

Purchasing Manual 2024 – 2025



Jefferson Township Public School District

Administration

Mrs. Jeanne A. Howe, Superintendent of Schools
Mrs. Rita M. Oroho-Giacchi, Business Administrator/Board Secretary
Dr. Roger A. Jinks, Jr., Assistant Superintendent of Schools
Ms. Patricia A. McGill, Purchasing Specialist

INTRODUCTION AND PURPOSE

The purpose of this Purchasing Manual is to assist all school district employees with 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--N.J.A.C. 5:34-1 et seq.;
- Board of Education Policy;
- Federal Procurement Code--2 CFR 200.317 et seq., when applicable;
- NJQSAC Fiscal DPR Indicator #15;
- Local Finance Notices – NJ Division of Local Government Services; and
- Other laws and administrative code when applicable.

The Purchasing Manual is designed to achieve three (3) goals:

1. Compliance with the law, code and board policy on purchasing;
2. Promote efficiency in the purchasing practices; and
3. Achieve savings of money through proper purchasing practices.

Proper Planning

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 with all public school purchasing procedures.

Who Should Review this Manual?

This manual should be reviewed with all administrators, 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 Ms. Patti McGill, Purchasing Specialist, at extension 5011.

Deliberative Process - Purchases of Goods and Services Take Time!

- **Compliance with Law; Code; Board Policy**

Public school purchasing is a deliberative process, designed to ensure compliance with the Public School Contracts Law, appropriate New Jersey Administrative code, Board of Education policy and when applicable, Federal Procurement Code.

- **Limit Fraud**

The deliberative process also encompasses checks and balances and internal controls designed to limit fraudulent activities. Public school purchasing is indeed, a time consuming effort; please be patient!

Mandatory Training

All school personnel involved in the requisition and purchasing process shall attend mandatory training sessions 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 session on purchasing procedures.

Session II - Requisition and Purchase Order Process

All school personnel involved in the preparation of requisitions and purchase orders shall attend this 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 Jefferson Township 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 Gifts 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 offered was for 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; Businesses

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 are authorized 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 Jefferson 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 Jefferson Township 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 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 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 Board of Education.

F. Disciplinary Actions for 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.

Disclosure of Fraudulent Activities

The Board of Education will disclose all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award pursuant to UGG, 2 C.F.R. § 200.113. Such disclosures must occur in a timely manner and be submitted in writing to the United States Department of Education or New Jersey Department of Education.

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 indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. Ref. 2 CFR 200.318 (c) (1)

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

Possible Conflict of Interest -- Contact the School Business Administrator

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 encourage to contact the School Business Administrator for guidance.

CRIMINAL CODE CITATIONS

All school employees are reminded of the following New Jersey Criminal Code citations:

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 an 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 State Law 18A:18A-2 (b) assigns the legal authority to the Purchasing Agent, Rita M. Oroho Giacchi, to make purchases for the Jefferson Township Board of Education.

The Purchasing Agent is the only individual in the school district that has the authority to make purchases for the Board of Education. The terms “Purchasing Agent” and “School Business Administrator will be used interchangeably throughout the manual.

The Jefferson Township Board of Education by board resolution has authorized Mrs. Rita M. Oroho Giacchi, 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 -- Defined

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 be authorized to begin by any other individual in the school district other than the Purchasing Agent.

Purchase Orders -- Electronic Submission

The school district prepares and submits purchase orders via an electronic process. This method of sending purchase orders has been reviewed and approved by the Board of Education.

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 and sanctions for unauthorized purchases may be assigned by the Superintendent of Schools, which may include for the employee to pay for the unauthorized purchase.

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 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 and Violations

All district employees are reminded 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:18A-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 unauthorized orders.

3. Audit Finding and Recommendations

All financial transactions are subject to audit review. The district may receive an audit finding and recommendation for unauthorized (confirming) purchases. Repeat audit findings may lead to sanctions against the school district.

4. Employee Sanctions

The Superintendent of Schools may recommend to the Board of Education the filing of sanctions against any employee who does not comply with federal and state purchasing laws and code, board policy and district purchasing procedures. The sanctions may include, but are not limited to, paying for any unauthorized purchase, withholding of increment, employee suspension or tenure charges.

Purchasing Prohibitions

1. Employees Prohibited from Signing Contracts -- Prohibition

Board of Education employees are prohibited from signing any contract offered by a vendor. The power to sign and execute vendor contracts after Board of Education approval lies with the Board President and the Board Secretary.

Personal Liability: Contracts signed by an employee shall be considered non-binding by the Board of Education with the employee accepting full responsibility for the costs of the contract.

2. Reimbursements; Employee -- Prohibition

The Board of Education 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 unless they have prior written approval by the Administrator/Supervisor.

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. All payments for purchases must include a signed voucher, an original receipt and a completed, current W-9 form from the vendor.

4. Private Purchases -- Prohibited

Goods and services procured by the 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 Jefferson Township Board of Education are prohibited from purchasing privately goods and/or services off the bid prices and quotation prices offered by the 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 Purchasing Specialist. Reasons explaining the need to cancel the purchase order must be outlined. The Purchasing Agent and the Purchasing Specialist are the only ones to cancel purchase orders.

2. Credit Cards Prohibited

Pursuant to the New Jersey Department of Education Audit Program page I-5.9, a school district is not permitted to use a credit card for the purchase of goods and services. All purchases are to be made through the purchase order process in compliance with the Public School Contracts Law.

3. Contracts; Purchase Order Required -- Guidance

The award of 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).

4. 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 item, then a purchase order must be prepared for a new item.

5. Prompt Payment Requirement -- Guidance

All staff must adhere to N.J.S.A. 2A:30A-1. A school district must now make prompt payments to vendors for goods and services. If payment is not rendered before the payment due date, the Board of Education must pay interest on the amount beginning on the day after the required payment is dated and ending on the date on which the check or electronic payment is drawn.

