

JULY 26, 2007 ADMINISTRATIVE MEETING FOLDER CONTENT LIST

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PURCHASING PROCEDURES MANUAL
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INTRODUCTION

It shall be the goal of the Board of Education to focus on the educational welfare of the students, in conjunction with seeking maximum value for each dollar expended. In pursuit of this goal, the Board of Education shall purchase competitively, without prejudice, all goods and services necessary to support the educational and auxiliary departments of the district. The adoption of written purchasing policies and procedures, in compliance with General Municipal Laws 103 and 104.b will help to assure that these goals are met.

The objective of the procurement process is to obtain goods and services of the appropriate quality, in the appropriate quantity, at the appropriate time, at the best possible price, in compliance with all applicable rules and regulations. This Purchasing Manual prepared at the direction of the Board of Education shall clearly establish the Procurement Policy and Procedures governing the purchasing activities of the district and shall serve as a guideline to meet these objectives. The cooperation of all involved is essential for the efficient and effective operation of the procedures as outlined.

The following sets forth the procedures for the procurement of goods and services by the district:

DEFINITIONS

Purchase Contract: a contract involving the acquisition of commodities, materials, supplies or equipment.

Public Works Contract: a contract involving services, labor and/or construction including, but not limited to construction, paving, printing and repairs.

GENERAL MUNICIPAL LAW

The Board of Education policy, based upon the General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure which exceeds \$10,000 and public work contracts involving an expenditure of more than \$20,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. In determining the necessity for competitive bidding, the aggregate cost of a commodity estimated to be purchased in a fiscal year must be considered. Small orders of similar commodities or significant underestimation of needs shall be considered an attempt to avoid the bid process.

Names of all persons/firms submitting bids shall be read aloud .

Pricing submitted shall be read aloud and recorded by designated district personnel.

Bids may be inspected at the conclusion of the bid opening.

Contracts shall be awarded upon approval of the Board of Education, to the lowest responsible bidder as recommended by the appropriate district personnel in cooperation with the Purchasing Agent.

Results of the evaluation of said bids will be available to the public subsequent to the award by the Board of Education.

All bids shall be analyzed to determine whether the low bidder is "responsible". The Purchasing Agent shall consider:

- adequate expertise, prior experience with comparable projects, financial resources necessary to perform the work outlined in the contract in a timely, competent and acceptable manner;
- reliable past performance, products or services. Such factors indicating unreliable past performance, products or services may include, but not limited to :
 - ❖ inability to provide items as awarded in previous bids
 - ❖ inability to deliver materials or services in a timely fashion as required by contract/bid documents.
 - ❖ the substitution of alternate items without notifying the district.
 - ❖ variance in any way from the prescribed procedures and/or specifications for the performance of the service or contract without the expressed permission of the district.
 - ❖ products which did not meet district standards as determined through its own testing and evaluation procedures, whether conducted in-house or through third party analysis and/or testing.
 - ❖ failure to provide independent test documentation to determine whether substitute equipment or products meet or exceed bid specifications when such testing is required.
 - ❖ failure or difficulty in providing proper certificates of insurance or performance bonds where and when required.
 - ❖ use of subcontractors which provide inferior products or services.
 - ❖ failure to provide adequate references.
 - ❖ Loss of certification as qualified installation contractor from materials suppliers;
 - ❖ failure to provide samples of alternate bid items when requested.

In the event there are two or more tied responsible bidders, the Board may make an award to one of the low bidders or, in its discretion, it may reject all the bids and re-advertise the purchase. In making an award in the case of tied low bidders, the Board may give consideration to a local business or supplier.

Bid bonds or deposits may be required, at the discretion of the Purchasing Agent, on all purchase contracts. Deposits may be required for labor or service contracts. Performance Bonds of one hundred percent (100%) of the bid price may be required for contracts at the discretion of the Purchasing Agent.

Every bid shall contain the Non-Collusive certification, properly executed by the bidder, required by Section 103-d of the General Municipal Law.

Minor deviations from specifications or compliance with bidding requirements may be waived upon the recommendation of the Purchasing Agent. The Purchasing Agent, in cooperation with appropriate administrators, shall determine all questions of comparability or equivalency. Legal counsel may be consulted, if deemed necessary.

