WAYNE TOWNSHIP PUBLIC SCHOOLS
WAYNE, NEW JERSEY



PURCHASING MANUAL

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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 (Purchasing) N.J.A.C 5:34-1 et seq.;
- New Jersey Administrative Code (Accountability Regulations) N.J.A.C 6A:23A-1 et seq.;
- New Jersey QSAC – Fiscal Management DPR #15;
- Federal Procurement Code – 2CFR Part 200.318;
- Board of Education Purchasing Policies;
- Local Finance Notices – NJ Division of Local Government Services;
- Other laws and administrator code when applicable;

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 Purchasing Office at (973) 317-2111.

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 on purchasing procedures.

Session II – Requisition and Purchase Order Process

All school personnel involved in the preparation of requisitions and purchase orders shall attend a 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.

Federal Code of Standards of Conduct

The board of education, pursuant to **Federal Regulation 2 CFR 200.318 (c) (1),** hereby acknowledges the Ethics and Conduct in Purchasing section to be applicable to the selection, award and administration of contracts using federal funds. The code of conduct also applies to all purchases, notwithstanding the source of funding.

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 Gift 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 offer was 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; Business

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 authorize 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 Wayne Township 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 Wayne 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 Wayne 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 Wayne Township 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 Wayne 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 Interests

No employee, officer, or agent of the Board of Education may participate in the selection, award, or administration of any contract, if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties considered for a contract. Ref. 2 CFR 200.318 (c) (1)

G. Conflict of Interest Certification – Request for Proposal and Competitive Contracting Proposals

School district employees who are part of an evaluation committee to review responses to Request for Proposal (RFP) and/or 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)

H. 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 in the fourth degree… if the public servant directly or indirectly, knowingly solicits, accepts or agrees to accept any benefit, whether the benefit inures to the public servant on another person, to influence the performance of any official duty or to commit a violation of an official duty." (N.J.S.A. 2C:27-10)

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 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 authority to make purchases for the board of education.

The Wayne Township Board of Education by board resolution has authorized William P. Moffitt, 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 will 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 for Unauthorized Purchases

The Superintendent of Schools may assign penalties listed below 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	Pay for Purchase/Tenure charges

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 the 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.

District Sanctions to Violations

All school 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:18-1 et seq.

2. NJQSAC Fiscal DPR Indicator # 15
   The school district is subject to a penalty of four (4) NJQSAC points by not being in compliance with the Fiscal District Performance Review Item #15, which prohibits confirming or unauthorized orders.

3. Audit Finding and Recommendations
   All financial transactions are subject to audit review. The school district may receive an audit finding and recommendation for unauthorized (confirming) purchases. Repeat 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 contracts 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 Wayne Township 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 Wayne Township 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 Wayne Township Board of Education are prohibited from purchasing privately goods and/or services off the bid prices and quotation prices offered by 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 a 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 items, then a purchase order must be prepared for a new item.

PURCHASE ORDER PROCESS

A. Preparing a Requisition

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

1. **Requisitions are entered in the financial database (CSI)** – All requisitions are to be typed in detail.
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 major well-known companies.
4. **Current Budget Year Included** – The current budget year must be included in the body of the Purchase Order/Requisition.
5. **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 number costs.
6. **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% Estimate Shipping and Handling"

   If there are no shipping 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 Wayne Township Board of Education recognizes two (2) types of delivery.

   a. INSIDE DELIVERY
   Items are to be delivered to a Board of Education location and taken off the truck by transportation carrier personnel and brought to a designated area inside the school or office building.

   b. SPOTTED DELIVERY
   Items are to be delivered to a Wayne Township Board of Education location and taken off the truck by transportation carrier personnel and brought to a designated area inside the school or office building. Transportation carrier personnel or specialized individuals are responsible to then uncrate, setup, assemble items to determine good working order and remove all debris to the satisfaction of the Wayne Township Board of Education within five (5) working days. Please ensure that all purchase orders have correct delivery designation.

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 $10.00. Please try and plan and combine orders to exceed the $10.00 limit.