METHODS OF PROCUREMENT

A. Advertise for Bids (Purchases that exceed the bid threshold - \$44,000.00)

This method is used for procuring goods, materials, services and public work projects that exceed the **aggregate** of the Board of Education's approved bid threshold of \$44,000.00.

Examples

Technology

Computer Supplies/Equipment

Printers /Computer

Interactive White Boards

Food Services Department

Kitchen Equipment

Award of Contract -- Lowest Responsible Bidder

The common thread of all these bids is the district has to award the contract pursuant to N.J.S.A. 18A:18A-4 (a) to the lowest responsible bidder.

N.J.S.A. 18A:18A-2 (l). "**Aggregate**" means the sums expended or to be expended for the provision or performance of any goods or services in connection with the same immediate purpose or task, or the furnishing of similar goods or services, during the same contract year through a contract awarded by a purchasing agent.

Bids and Purchasing:

1. **Bid Limit - \$44,000.00**

The 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 \$44,000.00. 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 \$44,000.00 for the entire year, must be competitively and advertised for bid. **This restriction is for the entire district and not by location or schools.**

School Officials cannot circumvent the law by splitting purchases to be under the \$44,000.00 bid limit.

Administrators that have purchases that may exceed the \$44,000.00 bid limit, are to contact the Business Office to begin planning the bid process. The formal bidding process takes about 10-12 weeks to complete.

2. Annual Bids

The Board of Education, to be in compliance with N.J.S.A. 18A:18A-9, requests that central office, department administrators/supervisors, and school principals start to plan and prepare for Annual Bids. The proposed time lines are as follows:

January	Administrators/Supervisors prepare technical specifications to be reviewed by the Purchasing Agent.
February	Purchasing Agent prepares final bid specifications to be drafted in a manner to encourage free, open and competitive bidding. Bids are advertised pursuant to the Public School Contracts Law.
April/May	Annual bids are received, opened and tabulated by Purchasing Agent.
May/June	Award of contract resolutions are prepared by Purchasing Agent for Board of Education Review and approval.
June	Purchase orders are generated by Administrators/Supervisors and presented to the Purchasing Agent for services to begin on July 1 st .
June/July	Purchase orders are generated for goods/materials to be delivered to the schools for August delivery.

3. Bidding: Time Frame

As stated before, the formal bidding process usually takes about 10-12 weeks from start to finish. Please plan appropriately. An outline of the bidding process is located in the Appendix.

4. 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 go for bid for goods and services. Some of them are:

- a. Purchasing through New Jersey State Contract; Other State Approved Co-Ops.
- 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; and
- e. Contracts with other government entities; county and state colleges.

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.

Award of Contract - Lowest Responsible Bidder

The common thread of all these bids is the district has to award the contract pursuant to N.J.S.A. 18A:18A-4 (a) to the lowest responsible bidder.

B. Quotations (Purchases that fall between \$6,600.00 and \$43,999.00)

This method of procurement is used for contracts for goods, materials, services and public works projects that in the aggregate are between \$6,600.00 and \$43,999.00.

Examples:

Athletic Trainer Supplies

HVAC Supplies

Two Way Radios

Electrical Supplies

Musical Equipment

Technology Equipment

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 -- \$6,600.00 through \$43,999.00

The quotation limit (threshold) is \$6,600.00. This means that any specific item or group of items of a similar nature purchased by the school district, totaling more than \$6,600.00 and less than \$44,000.00 for the entire year, must be competitively quoted or advertised for bid at the discretion of the Purchasing Agent.

School Officials 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 attached as backup to the requisition upon entering it into Systems3000. The Purchasing Agent 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 a week 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 attached to the requisition. It is the responsibility of the Purchasing Agent to confirm the formal quotations.

C. Request for Proposal-RFP -- This method is preferred for the following contracts:

Professional Services

Medical

Auditing; Accounting

Legal

Engineering, Architectural

Special Education Related Services

Academic/Operational Services

(Contracts less than \$44,000.00)

Instructional Improvement

Educational Consultants

Professional Development

Award of Contract - Evaluative Criteria

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)

1. Technical

- a. Submission of narrative how firm will provide services; planned approach; measurable results
- b. Understanding how services will be provided

2. Management

- a. Business organization; staffing
- b. Experience; and
- c. Knowledge of district

3. Cost

- a. 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. Competitive Contracting (Certain Contracts over \$44,000.00)

This procurement method is used for certain contracts over \$44,000.00.

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

- 1. Proprietary Computer Software for Board Use
 - a. Student Data Warehousing
 - b. Student Information System
 - c. Business Office; Human Resources Software
- 2. Professional Development Services
- 3. Educational Consultant Services
- 4. Instructional Improvement Services

The award of contract is similar to the RFP award of contract. It is based upon the same evaluative criteria which is 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 may take a week to complete.

E. State Contract – NJ START Purchasing

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 technology equipment and supplies from New Jersey START Contract vendors and/or Local Cooperative Vendors,

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 Robert Fleming, Technology Coordinator at extension 5861. Mr. Fleming will be able to assist you with the technical aspects and the State Contract requirements of purchasing computers.

Other State Contract NJ START Purchasing

The School Business Administrator is required to have Board of Education approval for all New Jersey State Contract purchases that exceed the bid threshold. All New Jersey State Contract purchases will be verified by the Purchasing Agent prior to processing.

Purchase Order Requirements -- State Contract

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

1. State Contract Number;
2. State Contract System Identified – **INJCP**;
3. Dates Contract is valid for;
4. Notification of Award attached to the purchase order;
5. Approved State Contract price list;
6. Shipping and Handling included;

The following link will help you locate the State Contract you may need.
<https://www.njstart.gov/bsa/external/advsearch/searchContract.sdo>

OTHER PURCHASING PROCEDURES

A. Cooperative Purchasing

The Jefferson Township Board of Education may contract with Educational Data Services of Saddle Brook, NJ, or other cooperative purchasing entities to purchase goods and services. Recognized cooperative purchasing groups are, but not limited to:

- Boards of Educations
- Educational Services Commissions
- Regional Services Commissions
- County Special Services Districts
- NJ Division of Purchase and Property (NJ START State Contract)

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
34HUNCCP	Hunterdon County Educational Services vendors
MCCPC	Morris County Cooperative Pricing Council
CCESC	Camden County Educational Services Commission
NJSBA	New Jersey School Business Administrators – E-8801-NJSBA ACES-CPS
SOCCP	Somerset County Cooperative Pricing System

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 Purchasing Agent 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 Purchasing Agent 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 200.317 et. seq. 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.

