



# **PURCHASING PROCEDURES**

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## LYONS CENTRAL SCHOOL DISTRICT PURCHASING PROCEDURES

**Plan your purchases accordingly. For efficiency, consistency and auditing purposes, the following purchasing procedures need to be strictly adhered to. It is important to note that the processing of purchase orders and payments will take time. Please be advised that payments may take up to thirty (30) days to process.**

Purchasing is a process which includes receiving, storing, inventorying, distributing materials and entering into purchasing contracts. The District seeks to obtain maximum value from each educational dollar spent for equipment, supplies and contracted services. State law, court decisions, and local school board policy regulate the purchasing process. The District strives to perform the purchasing process efficiently and in a manner prescribed by-law while maintaining adequate internal controls.

A requisition is a request by district personnel to purchase supplies, equipment, services or reimbursable expenses. It will start at the building or department level and end when a requisition is properly authorized by the District's Purchasing Agent and converted to a purchase order. Goods or services can only be procured by District personnel with a purchase order (not a copy of the requisition) signed by the District's Purchasing Agent prior to ordering. The district will not process a payment for goods or services ordered without a purchase order or good and services order prior to having an approved purchase.

TO ENSURE THE PROCESS WORKS EFFICIENTLY AND APPROPRIATE INTERNAL CONTROLS ARE MAINTAINED THE FOLLOWING PROCESS MUST BE OBSERVED BY THE INITIATOR OF THE REQUISITION:

### **Processing of the Requisition:**

Authorized personnel will initiate the requisition process at the building or department level by completing a paper requisition.

The completed requisition will be forwarded to the appropriate nVision Data Entry personnel, along with any attachments or supporting documentation such as pricing, quotes, etc. for input.

After reviewing the request the nVision Data Entry personnel will create a requisition on nVision and electronically send to Purchasing Agent for authorization.

If approved by the District's Purchasing Agent, the requisition can then be converted to a purchase order by the Wayne Finger Lakes BOCES.

### *Instructions for Submitting Requisitions*

- *Fill out the "Requisition – Lyons Central School" form. (Appendix A)*

- *Be sure to complete the form in its entirety. In the note section, please specify instructions as to how the Purchase Order should be sent. Ex., Fax, Mail or e-mail. If there is no instruction, Wayne Finger Lakes BOCES will make that decision.*
- *If the Administrator/Assistant would like the PO sent to themselves, instead of the vendor, the nvision data entry person should add "For Lyons Only" in the item description field within nVision. The PO will be sent to the nVision Data Entry person for ordering the goods and services.*
- *The following information needs to be provided. Is the P.O. being:*
  - *processed using a state contract? Include state contract number on the requisition.*
  - *generated for a sole supplier? Write "sole supplier" on the requisition.*
  - *processed according to quotes? Please include three quotes and make it clear which quote you are using.*
  - *processed using a bid? Include bid documentation.*
- *Please attach all supporting documentation.*
- *Return the completed requisition(s) to the appropriate nVision Data Entry personnel.*
- *You will receive a copy of the purchase order (receiving copy) from Wayne Finger Lakes BOCES. Be sure to retain this P.O.*
- *Once you receive your items, compare the PO to the items received on your packing slip.*
- *At the bottom of the receiving copy P.O. is a checklist of options. Check the appropriate option, sign and return the receiving copy P.O. and packing slip to the appropriate nVision Data Entry personnel. For partial orders, create multiple copies of the receiving copy PO and send the signed copy with packing slips as they come in.*
- *The receiving copy P.O. and packing slip will be sent to Wayne Finger Lakes BOCES for payment by the nVision Data Entry personnel.*