   Please verify your figures for accuracy. Please note: **The Wayne Township Board of Education is exempt from paying New Jersey Sales Tax.**
10. **Budget Account Number** – Please be sure the correct Budget Account Number is typed on the requisition.
11. **State/Co-Operative Contract Orders** – When ordering through State/Co-Operative Contract vendors (minimum order $100.00) please include on the requisition

    a. State/ Co-Operative Contract Number;
    b. 1NJCP must be included on all State Contract requisitions and purchase orders;
    c. Shipping and Handling Included;
    d. Appropriate documentation when required

    Special guidance will be issued as it pertains to State Contract purchases.

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. **Bids** – If bids are obtained, please include the following on the requisition:

    a. Bid Date
    b. Bid Number
    c. Date bid/award was approved by the Board of Education

14. **Staple Purchase Orders** – Purchase orders are to be stapled if two or more purchase order forms are used for the same order.
15. **Multi-Page Requisitions** – Limit Two (2) Pages – There will be times where there is a need to order a large amount of items from one vendor. The number of pages or requisitions is limited to two (2) pages per order. For orders in excess of the two-page limit, please follow the procedures below:

    a. Type on the body of the requisition what is being purchased
       Example: School Supplies, Office Supplies, etc.

    b. Type on requisition: "See the attached"
       List should be neatly typed or downloaded from the vendor's website and should include quantities, full descriptions of items, unit price and total price.

    c. Type on requisition the full price and any shipping/delivery costs.

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 Assistant Superintendent/Superintendent:

1. **Funds Available**
   They must check to determine if funds are available in their budget to cover the amount of the purchase order.

2. **Requisition Completion**
   They must check to determine that items previously noted have been properly completed.

3. **Requisitions** are to be approved online by the appropriate administrator.

4. **Approval of Principal**
   The Business Office has been notified that whenever they order equipment for the instructional staff of the various schools, the requisition must be approved by the school principal.

5. **School/Department Copy**
   The School/Department copy of the purchase order remains in the office of the administrator/supervisor/principal. When preparing a requisition, please retain this copy for your files.

6. **Receiving Copy**
   Once the purchase order has been printed and mailed to the vendor, the Business Office will send the Receiving copy of the purchase order to the school or department. If you do not receive the receiving copy within two (2) weeks of signing the purchase order, please contact the Business Office.

C. Responsibilities of Business Office

The 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 also reviews whether the purchase order exceeds:

The Quotation Limit	**$7,950.00**
The Bid Limit	**$53,000.00**

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:
   a) Affirmative Action Evidence – Contracts $53,000.00 and over (cumulative)
   b) Business Registration Certificate (BRC) - Purchases $7,950.00 and over
   c) Chapter 271 Political Contribution Disclosure Form (PCD) – Purchases over $17,500.00 (cumulative)
   d) Iran Disclosure Financial Disclosure Form
   e) IRS W-9 Form

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

   Incomplete or improper purchase orders/requisitions may be returned with a memo explaining deficiencies.

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

   1) Issue a purchase order number
   2) Enter the purchase order in the computer
   3) Email/fax/mail the purchase order to the vendor

   The Purchase Order process, as explained, may take several days, if all appropriate documentation and approvals are completed. 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. The Transfer of Funds form can be found at www.wayneschools.com/Faculty&StaffUse/StaffResources&Forms/AdministrativeForms.

   All Transfer of Funds forms are to be sent to the Assistant Business Administrator.

D. Responsibility of the Vendor

The Business Office sends to the vendor the purchase order and the quote. The vendor is to sign the purchase order (if the amount is over $7,950.00) and return it to the Business Office with an invoice. A check is prepared for the vendor once the Business Office has received a:

1) Signed Purchase Order (Where Applicable)
2) Invoice

The award of contract to a vendor approved by the Wayne Township 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 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 - $53,000)

This method is used for procuring goods, materials, services and public work projects that exceed the board of education approved bid threshold of $53,000.

Examples of Bidding:

Facilities Department
Plumbing, Electrical, HVAC work
Public Works Project

Technology
Printer/Computers
Technology Supplies/Equipment

Athletics
Athletic Supplies/Equipment
Physical Education 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.

*Subject to Federal Guidelines 7 CFR 210.21 and 2 CFR Part 200, 318 et seq.