SUBMITTING A FORMAL BID REQUEST

A formal bid request must be submitted to the Purchasing Department as least one (1) month before bid is to be opened:

- Requests for Capital Projects must be approved by the State Education Department prior to being acted upon by Purchasing.
- Requests must be submitted with the assurance that the money is available for materials and/or services requested.
- If funding must be obtained by budgetary transfer request, transfer must be approved prior to submitting the bid request.
- Specifications provided by the department must be submitted in a manner that is clear and legible, preferably typed on 8 1/2" x 11" white paper., or forms provided by Purchasing Department.

Requests must include the following:

- Physical, chemical and/or electrical composition
- Dimensions, tolerance and performance expected
- Quantity or estimated quantity required
- Time requirements
- Suggested vendors
- Approximate Cost

Specifications for all advertised bids will be furnished to bidders by the purchasing department, utilizing the vendor list maintained, upon request of bidder, and/or by mail or phone.

The Board of Education reserves the right to reject all bids, but will not reject any bids without a substantial reason, said reason shall be noted in the official records. The award of bids may not be done in a manner that may be construed as arbitrary or capricious.

EVALUATION OF PRODUCTS/QUALITY CONTROL

The acquisition of products for evaluation purposes is the responsibility of the Purchasing Agent. When practical, bidders shall be required to submit a sample of their product so that conformance with specifications can be ascertained. Such testing must be coordinated and documented by the purchasing office. When a low bidder proposes an alternate as "equal" to that specified, it is the responsibility of the Purchasing Agent in cooperation with the appropriate administrator, to determine whether the proposed substitution is, in fact, an equal. Such decision shall be based on evaluation by the user and the Purchasing Agent. Documentation shall include all related data.

The materials or supplies actually received may be tested, on a random sampling basis, to determine if the quality of the product continues to meet the standards established. The Purchasing Agent shall be responsible for obtaining the best quality product at the most reasonable price while also considering the ultimate use of the product.

MINIMUM AMOUNT PURCHASE ORDER

The minimum order shall be \$50.00, however, it is recommended that to facilitate timely delivery of items, orders should not be generated for less than \$100.00.

Exceptions shall be specialty publications, dues, textbooks or other situations as approved by the Purchasing Agent.

PREPARATION OF PURCHASE ORDER

The purchase order should include but not be limited to the following information:

- Description of item requested
 - Quantity required
 - Code to be charged
 - Vendor number
 - Date
 - Signature of budget supervisor
 - Bid, contract number
 - Delivery instructions
 - Discounts as appropriate
 - Ship to information
 - Bill to information
 - Unit price
 - Total price
- In no circumstances are Purchase Orders to be mailed directly to supplier without first routing through the Purchasing Office

PROCESSING OF PURCHASE ORDER

When the purchase order is prepared, forward the complete set (four copies) to the purchasing office. When approved by the Purchasing Agent and encumbered, the following procedure will follow:

White (Official) - returned to ordering location

Pink (Vendor) - mailed to vendor

Yellow (Business Office) - Retained by the Purchasing Office

Goldenrod (Location) - Returned to ordering location

Blue - retained by location as record of order - do not forward to purchasing

BLANKET ORDERS

In the case of an order for which a firm price cannot be obtained at the time the order is placed i.e. repair work, an estimate will be obtained and noted on the purchase order stating that it is an estimate and the final cost is not to exceed the estimate.

If the cost of repair of an item exceeds 75% of the cost to replace the item, the Purchasing Agent may, in cooperation with the appropriate administrator, and within the approved budget, authorize the purchase of a new item in lieu of repair.

CONFIRMING ORDERS

- A verbal order, subject to subsequent confirmation by a written purchase order, may be given in cases where necessity for immediate action exists. Such a deviation from "normal" must have a very limited use. Lack of proper planning will not be considered a valid reason for this process.
- A confirmation order must be issued immediately. This order shall follow the same procedures as other orders but shall have priority so that the vendor will receive the order without delay. The order shall be marked: CONFIRMATION OF VERBAL ORDER (DATE) -- DO NOT DUPLICATE.
- The district will not be responsible for orders placed in this manner unless a confirming order has been cleared through the purchasing office.