F. Vendors Doing Business with the District

The Purchasing Agent must enter new vendor information in the Business Office financial system prior to using the services or goods of that new vendor. The Purchasing Agent also has to 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 Purchasing Office:

1. Affirmative Action Evidence - Certificate of Employee Information Report
2. Business Registration Certificate from the State of New Jersey
3. Certification of Non-Involvement in Prohibited Activities in Russia or Belarus
4. Chapter 271 Political Contribution Disclosure Form
5. Debarment Form – Public Works Projects
6. Disclosure of Investment Activities in Iran Form
7. IRS W-9 Form
8. Other documents required by Federal Procurement Code

Vendor Performance -- Unsatisfactory

It is hoped that vendors used by the school district provide goods and services in accordance with the terms and conditions of the contract. If any school official does not receive goods or services in a satisfactory manner, it is important the Purchasing Agent be informed.

Debarment, Suspension or Disqualification -- (N.J.A.C. 17:19-1.1 et seq.)

The Board of Education will not enter into a contract for work with any person, company or firm that is on the State Department of Labor and Workforce Development; Prevailing Wage Debarment List, the Federal System for Award - SAM.gov or the State of New Jersey Consolidated Debarment Report <https://www.state.nj.us/treasury/revenue/debarment/debarsearch.shtml>.

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:

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

H. Student Activity Account Purchases

The purpose of having student activity funds should be to finance the normal legitimate co-curricular activities of the student body organization. **Only expenditures relating to student group activities, which benefit students, may be made from student activity accounts.** Student activity funds are monies generated by students' participation, authorized to be spent by students and expended on behalf of the students.

Fundraisers:

1. Funds raised by a club, class, or athletic team are to be used solely for the direct benefit of the students or club that raises the funds.
2. Any funds received should be recorded in a log; tickets should be serially numbered and accounted for.

Deposits:

1. Funds must be deposited timely, within 24 hours.
 - a. Money should not be taken home or left in a classroom.
 - b. Cash or checks should be secured in the main office until it can be taken to the bank.
2. A deposit form should be completed by each advisor/coach and the dollar amount should be confirmed by the Principal/designee.
3. The advisor/coach should receive a receipt noting the club and the amount deposited.
4. The deposit should be recorded to the appropriate account in a timely fashion.

Expenses/Check Requests:

1. Expenses should not be paid out of the cash receipts of a fundraiser or event.
2. Prior approval for purchases should be obtained from the Principal before a purchase is made.
3. Receipts for reimbursement must be detailed as to the reason for the expense as well as the price, quantity and description of the items purchased.
 - a. **Sales tax will not be reimbursed.**
4. Check requests/vouchers must be filled out by the advisor/coach and must properly identify the vendor and be accompanied by supporting documents such as detailed invoices or sales slips.
5. The club/class/team account should be checked to verify that sufficient funds exist to cover the check.
6. All check requests must be approved by the principal/assistant principal and all checks must be signed by two account signatories.
 - a. No one should approve a check request for reimbursement of his/her own expenses.
7. The disbursement should be recorded timely (N/A for Quicken if it is used to print checks).
8. Voided checks must be recorded and the physical check and/or supporting documentation must be maintained. The bank should be contacted to place a stop payment on any check that was lost and is going to be reissued.

Reconciliation:

1. The student activity account should be reconciled each month in a timely manner once the bank statement is received. The Principal/Assistant Principal should review the reconciliation for any unusual or long outstanding items.
2. Periodically, at least quarterly, the advisors/coaches in the High School and Middle School should be provided with a detailed transaction report for their clubs showing all deposits and expenses. The advisors should be requested to confirm the activity and/or identify any discrepancies.

Other:

1. All contracts with any vendor must be signed by the Business Administrator.
2. New student activity accounts need to be approved by the Board (i.e. the addition of a new club, team or "Class of" account).
3. Funds for a Middle School graduating class must follow the class and be deposited in the corresponding High School Class Year account. This transfer should be completed as soon as possible upon the conclusion of the school year.

Signing of Contracts with Vendors - Prohibited

School officials are strictly prohibited of signing any contracts with vendors, unless expressly authorized by board resolution. All contracts with vendors shall be reviewed by the School Business Administrator, who if satisfied, will affix her signature to the vendor contract.

Purchases - Bids May Be Required - Discretion of School Business Administrator

The School Business Administrator is aware of the following exception to bidding:

Goods and services paid with funds that: are raised by or collected from students to support the purchase of student-oriented items or materials, such as yearbooks, class rings, and a class gift; and are deposited in school or student activity accounts; and require no budget appropriation from the Board of Education; N.J.S.A. 18A:18A-5 (a) (21)

It will be the determination of the School Business Administrator, whether an advertisement for bid will be required for a Student Activities purchase, which in the aggregate exceeds the bid threshold of \$44,000.00.

Purchases - Quotations Required

Goods and services paid with student activity funds and require no budget appropriation from the Board of Education, are considered an exception to bidding under the New Jersey Public School Contracts Law. It is important to note however, that purchases less than the bid threshold may be subject to official quotations solicited by the School Business Administrator. Please alert the Business Office for any upcoming purchases that are more than \$6,600.00.

Purchases - Board Resolution Required Exceeding the Bid Threshold

All purchases exceeding the bid threshold, currently \$44,000.00, require prior Board of Education approval at a regularly scheduled meeting.

Board Resolution - Pursuant to N.J.S.A. 18A:18A-5 (a) (21) all purchases from the student activity account that exceed the bid threshold must be approved by board resolution prior to the purchase being made.