1. Bid Limit - $53,000

The Wayne Township 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 $53,000. 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 $53,000 for the entire year, must be competitively and advertised for bid. This restriction is the entire district and not by location or schools.

You cannot circumvent the law by splitting purchases to be under the $53,000 bid limit.

Administrators that have purchases that may exceed the $53,000 bid limit, are to contact the Purchasing Office to begin planning the bid process.

2. 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 advertise bids 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, student produced publications, library and educational goods
d. Legal notices, food supplies, milk, utilities, insurance, election expenses, travel and conferences
e. Contracts with other government entities; county and state colleges
f. Cooperative arrangement agreements

*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 $7,950 and $52,999)

This method of procurement is used for contracts for goods, materials, services and public works projects that in the aggregate are between $7,950 and $52,999.

Examples:

- Athletic Trainer Supplies
- Fitness Equipment
- Tech Supplies
- Grounds Equipment
- Repair Services
- Musical Supplies
- Athletic Wear

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--$7,950 through $52,999

The quotation limit (threshold) is now $7,950. This means that any specific item or group of items of a similar nature purchased by the school district, totaling more than $7,950 and less than $53,000 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 secured by the initiating unit. When a quotation is deemed necessary, the Administrator or Principal is asked to contact the Business
Office. The Business Office 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 quotations shall be emailed to the Business Office to be attached to the purchase order.

C. <u>Request for Proposal—RFP</u> -- This method is preferred for the following contracts:

1) Professional Services:
2) Medical Legal
3) Auditing; Accounting
4) Engineering,
5) Architectural Academic/Operational Services (Contracts less than $53,000)
6) Educational Consultants
7) Instructional Improvement
8) Professional Development

<u>Award of Contract—Evaluative Criteria</u>

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;
  - Knowledge of district

- **Cost**
  - Fee proposal submission; cost analysis

The contract for an RFP contract 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 $53,000</u>)

This procurement method may be used for certain contracts over $53,000.00. The district can only use this method for contracts that are outlined in NJ State Law 18A:18A-4.1.

Any questions regarding competitive contracting, for further questions, please contact the Business Office.

The district can only use this method for contracts 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
    a. Student Data Warehousing
    b. Student Information System
    c. 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 2-4 weeks to complete.

E. State Contract Purchasing (NJ START)

Pursuant to N.J.S.A. 18A:18A-10 (a), a Board of Education may purchase goods and services through New Jersey Start (NJ START) 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 Start vendors.

- 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.

- Computers - if you plan to purchase computers, please adhere to the following process prior to completing purchase orders for computers.

- Contact the Director of Technology

Please contact the Director of Technology, Suzanne Fioravanti at Ext. 1401. She will be able to assist you with the technical aspects and the State Contract requirements of purchasing computers.

- Copiers - Approvals Needed—Superintendent, SBA and Board of Education

If you plan to purchase a copier, please contact the Director of Technology at Ext. 2133. All purchases of copiers must be pre-approved by the School Business Administrator and the Superintendent of Schools. All purchase of copiers through the State Contract GSA pricing require Board of Education approval pursuant to the requirements of N.J.A.C. 5:34-9.7.

Other State Contract NJ START Purchasing

The School Business Administrator is required to have Board of Education approval for all NJ START Contract purchases that exceed the bid threshold. All NJ START purchases will be verified by the Business Office prior to processing.

Purchase Order Requirements

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

1. State Contract Number
2. State Contract System Identifier—1 NJCP
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 Wayne Township Public School District may contract with Educational Data Services of Morris, NJ, or other cooperative purchasing agencies, to purchase items such as:

1. Office supplies
2. School supplies
3. Copy duplicator paper
4. Art supplies
5. Science supplies
6. Industrial Arts supplies

Cooperative Purchasing System Identifiers—Include on Purchase Orders

School districts are required by administrative code to identify the cooperative group and include the identification number on the purchase order. The following Cooperative Purchasing System Identifiers are provided for your use. This is not an all-inclusive list. The Business Office shall inform all school officials of other cooperative purchasing system entities during the course of the year.

1NJCP	New Jersey START Contract vendors
26EDCPS	Educational Data Services, Inc., vendors
65MCESCCPS	Educational Services Commission of New Jersey vendors

The Business Office shall provide to all administrators, supervisors and principals specialized training on using cooperative purchasing services and the purchase order requirements related to using such cooperatives.