INSUFFICIENT APPROPRIATIONS

- Purchase order will be returned to Budget Supervisor for adjustment; i.e. deletion of items, transfer of funds
- Adjusted purchase orders should be re-submitted
- Requests for transfer, if required, should be attached to the front of the purchase order.

RECEIPT/PAYMENT OF PURCHASE ORDERS

- Upon receipt of goods/services the Budget Supervisor or his/her designee requesting said goods/services shall assure that same has been received and meets the terms and conditions as stipulated in the order.
- These documents together with the Purchase Order shall be forwarded to the Accounts Payable Department in a timely manner, for payment. Any deviation in the amount of invoice from the amount previously encumbered should be verified, documented and/or corrected prior to submitting to Accounts Payable for payment.
- Failure of vendors to make promised deliveries or to deliver acceptable product shall be reported to the Purchasing Agent in a timely manner.

CANCELLATION OF ORDER

- Memo of cancellation containing reasons for action shall be forwarded to the Purchasing Agent. Signature of budget supervisor must appear on a memo. If purchase order is to be closed out, original must be returned with memo.

Revised: 11/06

QUOTE / BID LIMIT GUIDELINE
For Goods Not Covered by Bids/Contracts
County, State, BOCES Contracts

Quotes / bids should be used only when all other means of purchasing have been exhausted. Quotes - must be obtained for all purchases under the bid limits listed below. Limits are total cost of similar items to be purchased in a fiscal year - not per purchase order. Quotes will be processed at the discretion of the Purchasing Agent.

DISTRICT-WIDE PURCHASE CONTRACTS BELOW \$10,000

<i>Less Than \$100.00</i>	<i>No quote required unless requested by the Purchasing Department.</i>
\$101 - \$500	Three verbal quotes, to include all vendor discounts and fees. Paperwork to be completed by budget supervisor, at their location. Documentation must be attached to Purchase Order.
\$501 - \$3,000	A minimum of three written quotes, to include all vendor discounts and fees. Documentation form will be made available by the Purchasing Department. Paperwork to be completed by budget supervisor at their location. Documentation must be attached to Purchase Order.
\$3,001 - \$10,000	A minimum of three written quotes to be solicited by the Purchasing Department. Specifications and vendor list to accompany request for quote.

ANY PURCHASES OVER \$10,000.00 REQUIRE THE PURCHASING DEPARTMENT TO GO OUT FOR A FORMAL BID.

DISTRICT-WIDE PUBLIC WORKS CONTRACT BELOW \$20,000

ALL PRICE QUOTES FOR PUBLIC WORKS CONTRACTS MUST CONTAIN A PREVAILING WAGE SCHEDULE.
PLEASE CONTACT THE PURCHASING DEPARTMENT FOR PREVAILING WAGE SCHEDULE INFORMATION.

Less Than \$3,000	A minimum of three written quotes, to include all vendor discounts and fees. Documentation form will be made available by the Purchasing Department. Paperwork to be completed by budget supervisor at their location. Documentation must be attached to Purchase Order.
\$3,001 - \$20,000	A minimum of three written quotes to be solicited by the Purchasing Department. Specifications and vendor list to accompany request for quote.

PAYMENT TO VENDORS WILL NOT BE PROCESSED WITHOUT CERTIFIED PAYROLL.

ANY PUBLIC WORKS CONTRACT OVER \$20,000.00 REQUIRES THE PURCHASING DEPARTMENT TO GO OUT FOR A FORMAL BID.

Quote Documentation - Please use Quote Documentation Forms when documenting any/all quotes. Attach one (1) copy of the completed form to the back of each of the following pages of the purchase order:

White Official Copy
Yellow Business Office Copy

Indicate the date of the quote and "AS PER QUOTE" in the appropriate box on the purchase order prior to forwarding to the Purchasing Department. Quote Documentation Form must be attached to all purchase orders issued when quotes have been obtained. Any questions, please call the Purchasing Department.