Purchases of yearbooks, school rings; catering hall for proms, may fall in this category. Fundraising contracts that exceed the bid threshold in the aggregate require a board resolution.

SELECT PURCHASING TOPICS

A. Field Trip Transportation

The district has secured through the competitive bid process, prices for various types of transportation vehicles needed for approved field trips. All employees are reminded of the following guidance as it pertains to field trip transportation:

1. Purchase order must be prepared and processed **prior** to the date of the field trip.
2. Attached to the field trip transportation purchase order is a copy of the Board of Education resolution approving the destination of the field trip.
3. All field trips using Board of Education funds (purchase order) 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.
4. The cost of field trips may be borne by the pupils' parents with the exception of pupils in special education classes and pupils with financial hardship. Reference—N.J.S.A. 18A:36-21

B. 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:

1. Permitted Activities for Meals; Refreshments; Catering

a. 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.

b. 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.

c. Dignitaries

Reasonable costs* for light meals and refreshments for dignitaries as defined in State code, are permissible.

d. 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)	

2. Documentation Required - Light Meals and Refreshments

Documentation must be provided to support expenditures for light meals and refreshments. The following information is to be provided on the Purchase Order:

- a. Description of the activity;
- b. Purpose/justification of the activity; goal; objectives;
- c. Make-up of the group receiving the meals;

3. Prohibited Activities - Meals and Refreshments

- a. Athletic Activities - Light meals and refreshments served to ***guests*** at any athletic event, game or contest are not permitted.
- b. 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)
- c. 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. Please note: the use of public funds (purchase order) for the purchase of employee recognition awards is permitted. For example—Retirement Plaques!

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. Purchase of Textbooks and Curriculum

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. 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

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 processed if all the documents required are on file.

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

School Principals/Supervisors are to ensure that purchase orders for books and workbooks be presented to the Assistant 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 Purchasing Office. It is expected that attached to the purchase order will be either:

- a. Copies of the price quotation received from the sales representative; or
- b. Copies of the online pricing obtained from the company's website.
- c. Shipping and handling costs must be confirmed by the sales representative or the customer service number.

F. 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 Assistant Superintendent - prior to travel event

The travel shall be approved in writing by the Assistant 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.

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; Professional Development Form
- b. Proof of Attendance;
- c. Receipts for hotel and meals (when applicable);
- d. Mileage Travel Form;
- e. Travel Certification Form; and
- f. Professional Development Follow-up Report
- g. Other documents when requested.

All public school employees are to review all board policy and school administrative procedures with the Assistant Superintendent prior to planning for the travel event.

Fixed Assets

Generally Accepted Accounting Principles (GAAP) reporting, requires the district to maintain physical accountability over district owned assets. Fixed assets are property, plant or equipment, assets that are long-term and continued use, such as land, buildings, machinery, and equipment.

Cost Determination of Fixed Asset

For the purpose of this purchasing manual and to be in compliance with law and code, a fixed asset is a single item cost of \$2,000 or more.

Recording of Fixed Assets

School officials ordering and receiving a fixed asset item, shall properly record the item on the purchase order in accordance with Business Office procedures. The fixed asset item shall also be identified with the district's bar coding system.

Disposal of Fixed Assets

All school district property must be disposed in a manner prescribed by law as per the Records Retention Schedule prepared by the New Jersey Bureau of Records Management. The Business Office will assist all school officials in the disposal of all school property, especially those identified as fixed assets.

Purchase of Food Supplies Guidance

A. 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:

Inserra Supermarket/Glass Gardens/Shoprite

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.

B. 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.

CONTRACTED SERVICE PROVIDERS - Protecting Our Children

Regular Contact with Students

There may be times during the performance of a vendor contract, where a contracted service provider may come in contact with students of the school district. The district fully understands its obligation to provide to all students and staff members, a safe educational environment. To this end, the district will be requiring all contracted service vendors who come in **regular contact with students** to comply with the following requirements.

Anti-Bullying Reporting -- Requirement

When applicable, the contracted service provider shall comply with all applicable provisions of the New Jersey Anti-Bullying Bill of Rights Act-N.J.S.A. 18A:37-13.1 et seq., all applicable code and regulations, and the Anti-Bullying Policy of the Board of Education. In accordance with N.J.A.C. 6A:16-7.7 (c), a contracted service provider, who has witnessed, or has reliable information that a student has been subject to harassment, intimidation, or bullying shall immediately report the incident to any school administrator or safe schools resource officer, or the School Business Administrator/Board Secretary.

Criminal History Background Checks-N.J.S.A. 18A:6-7.1 -- Requirement

When applicable, the contracted service provider, shall provide to the school district prior to commencement of contract, evidence or proof that each employee assigned to provide services and that comes in **regular contact with students**, has had a criminal history background check, and furthermore, that said background check indicates that no criminal history record information exists on file for that worker. Failure to provide a proof of criminal history background check for any employee coming in regular contact with students, prior to commencement of contact, may be cause for breach of contract. No employee of a contracted service provider shall commence work at a school facility without having first obtained an approval for employment from the Office of Student Protection. New Jersey DOE Broadcast 9/9/2019.

Pre-Employment Requirements

When applicable, all contracted service providers, whose employees have **regular contact with students**, shall comply with the Pre-Employment Requirements in accordance with New Jersey P.L. 2018 c.5, N.J.S.A. 18A:6-7.6 et seq. Contracted service providers are to review the following New Jersey Department of Education—Pre-Employment Resource P.L. 2018 c.5 link below for guidance and compliance procedures.

<https://www.nj.gov/education/crimhist/preemployment/>

PURCHASE ORDER PROCESS

A. Responsibilities When 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 to ensure the following:

1. **Requisitions are typed** -- All requisitions are entered in the district requisition system.
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. We also require an email address for all new vendors so that we may email the POs.
3. **Vendor's Complete Address** -- The purchase order must include the vendor's complete address and/or email address. Post Office Box addresses by themselves are not acceptable unless they are of major well-known companies.
4. **Current Budget Year Included** -- The current budget year must be included in the body of the Estimated 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 numbers/ISBN and costs. Brand name, model numbers, colors, sizes and other descriptive items are required.
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% Estimated Shipping and Handling".