B. Emergency Contracts

Emergency contracts are strictly regulated by N.J.S.A. 18A: 18A-7. A situation must exist affecting the 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 School 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 School 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.

School districts, when procuring goods and services using federal funds, are to comply with the Federal Procurement Code 2 CFR 200.317 et seq. A more detailed explanation of procuring goods and services when using federal funds is found in the Appendix Section of this manual.

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. A request to increase a purchase order amount must be approved by the Business Office.

F. Purchase Order Requirements

The Business Office 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 Business Office:

- Affirmative Action Evidence—Certificate of Employee Information Report
- Business Registration Certificate from the State of New Jersey
- Chapter 271 Political Contribution Disclosure Form
- Iran Financial Disclosure Form
- IRS W-9 Form
- Other documents required by Federal Procurement Code

See Appendix C 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 (o). The major conditions are as follows:

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

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 may 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
- Field trips
- Proms
- Yearbooks

SELECT PURCHASING TOPICS

A. 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:

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 or 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;

1. **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. N.J.A.C. 6A:23A-7.12 (d); 6A:23A-5.8 (b) (4)

• 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.

2. **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 school cafeteria or home economics classes. Many schools and office have prepared purchase orders to:

- ShopRite (Inserra Supermarkets, Inc.)

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.

3. **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.

B. **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) or Board of Education transportation equipment 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 submitted with the requisition/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
- Plaques-local determination
- Gifts for employees
- Bereavement flowers; baskets
- Teacher appreciation gifts/activities
- 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.

C. **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 Assistant Superintendent 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. Subject Supervisors must complete the Recommendation for Textbook Approval form.

b. Submit textbook and form to the Assistant Superintendent, who will prepare the Board resolution.

3. Purchase of Textbooks and Assistant Superintendent 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; or
c. A change in curriculum or new edition requires a new textbook.

It is important that all purchase orders for textbooks withstand any state or district audit review. The approved Recommendation for Textbook Approval form shall be sent to Accounts Payable for each purchase order for textbooks. The reason for the purchase must be included on the purchase order.

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.

D. Books: Purchasing Procedures

1. Purchase Orders Processed As Needed

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, as needed.

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**
   Supervisors and School principals are to ensure that purchase orders for books and workbooks be presented to the Assistant Superintendent/Superintendent 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 requisition request that does not have either the price quotation from the sales representative or copies of online pricing will be rejected.

   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.

E. **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:

1. **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.
2. **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.

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

   a) Approvals in writing;
   b) Travel Report;
   c) Receipts for hotel and meals (when applicable);
   d) Mileage Travel Form;
   e) 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.

F. **Purchase Order Deadline--Annual Notification**

The deadline for submitting purchase orders for the current operating budget is on or about November 30, unless on an earlier date set by the Business Administrator. (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 School Business Administrator or the Superintendent.

REQUISITON/PURCHASE ORDER PROCESS

Receipt of Goods/Services

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

The purchase order is made of (5) five sheets. Listed below are the names and the purpose of each sheet. (A requisition becomes a purchase order after all required administrators have approved the requisition in CSI).

Copy	Disposition
Vendor Copy	Sent to vendor to order items/provided services
Voucher Copy	Sent to vendor for signature
Account Payable Copy	Remains on file in the Business Office
Receiving Copy	Signed and Returned to the Accounts Payable Office upon receipt of the goods/services

B. Receipt of Goods and Services

The originator of the purchase order should follow the following 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. Print receiving copy of purchase order and obtain 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 originator should either receive the items and should sign the receiving copy and send to: Accounts Payable at the Business Office

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 any invoices that may have been submitted with the order
- 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 the Business Administrator:

• Thirty (30) Day Notice--Original
The Accounts Payable Office will send a reminder notice to all schools and offices 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 school or office.

• 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 school or office.

• 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 school or office.

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 Wayne Township Public Schools 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 or record those items that you did receive as "received" in CSI.

• 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 or record the items as received in CSI.

