

# Purchasing Handbook



November 2021

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# WHO TO CONTACT

Leeann Errotabere	Purchasing Director	ext. 79479
Sara Malone	Lead Buyer	ext. 79485
Tracy Ogle	Buyer II	ext. 79482
Jan Nye	Buyer I	ext. 79481
Tami Garcia	Buyer I	ext. 79477
Erin Gosswiller	Buyer I	ext. 79475
David Garcia	Warehouse Supervisor	ext. 79657
Ron Straughter	Assistant Warehouse Supervisor	ext. 79656

	Leeann	Sara	Tracy	Jan	Tami	Erin	David
Amazon Order Procedures					X		
Appliances					X		
Arts & Crafts					X		
Athletics						X	
Audio Visual				X			
Calculators		X					
Charter Bus Service			X				
Computers				X			
Copiers		X					
Construction	X	X	X				
Custodial				X			
Office Equipment		X					
Flags			X				
Forms					X		
Furniture		X					
Games & Toys					X		
Garbage Collection				X			
Kitchen Equip & Cafeteria Food					X		
Lamps				X			
Library Books			X				
Maintenance Agreements						X	
Maps & Globes			X				
Marquees			X				
Move Requests (11OP)							X
Musical Instruments				X			
Nursing/Pharmaceutical				X			
Office Supplies		X					
Open Purchase Orders						X	
Paper Products				X			
PO Change Orders						X	
Repair of Equipment						X	
Science				X			
Subscriptions						X	
Telephone/Cell & Wi-Fi					X		
Textbooks			X				
Tools				X			
Vehicle Purchase & Rental			X				
Warehouse Deliveries							X
Warehouse Req. Follow up						X	

## HOURS

Purchasing Department  
Warehouse Department

Monday - Friday 8:00 a.m. to 5:00 p.m.  
Monday - Friday 7:00 a.m. to 4:00 p.m.

## **DISTRICT POLICY**

In compliance with Board Policy #8101, all District purchasing shall be done by the use of purchase orders.

It is the purpose of the Board of Trustees in adopting these policies, to purchase without prejudice, seeking to secure maximum value for every dollar expended.

Individuals that place orders without the benefit of a purchase order or make personal purchases with the expectation of being reimbursed by the District may be personally liable.

It is the policy of the District that the Purchasing Department does not make purchases for private individuals nor use their position as leverage in order to obtain lower prices for individuals.

It is the policy of the District that the Purchasing Department does not make purchases for private individuals.

At no time should a District employee make personal purchases by implying that additional District orders will follow.

Invoices, or complete requisitions received with invoices attached, will be returned without being processed for payment as an unauthorized purchase. Payment for any unauthorized purchase is the responsibility of the individual that made the purchase.

## **PURCHASING PROCEDURES**

The Purchasing Department makes all purchases in accordance with the State of California Ed. Code and the Public Contract Code. Requisitions submitted for equipment and/or supplies in excess of \$96,700, or for work to be done in excess of \$15,000.00, the limits established by the State Ed. Code, require that the formal bid process be followed. (PCC #20111) (Unless project over \$15,000 meets UPCCAA procedure requirements)

Requisitions for supplies and equipment that are submitted for less than \$96,700, may be handled according to the following steps depending on commodity or type of service:

1. Orders with costs up to \$3,000.00 require confirmation of: Price, Shipping date, Name of vendor representative/ salesperson,
2. Orders with costs between \$3,000.00 and \$9,999.00 prefer two (2) written competitive quotations.
3. Orders with costs between \$10,000.00 and \$90,199.00 prefer three (3) written competitive quotes
4. Orders utilizing Federal Funding will adhere to Procurement Standards, 2 CFR 200.318 through 200.326 to meet Federal procurement mandates. These mandates vary by cost and may require competitive pricing from various suppliers.

Please allow sufficient time, as outlined above, when processing your orders.

EXCEPTIONS: Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages and periodicals. (EC 20118.3). These items may be ordered directly through Purchasing.

