❑ The district shall use an on-line requisition system for all purchases (Skyward Finance).
- ❑ The Director of Business Services shall create all requisition system users/approvers and assign the appropriate account code(s).
- ❑ The Director of Business Services shall create all of the requisition approval paths in accordance with the district’s **Purchasing Flow Chart**.

**Purchase Requisitions:**

- ❑ Requisitions are internal documents and should not be forwarded to a vendor to place an order.
- ❑ All requisitions from grant funds (state/federal) shall comply with the [TEA Budgeting Costs Guidance handbook](#), [the TEA Procurement Guidance Handbook](#) and the [State & Federal Grants \(EDGAR\) Handbook](#).
- ❑ The approval path of requisitions shall follow the [Purchasing Flowchart](#).
- ❑ The requestor (and/or the campus secretary/bookkeeper) shall “submit” a purchase requisition using the on-line requisition system.
  - If the vendor that the requestor intends to purchase from does not exist in the vendor database, the requestor shall follow the process for adding a New Vendor Procedure. The vendor will need to fill out a [vendor packet](#) (located) on our website under Departments & Services, Business/Payroll, Business Forms, W-9 Vendor Packet. The new vendor will need to be sponsored/recommended by a department or campus to be processed.



- If the account code(s) that the requestor intends to purchase with do not have sufficient funds, the requestors shall follow the **Budget Change/Amendment Procedures in Skyward or contact the Senior Accountant @ x-1017 for further assistance.**
- The requestor shall attach all pertinent backup information for requisitions such as quotes, estimates, order forms, registration forms, or other special instructions. The notes should tell the story and include any pertinent background information or special instructions.
  - If the requisition is for travel, follow the **Travel Procedures** designated in GPISD Travel Policy.
  - If the requisition is for a field trip, Co-Curricular, or Extra-Curricular trip, follow the **Student Travel Procedures** designated in GPISD Travel Policy.
  - If the requisition is for the purchase of food and non-food items, follow the **Food and Non-Food Purchase Procedures** designated in Section 7 of this Document.
  - If the requisition is for professional services, follow the **Contract Management Procedures** designated in GPISD Contract Management Policy.
  - If the requisition is for incentives and/or awards for staff or students, follow the **Staff and Student Incentive & Award Procedures.**
- The requestor's supervisor (campus principal or department director) should receive an email notifying him/her that a requisition(s) is pending approval.
- The campus principal or department head shall review and approve all requisitions that meet their instructional goals, initiated from their campus and/or department.
- All requisitions from federal grant funds shall be reviewed and approved by the appropriate grant's Manager. [State & Federal Grants \(EDGAR\) Handbook](#).
- The Purchasing Clerk shall review all requisitions prior to releasing the requisition for review by the Purchasing Coordinator or Assistant Superintendent.
  - if applicable.
    - The Purchasing Clerk shall review the pending requisitions throughout the day, and at the end of each day.
- Inputting a requisition: These are the items that will be reviewed for compliance prior to approval.

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- Requisition Group- select campus or department from drop down menu
- Fiscal year- be sure it is in the correct period
- Vendor name: names of approved vendors will pre-populate as you type
- Ship To – should pre-populate to the warehouse, however if it is a technology related purchase, select the technology department.
- Description- This information will be on the check stub, so just a short general description is adequate
- Project/Grant: if your purchase is related to the 2020 bond, select the project

from the drop-down menu

- Procure: select the procurement method: COOP name, quote method, etc. from drop down menu
- Ref #: Type in the corresponding number to the COOP, RFP, CSP, RFQ selected in the previous menu.
- Priority: Select a Priority Code from the GPISD Balance Scorecard drop down menu.
- Once complete, on the right side you can SAVE AND ADD DETAIL or SAVE AND ADD MASS DETAIL- for inputting multiple line items.