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 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. Chart—Purchase Order Requirements

D. Vendor Letter—Unauthorized Purchases

E. Copy of Requisition

F. Copy of Purchase Order

G. Copy of Requisition screen of CSI

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

I. Federal Contracts—Chart of Thresholds

FORMAL BID PROCESS

Process	Time Line
Initial request to bid made by Administrator/Supervisor Certification that funds exist	One Day
Review of specifications, fully outlining items, materials or services to be bid by the Purchasing Agent	One Week
Return of reviewed specifications to Administrator/Supervisor for final approval	One Week
Bid Package prepared by the Purchasing Agent	One Week
Legal Advertisement sent to newspaper	Three Day Advance Notice
Bid Date/Time must be at least 10 days after Legal Ad appears in the newspaper. (Bids are opened and read publicly)	10-20 Days
Bid Results are reviewed by b. Administrator/Supervisor c. Purchasing Agent	One Week
Administrator/Supervisor prepares spreadsheet showing the lowest bidder and recommends award of bid. Purchasing Agent reviews the bid and prepares the resolution	One-Two Weeks
Bids are reviewed at the Board Agenda, Committee of the Whole, and Regular Public Meetings	One Week
Purchase Orders are prepared by Administrator/Supervisor	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 A)

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. **Purchasing Agent Notified**
   The official in charge of the building or facility, wherein the emergency occurred shall notify the 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 CFO/COO/Purchasing Agent**
   If the Purchasing Agent is satisfied the emergency exists, the Purchasing Agent by State Law is authorized to award the contract.

4. **Filing of Documents with State and County by Purchasing Agent** 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.

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 $7,950	No	YES	No
$7,950 - $17,499	No	YES	No
$17,500 - $52,999	No	YES	YES
$53,000 – and over	YES	YES	YES

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

*Based upon a QPA $53,000 Bid Threshold

Name of School District
Business Office
Address
City, State, Zip

To: All Vendors Date:_____

UNAUTHORIZED ORDERS

Authorized Purchases

The Wayne Township Public Schools only recognizes purchases made through the approved purchase order process. All purchases made by the Wayne Township Public Schools require a:

Written Purchase Order with ***authorized signatures*** and a ***Purchase Order Number.***

Unauthorized Purchases

Any Wayne Township Public School 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 ***authorized signatures*** and a ***purchase order number.***
- **Contact the Business Office!**
  Please alert the Purchasing Office if an employee attempts to place an order without an authorized purchase order.
- **You will NOT get paid!** The Wayne Township Public Schools will not be held responsible for any unauthorized orders or purchases.

Authorized Signature:

The Wayne Township Public Schools will only recognize purchase orders signed by:

William Moffitt, School Business Administrator/Board Secretary

COPY OF REQUISITION

Requisition Copy (This is Not a Purchase Order)

R01272

Page 1 of 1

Copy 1

Ship to

WAYNE,NJ 07470

To

GAM1

ROUTE 23 NORTH
WAYNE, NJ 07470

Account Code	Amount
11-190-100-610-14-018	4,617.60

RECEIVED
JUL 17 2019
ACCOUNTS PAYABLE

Date: 07/16/19 Dept:

Qty	Unit	Description	Unit Price	Amount
		PLEASE SEE QUOTE #1000033 FOR PE UNIFORMS		
		29B/29M SHORT SLEEVE T SHIRT 1CFLC/COLOR ASH		
70.		YOUTH LARGE	4.850	339.50
190.		ADULT SMALL	4.850	921.50
130.		ADULT MEDIUM	4.850	630.50
		566PY/569P SHORTS 1C		
70.		YOUTH LARGE	6.990	489.30
190.		ADULT SMALL	6.990	1,328.10
130.		ADULT MEDIUM	6.990	908.70
		PLEASE CONTACT SUE CONKLIN WITH ANY QUESTIONS OR CONCERNS 973-633-3140		

Total for Lines $4,617.60

COPY OF PURCHASE ORDER

VOICES MUST BE SENT TO → **WAYNE BOARD OF EDUCATION PURCHASE ORDER**
ACCOUNTS PAYABLE DEPARTMENT
50 NELLIS DRIVE - WAYNE, N.J. 07470
TEL (973) 633-3015 FAX (973) 628-8837