## CON ARTISTS

"BEWARE OF CALLS AND EMAILS DIRECTLY TO YOUR SITE OFFERING DISCOUNTS, SPECIALS AND BONUSES" or where the individual says, "I have your toner order ready for delivery all I need is a PO#". These sales usually cost you 3 to 4 times what you should be paying. Please refer any calls you might receive from companies stating that they need a Purchase Order number, in order to deliver your supplies, to the Purchasing Department.

## CUT OFF DATES

Annual, consistent timelines and cut-off dates are established for all purchases. Requisitions received after the cut-off dates will be returned to the site/department unprocessed to be re-submitted in the next school year. Cut-off dates can be found on District website at <https://www.cusd.com/CatalogsDocumentation.aspx>

## DEFECTIVE MERCHANDISE

In order to maintain a listing of quality products, the Purchasing staff appreciates your input. If you have products that are defective or not of the quality you might expect, please let us know.

## DELIVERY OF EQUIPMENT

All supplies and equipment shall be delivered to the central warehouse for inspection unless otherwise specified and approved by the Purchasing Department.

1. Upon delivery of goods to each school site or department, a signature of the person accepting the goods shall be obtained by the warehouse. A log of signed delivery tags is maintained in the Purchasing Department and may be referenced whenever delivery verification is needed.
2. All claims for shortages or damaged items should be reported to the Purchasing Department **within 10 days** of receiving the order.

## DONATIONS

Equipment or supplies which have been deemed as beneficial to the District may be donated by individuals or organizations (this includes Parent Club).

1. If the value of the donation is less than \$2,500.00 the Superintendent or designee may accept the item. (Board Policy #3290)
2. If the value of the donation is greater than \$2,500.00 the Board of Trustees approval is required prior to accepting the donation. The donor must submit a letter to the District giving a description the item and its approximate value. Work with Area Administration.

## **EMPLOYEE PICK UP**

Purchase orders approved for employee order pick-ups should be utilized only in an emergency situation, not as a matter of convenience. A copy of the purchase order stamped 'Sign and Return to Purchasing When Order is Completed' will be sent to the site. Upon pick up of the product, sign and return the stamped copy of the PO.

Under NO circumstances are employees permitted to pick up product and then turn in the invoice for payment. Invoices, or complete requisitions received with invoices attached, will be returned without being processed for payment as an unauthorized purchase. Payment for any unauthorized purchase is the responsibility of the individual that made the purchase.

## **LENDING DISTRICT EQUIPMENT**

It is the general policy of the District that equipment cannot be loaned to District employees, any other school district, public agency or to any private individual or group.

## **MEMBERSHIP/DISCOUNT STORES**

While many membership and discount companies offer appealing products, it is recommended that purchases from such companies be kept at a minimum. Often valuable time is spent preparing a warrant and attempting to locate the item, only to find out that the item has been discontinued. All sites are encouraged to avoid companies that do not accept District purchase orders or make deliveries.

Per District Board Policy #3300, memberships in individual employee names are not allowable expenses, except when provided by individual employee contracts. Memberships in the District's name are allowable expenses.

## **MAINTENANCE AGREEMENTS**

A list detailing all equipment that is currently under a maintenance agreement is sent to each site/department approximately March 1 of each year. The site/department is asked to make any corrections for equipment that may have been added or deleted during the previous year. The Purchasing Department will determine whether or not a maintenance agreement is necessary for a given piece of equipment. This determination is based on the value of the equipment and the cost and frequency of repairs needed. Site/department personnel need to report to Purchasing Department any new equipment that needs to be added to or removed from maintenance. Copies of all service orders for repairs need to be sent to the Purchasing Department.

## MATERIAL MOVEMENT REQUESTS

Material movement requests for equipment must allow at least two (2) weeks' notice. Moves that require material be returned must be made in two (2) separate requests.

Requests for moves of wrestling mats, large moves should be made at least four (4) weeks in advance. Must submit all requests prior to October 1.

Moves will be scheduled on a "first come first served" basis. In fairness to all sites, "last minute" moves will not take precedence over scheduled moves and will be handled as time permits.