If there are no shipping and handling 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 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 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 Board of Education within five (5) working days. Please ensure that all purchase orders have the correct delivery designation.
9. **Minimum Order** -- the minimum order amount for all purchase orders is \$10.00. Please try to plan and combine orders to exceed the \$10.00 limit.
10. **Budget Account Number** -- Please be sure the correct Budget Account Number is typed on the requisition.

11. State Contract/Co-op Orders -- When ordering through NJ START State Contract and/or Co-Op vendors, please note the following:

- a. State Contract/Co-Op Number and validation dates must be included on the requisition;
- b. **INJCP** must be included on all State Contract requisitions and purchase orders;
- b. Shipping and Handling Included; and
- c. Appropriate State Contract/Co-Op documentation must be scanned as backup.

Special guidance will be issued as it pertains to State Contract and Co-Op purchases.

12. Quotations -- If it is necessary to obtain quotations, complete your quote sheet and then attach it along with your quotes to your requisition in Systems3000. You can find a quote sheet using this link. (<https://www.jefftwp.org/Page/1850>) Include the quotation date and number on your requisition.

13. Bids -- If bids are obtained, please include the following on the purchase order:

- a. Bid Date/Bid Number and
- b. Date Bid was approved by Board

14. New Jersey State Sales Tax - School Districts Exempt

The Board of Education is exempt from paying New Jersey Sales Tax. New Jersey local school districts are political subdivisions of the State of New Jersey. Their purchases, are exempt from New Jersey sales and use taxes. The Board is not exempt from paying out of state sales and use taxes.

ST-5 Form Not Required

An exempt organization ST-5 certificate or number is not required for the local school district, public school or Board of Education to make tax exempt purchases. ST-5 Exempt Organization Certificates are never issued to New Jersey government entities, including public schools. Their official letterhead or official purchase order, signed by a school official, is sufficient proof to the vendor that they are exempt from paying sales taxes. Payment must be made by a school check, including a student activity fund check, or a school voucher. *Reference—NJ Division of Taxation Tax Bulletin TB-49*

B. Educational Data Services

All items offered in Ed-Data have already been bid. Therefore, you do not need to obtain quotes and there is no purchasing limit. Ed-Data also has all appropriate documentation for their vendors on their website.

Please plan ahead when purchasing through Ed-Data. All orders must be approved by the Principal and/or Supervisor prior to the order being downloaded into the Systems3000 purchasing system. **Please allow two (2) weeks for your purchase order to be received by the vendor.**

C. Responsibilities of Administrator/Principal/Director or Supervisor

The person authorized to approve requisitions must ensure the following is reviewed before the requisition is sent to the Business Office:

1. Funds Available

They must check to determine if *funds are available* in their budget to cover the amount of the requisition. Requisitions cannot be entered unless there are sufficient funds available.

2. **Requisition Completion**

They must check to determine that items 1-14 previously noted (Responsibilities of the Originator) have been *properly completed*.

3. **Requisitions**

To be approved online by the appropriate Administrator.

4. **Receiving Copy**

Once the purchase order has been completed and mailed to the vendor, the Accounts Payable Clerk will send the Receiving Copy (blue) of the purchase order back to the school or office. If you do not receive the Receiving Copy within 4-7 days after approving the purchase order, please contact the Accounts Payable Clerk.

D. 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 PO, 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 Federal and State Law and Board Policy.

The Business Office reviews whether the purchase exceeds:

The Quotation Limit	\$ 6,600.00
The Bid Limit	\$44,000.00

A determination will be made by the Purchasing Agent whether the district has to solicit quotations or advertise for bid.

3. **Document Check** - 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 \$44,000.00 and over (cumulative)
 - b. Business Registration Certificate (BRC) - Purchases \$6,600.00 and over
 - c. Certification of Non-Involvement in Prohibited Activities in Russia or Belarus
 - d. Chapter 271 - Political Contribution Disclosure Form, Purchases over \$17,500.00 cumulative
 - e. Debarment Form – Public Works Projects
 - f. Disclosure of Investment Activities in Iran Form
 - g. IRS W-9 Form
 - h. Other Federal Procurement Documents
4. **Technical 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. State Contract/Co-Op numbers incorrect/missing;
 - d. Vendor address incomplete; and
 - e. Other items as listed in Section A.

Incomplete or improper purchase orders/requisitions will be rejected. It is the responsibility of the originator to ensure their requisition has been fully processed in a timely fashion.

5. **Purchase Order Process, Deliberative Process - Five to Ten Days** - The purchase order process, as explained, may take 4 – 5 days to complete. Public school purchasing takes time, as it is a deliberative process, designed to be compliance with law and also to limit fraudulent activities. Please plan accordingly.
5. **Transfer of Funds** - The Business Office processes requisitions only if there are appropriate funds to cover the purchase. Requisitions cannot be entered into the system without sufficient funds. All Transfer Forms are to be sent to the School Accountant.

All transfers of funds have to be approved by the Board of Education at a public meeting. In certain cases, some transfer of funds requests must be sent to the State Department of Education for review. Substantive transfers of money (more than 10% of the budget line item) must be approved by the State. Purchase orders that require a transfer of funds will be mailed to the vendors the day after the State Department of Education approves the transfers.

E. Responsibility of the Vendor

The Business Office sends to the vendor the purchase order/voucher. The vendor is to sign the white voucher and return it to the Business Office with an invoice. If you receive a signed voucher, return it to the Business Office. A check is prepared for the vendor once the Business Office has a

- Signed Voucher
- Invoice
- All Packing Slips
- Receiving Copy (Blue) Signed

The award of 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.

