West Islip Union Free School District

Guide to Purchasing

August 2024

West Islip's purchasing procedures are designed to comply with both General Municipal Law and School Board Policy. General Municipal Law states that only the Purchasing Agent can obligate and create a liability to the District by executing a completed purchase order. There is no other means for a school district to be legally responsible for a purchase made in any other manner.

The following procedures provide guidance on how to properly initiate a purchase and navigate through the purchase requisition, ordering, receiving and payment process. These guidelines are subject to revision, and at all times General Municipal Law and School Board Policy take precedence if there is any contradictory information in this guide.

Requisitions

- All desired purchases must be entered into nVision.
- **Requisitions must be created in advance of ordering and receiving goods or services.**
- All requisitions must contain the following information:
  o Date
  o Vendor Name and Address
  o Shipping Name and Address
  o Description of Goods or Services
  o Quantities
  o Dollar Amounts
  o Shipping Amounts (if applicable)
- Requisitions requiring backup should be entered into nVision, printed by the user and sent to the Purchasing Agent with all appropriate backup attached. In order to reduce the paper flow related to purchasing all supporting documentation (i.e. quotes, sole source letters) can be scanned and attached with the requisition in nVision.
- Requisitions will not be approved until the supporting documentation has been received by the Purchasing Agent and reviewed. Examples of supporting documentation include:
  o Telephone Quotations
  o Written Quotations
  o Vendor / Contractor Proposals
  o State/County/BOCES Contract Award name and number with valid dates (New York State Contracts can be found on the Office of General Services website at www.ogs.state.ny.us
  o Any other information that supports the purchase and shows compliance with Board Policy.

Guidelines

- Purchase Contract: involving the acquisition of commodities, materials, supplies or equipment.
  - Contracts under $1,001 no quote is required.
  - Contracts between $1,001 and $5,000 require 2 verbal and/or written quotes.
  - Contracts between $5,001 and $10,000 require 3 written quotes.
  - Contracts greater than $10,000 requires competitive bidding.
- Public Works Contract: involving services, labor or construction.
  - Contracts under $5,001 no quote is required.
  - Contracts between $5,001 and $10,000 require 2 verbal and/or written quotes.
  - Contracts between $10,001 and $20,000 require 3 written quotes.
  - Contracts greater than $20,000 requires competitive bidding.

Purchase Orders

- Requisitions will not be approved until the appropriate supporting documentation has been received and reviewed by the Purchasing Department.
- The Purchasing Agent will generate Purchase orders from approved requisitions.
- The Receiving Copy ("yellow copy") and the Originator Copy ("pink copy") of the approved Purchase Order will be returned to the Department or the Main Office of the building where the goods are to be received.

Receiving

- When items purchased are received, the Receiving Copy ("yellow copy") of the Purchase Order must be signed by the person receiving the items and be forwarded to the Business Office. When practicable, a second employee should verify the receipt of goods, who was not the employee who created the requisition.
- In order to reduce the paper flow related to purchasing the supporting receiving documentation (i.e. packing slips) can be scanned and emailed to the Accounts Payable Department.
- The Receiving Copy should only be signed after it has been verified that the items ordered were actually received and are in good condition. If there are any discrepancies between what was ordered and what was received it should be noted on this copy. Also, if items need to be returned, this should be clearly noted on the Receiving Copy to instruct the Business Office not to pay for the items being returned. See additional instructions related to Returns below.

Payment of Invoices

- Invoices are typically mailed directly to the Business Office.
- Invoices will not be paid until the signed Receiving Copy of the purchase order has been received in the Business Office.
- The Receiving Copy must be reviewed by the person who placed the order and signed. If packing slips or other mailing materials are available attach (or scan) them to the receiving copy prior to submission to the Business Office.
- By signing the Receiving Copy, the requestor is attesting that the items have been received in good condition, the type of items match the order, the quantity of items is correct (if more than one item) and that the invoice can be paid.
- It is imperative that vendor payments are made in a timely manner, so all supporting documentation should be sent to the Accounts Payable Department as soon as it becomes available.
- For those requisitioners who place orders for various buildings, open purchase orders should be reviewed frequently to check on the status of the goods/services to be received so the purchase order can be closed in a timely manner.

Returns

- When it is necessary to return items, it is the responsibility of the employee/department who ordered the items to make sure the items are returned properly.
- The vendor should be contacted immediately upon realizing a return is necessary to get a return authorization.
- Returns should then be tracked to ensure they were received and credited properly to our account.
- The Business Office will not pay for items returned, but for which proof of return is not available. Any payments due will become the responsibility of the individual ordering and returning the items. Every effort should be made to ensure items are returned properly. Retain copies of all documentation related to the return.

- The Business Office should also be notified of any items that will be exchanged.

Adjusting a Purchase Order

- Sometimes after a purchase order is created, it is necessary to add or remove items or change the pricing.
- Ensure that sufficient funds are available in the relevant budget code before initiating any increase to the purchase order.
- A completed Purchase Order Change Form should be emailed to the Purchasing Agent.
- The Purchasing Agent will send an email back once the adjustment to the purchase order is complete.
- There should only be one Purchase Order Change Form used per purchase order. If a second adjustment is needed in the future the same form should be filled out and emailed to the Purchasing Agent again.

Petty Cash

- Petty Cash is to be used for emergency expenditures only for items that cannot be purchased using an approved Purchase Order.

Records Retention

- All official copies of Purchase Orders and supporting documentation are maintained by the Business Office. If staff at the building level retains copies of these documents they should be discarded after the audit of the previous fiscal year is complete (i.e. by November each year the prior year information can be discarded).