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- Item Information: Quantity, Unit of Measure, Unit Cost, Description. This description should have details. This information will appear on the purchase order.
- You can click Narrative (in an item information line), to enter any special instructions
- On the right side. Click SAVE

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- If you need more detail lines, you can still click MASS ADD DETAIL
  - NOTES: The notes should tell the story (Why)? and include any pertinent background information or special instructions.
  - ATTACHMENTS: Quotes, estimates, order forms, registration forms, cart, or other information that supports the purchase price.
  - Bottom Right: ADD REQUISITION ACCOUNTS- start typing in account #'s. Fund E (expense) Function Object (type in as much as you can) then hit return. It will take you to that area of the budget you typed in and have access to. You can scroll, if you click on an account you will see the full details of that account on the right. The account code(s) must match the purchase and location/department
  - Multiple accounts may be utilized for a purchase. Be sure to split the purchase by amount OR percentage.
  - Top Right: You may SUBMIT (ready to send for approval) or SAVE AND FINISH LATER
- 
- If any deficiencies are noted with a requisition, the Purchasing Clerk or Purchasing Coordinator shall contact the requestor to resolve the discrepancies.
    - If the discrepancies cannot be remedied, the Purchasing Clerk or Purchasing Coordinator shall "DENY" the requisition and return it to the requestor.
  - The Purchasing Clerk shall "approve" all requisitions that meet the required review.
  - The Purchasing Clerk shall notify the Purchasing Coordinator and Assistant Superintendent for Business & Finance if any requisitions are pending final approval or are time sensitive.

**EMERGENCY:** When property, equipment or life are endangered through unexpected circumstances and material, services, etc. are needed immediately. "Failure to prepare" is not an emergency.

### **Purchase Orders:**

- ❑ The review and approval of purchase orders shall be in accordance with the purchasing approval authority levels noted above.
- ❑ If the purchase order requires school board approval, a copy of the Board agenda item/minutes shall be attached to the purchase order to document the approval.
- ❑ Upon approval, the requisition becomes a purchase order and is assigned a system-generated number.
- ❑ Each purchase order is uniquely tracked for audit purposes. NO EMPLOYEE SHOULD ORDER OR RECEIVE GOODS OR SERVICES WITHOUT AN APPROVED PURCHASE ORDER.
- ❑ Purchase Orders are similar to a “promissory note” in the sense that it conveys to the vendor that if they provide the goods or services, the district promises to promptly pay for the goods or services.
- ❑ The Purchasing Clerk shall review purchase orders throughout the day, and at the end of each day.
  - The Purchasing Clerk shall distribute the purchase order to the vendor, unless otherwise discussed in advance.

\*\*Invoices that are more than 10% (\$500 maximum) above the Purchase Order Amount, will require an additional Purchase Order to be made for the difference.

- ❑ The Purchasing Clerk shall generate an Open Purchase Order Report of PO’s that are 90 days or more. You will be e-mailed and asked to enter notes for each of those PO’s that you entered. Based on those notes, a determination will be made on whether or not to keep the PO open.
- ❑ At the end of the fiscal year (August 31), all purchase orders may be cancelled if services are not rendered/goods are not received. The designated date for general fund (199) purchase order cutoff is April 1st. General fund (199) purchase order cutoff for Summer School and start of new year is May 1<sup>st</sup>. Exceptions for deadlines may only be obtained directly from the Director of Business Services or the Assistant Superintendent.

### **Section 5. Competitive Procurement Methods and Procedures**

#### **Purchasing Methods:**

- ❑ The Assistant Superintendent for Business & Finance shall determine the appropriate purchasing method for each type of purchase as noted below:
  - All purchases of supplies, materials and equipment that, in the aggregate, are **less than** \$50,000 in a fiscal year, shall be made by selecting the lowest practical prices from the most qualified vendors.
  - GPISD competitively procures all purchases through a purchasing COOP or an adequate number of price quotations.
  - An adequate number of quotations, by purchasing limits, has been defined by the District as:

<u>PURCHASE LIMIT</u>	<u>Non-COOP vendor</u>	<u>COOP Vendor</u>
\$1- \$9,999	2 quotes	1 quote
\$10,000 and above	3 quotes	2 quotes (both must be from a COOP)