District 11OP is an electronic form that can be found on Purchasing Department website:  
[https://app.informedk12.com/link\\_campaigns/11-op-request-for-materials-equipment-movement-form?token=ssyxMQKfeCMMABaUSYgUakB8](https://app.informedk12.com/link_campaigns/11-op-request-for-materials-equipment-movement-form?token=ssyxMQKfeCMMABaUSYgUakB8)

## OPEN PURCHASE ORDERS

Requisitions requesting "open" or "blanket" purchase orders may be approved for supplies or materials which are purchased on an "as needed" basis for a site or department to function properly.

Note: Not all companies will accept an open purchase order, if you are not sure, please contact Purchasing. Some companies will only accept an 'open purchase order' as a one (1) time purchase.

All open purchase orders will be closed the last day of school. All invoices must be submitted to Accounting Department prior to June 30<sup>th</sup>. Sites/departments must submit new requisitions each school year.

Open Purchase Orders for Save Mart & Walmart will be accompanied by a credit card that will be sent to the site. **All credit cards for Save Mart & Walmart MUST be returned to Purchasing by the end of school.**

Prepare a Munis requisition following the instruction for 'Open Purchase Orders'. (See "Requisitions")

Conditions and restrictions:

1. Expenditures exceeding the amount shown shall not be allowed, nor will the District be obligated to pay such invoices.
2. The purchase of equipment exceeding \$500 total unit cost is NOT ALLOWED on open purchase orders. (i.e. computers and furniture of any kind)
3. Please limit the number of employees authorized to sign to three (3).
4. It is recommended that the original request for open purchase orders shall be at least \$200.00 but not more than \$3,000.00.
5. No Toxic material is permitted. Some types of project paper that do not meet the flame-retardant requirement of the State may not be purchased.
6. Requisitions submitted to increase the original amount of the open purchase order must include the original purchase order number.
7. Spouses and/or students are not authorized to sign on open purchase orders.
8. All invoices for items purchased on open purchase orders should be sent to the Accounting Department immediately.

## **PLAYGROUND EQUIPMENT**

All playground equipment located on District property must comply with guidelines established by the US. Consumer Product Safety Commission and State and Federal requirements for safety. In order to ensure that all playground equipment meets the minimum construction and safety requirement ALL playground equipment must have approval from the Grounds Manager and the Purchasing Department prior to ordering. This includes items that will be funded by Parents Clubs, Student Body Associations or other non-District sources.

To obtain approval of a new piece of playground equipment:

1. Submit to Purchasing the specifications, manufacturer, model number, catalog, and installation instructions (if possible) for approval.
2. After notification that the equipment is approved, submit a buy-out requisition to have Purchasing purchase the equipment, and a requisition for the purchase of the shredded-wood product used under the playground equipment to meet the fall safety requirement.
3. Submit a Service Order to the Maintenance Department requesting installation of playground equipment upon arrival or create a second requisition to have an outside Contractor install the equipment.

## **PREVIEWING MATERIAL**

All requests for preview materials that may result in a charge, if preview material is not returned with allotted time, should be made through the Purchasing Department.

Requisitions Requirements:

1. Requisitions should state that the materials if for preview
2. Include the preview time limit (i.e. 30-day preview)
3. The cost of the material is not returned within the preview time limit

The Purchasing Department will provide a PO number that may be used to order the material for preview.

The school/department is responsible for the returning of the material during the preview time. Upon return, please advise the Purchasing Department of the day and method of return. Upon expiration of the preview time limit, and providing that the school/department has not returned the material, any invoices received will be paid against the purchase order.

## **REPAIR OF EQUIPMENT**

If the repair cost exceeds 1/2 the replacement cost of an item, the repair work should not be done. In these situations, it is the responsibility of the site/department to order a replacement.

Sites or departments may call the Purchasing Department to request service for equipment covered under a maintenance agreement. If you need information regarding whether or not a particular piece of equipment is covered under a maintenance agreement, please call 327-9475.



## **EQUIPMENT NOT COVERED UNDER MAINTENANCE:**

Computers repairs must be coordinated through the Technology Department.

Football equipment shall be maintained in accordance with the State of California Ed Code. All protective football equipment shall be cleaned, sanitized and repaired at least once a year. Pick-up dates for football helmets and shoulder pads will be coordinated through the Purchasing Department after the close of football season. Note that painting of helmets and replacement of facemasks is a site expense. The District Office account will not pay these expenses.