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES & CORRESPONDENCE

001041

Page 1 of 1
Copy 1

Req# R01272

Account Code	Amount
11-190-100-610-14-018	4,617.60

Ship to

WAYNE,NJ 07470

To

GAM1

ROUTE 23 NORTH
WAYNE, NJ 07470

Date: 07/16/19 Dept:

WAYNE BOARD OF EDUCATION IS EXEMPT FROM STATE & LOCAL SALES AND USE TAX. EXEMPTION # 22-600-2385

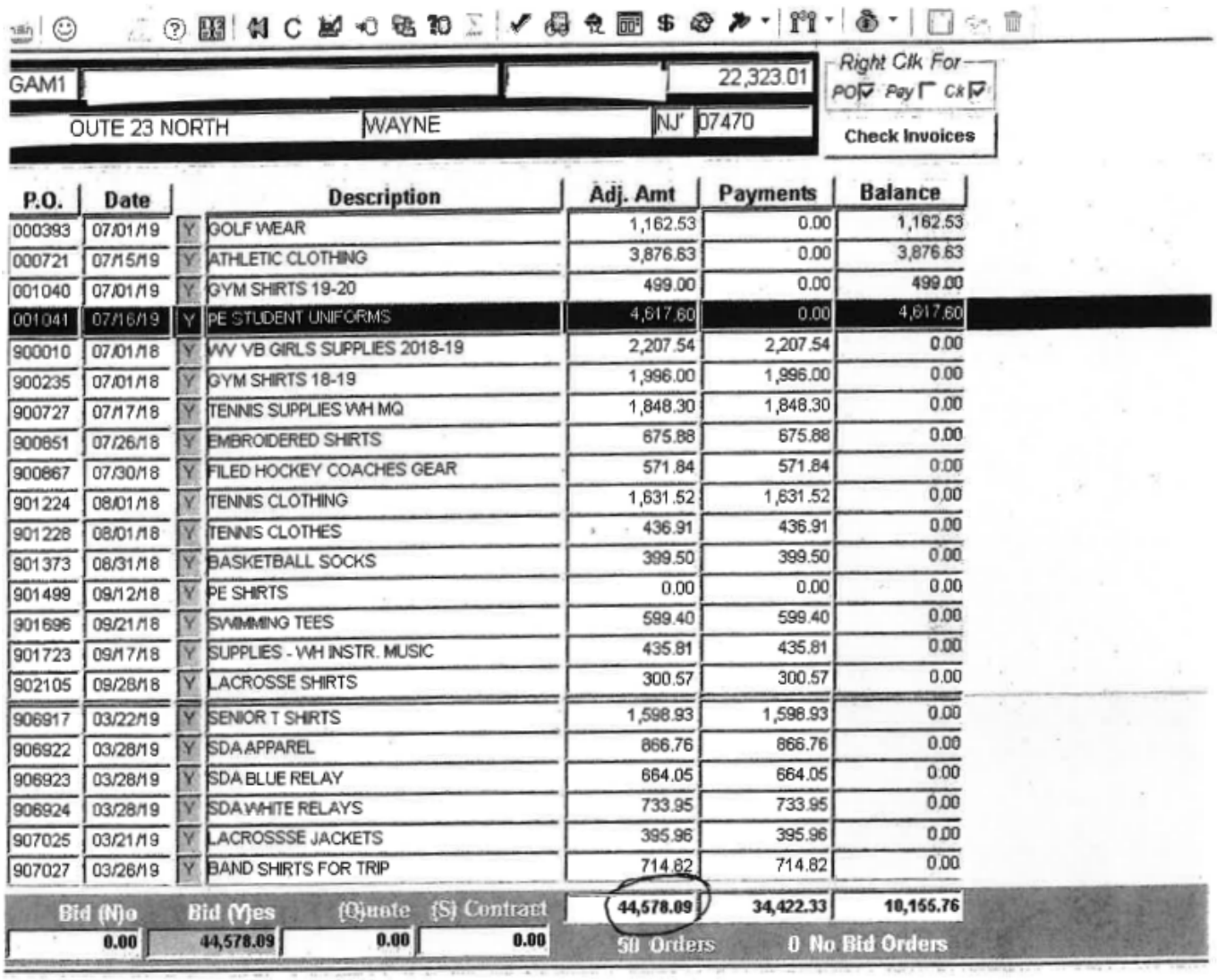
Qty	Unit	Description	Unit Price	Amount
		PLEASE SEE QUOTE #1000033 FOR PE UNIFORMS		
		29B/29M SHORT SLEEVE T SHIRT 1CFLC/COLOR ASH		
70.		YOUTH LARGE	4.850	339.50
190.		ADULT SMALL	4.850	921.50
130.		ADULT MEDIUM	4.850	630.50
		566PY/569P SHORTS 1C		
70.		YOUTH LARGE	6.990	489.30
190.		ADULT SMALL	6.990	1,328.10
130.		ADULT MEDIUM	6.990	908.70
		PLEASE CONTACT SUE CONKLIN WITH ANY QUESTIONS OR CONCERNS 973-633-3140		
		MULTI QUOTES ATTACHED		

