

## Central Consolidated School District

### Purchasing – Requesting a Purchase Order

All goods and services must have an approved and signed Purchase Order before goods can be purchased, or services delivered. This is a requirement by the State Procurement Code.

- Requisitions should be completed by verifying availability of funds, use of correct account code as established in Chart of Accounts, and *must be approved by the building / department administrator* or grand administrator if grant funds are utilized.
- Purchase Orders must be made directly to vendor from CCSD Vendor List.
- Personnel should allow for 5 business days for a purchase requisition to be processed and converted to a Purchase Order.

Basic Steps for Purchasing tangible goods, non-professional services, and construction:

- A need is determined or assessed;
- Minimum requirements or specifications that satisfy the needs are The Marketplace is searched for goods, services or construction that meet the minimum requirements or specifications;
- A purchase contract is established with a vendor offering goods, services or construction at the lowest cost and meets the minimum requirements or specifications.

**Section 13-1-125(D.) Small Purchases. It is against the law to artificially divide (split) purchases to create two (2) or more orders of lower cost in order to circumvent the limits of the Procurement Code.**

#### Order Types

*Itemized* – All orders for specific items (materials) selected from a vendor must be entered in **detail** on the PO. (If 50 different items are being ordered, then 50 detailed lines should be entered on PO.) Each order should include the following information:

- Quantity
- Unit of Measure (ea., box, doz., etc.)
- Vendor or part number
- Basic Description (Make / Model)
- Unit Cost
- Valid Account Code as specified in the Uniform Chart of Accounts.

<http://ped.state.nm.us/div/fin/school.budget/index.html> under

- UCOA v2.8 (March 2013) – Uniform Chart of Accounts
- Supplement 3 v2.8 (Revised March 2013) – UCOA Manual of Procedures which has description of Accounts

Catalog orders require verification on prices, inventory/part numbers to avoid PO Corrections. Please utilize vendor websites for up to date information, if available.

*Blanket* – This type of PO should be USED MINIMALLY and ONLY for items that are ordered on a regular basis or to Vendors that are not part of the CCSD Vendor List. This includes PCards (BOA) for travel, Capital Outlay Projects, Student Travel, and vendors with Price Agreements, purchases by Construction/Maintenance departments and for Utility Bills. Description should include how the amount will be paid (monthly, quarterly, etc).

*PCARD/ BOA Requisition* – Requisitions to BOA must have the following information:

Who: Who is purchase being made for? (Class / Grade Level, Teacher; Club; Event)

When: When will purchase be used? (Date of event)

What: What types of Items are being purchased? (List of supplies/items to be purchased)

Where: Where are items going to be purchased at? (Cash & Carry, Hobby Lobby, etc)

- PCards should only be used to purchase goods from Vendors that do not accept Purchase Orders.

*Travel / Per Diem / Registration / Transportation* – Employee and student travel must indicate the following information: **NOTE: Upload Travel Requisition Form to requisition.**

**Employee Travel**

- Name (s) of Employee
- Destination
- Pay For (Per Diem, Registration)

**Student Travel**

- Number of Student (s)
- Destination
- Pay For (Lodging, gas, etc.)

*Break out Per Diem Rates – (Days \* \$115 = \$115) and add additional Hours if needed.  
If Conference offers Meals deduct \$10.00 per meal.*

- Name of Conference
- Description of Travel (Sport, Club, etc.)
- Travel Dates (Beg Date / End Date)
- Travel Dates (Beg Date/End Date)

*Example of Employee travel Description: Mr. Mickey Mouse, Title traveling to Phoenix AZ for "Name of Conference," from August 3-5, 2013, leaving at 3PM on 8/2 and returning 8/5 at 5pm.*

*(Days \* \$115) + (Any Additional Hours if necessary) = (Total Dollars)*

*Technology Orders* – Seek approval from IT Department prior to ordering computers, cameras, software, printers, radios, and other electronic equipment. Items that do not meet CCSD technology platforms or unapproved by IT Department should not be ordered.

*Presenters / Professional Development* – A PO and contract must be in place prior to the presentation. The presenter must provide an invoice upon completion of presentation / professional development.

- Requisitions require supporting documents such as bids, board approval, agendas, conference attendance, contracts, quotes, travel request forms, etc. All supporting documents should be scanned and attached to REQ's on the Visions Software. Attaching supporting documents will ensure prompt issuance of PO.

**Vendors** – Vendor information form, W-9 and Conflict of Interest should be scanned and emailed to Purchasing for adding in Vendor Maintenance in Visions. These documents will allow for setup of new vendor in the system to ensure PO issuance. Documents are found on First Class under Purchasing. If a vendor has “Inactive W-9 Needed” please send updated documents to Purchasing. If vendor has “Do Not Use Vendor”: Do Not Use Vendor, until complete packet has been updated.

### **Changes / Voiding / Closing a Purchase Order**

*Requisition Status:* Originator can edit (adjustments, additions, etc) or delete. You don't need to send purchasing an email.

*Purchase Order Status:* Send Email to Purchasing for edits, adjustments, to close.

Email must state the reason(s) for the changes so that it can be added in Notes.

*Increases:* Prior to requesting for an increase, check the balance in the account. If there is enough to make an increase, send an email stating the amount of increase and reason for the increase to Purchasing.

*Void / Close of PO's:* Email reason for closing / voiding to Purchasing.

- School personnel are prohibited from changing Purchase Orders, vendors and/or substituting an itemized product for another without prior authorization from the Central Purchasing Office.