Telephone Repairs shall be done by initiating a "Maintenance Service Order" for the repair of any and all telephone equipment in the District.

NOTE: Any repair of equipment and its' related cost made outside of the above procedures may be at the expense of the person initiating the service.

## **REQUISITION & PURCHASE ORDERS FOLLOWUP**

Follow up on purchase orders may be done by viewing the PO in the Tyler Munis Software System in PO Inquiry - enter purchase order number or Requisition Entry Inquiry. The Requisition option will show you if a purchase order number has been assigned, date entered, the buyer, and the status of the order. The PO Inquiry option, by continuing to hit "accept" you will see a detail listing by line item, showing the quantity, unit price, total cost, and account charged. You can link to the receiving folder in PO Inquiry to see if each line item was received. If the status of your order shows complete or fully paid and you have not received your order, then check with your site custodian. If you can not locate your order after checking with your site custodian, then check with the Warehouse.

Periodically, you may receive a follow up from Purchasing requesting information as to whether an order has been received, cancelled, or to carry forward to the next school year.

## **RETURN OF GOODS**

Goods may be returned due to damage, if defective, or if the wrong merchandise was received.

### **SUPPLIES ORDERED FROM CENTRAL WAREHOUSE:**

Warehouse stock items can only be returned for credit if the item was purchased during the same school year as the request for credit. Items damaged by sites/departments cannot be returned for credit.

1. Follow procedures outlined in the Tyler Munis Training Manual. Attach a copy of paperwork to the top of the box with the item you wish to return, along with a statement as to why it is being returned to the Central Warehouse.
2. Credit will be issued after verification by the warehouse staff of the items being returned. Partial boxes/cases may not be returned.
3. If you wish to obtain another item in place of the returned goods, you must complete a new requisition and process it through the normal procedures.

### MERCHANDISE ORDERED ON A PURCHASE ORDER:

Before any item bought on a purchase order can be returned to the warehouse, you must first contact the Purchasing Department.

1. Purchasing will contact the supplier and determine if it is possible to return the item and whether or not there will be a restocking charge.
  - a. If the item was ordered wrong by the requisitioner and the vendor shipped as ordered, the ordering site/department will be responsible for any restocking charges plus the freight cost of returning the item.
  - b. If the item was ordered correctly, but the company sent the incorrect merchandise, there normally will not be any restocking or freight costs charged to the site/department. HOWEVER, if the site/department has had possession of the item for more than 90 days before any report of incorrect items or damaged goods is reported, there may be charges.
  
4. After receiving approval from Purchasing the item may be returned to the Central Warehouse.
  - a. Purchasing will send you an "Authorization for Return" form.
  - b. Attach the "Authorization for Return" form to the top of the box with the item you wish to return.
  - c. Give the item back to your Plant Supervisor who will send it to the Central Warehouse.

## **SUBSCRIPTIONS**

Submit subscription information on a Requisition through Tyler Munis. Please note – ITSUB commodity code needed for all subscriptions and online accounts that involve student data. Student privacy agreements MUST be signed and agreed upon by service provider, PRIOR to a PO being issued.

## **SUBSTITUTION OF PRODUCTS**

In order to maintain a standardization of products used in the District, the Purchasing Department will periodically substitute a product for an item listed. Such substitutions are based on:

1. Knowledge that the product originally requested may be inferior and not perform as the user desired.
2. Availability of repair/replacement parts,
3. Recommendation from departments such as Technology Department, Maintenance Department, etc.

Substitutions of products may increase the total amount of the requisition. Such increases shall not exceed 15% of the originally amount of the requisitions without the Sites/Departments approval.

## **SALE OF EQUIPMENT**

After Board has approved, all property belonging to the district, not required for school purposes, may be sold, after proper advertisement, at public auction. Sale of salvage equipment directly to individuals is not permitted. (Board Policy #3270).

Auctions and/or sales are scheduled based on the volume of equipment available for sale.

Equipment being removed from sites/departments must be processed on a "material movement request" through the Central Warehouse. The form should indicate the type of equipment, make and model number, serial number, and reason item is being sent to salvage. Sites and/or Departments shall not throw away any equipment. All damaged or obsolete equipment must be processed through Purchasing.