Total for Lines $4,617.60

VERBAL ORDERS WILL NOT BE BINDING UNLESS CONFIRMED BY SIGNED PURCHASE ORDER

(Appendix F)

COPY OF REQUISITION SCREEN IN CSI



GAM1 | 22,323.01 | Right Clk For PO Pay Ck | Check Invoices

OUTE 23 NORTH | WAYNE | NJ | 07470

P.O.	Date		Description	Adj. Amt	Payments	Balance
000393	07/01/19	Y	GOLF WEAR	1,162.53	0.00	1,162.53
000721	07/15/19	Y	ATHLETIC CLOTHING	3,876.63	0.00	3,876.63
001040	07/01/19	Y	GYM SHIRTS 19-20	499.00	0.00	499.00
001041	07/16/19	Y	PE STUDENT UNIFORMS	4,617.60	0.00	4,617.60
900010	07/01/18	Y	WV VB GIRLS SUPPLIES 2018-19	2,207.54	2,207.54	0.00
900235	07/01/18	Y	GYM SHIRTS 18-19	1,996.00	1,996.00	0.00
900727	07/17/18	Y	TENNIS SUPPLIES WH MQ	1,848.30	1,848.30	0.00
900851	07/26/18	Y	EMBROIDERED SHIRTS	675.88	675.88	0.00
900867	07/30/18	Y	FILED HOCKEY COACHES GEAR	571.84	571.84	0.00
901224	08/01/18	Y	TENNIS CLOTHING	1,631.52	1,631.52	0.00
901228	08/01/18	Y	TENNIS CLOTHES	436.91	436.91	0.00
901373	08/31/18	Y	BASKETBALL SOCKS	399.50	399.50	0.00
901499	09/12/18	Y	PE SHIRTS	0.00	0.00	0.00
901696	09/21/18	Y	SWIMMING TEES	599.40	599.40	0.00
901723	09/17/18	Y	SUPPLIES - WH INSTR. MUSIC	435.81	435.81	0.00
902105	09/28/18	Y	LACROSSE SHIRTS	300.57	300.57	0.00
906917	03/22/19	Y	SENIOR T SHIRTS	1,598.93	1,598.93	0.00
906922	03/28/19	Y	SDA APPAREL	866.76	866.76	0.00
906923	03/28/19	Y	SDA BLUE RELAY	664.05	664.05	0.00
906924	03/28/19	Y	SDA WHITE RELAYS	733.95	733.95	0.00
907025	03/21/19	Y	LACROSSSE JACKETS	395.96	395.96	0.00
907027	03/26/19	Y	BAND SHIRTS FOR TRIP	714.82	714.82	0.00
				44,578.09	34,422.33	10,155.76

Bid (N)o	Bid (Y)es	(Q)uote	(S) Contract		
0.00	44,578.09	0.00	0.00	50 Orders	0 No Bid Orders

(Appendix G)

FEDERAL CONTRACTS

Federal Procurement Guidelines—Federal Regulations 2 CFR Part 200.318 et seq.

All purchases using Federal Funds shall be in compliance with the Federal Regulations Procurement Standards 2 CFR 200.318 et seq., and the New Jersey Public School Contracts Law.

a) The District will disclose, in a timely manner, in writing to the United States Department of Education or NJDOE, all violations of Federal criminal law involving fraud, bribery, or gratuity violators potentially affecting the Federal award.