REQUISITION/PURCHASE ORDER PROCESS

Receipt of Goods/Services

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

The purchase order is made of two (2) 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 the Business Office Software System).

<u>Copy</u>	<u>Disposition</u>
Vendor/Voucher Copy – White	Sent to vendor to order items, provide services and for vendor signature
Receiving Copy – Blue	Sent to school/office; returned to Business Office upon receipt of goods/services

B. Receipt of Goods and Services

The originator of the purchase order should follow the process below 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:

- Obtain receiving copy of purchase order and packing slip of items ordered.
- Open boxes and check off items received on the receiving copy and the packing slip.
- If all items are enclosed, sign and attach packing slip to the receiving copy of the purchase order.
- The school principal/office secretary should sign the receiving copy and send it with the packing slip to the **Accounts Payable Clerk, c/o Business Office**.

2. Receipt of Goods and Services -- Responsibilities of Administrators; Secretary

Administrators and secretaries 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/secretary should do the following:

- Sign the packing slip to confirm receipt of delivery of goods;
- Sign the Receiving Copy (blue copy) of the purchase order;
- Sign any invoices that may have been submitted with the order; and

All receiving copies of purchase orders and packing slips should be signed and sent to the Accounts Payable Clerk within three (3) days of receipt of items.

Accounts Payable Procedures -- Notification Process -- Unreturned Paperwork

There will be instances where the Accounts Payable Clerk will send a courtesy reminder to any school or office that has not returned the paperwork in a timely fashion.

The Board of Education has an excellent reputation for paying its bills in a timely fashion. We ask that all employees assist in maintaining this fine reputation. **Paying Bills in a Timely Fashion – within 30-60 days and Paying Bills Pursuant to State Law – within 90 days N.J.S.A.18A:18A-10.1**

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:

- a) Mark on your receiving copy of the purchase order those items you did not receive.
- b) Make and keep a copy of your receiving copy and the packing slip.
- c) Send the original receiving copy and packing slip to the Accounts Payable Clerk.
- d) 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 Accounts Payable Clerk.



Problem: Items Missing from Order

Sometimes items are marked on the packing slip they were delivered but are missing from your shipment.

Process to Follow: Items Missing

- a) Call the company and tell them what was missing.
- b) Mark on the receiving copy and packing slip what items were missing.
- c) Make and keep a copy of your receiving copy and the packing slip.
- d) Send the original receiving copy and packing slip to the Accounts Payable Clerk.
- e) 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 Accounts Payable Clerk.



Problem: Items Damaged; Wrong Item

Sometimes you will receive items that are damaged or the wrong item.

Process to Follow: Items Damaged; Wrong Item

- a) Call the company and ask them what the procedure is for returning damaged or wrong items.
- b) Return the item(s) to the company.
- c) 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 (Fed-Ex/PO/Vendor Pick Up).
- d) Send the receiving copy and packing slip to the Accounts Payable Clerk.
- e) Upon receipt of the missing/wrong item in the next shipment, check off your copies of the receiving copy and return to the Accounts Payable Clerk.



Problem: Discontinued Item

Sometimes the items you requested have been discontinued.

Process to Follow: Discontinued Item

- a) Mark on the receiving copy (blue) of the purchase order "discontinued."
- b) Do not call the company for a replacement item. You must complete a new purchase order.

VENDOR PAYMENT PROCESS

CONTRACTED SERVICES VENDORS/PROVIDERS

Role of School District

Purchase Order Contract Amount - Not To Be Exceeded!

The contracted services vendor/provider (vendor) receives a purchase order from the Purchasing Agent notifying the vendor that services may begin.

The purchase order has a total contract amount. This contract amount may not be exceeded unless authorized by the Board of Education in writing.

Monitoring Contract Amount - District Administrator Responsibility!

The School Business Administrator asks all district administrators to monitor all vendor bills and invoices to ensure they do not exceed the total contract amount. Administrators are asked to contact the Purchasing Agent, forty-five (45) days in advance, if the total contract amount is close to being exceeded. The Purchasing Agent then can begin a process to exceed the purchase order amount pursuant to administrative code.

Exceeding Contract Amount - Unauthorized Service!

If any administrator permits a vendor to exceed the contract amount, the administrator has permitted an unauthorized service, which is similar to an unauthorized purchase. Administrators are asked to monitor the dollar amount of services being provided to the district.

Exceeding Contract Amount - Written Authorization!

Contracted vendors may only exceed the amount on the purchase order when authorized by the School Business Administrator in writing. The authorization will be in the form of a new purchase order being issued to the contractor signed by the Purchasing Agent.

All bills and invoices against estimated purchase orders submitted to the Business Office by the vendor will be sent to the appropriate school district administrator/supervisor for review and approval. The Business Office cannot begin the payment process until it receives the invoices signed and approved by the appropriate administrator.

End of Year Billing/Cancellation of Purchase Orders

Administrators/Directors/Supervisors/Secretaries are to work with contracted services vendors so that end of the year invoices are submitted to the Business Office in a timely fashion. This is imperative. In order to comply with State of New Jersey, Department of Education requirements, the district has adopted a policy of cancelling open purchase orders at the end of the fiscal year.

APPENDIX

- A. Formal Bid Process
- B. Emergency Purchases/Contracts
- C. Purchase Order Requirements
- D. Unauthorized Orders
- E. Federal Contracts
 - E-1 Federal Programs for School District
Compliance with 2 CFR 200.317 et seq.
Federal Funds Procurement Methods
 - E-2 Non-Competitive Proposals – Sole Source
Guidance on Federal Spending
Debarment and Suspension for Federal Contracts
Stevens Amendment
 - E-3 Federal Contract Thresholds
- F. Travel Certification Form
- G. Mileage Reimbursement Form

FORMAL BID PROCESS

<u>Process</u>	<u>Time Line</u>
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. Administrator/Supervisor signs off final approval.	One Week
Bid package prepared by the Purchasing Specialist.	One Week
Legal advertisement sent to newspaper by Purchasing Specialist.	Three Day Advance Notice
Bid Date/Time -- must be at least 10 days after Legal Ad appears in newspaper. Bids are opened and read publicly by the Purchasing Agent.	Ten - Twenty Days
Bid results are reviewed by: <ul style="list-style-type: none"> a. Administrator/Supervisor b. Purchasing Agent c. Board Attorney 	Seven – Ten Days
Administrator/Supervisor/Purchasing Specialist prepares spreadsheet showing lowest bidders and recommends award of bid. Purchasing Agent reviews bids. Resolution is prepared.	Three – Four Days
Bids are reviewed at 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 10-12 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.