### **Creation of Requisition Assignment Flowchart**

<u>Requisition Requestor</u>	<u>Administrator/Assistant</u>	<u>nVision Data Entry</u>	<u>Requisition Approver</u>
Middle/High School.....	HS Secretary.....	HS Secretary.....	District Treasurer
Elementary School.....	ES Secretary.....	ES Secretary .....	District Treasurer
Special Education.....	Dir. of Educational Serv.....	District Treasurer.....	Purchasing Agent
Technology.....	Network Coordinator.....	District Clerk.....	Purchasing Agent
Buildings and Grounds.....	Director of Facilities.....	District Clerk .....	Purchasing Agent
Transportation.....	Trans. Administrator.....	District Clerk.....	Purchasing Agent
Athletics.....	Athletic Director.....	District Clerk.....	Purchasing Agent
Food Service.....	Director of Food Service.....	District Clerk .....	Purchasing Agent
Professional Development...	Director of Curr & Tech.....	District Clerk.....	Purchasing Agent
Grants.....	Grants Assistant.....	Grants Assistant.....	Purchasing Agent

The final requisition approver will be the purchasing agent. Once requisitions are finally approved the Wayne Finger Lakes BOCES will convert the requisition to purchase orders.

### **Processing the Purchase Order:**

All properly authorized requisitions will be converted in nVision by the Wayne Finger Lakes BOCES to a purchase order and printed with an electronic signature.

- The Wayne Finger Lakes BOCES will print a vendor copy, a receiving copy, and a copy for the accounts payable department located at the Wayne Finger Lakes BOCES.
- The Wayne Finger Lakes BOCES will fax, e-mail or mail authorized vendor copy of purchase order to vendor unless other arrangements have been made. For example, "For Lyons Use Only".
- The receiving copies will be sent to the Administrator/Assistant.

When supplies, equipment or services are received, the Administrator/Assistant will sign and send receiving copy and packing slip to the appropriate nVision Data Entry personnel. For partial orders, the Administrator/Assistant will be responsible for following up with the vendor to determine status on the balance of the order. The nVision Data Entry personnel will forward this information to the Wayne Finger Lakes BOCES.

Wayne Finger Lakes BOCES staff will match invoice, purchase order and receiving copy along with other necessary documentation and place on a warrant for payment on a weekly basis for all funds.

### **Adding a Vendor:**

All vendors used by the District must be in the nVision system. If a vendor is not in nVision:

- The Administrator/Assistant will fill out a New Vendor Request Form and return it to the District Treasurer.
- The District Treasurer will obtain the W-9 prior to approval from the Purchasing Agent. The vendor will not be added to nVision unless a W-9 is received. This is extremely important especially when vendors such as referees are working for the district for the first time. The vendors need to understand that they will not get paid unless we receive a form.
- The District Treasurer will send the Vendor Add, Change or Delete Form to the Wayne Finger Lakes BOCES for entering the information into nVision, including uploading the original request form into nVision into the Vendor Profile Vendor Attachments.
- The Wayne Finger Lakes BOCES will add the new vendor to nVision and notify the appropriate nVision Data Entry personnel that the vendor has been added to nVision.

### **Credit Cards**

There are some instances where a vendor will not accept a purchase order and will require a credit card to purchase goods and services. In the event that a credit card must be used, the Requisition Requestor will follow the requisition process.

- The Requisition Requestor will fill out requisition in its entirety for goods and services.
- The name of the company will be the company that will be providing the goods and

services.

- Answer the credit card question on the Requisition Form.
- Requisition Requestor must be descriptive and if exact amount is not known, they must enter a “not to exceed” amount.
- All credit card purchases must include “For Lyons Use Only” in the notes in order to receive a P.O.
- The Requisition Requestor requesting this requisition will be given to the Administrator/Assistant for processing.
- When the nVision Data Entry person is inputting the information into nVision, they will list the appropriate Credit Card as the company and in the item description field within nVision state “For Lyons Use Only” and include a small description of what the goods and services are for.
- Once approved by the Purchasing Agent, the Wayne Finger Lakes BOCES will print a vendor copy, a receiving copy, and a copy for the accounts payable department located at the Wayne Finger Lakes BOCES.
- The receiving copies of the P.O. will be sent to the Administrator/Assistant.
- The District Treasurer must be given the purchase order in order to sign out the credit card.
- The goods or services can then be purchased using the credit card.
- Once the goods or services have been purchased, the credit card must be signed in with the District Treasurer along with the receipts and a signed receiving copy purchase order.
- The receipts will be forward to the Wayne Finger Lakes BOCES for immediate payment to the credit card. In lieu of waiting for the statement to arrive, payments should be made upon receiving receipts.