Methods of Procurement—When Using Federal Funds

All procurement transactions must be conducted in a manner providing full and open competition. (2 CFR 200.319). Examples of procurement methods to be used:

- **Micro-purchases—Purchases less than $7,950.00**
  The Purchasing Agent shall use sound business practices for purchases in the aggregate that do not exceed $7,950.00. Reference--2 CFR 200.320 (a) and 2 CFR 200.67

- **Small Purchase Procedures—$7,950 through $52,999**
  The Purchasing Agent shall use the competitive quotation process as outlined in N.J.S.A. 18A:18A-37 (a) or the Request for Proposal process, when applicable, in procuring goods and services in the aggregate of more than $7,950.00 and less than $52,999. Reference--2 CFR 200.320 (b) and 2 CFR 200.88

- **Sealed Bids—$53,000 or more**
  The Purchasing Agent shall use the competitive bid process to procure those contracts which in the aggregate exceed the $53,000 bid threshold. The contract shall be awarded to the vendor who submits the lowest responsible bid for a firm fixed contract price—lump sum or unit cost.
  Reference--2 CFR 200.320 (c),

- **Competitive Proposals—$53,000 or more**
  The Purchasing Agent shall use the Request for Proposal (RFP) or competitive contracting process when procuring certain contracts which in the aggregate exceed the $53,000 bid threshold, which are to be awarded by an evaluative process, rather than a firm fixed contract price. Reference--2 CFR 200.320 (d) and N.J.S.A. 18A:18A-4.1 et seq.

- **Non-competitive Proposals (Sole Source)**
  Although the Federal government recognizes contracts may be awarded to sole source vendors through non-competitive proposals, the Purchasing Agent shall use the competitive proprietary bid process or the competitive contracting process for sole or single source contracts.
  Reference 2 CFR 200.320 (f) and N.J.S.A. 18A:18A-15. The amounts listed are subject to change.

- **New Jersey Department of Education Guidance on Federal Spending**
  All grant administrators and Purchasing Agents of school districts are to comply with federal regulations and the Public School Contracts Law and should adhere to the guidance as provided by the New Jersey Department of Education in the publication entitled ***Navigating the Uniform Grant Guidance.***

- **Food Services Directors**
  The USDA and the New Jersey Department of Agriculture—Food and Nutrition, have announced through various documents and forms, new procedures for the procurement of goods and services for the Food Services program in every school district.

- **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)

- **Federal Programs/Targeted Students—Include on Requisitions/Purchase Orders**
  Purchase orders using Federal Funds shall include on the document:

    - Name of Federal Program
    - Targeted Group of Students

Description of Goods/Services	Amount	Procurement Method
Goods and Services	Less than $7,950	Sound Business Practice
Goods and Services	$7,950 - $52,999	Quotation or Bid
Goods and Services	$53,000 or more	Bid
Professional Services	Less than $7,950	Simple Proposal
Professional Services	$7,950 - $52,999	Request for Proposals (RFP)
Professional Services	$53,000 or more	Competitive Contracting
Educational Consultant Services	Less than $7,950	Simple Proposal
Educational Consultant Services	$7,950 - $52,999	Request for Proposals (RFP)
Educational Consultant Services	$53,000 or more	Competitive Contracting
Instructional Improvement Services	Less than $7,950	Simple Proposal
Instructional Improvement Services	$7,950 - $52,999	Request for Proposals (RFP)
Instructional Improvement Services	$53,000 or more	Competitive Contracting
Professional Development Services	Less than $7,950	Simple Proposal
Professional Development Services	$7,950 - $52,999	Request for Proposals (RFP)
Professional Development Services	$53,000 or more	Competitive Contracting
Sole Source (Proprietary)	Less than $7,950	Simple Proposal
Sole Source (Proprietary)	$7,950 - $52,999	Proprietary Quotation
Sole Source (Proprietary)	$53,000 or more	Proprietary Bid
Services Provided by Government Units/Schools	Less than $7,950	Simple Proposal
Services Provided by Government Units/Schools	$7,950 - $52,999	Request for Proposals (RFP)
Services Provided by Government Units/Schools	$53,000 or more	Competitive Contracting