Please note that catalog prices are not firm, therefore, the invoiced price may differ significantly from the price listed. It is recommended that you fax or phone the vendor for current pricing, rather than using the prices in the catalog. **Please be certain that the price(s) quoted includes freight and inside delivery to your location.**

**The Purchasing Department may request quotes on items that are similar or related to items that may be found on NYS/County/BOCES or Sachem bids.*

EMERGENCY EXCEPTIONS TO COMPETITIVE BIDDING



Subdivision 4 of section 103 sets forth an exception to the competitive bidding requirements of that section for public emergencies. There are three criteria which must be met in order to fall within this exception: (1) the situation must arise out of an accident or other unforeseen occurrence or condition; (2) the circumstances must affect public buildings, public property or the life, health, safety or property of the inhabitants of the political subdivision or a district therein; and (3) the situation must require immediate action which cannot await competitive bidding. The determination of whether an emergency exists is a question of fact to be determined on a case-by-case basis.

The following are some basic principles to keep in mind in connection with this exception to competitive bidding:

- ◆ There generally must be a present, immediate and existing condition creating an imminent threat or danger to public property, or the life, health, safety or property of the residents of the political subdivision. The situation generally must require such immediate action that a further delay to comply with competitive bidding requirements is so detrimental to the public interest that it overcomes the strong public policy in favor of competitive bidding.¹
- ◆ Since the situation must be unforeseen, it is doubtful that a political subdivision may invoke the emergency exception when a situation was avoidable, or is the result of inaction, lack of planning or dilatory conduct on the part of local officials.²
- ◆ Since the situation must require immediate action which cannot await competitive bidding, local officials may not be able to justify the declaration of an emergency when they do not take prompt action once the accident occurs or the unforeseen occurrence or condition arises, with the result that a contract is entered after a passage of time during which they could have sought competitive bids.³
- ◆ It appears that the exception generally does not apply to a contract for services for a term beyond the reasonable limits of the existence of the emergency situation.⁴ Similarly, in the case of an emergency involving the acquisition of commodities, the political subdivision generally should acquire only that quantity necessary to address the emergency situation. In the case of an emergency involving a capital acquisition, the political subdivision should consider cost-effective options (e.g., a short-term rental) for temporarily acquiring the item to address the emergency, before it applies the exception for a purchase of an item having a useful life well beyond the end of the emergency situation.
- ◆ Section 103(4) does not prescribe the procedures for declaring an emergency for competitive bidding purposes. However, whenever possible, the appropriate body or official, before obtaining the goods or services, should formally declare an emergency, setting forth the facts upon which the determination is based. When a prior formal declaration is not possible under the circumstances, the appropriate body or official, after the fact, should document that the procurement was made pursuant to the emergency exception and set forth the facts supporting the determination of emergency. These procedures may be made part of the political subdivision's procurement policies and procedures.⁵
- ◆ Although competitive bidding is not required when an emergency exists under General Municipal Law, §103(4), the political subdivision must comply with the quotation or proposal procedures provided for in its procurement policies and procedures, unless the policies and procedures set forth an exception, in the public interest, for certain emergencies.⁶

¹ (1981 Opns St Comp No. 81-224, p 241; 17 Opns St Comp, 1961, p 470; see *4M Holding Co. v Diamante*, 215 AD2d 383, 625 NYS2d 644; *City of New York v Unsafe Building*, 113 Misc 2d 246, 448 NYS2d 938; *Seven So. Main v Common Council*, 95 Misc 2d 596, 408 NYS2d 267).

² (see, e.g., *Rodin v Director of Purchasing*, 38 Misc 2d 362, 238 NYS2d 2; *Grimm v City of Troy*, 60 Misc 2d 579, 303 NYS2d 170; *CSEA v O'Rourke*, 173 Misc 2d 460, 660 NYS2d 929; 1978 Opns St Comp No. 78-780, unreported; cf. *NYS Association of Plumbing v Egan*, 86 AD2d 100, 449 NYS2d 86 aff'd 60 NY2d 882, 470 NYS2d 367; *Seven So. Main*, *supra*).

³ (1968 Opns St Comp No. 68-418, unreported; but see *Seven So. Main*, *supra*; *4M Holding*, *supra*).

⁴ (*Carucci v City of Utica*, Supreme Court, Oneida County, Feb. 2, 1977, Tenney, J., aff'd 60 AD2d 747, 400 NYS2d 602 app dsmd 44 NY2d 814, 406 NYS2d 293).

⁵ (1979 Opns St Comp No. 79-9, unreported; General Municipal Law, §104-b(2)(a); OSC's Financial Management Guide for Local Officials, Subsection 8.3020).