- Purchases of supplies, materials and equipment that, in the aggregate, are **more than** \$50,000 in a fiscal year, shall be made by one of the procurement methods allowed by state law and/or federal regulations, as appropriate based on the source of funds [CH Legal].
- The priority order of competitive procurement methods for the district shall be as noted below:
  - Interlocal contract or cooperative purchasing program
  - Competitive sealed proposals
  - Request for proposals
  - Competitive bidding
- All purchases of professional services, such as architects, engineers, Registered Nurses, Speech Pathologists and other licensed professionals, may be obtained through a Request for Qualifications process or on the basis of competence and highest value to the district as per CH (LEGAL).
- All purchases with federal grant funds shall also adhere to the EDGAR Procurement Standards which are stated in the most current Gregory-Portland ISD State & Federal Grants Manual.
- When a conflict exists between the state and federal purchasing methods, the district shall adhere to the more restrictive of the purchasing methods.

**Section 6. Vendor Selection and Relations**

**Vendor Selection:**

- The Director of Purchasing Coordinator shall oversee the selection of vendors and the maintenance of the district’s approved vendor database.
- The Purchasing Clerk shall maintain the vendor database in the Skyward Finance System in accordance with the Internal Control Procedures: Vendor Maintenance.
- The Adding/Renewing Vendors Procedures shall be adhered to in the section: renewal and removal of district approved vendors.
- Vendor selection – The district shall select vendors that are qualified and capable to providing the goods and/or services to the district. The vendor selection criteria for competitively procured goods and services shall include [CH Legal]:
  1. Purchase price.
  2. The reputation of the vendor and of the vendor’s goods and services.
  3. The quality of the vendor’s goods or services.

4. The extent to which the goods or services meet the District's needs.
5. The vendor's past relationship with the District.
6. The impact on the ability of the District to comply with laws relating to historically underutilized businesses.
7. The total long-term cost to the District to acquire the goods or services.
8. For a contract that is not for goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner has its principal place of business in this state or employs at least 500 persons in this state.
9. Any other relevant factor specifically listed in the request for bids or proposals. *Education Code 44.031(b)*. [Examples: Vendor response time, compatibility of goods/products purchased with those already in use in the district.]

*The District participates in several cooperative purchasing programs. Consideration of COOP vendors are highly encouraged since the goods and/or services have been subjected to the rigor of the competitive bid process. A purchase made through a cooperative purchasing program or state purchasing program satisfies the District's obligation for competitive purchasing [CH LEGAL]; Texas Government Code Title 7, section 791 (interlocal cooperative contracts). Cooperative purchasing programs that Gregory-Portland ISD participates in are listed below:*

<b>**Education Service Center Region 2 (Goodbuy)</b>	<b>**TASB Buyboard</b>
<b>Education Service Center Region 20 (PACE)</b>	<b>Department of Information Resources (DIR)</b>
<b>Education Service Center Region 19 (ASPC)</b>	<b>TX Smartbuy (Texas Comptroller)</b>
<b>*ESC 4 Omnia Partners (formerly TCPN)</b>	<b>1 Government Purchasing Alliance (1GPA)</b>
<b>**ESC 8 The Interlocal Purchasing System (TIPS)</b>	<b>**Choice Partners (HCDE)</b>
<b>ESC 3 Purchasing Cooperative of America (PCA)</b>	<b>Texas 20 Purchasing COOP (ESC 20)</b>
<b>Education Service Center 20 (2013 Purchasing COOP)</b>	<b>TxMAS (Texas Comptroller)</b>
<b>National COOP Purchasing Alliance (NCPA)</b>	<b>Houston-Galveston Area Council (HGAC)</b>

\*\* = offer rebates (Buyboard, ESC2 Goodbuy, Choice Partners, TIPS)

\*Omnia Partners offers rebates after a threshold is reached.

- This criterion shall also be used to select vendors for the procurement of non-competitively procured goods and services.
- This criterion shall also be used to select vendor for the procurement of goods and



services paid with federal grant funds. If a threshold is reached, you will be informed, prior to approval, when additional quotes are needed.