### **Blanket/Open Purchase Orders:**

Blanket purchase orders are created for re-occurring and anticipated expenditures such as utilities, fuel, food, etc.

- Invoices associated with these types of purchase orders will be sent to the Administrator/Assistant for approval.
- The Administrator/Assistant will sign and send the invoice along with a signed receiving copy to the nVision Data Entry personnel for processing. This will need to be done each time an invoice is received on a blanket purchase order so make extra receiving P.O. copies. Department personnel should also keep track of the remaining balance on blanket purchase orders to ensure they have enough to cover future invoices.
- The nVision Data Entry personnel will forward to the Wayne Finger Lakes BOCES for payment.

### **Conference and Travel Procedures:**

All conferences and travel requests must have prior approval by the Director of Curriculum. A requisition is required for all travel and conference requests. A district employee must have a properly authorized conference request form completed in My Learning Plan with estimated expenditures before attending a conference. Please note: the requestor can only receive mileage reimbursement if there is no school vehicle available. An e-mail between the requestor and transportation administrator must be attached to the mileage reimbursement request stating that a

district vehicle was not available.

- The request in My Learning Plan will be converted into a single or multiple requisition(s) by the Administrator/Assistant.
- The requisition and all associated documentation will be given to the appropriate nVision Data Entry personnel for processing. The nVision Data Entry personnel will note “For Lyons Use Only - Please e-mail PO to the Director of Curriculum and Technology”.
- Once approved by the Purchasing Agent, the Wayne Finger Lakes BOCES will print a vendor copy, a receiving copy, and a copy for the accounts payable department located at the Wayne Finger Lakes BOCES.
- While making reservations the Director of Curriculum & Technology should ensure that a tax exempt certificate is provided for all services related to the conference, as a school district cannot pay sales tax.
- The Director of Curriculum & Technology will sign and send all invoices/receipts along with a signed receiving copy to the nVision Data Entry personnel for processing.
- The nVision Data Entry personnel will forward to the Wayne Finger Lakes BOCES for payment.

### **District Guest Speakers/Presenters:**

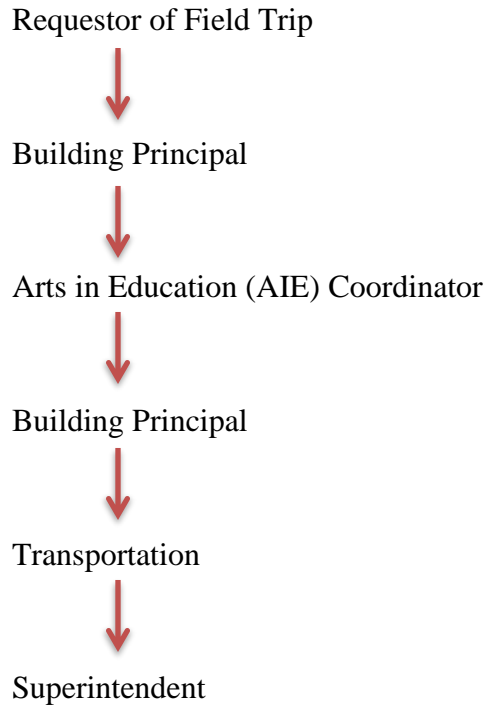
All guest speakers and presenters must have prior approval by the Director of Curriculum. A requisition and W-9 is required for all Guest Speakers and Presenters.