⁶ (General Municipal Law, §104-b(2)(b), (c), (f); OSC's Financial Management Guide for Local Officials, Subsection 8.3020). ♦

Sole Source:

As provided by section 103 of the General Municipal Law sole source is defined as a situation where there is only one possible source from which to procure goods and services, such as in the case of certain patented goods or services. The unique benefits of the patented item as compared to other items available in the marketplace must be established. Also, that no other item provides substantially equivalent or similar benefits; and that considering the benefits received, the cost of the item is reasonable.

6700

Documentation: The district will maintain written documentation of the unique benefits of the item or service purchased as compared to other items or services available in the marketplace; that no other item or service provides substantially equivalent or similar benefits; and that, considering the benefits received, the cost of the item or service is reasonable, when compared to conventional methods. In addition, the documentation will provide that there is no possibility of competition for the procurement of the goods. Such documentation shall be attached to the purchase order.

Sachem Central School District

SOLE SOURCE JUSTIFICATION FORM

Vendor's Name (Please Print)

Telephone Number (Include Area Code)

Address (Street, P. O. Box)

Fax Number (Include Area Code)

Address (City, State, Zip Code)

IS THE SOLE SOURCE VENDOR FOR FOLLOWING EQUIPMENT AND/OR SERVICE:

Quotes were solicited for the above equipment/service from the following companies in similar fields:

	<u>Name</u>	<u>Address</u>	<u>Telephone Number</u>	<u>Fax Number</u>	<u>Date</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

These companies responded with no quote/no bid by reason of inability to provide equipment/service and to their knowledge, _____

Vendor's Name

Is the ONLY company which can supply this equipment/service. (ATTACH ORIGINAL LETTERS AND OTHER DOCUMENTATION.) I request that this vendor be designated as a sole source for the above named equipment/service and waive competitive bid.

DATE: _____ SIGNATURE: _____

TITLE: _____

LOCATION: _____

MEALS AND REFRESHMENTS

The Board of Education recognizes that, occasionally, it may be appropriate to provide refreshments and/or meals at district meetings or events, which are being held for a district or educational purpose. Any expenditure on such refreshments and/or meals must be approved in advance by the appropriate Building Administrator. Meal requests may be approved when:

- officers and/or employees of the district will be prevented from taking time off for food consumption due to a pressing need to complete business at hand;
- the district is faced with business of an immediate nature and meetings of district employees are essential at mealtimes;
- the district wishes to recognize the services provided by volunteers or other unsalaried members of the district (in such cases, however, only the meals of those being recognized may be reimbursed and the cost of the meals must be reasonable).

An example of an authorized expenditure would be refreshments and/or meals for staff assigned to participate in assessment day grading of standardized tests.

All expenses must be appropriately documented, including the date, purpose of the meeting and the group in attendance, and submitted to the district's Business Office for the purposes of audit and possible reimbursement.

Ref:NYS Constitution, Article VIII, Section 1 (constitutional prohibition against gifts).
Education Law Section 2118
Ops. St. Compt. 77-667; 79-522; 82-66; 82-213; 82-298; 83-57; 98-2

Adoption date: July 5, 2005

TRAVEL REIMBURSEMENT

Members of the Board of Education, school officials and staff members shall be reimbursed for reasonable out-of-pocket expenses incurred while traveling for school related activities. Only expenses necessary to the purpose of the travel shall be reimbursable. Tax exemption letters shall be issued and utilized only for official school related business.

The Board of Education shall determine, by duly adopted resolution, whether the attendance of members of the Board of Education, school officials and staff members at any conference or professional meeting is in the best interest of the district and whether they are eligible for reimbursement of expenses under this policy. The Superintendent of Schools shall make a recommendation to the Board of Education of whether attendance by district staff at any conference or professional meeting is in the best interest of the district and whether such staff members are eligible for reimbursement of expenses under this policy.

To obtain reimbursement, the claimant must complete and sign an expense voucher, attach all receipts or other expense documentation, together with a copy of the approved conference attendance request form and evaluation report (if required), and submit the same to the Business Office with an approved, encumbered purchase order.