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. Federal and State of New Jersey *Declarations of Emergencies* may also apply. The School Business Administrator will contact the Board attorney for guidance on such declarations.

C. Process in Declaring an Emergency

1. Superintendent of Schools Notified

The Superintendent of Schools is notified by the Administrator/Supervisor/Employee requesting a declaration of emergency.

2. Business Administrator/Purchasing Agent Notified

The official in charge of the building or facility, wherein the emergency occurred shall notify the Business Administrator/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 Business Administrator/Purchasing Agent

If the Business Administrator/Purchasing Agent is satisfied the emergency exists, the Business Administrator/Purchasing Agent by State Law is authorized to award the contract.

4. Filing of Documents w/ State and County by Board Secretary/School Business Administrator

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. Acknowledgement by Board of Education

The Board of Education, at its next regular Board of Education Public Meeting, shall review and acknowledge said emergency purchase. This may be done by board resolution.

(Appendix B)

PURCHASE ORDER REQUIREMENTS

CONTRACT/PURCHASE ORDER THRESHOLDS (AGGREGATE)	AFFIRMATIVE ACTION EVIDENCE (AA)	BUSINESS REGISTRATION CERTIFICATE (BRC)	CHAPTER 271 PCD (PAY TO PLAY) (271)	IRAN and RUSSIA BELARUS FORMS Goods & Services Only
Up to \$ 6,600	(a)	No	No	YES
\$ 6,600 - \$17,499	(a)	YES	No	YES
\$17,500 - \$43,999	(a)	YES	YES	YES
*\$44,000 - and over	YES	YES	YES	YES

Affirmative Action Evidence Exemptions	Business Registration Certificate Exemptions	Chapter 271 (PCD) Exemptions
<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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 <p><u>Exempt Situations</u></p> <ul style="list-style-type: none"> 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 Funds. 	<ul style="list-style-type: none"> 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 & local authorities, boards, etc. Non-profit Organizations New Jersey School Boards Association Contract Renewals Public Utilities, e.g. JCP&L <p><u>Exempt Situations</u></p> <ul style="list-style-type: none"> Emergency purchases; Litigation payments to parties through court order.

*Based upon a QPA \$44,000.00 Bid Threshold

(a) It is suggested that Affirmative Action evidence be on file from vendors and contractors.
It is suggested that school districts request from all vendors the Disclosure of Investment of Activities in Iran Form!

(Appendix C)

Sample

Name of School District
Office of the Superintendent
Address
City, State, Zip

Sample

TO: All Vendors

Date: _____

UNAUTHORIZED ORDERS

Official Notification

Authorized Purchases

The Jefferson Township Board of Education only recognizes purchases made through the approved purchase order process. All purchases made by the Jefferson Township Board of Education require:

- ***Written Purchase Order;***
- ***Purchase Order Number; and an***
- ***Authorized Signature (Purchasing Agent)***

Unauthorized Purchases

Any Board of Education 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 an authorized signature and a purchase order number.

- **Contact the Business Office!**

Please alert Mrs. Rita M. Oroho Giacchi at 973-663-5782, ext. 5010 if any Board employee attempts to place an order without an authorized purchase order.

- **You will NOT Get Paid!**

The Jefferson Township Board of Education will not be held responsible for any unauthorized orders or unauthorized purchases.

Authorized Signatures

The Jefferson Township Board of Education will only recognize purchase orders signed by:

**Rita M. Oroho Giacchi
Business Administrator, Board Secretary**

(Appendix D)

FEDERAL CONTRACTS

Federal Funding

Examples of Federal Funding Sources-Every Student Succeeds Act (ESSA)

- Title I, Part A – Improving Basic Educational Programs Operated by LEA's
- Title II, Part A – Teacher and Principal Training and Recruiting
- Title III, Part A – English Language Acquisition, Language Enhancement
- Title III – Immigration Education Program
- Title IV, Part A – Student Support and Academic Enrichment Program

Other Examples of Federal Funding Sources

- I.D.E.A. Part B Handicapped
- Perkins Vocational Education
- National School Lunch Program
- National School Breakfast Program
- ESSER I, II Act – **ESSER ARP** - Elementary and Secondary School Emergency Relief Act
- CARES Act – Coronavirus Aid, Relief and Economic Security Act 2020

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

School districts, when procuring goods and services using federal funds, shall comply with Federal Regulations Procurement Standards 2 CFR 200.318 et seq., and the New Jersey Public School Contracts Law.

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 \$6,600.00**

The Purchasing Agent shall use sound business practices for purchases in the aggregate that do not exceed \$6,600.00. Reference--2 CFR 200.320 (a) and 2 CFR 200.67

- **Small Purchase Procedures - \$6,600.00 through \$43,999.00**

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 \$6,600.00 and less than \$43,999.00. Reference--2 CFR 200.320 (b) and 2 CFR 200.88

- **Sealed Bids - \$44,000.00 or more**

The Purchasing Agent shall use the competitive bid process to procure those contracts which in the aggregate exceed the \$44,000.00 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),

(Appendix E)

- **Competitive Proposals—\$44,000.00 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 \$44,000.00 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*.

Debarment and Suspension for Federal Contracts; Confirmation of Vendor on SAM.gov/Exclusions- Excluded Parties List System (EPLS); *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.gov). Prior to contracting with a vendor, the Purchasing Agent shall use the System for Award Management (SAM) (SAM.gov/Exclusions) to search for the vendor by name, tax identification number, or another characteristic to verify the vendor has not been suspended or debarred from performing federally funded work. This is part of the Federal Excluded Parties List System (EPLS) which is an electronic directory of individuals and organizations that are not permitted to receive federal contracts or assistance from the United States government.