- ❑ In addition to the criteria list above, the district shall establish and publish in construction services specifications with the relative weights of each criterion.
- ❑ The district shall not use vendor selection criteria that restricts full and open competition among qualified vendors.
  - Specifically, the district shall not consider the following in selecting vendors for purchases or goods or services with federal grant funds (EDGAR), as this criterion may restrict full and open competition among qualified vendors:
    - Unreasonable requirements on firms for them to qualify to do business,
    - Requiring unnecessary experience and excessive bonding,
    - Noncompetitive pricing practices between firms or between affiliated companies,
    - Noncompetitive contracts to consultants that are on retainer contracts,
    - Organizational conflicts of interest
    - Specifying a brand name instead of allowing an approved-equal product in specifications,
    - Any arbitrary action in the procurement process.
- ❑ Vendor renewal – The district shall renew an inactive vendor using the vendor selection criteria.
- ❑ Vendor removal – The district shall investigate all vendor complaints such as non-responsiveness, poor quality of goods or services, or other documented, substandard performance. In the event that the complaint is verified and not remedied on a timely basis by the vendor, the Purchasing Coordinator shall notify the vendor [in writing] that they will be removed from the district’s approval vendor database.
- ❑ Vendor inactivation – The Director of Business Services may inactive a vendor due to inactivity over three (3) full fiscal years, or as appropriate, if the vendor ceases to provide goods or services to the district or the general public.

**Vendor Relations:**

- ❑ Purchase order initiators, such as campus-based or department-based staff, are strictly prohibited from ordering goods or services from vendors without a purchase order. Such orders, if any, shall be the financial responsibility of the initiator. Furthermore, this action will be in violation of the district’s School Board Policy [CH Local] and subject to disciplinary action.
- ❑ Vendors shall disclose, via a Conflict of Interest questionnaire, nepotism or close personal relationships with GPISD staff.

## **Section 7. Food and Open/Blanket Purchase Orders**

### **Purchase of Food and Non-Food Items**

- ❑ Food and non-food items (such as paper, plates, cups, silverware, etc.) shall be for instructional purposes, meetings/training sessions or other approved functions. These items may not be consumed or used for personal use. Excess prepared food items may be consumed and disposed of as appropriate. Use of District funds for food or snacks shall only be allowed during a “working lunch.” Supporting documentation shall include a meeting agenda with the inclusion of “working lunch” and a sign in sheet from those participating in the event. The District has set a maximum threshold of \$15 per person for meals related to a Working Lunch or Professional Development.
- ❑ Meals may be provided to students during school-sponsored events (academic or athletic) while students are away from campus.
- ❑ All food purchases will have an object code of 6497.
- ❑ Food Service purchases shall adhere to TDA and USDA Procurement Standards.

### **Open Purchase Orders**

If utilized for general supplies must specify the following in the text or body of the requisition: A detailed description of the types of items that will be purchased, such as office supplies, soft drinks, printing materials, snacks, etc. Using generic terms such as “supplies,” “materials,” or “services” is NOT considered an adequate description. You must list a timeframe (no longer than 3 months), name of the event the purchase order is to support and a total amount not to be exceeded. Purchasing rules for COOP’s, quotes and spending thresholds must still be followed.

### **Blanket Purchase Orders**

Can be utilized for services that are expected monthly, quarterly, bi-annually or annually. If the requestor knows that these services are going to be required, they can request permission to put in the requisition to cover a time period that does not extend in to the next fiscal year. The purchasing department will analyze these submissions and accept those that meet the procurement requirements.

## **Section 8. Receiving & Distribution**

- ❑ Deliveries will be made to the warehouse, unless technology related. Technology related orders will be delivered directly to the technology department.
  
- ❑ You must upload/attach (in the skyward system) packing slips or other receiving documents with a full name signature when you receive your order. Signatures must be legible, print if necessary. Your signature verifies that all items were received and that the invoice is ready to be paid. [Maintenance Warehouse Protocols.](#)