DAY TRAVEL

When an employee engages in travel which does not result in overnight travel, only transportation, one meal, in an amount which shall not exceed the monetary caps for meals set forth below, and registration costs are eligible for reimbursement. Reimbursement for lodging is generally not permitted in these travel situations unless it is necessary to complete school district business. In such cases, the district will reimburse for actual lodging fees up to the maximum lodging fees set by the federal government for that location.

OVERNIGHT TRAVEL

Payment for overnight lodging is permitted for overnight travel which is necessary for the performance of school district business. Persons traveling on district-related business are expected to secure the most reasonable rate for necessary hotel accommodations. The district will reimburse for actual lodging fees up to the maximum lodging fee set by the federal government for that location. When the rate is pre-determined by the organization sponsoring the event, the traveler shall secure a room rate at no more than the pre-determined rate notwithstanding what the federal travel reimbursement rate is. Hotel

accommodations at a rate other than the most reasonable rate or a pre-determined rate described above will be reimbursed only if approved by the Board President (for members of the Board and the Superintendent) and Superintendent (for all others) prior to the stay. The traveler may also be reimbursed for meals subject to the caps provided below, registration costs, sundry expenses and incidental office expenses, as defined below, but not for personal expenses.

PERSONAL VEHICLE

In certain instances, it may be appropriate for school officials or employees to use their personal vehicles for district-approved travel. Employees may be reimbursed for personal vehicle use at the prevailing IRS rate per mile. Toll and parking may also be eligible for reimbursement. Repairs, maintenance and vehicle fluids are not reimbursable.

RENTAL VEHICLE

Although the use of rental vehicles may be necessary when travel is required out of the area for school-related purposes, rental vehicles are generally not permitted for local travel. Vehicle rental charges for travel out of the area incurred by Board of Education members or school officials or staff members may be submitted for reimbursement provided such expense is approved in advance, is necessary for conference attendance and is reasonable in cost.

AIRLINE AND RAILROAD TRAVEL (LONG DISTANCE OR OVERNIGHT TRAVEL)

Transportation by airline or railroad may be reimbursed for or paid for by the District only in connection with long distance or overnight travel for a school-related purpose, meeting the conditions applicable to overnight lodging. The District shall carefully consider alternatives to overnight travel prior to authorization. The most economical and practical means of transportation should be selected. Additional factors, including the number of people traveling, luggage and materials to be transported, meeting schedules, Board of Education member or school officer or staff member health and safety, the cost of school officer or staff member time and the impact on the Board of Education member's or school official's or staff member's ability to efficiently conduct district-related business upon arrival, should also be considered when deciding on the most appropriate means of transportation.

MEALS

Reimbursable meal charges, including gratuities, for persons traveling for district-related business shall be as follows:

- | | | |
|--------------------------|-------------|---------|
| <input type="checkbox"/> | Breakfast | \$10.00 |
| <input type="checkbox"/> | Lunch | \$20.00 |
| <input type="checkbox"/> | Dinner | \$40.00 |
| | OR | |
| <input type="checkbox"/> | Daily Total | \$70.00 |

Detailed bills must be submitted to justify reimbursement of meal expenses. A credit card receipt which does not show the individual items comprising the total will generally be insufficient to warrant reimbursement, unless the Business Office determines that a detailed check or bill was not available. The cost of any alcohol shall not be reimbursed under any circumstances.

REIMBURSABLE EXPENSES

Conventions, Seminars, Conferences

Registration, workshop and other fees as itemized in the conference literature, will be reimbursed at actual cost, if not prepaid by the District. Cost for nonessential activities unrelated to official business are considered personal expenses and will not be paid or reimbursed by the District.

Tipping and Gratuities

Reimbursement for customary and reasonable tips and gratuities such as at lodging establishments, restaurants and for transportation services is permitted. If possible, documentation should be provided.

Miscellaneous Other Services

A Board of Education member or school officer or staff member, when traveling for school district business or under other circumstances, may be required to use fax, express mail, photocopying, postage, modem connection or other incidental offices services. These expenses are reimbursable if for official school district purposes only. The Board of Education member, school officer or staff member must document the date, time and purpose and provide receipts.

Parking and Traffic Violations

Any fines and/or penalties associated with a motor vehicle violation which were incurred during district-approved travel are not reimbursable.