It is recommended evidence of verification (printout from SAM.gov/content/Exclusions) be maintained in procurement files for each contract awarded.

Federal Programs - Include on Requisitions/Purchase Orders

Purchase orders using Federal Funds shall include on the document:

- Name of Federal Program
- Quotation, bid number, if applicable
- Name of Cooperative Purchasing Entity; if applicable
- Board approval date; if applicable
- Location(s) of equipment
- Federal funding account number easily identified if split funding
- Approved CIP Code; if required

Stevens Amendment—Statement on Bid Advertisement

The Board of Education recognizes its obligation as it pertains to the Stevens Amendment, Section 8136 of the Department of Defense Appropriations Act (P.L. 104-134, Sec.507) which requires the Board of Education to state clearly the percent (%) of the total cost of this project will be financed through **Name of Federal Grant**.

Federal Contracts—Chart of Thresholds

<u>Description of Goods/Services</u>	<u>Amount</u>	<u>Procurement Method</u>
Goods and Services	Less than \$6,600	Sound Business Practice
Goods and Services	\$6,600-\$43,999	Quotation or Bid
Goods and Services	\$44,000 or more	Bid
Professional Services	Less than \$6,600	Simple Proposal
Professional Services	\$6,600-\$43,999	Request for Proposals (RFP)*
Professional Services	\$44,000 or more	Competitive Contracting
Educational Consultant Services	Less than \$6,600	Simple Proposal
Educational Consultant Services	\$6,600 - \$43,999	Request for Proposals (RFP)*
Educational Consultant Services	\$44,000 or more	Competitive Contracting
Instructional Improvement Services	Less than \$6,600	Simple Proposal
Instructional Improvement Services	\$6,600 - \$43,999	Request for Proposals (RFP)*
Instructional Improvement Services	\$44,000 or more	Competitive Contracting
Professional Development Services	Less than \$6,600	Simple Proposal
Professional Development Services	\$6,600 - \$43,999	Request for Proposals (RFP)*
Professional Development Services	\$44,000 or more	Competitive Contracting
Sole Source (Proprietary)	Less than \$6,600	Simple Proposal
Sole Source (Proprietary)	\$6,600 - \$43,999	Proprietary Quotation
Sole Source (Proprietary)	\$44,000 or more	Proprietary Bid
Services Provided by Government Units/Schools	Less than \$6,600	Simple Proposal
Services Provided by Government Units/Schools	\$6,600 - \$43,999	Request for Proposals (RFP)*
Services Provided by Government Units/Schools	\$44,000 or more	Competitive Contracting
Construction; Public Works	Less than \$6,600	Written Proposal; PW Documents, Debarment Form
Construction; Public Works	\$6,600-\$43,999	Quotation or Bid
Construction; Public Works	\$44,000 or more	Bid

***RFP's must be publicized when federal funds are being used.**

JEFFERSON TOWNSHIP BOARD OF EDUCATION

31 State Route 181, Lake Hopatcong, NJ 07849
973-663-5782, ext. 5087

TRAVEL CERTIFICATION

In accordance with N.J.S.A. 6A:23A-7.13(e) 9, I certify the following:

1. That the vehicle used for my travel is owned by me or a member of my family or leased by _____; and
2. That current liability insurance on this vehicle is in effect.

NAME: _____
(please print)

SIGNATURE: _____

SCHOOL LOCATION: _____

DATE: _____

**** Submit approved form quarterly (at minimum) and no later than the last day of school****

IN DISTRICT mileage *Use the Travel Mileage Calculator (ie. ST to MS is 6.2 miles)							
Date	Day	Location	Miles	Date	Day	Location	Miles
			0				0
			0				0
			0				0
			0				0
			0				0
			0				0
			0				0
			0				0
			0				0
			0				0
			0				0
			0				0
			0				0
			0				0
			0				0
			0				0
			0				0
			0				0
			0				0
			0				0
			0				0
			0				0
			0				0
							TOTAL IN DISTRICT MILEAGE
							0

OUT OF DISTRICT mileage <i>*Attach google directions or similar to confirm mileage</i>			
Date	Day	Place Traveled/Reason	Miles
			0
			0
			0

TOTAL OUT OF DIST. MILEAGE	0
----------------------------	---

TOTAL ALL MILEAGE	0
-------------------	---

PO and Acct. number

TOTAL ALL MILEAGE x .47	\$0.00
--------------------------------	---------------

Employee Signature

Supervisor/Principal Signature

District Location*:

Mailing Address*:

(Appendix G)

INSTRUCTIONS: Where quotations are authorized by the Business Administrator in lieu of sealed bids, departments shall use this form to obtain and record quotations from at least three (3) vendors prior to issuing a purchase order. After quotations have been obtained and recorded, this form must be signed and attached to the purchase order along with the quotations for permanent file. The threshold for a quotation is \$6,600.00 per year, per aggregate.	VENDOR #1 - Name, Address & Telephone #			VENDOR #2 - Name, Address & Telephone #	
	Account Number:				
DESCRIPTION OF ITEMS:	Qty	Unit Price	Total Price	Unit Price	Total Price
I certify that competition has been solicited and quotation obtained in accordance with current Board Policy & Administration regulations.	VENDOR'S TOTAL PRICE		\$ -		\$ -

(Signature of person obtaining quotations)
 Date

Following Forms were Received ~ if Necessary:

Cert. of Employee Info Report

Disclosure of Iran Form

Disbarment Form


Russia, Belarus Form

PCD/Stockholder's Form

Prevailing Wage Compliance

5/2/2024

For Purposes of the Purchasing Manual Only



*If you have any Purchasing or Accounting
questions, please feel free to contact
Patti McGill, at extension 5011.*

Thank you.