- The Administrator/Assistant will check with the District Treasurer to be sure they are on the nVision system and a W-9 is on file.
- The requisition and all associated documentation will be given to the appropriate nVision Data Entry personnel for processing.
- If the Administrator/Assistant must add into notes, “For Lyons Only” and contact the guest speaker regarding the purchase order.
- When the nVision Data Entry person is inputting the information into nVision, they will state in the item description field within nVision “For Lyons Use Only”.
- Once approved by the Purchasing Agent, the Wayne Finger Lakes BOCES will print a vendor copy, a receiving copy, and a copy for the accounts payable department located at the Wayne Finger Lakes BOCES.
- The Director of Curriculum & Tech will fax, e-mail or mail authorized vendor copy of the purchase order to the vendor.
- The receiving copies will be sent to the Administrator/Assistant.
- Once the service has been performed, the Administrator/Assistant will sign and send the invoice along with a signed receiving copy to the nVision Data Entry personnel for processing.
- The nVision Data Entry personnel will forward to the Wayne Finger Lakes BOCES for payment.

### **Field Trips**

The following procedures are in place for fields trips (Appendix B). In summary field trip request must be submitted at least six (6) weeks prior to field trip and overnight trips require three months prior to trip. Please refer to Appendix B for information required.

The following is the approval process flow:



If Arts in Education Coordinator deems that the field trip is eligible for Arts in Education aide then AIE Coordinator will process the request through the Wayne Finger Lakes BOCES, sign and return the request to the building principal.

If the field trip request is not eligible for Arts In Education Aide, then the AIE Coordinator will circle “no” on the Field Trip Request Form”, sign and send back to the principal. If a paper check (payment) is required from the district, then the principal will request that the Data Entry personnel will create a requisition. The same process for creating a requisition for goods and services will be followed.

### **Officials/ScoreKeepers/TimeKeepers:**

This should be the only instance where a requisition is not needed to process payment.

- To be paid for a sporting event, an official/scorekeeper/timekeeper must obtain and complete the necessary voucher and W-9 from the Athletic Director.
- The completed form must be signed by the official/scorekeeper/timekeeper, the athletic director and the purchasing agent before being sent to the Wayne Finger Lakes BOCES for processing.
- To be paid, a W-9 must be on file at the Wayne Finger Lakes BOCES for the official/scorekeeper/timekeeper.



## **Grants:**

Grant purchases must follow the same district purchasing procedures. Please refer to the appropriate section(s) above depending on your purchasing method.

## **Mileage and Other Reimbursements:**

A requisition will need to be submitted for mileage reimbursement. The Requisition Requestor requesting reimbursement will need to fill out a Requisition Form. Please note: the requestor can only receive mileage reimbursement if there is no school vehicle available. An e-mail between the requestor and transportation administrator must be attached to the mileage reimbursement request stating that a district vehicle was not available.

- If using multiple budget codes or grants, a separate requisition form needs to be completed for each budget code or grant.
- The requisition requestor should complete the requisition form and include all associated documentation including maps and/or receipts and give to the Administrator/Assistant for processing.
- The Administrator/Assistant will process and forward to the appropriate nVision Data personnel. Be sure to note: "For Lyons Use Only - OK to pay".
- When the nVision Data Entry person is inputting the information into nVision, they will state in the item description field within nVision "For Lyons Use Only".
- Once approved by the Requisition Approver, the Wayne Finger Lakes BOCES will process for payment.

**Note:** for reimbursement of mileage from grant funds, the requisition must be filled out and attach maps for the mileage for each occasion. The Requisition needs to be signed by the Grant Administrator and Purchasing Agent and marked "OK to pay"

## **Invoices**

Wayne Finger Lakes BOCES receiving invoice(s):

- The Wayne Finger Lakes BOCES should receive invoices and match them to the P.O. and packing slip, obtain approval to pay, and send payment.
- If the Wayne Finger Lakes BOCES has not received confirmation of goods and services received, they will reach out the appropriate personnel for approval.

Requisition Requestor or Administrator/Assistant Receiving Invoice(s):

- If an invoice is received by the Requisition Requestor or Administrator/Assistant, they should verify that goods and services were received by signing the receiving PO copy and give to the appropriate nVision Data Entry personnel.
- The nVision Data Entry individual will forward to Wayne Finger Lakes BOCES for payment.
- If goods or services have not been received, hold invoice until it has been received.