Adoption date: February 10, 1998

Revision date: July 5, 2005

ADMINISTRATIVE MEETING PURCHASING PROCEDURES UPDATE SUMMER 2007

Municipal Law – Municipal Law and Board of Education Policy requires that bids be solicited for the following amounts:

****PLEASE NOTE: LIMITS UPDATED A/O 7/1/07*****

\$10,000 – Product ONLY

\$20,000 – Product and services, when services are the major portion of the requirement.

In addition to the bid limits, Municipal Law 104b requires that the district document all expenditures under this amount, and that the **aggregate** of these expenditures **not exceed the annual bid limit**. Quotes must be attached to each order.

Acceptable methods of Purchasing:

--Bids and quotes generated by Sachem Purchasing Department

--New York State, Eastern Suffolk BOCES, Suffolk County Contracts (Please note: Suffolk County Contracts can be used to purchase product only. Service contracts **can't** be used.)

--Quotes – Quotes should be used **only when all other means of purchasing have been exhausted**. Quotes must be obtained for all purchases under bid limits. Attached is a copy of the quote form to be attached to all purchase orders issued when quotes have been obtained. Any questions, please call Purchasing.

Internet Orders – NOT ACCEPTABLE – need we say more???

Confirming Purchase Orders - Should only be used in emergency situations and an explanation should be submitted as to why this was an emergency situation. Magazine subscriptions, Federal Express, mileage reimbursement and routine purchases *do not* constitute emergency situations. In the event confirming purchase orders are submitted for processing, the enclosed memorandum will be sent to your location advising of proper Purchasing Procedures.

Custodial & Building Maintenance Purchase Orders – New York State has put new "Green Seal" regulations in place. Please check with facilities if you need information.

Books, Classroom Materials, Textbooks – The District's Internal Auditors have recommended that the purchase of miscellaneous books and classroom materials (DVD, CD Roms, etc...) follow the same guidelines as all other purchases (i.e., valid bid, NY State or BOCES contract). There is a New York State Contract for Books and non-print library materials & Related Services that can be utilized for these purchases. Some textbooks can also be purchased utilizing this contract – advantage is that in most cases, there are no shipping charges. This can result in a substantial savings.

Sole Source Purchases – Documentation must be attached to purchase order. Sole Source letters must be updated annually. Vendor must be sole **SUPPLIER**, not sole manufacturer of an item. This means that no one but that vendor sells that item or anything like that item. (example: a vendor cannot be sole supplier for pencils with a picture of a smiley face – they might be the only vendor who has that picture on the pencil, but NOT the only vendor selling PENCILS.) Our Board of Education Policy is attached.

Field Trip Transportation – Check with Steve Shadbolt before making any transportation arrangements.

Awards, Trophies, etc. – Please estimate all needs at the beginning of the year and make sure you submit quantities to Purchasing. If you do not see what you need on our bid, please provide specifications (pictures/catalog pages are always helpful) and quantities required so we can add to bid.

BLT/Parent Involvement – All items listed on a Sachem purchase order and all items purchased using these funds must comply with the district bidding regulations. Please try to anticipate needs in the beginning of school year & make sure items are available on a NYS/BOCES/Suffolk/Sachem bid for purchase. We should not be buying “Really Good Stuff!” Please try to avoid quotes at the end of the year for these items. The aggregate of all the individual building quotes, would probably exceed the approved bid/quote limits.

Conferences/Travel/Meal/Mileage Reimbursement – Conference request forms must be filled out & approved prior to being attached to Purchase Order for encumbrance. Allow three (3) weeks to obtain approval signatures. If a purchase order is sent to Purchasing for signature the day before a conference and proper paperwork is not attached, there is a chance that the staff member will not be able to attend conference. When reimbursement is requested from Accounts Payable, please make sure original charge card statement is attached if a charge card was used.

In-District Travel – Purchase orders with estimated mileage must be encumbered at beginning of driving assignment – **before** mileage occurs. Adjustments can be made throughout the year, if necessary.

Meals and Refreshment Reimbursements – Attached is a copy of our Board of Education Policy with respect to meals.

We will continue to update you as Board Policies and Purchasing Procedures are updated.

Please share this information with the staff in your building responsible for processing orders. If there are any questions regarding purchasing, please do not hesitate to contact the Purchasing Department.