## **Section 9. Credit Card Procedures- Frost Bank**

- All employees who are issued a credit card will be required to sign a **Credit Card Use Acknowledgment Form**.
  - All credit card purchases will require a Purchase Order prior to any charges being made. Issued credit cards have a zero-credit balance and require a credit amount to be loaded. Upon approval of your PO, your credit card will be loaded for the approved amount of the PO.
  - Any credit card purchases you make require justification in the notes to the requisition as to why this item cannot be purchased through an approved vendor.  
Charges should be limited to:
    - allowable travel related expenditures
    - vendor does not accept Purchase Orders (PO's)
    - one-time purchase
    - Student-Related Meals
  - All **itemized** receipts must be submitted attached/uploaded in Skyward within three (3) business days from the date of the purchase or, in the case of travel, from the date employee returns to work.
  - Cardholders will provide all purchase order numbers associated with their purchases upon request.
- All credit card charges must be aligned with the district's annual budget adoption approved by the board. Credit card charges that extend beyond the fiscal year end (08/31/XX), such as reoccurring fees, would be in violation of the district's policy [CE Local]. Credit card holders should be aware that reoccurring charges resulting from saving credit card information on a vendor's site would be violation of district policy.
- Card Spending Hold**
- Individual Credit Cards may be suspended for: purchases made without an approved purchase order, purchases made from a vendor that accepts purchase orders, failure to remit timely receipts for payment/processing or failure to provide information for unidentified charges.

## **Section 10. E-Commerce**

Currently we have Amazon Business, Barnes & Noble (& Classwork), Gateway, Gonzalez Office Products, Lakeshore, Lowe's Pro, Nasco, Office Depot, Quill, Really Good Stuff, School Specialty and Staples in Skyward requisitions for online catalog shopping. To enter a requisition:

1. Go to purchasing tab in Skyward
2. On the right side, click add from online catalog
3. Click on the vendor's logo. This will take you to their website.
4. Fill out the Master information on your requisition (like usual), then click "save and add detail" which will take you to the vendor site.
5. Begin shopping and add your items to the cart.
6. When complete, go to cart and checkout.
7. This will take you to the first page of your requisition. Add necessary information.
8. Add budget code and submit requisition.

9. All the detail lines will be populated with the items from your cart.
10. The requisition will follow the normal approval process just as if you had typed it all in yourself.

### **Amazon Business**

- Personal accounts are not allowed, you must request and sign up through the district's Amazon Business account. E-mail request to: Chris Casarez [ccasarez@g-pisd.org](mailto:ccasarez@g-pisd.org)
- You will receive an invite back from Amazon Business with a link to follow.
- Create a shopping list
- Submit that list if you are enabled to purchase, if not, share the list with your campus/department's designated purchaser. Usually the Secretary.
- Do not change your cart after the PO has been approved.
- Do not purchase from a third-party vendor who charges sales tax. The district is tax exempt and will not pay sales tax.
- The Purchasing Clerk will place the order once approved.
- Do not ship to personal addresses.

### **Lowe's**

We are partnered with Lowe's for Pros and have their products available via e-commerce. We automatically receive a 7% discount on all items, reflected in online pricing. All delivered orders will have a \$20 truck delivery charge. You may also select pick up in store which is free. If purchasing in store, you will need, to let us know in the requisition so that we can add you as an authorized buyer:

- \* Take your purchase, along with your
- \* ID, Purchase order, tax exempt form and our telephone number (361) 777-1091
- \* Check out at the Pro Desk.

### **Section 11. H-E-B**

- A PO requisition will need to be made for HEB (you can make it for a time period) not to exceed 3 months. At a minimum, generalize the items to be bought with rationale.
- A card will only be checked out with a corresponding approved Purchase Order#.
- There are currently 7 Courtesy HEB cards (1 per campus and 1 at administration). Cards will need to be checked out and back in for each transaction. At time of check-in, show the receipt to the secretary so they can make a note of the amount for reconciliation purposes.
- You will be responsible for attaching/uploading the receipt in the skyward system.

### **Section 12. Reimbursements**

Gregory-Portland ISD will not reimburse employees for purchases made, unless there is an existing authorized purchase order. An employee shall be reimbursed for reasonable, necessary and allowable expenses incurred in carrying out District business only with the prior approval of the employee's supervisor and in accordance with administrative regulations.

For any allowable expense incurred, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses. Reimbursable funds must be used for the benefit of the district's students. [DEE Local]. Reimbursements should not exceed \$100.

The District will NOT reimburse for Texas state sales tax.