## **Staples and Amazon:**

Procedures for ordering from Staples and Amazon are as follows:

- The Requisition Creator will fill out requisition in its entirety for goods and/or services and give to the appropriate Administrator/Assistant.
- The Administrator/Assistant will give to the appropriate nVision Data Entry personnel to enter the information in nVision.
- The nVision Data Entry personnel will enter the requisition into nVision.
- Once a requisition is obtained, the nVision Data Entry personnel will enter the Staples/Amazon order into their website, including the requisition number.
- The Requisition Approver will approve the requisition in nVision.
- Once the PO has been converted, The Wayne Finger Lakes BOCES will login into Staples or Amazon and update the requisition number to the purchase order number and approve and submit the cart.
- The Wayne Finger Lakes will print a vendor copy, a receiving copy, and a copy for the accounts payable department located at the Wayne Finger Lakes BOCES.
- The receiving copies of the P.O. will be sent to the Requisition Requestor.
- Once the goods have been received, the Requisition Originator will sign and send the invoice along with a signed receiving copy to the nVision Data Entry personnel for processing.
- The nVision Data Entry personnel will forward to the Wayne Finger Lakes BOCES for payment.

### **School Specialty:**

Procedures for ordering from School Specialty is as follows:

- The Requisition Creator logs into School Specialty and creates a cart.
- The Requisition Creator will fill out requisition in its entirety for goods and/or services, print and attach cart to the requisition and give to the appropriate Administrator/Assistant. The requisition can state “see attached”.
- The Administrator/Assistant will give to the appropriate nVision Data Entry personnel to enter the information in nVision.
- The nVision Data Entry personnel will enter the requisition into nVision.
- Once a requisition is obtained, the nVision Data Entry personnel will enter the Staples/Amazon order into their website, including the requisition number.
- The Requisition Approver will approve the requisition in nVision.
- Once the PO has been converted, The Wayne Finger Lakes BOCES will login into Staples or Amazon and update the requisition number to the purchase order number and approve and submit the cart.
- The Wayne Finger Lakes will print a vendor copy, a receiving copy, and a copy for the accounts payable department located at the Wayne Finger Lakes BOCES.
- The receiving copies of the P.O. will be sent to the Requisition Requestor.
- Once the goods have been received, the Requisition Originator will sign and send the invoice along with a signed receiving copy to the nVision Data Entry personnel for processing.
- The nVision Data Entry personnel will forward to the Wayne Finger Lakes BOCES for payment.

**Note:** for items purchased by the District Treasurer through School Specialty, Staples and Amazon, the District Treasurer will make note in the requisition that “No Cart to approve” and “For Lyons Use Only”. The District Treasurer will order these items.

### **Internal Claims Audit Processing:**

The procedures for the Internal Claims Auditor:

- Wayne Finger Lakes BOCES staff will place properly matched claims on a warrant by fund.
- A copy of the checks waiting to print report, along with the backup documentation, will be sent to the District's Internal Claims Auditor once a week to obtain approval for payment.
- Denied or changed claims will either be corrected or removed from the warrant
- The District Treasurer will e-mail the Wayne Finger Lakes BOCES with the corrections.
- After making the correction, the Wayne Finger Lakes BOCES will print the checks and e-mail the warrant back to the District Treasurer.
- The warrant then needs to be signed by the Internal Claims Auditor.
- The District Treasurer will e-mail the Wayne Finger Lakes BOCES that the checks are ready to be released.
- Internal Claims Auditor will send original documents and signed warrants back to the Wayne Finger Lakes BOCES. The District Treasurer will keep a copy as well

### **Purchase Order Changes**

- nVision Data Entry personnel will email the Wayne Finger Lakes BOCES and the Purchasing Agent with the exact request for change
- Once approved by the Purchasing Agent, Wayne Finger Lakes BOCES will make the change.

### **Final Step by the WAYNE FINGER LAKES BOCES**

The disbursement checks and all original documentation including signed warrants and AP year-end journal entries will be imaged into Docushare and electronically archived prior to mailing vendor checks. Wayne Finger Lakes BOCES staff will package and mail checks to vendors. Check stub will be attached to authorized claims and filed at the Wayne Finger Lakes BOCES location by warrant.