## **STUDENT BODY - PARENTS CLUBS PURCHASES**

Student Body/Parent Club purchases of equipment that will be housed on District Property are considered "donations". In order for the District to accept donated items, and have these items covered under District insurance, the Board must approve the donation. This may be done by processing the order through the Purchasing Department.

In order to ensure all equipment throughout the District, **all purchases for equipment made by Student Body Groups or Parents Clubs MUST be processed through the Purchasing Department.** Equipment included in this process include such items as:

Audio Visual Equipment, Computer Equipment, Furniture, Playground Equipment and any potentially toxic or flammable material.

The following guidelines should be followed whenever Student Body/Parents Clubs are ordering equipment.

1. Parent Club/Student Body must deposit the funds directly into the sites account to cover the purchase. The site will then prepare a requisition as normal. **Purchase orders will not create invoices back to Parent Club/Student Body accounts.**
2. Purchases that will be paid back over multiple years (typically playground equipment) must have a Memo of Understanding issued by the Assistant Superintendent of Business Services stating the amount and the repayment terms.
5. Warehouse orders - Purchases made through the Central Warehouse must be charged to the sites account and a deposit made from the Parent Club/Student Body account to offset the expense. Warehouse orders will not create invoices back to Parent Club/Student Body accounts.

## **TOXIC MATERIALS**

Toxic materials: Beginning in 1986-87, the State of California, Department of Education established guidelines that prohibit schools from using arts or crafts materials deemed to contain a toxic substance, as defined, for use by K-6 students. Commencing on June 1, 1986, schools are not permitted to order, purchase or use any substance defined as a toxic substance causing chronic illness by students in grades 7 to 12, inclusive, unless it meets required labeling standards or is exempt from labeling requirements (EC 32060 - 32066) (32064)

Flammable materials: Title 19, of the California Administrative Code #3.08, requires that only flame-retardant material be used on walls as decorative material. This includes items such as project paper. The project paper stocked in the Central Warehouse meets the flame-retardant qualifications. Purchases of project paper other than through the Central Warehouse may result in non-flame-retardant material being placed in the schools, a violation of Title 19, and subjects the school to Fire Marshall Citations.

Safety Data Sheets: Safety Data Sheets are forms provided by the suppliers of products that are potentially hazardous if used incorrectly. Some supplies that require SDS forms include, but are not limited to, all science chemicals, rubber cement, markers, highlighters, custodial cleaning compounds, duplicator fluid, and ink pads. The SDS provided the name of the product, chemical make-up and information how to handle spills. All District personnel that use supplies that require SDS forms are required to be familiar with the products and how to handle an emergency.

## **WAREHOUSE VEHICLES**

There are no warehouse vehicles available for schools/departments use. Please contact the Transportation Department to make arrangements to rent a truck.

## **WARRANTIES**

The District does not recommend extended warranties on equipment. Any warranty that is taken out for equipment will be the responsibility of the site/department.

## **VENDOR RELATIONS**

The goal of the District is to maintain a professional, ethical, and mutually beneficial relationship with vendors. In order to accomplish these goals, the District maintains the following guidelines in dealing with sales representatives.

1. District employees do not have the authority to negotiate prices or commit the District to any purchase. This authority has been designated to the Purchasing Director.
2. Supplies, services, and equipment shall be purchased at the lowest possible price consistent with satisfactory standards of quality and service.
3. In order to avoid any "conflict of interest" District employees should not recommend that purchases be made with any company where relatives are employed or where the employee will derive any gift, gratuity, favor, or financial benefit.

4. Samples should only be requested through the Purchasing Department. Requesting samples directly from vendors may lead to a misunderstood "order", resulting in the District being billed for the "sample".
5. Vendors shall not be permitted in schools or departments for the purpose of making sales. If it is necessary to contact sales representatives regarding special or highly technical details of their products, schools or departments shall request such visits through the Purchasing Department.
6. All communications with vendors shall be through the Purchasing Department. In special cases where the technical assistance is required in order to complete a requisition, the Purchasing Department shall be made aware of the nature and details of any communications between sites/departments and vendors