



**To:** All Staff  
**From:** Jill Figarella  
**Re:** Purchasing Policy/Purchasing Regulations/Bid Websites for Purchasing School and Office Supplies and Equipment/Conference Approval and Reimbursement.

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In order to help you comply with purchasing regulations, I have attached the Board of Education's Purchasing Policy, the Board of Education's policy regarding Travel Expense Reimbursement, Board of Education's policy regarding Contracting for Professional Services and the District's Purchasing Procedures: Administrative Regulations. In addition a link to the instructions for Conference Approval and Reimbursement of Expenses is also included. Please review these documents carefully as there are some changes to the purchasing calendar. I have also attached the website for the Southern Westchester BOCES Cooperative Bidding Program for use when purchasing supplies and equipment. This website is

<http://www.swboces.org/BusinessOffice.cfm?subpage=370>

If you want more information about New York State contract vendors you may visit the New York State Office for General Services website at:

<http://ogs.ny.gov/BU/PC/Directories.asp>

Instructions for conference approval and reimbursement of expenses can be found by signing onto My Learning Plan at the below link. Click the folder to the left named My File Library.

<https://www.mylearningplan.com/Index.html>

Should you have any questions please feel free to call the Business Office. Thank you for your cooperation.

cc: Dr. Francis Wills, Superintendent of Schools

## **PUTNAM VALLEY CENTRAL SCHOOL DISTRICT**

### **PURCHASING PROCEDURES: ADMINISTRATIVE REGULATIONS**

1. All purchases are to be made through the Purchasing Agent in the Business Office. All purchases should have the advance authorization of the Purchasing Agent with requisitions and purchase orders signed by the Purchasing Agent prior to processing. Changes are not to be made to the purchases orders after the Purchasing Agent has signed.
2. Competitive bidding will be used on purchases of goods of \$20,000 or more (\$35,000 or more for "public works contracts"). The bidding law requires bidding when it is expected that the above totals for similar items in the District will be exceeded over the course of the fiscal year. When a bid exists (local bid or cooperative bid, etc.) it must be used. If you wish the Business Office to try to have a bidder declared unreliable so that we do not have to award future bids to that vendor, please provide the Purchasing Agent with written information documenting poor experience with that vendor.
3. On requisitions requiring quotes, in the description box of the requisition, please indicate that the vendor's price is the lowest of at least three responsible vendors. Please attach a copy of the quotation sheet to the paper copy of the requisition. Please use the following guidelines:

#### PROCEDURES FOR THE PURCHASE OF COMMODITIES, EQUIPMENT OR GOODS

<u>Dollar Limit</u>	<u>Procedure</u>
\$1 – 5,000	At the discretion of the Purchasing Department
5,001 – 10,000	Documented telephone quotes from at least three (3) separate vendors (if available)
10,001 – 19,999	Formal <u>written</u> quotes from at least three (3) vendors (if available)
20,000 and up	Sealed bids in conformance with Municipal Law, Section 103

PROCEDURES FOR THE PURCHASE OF PUBLIC WORK  
PROJECTS/CONTRACTS

<u>Dollar Limit</u>	<u>Procedure</u>
\$1 – 15,000	At the discretion of the Purchasing Department
15,001 – 34,999	Formal <u>written</u> quotes from at least three (3) vendors (if available)
35,000 and up	Sealed bids in conformance with Municipal Law, Section 103

4. If requisitions otherwise requiring bids or quotes are for products unique to a specific vendor, please indicate this in the description box of the requisition.
5. Requisitions must be completely filled out, coded, and approved by the supervisor before submission to the Business Office. Incomplete or improperly coded requisitions will not be processed and the claimant will be notified by the Purchasing Agent. Include bid numbers or state contract numbers in the description box of all requisitions requiring bids. If you need a copy of a bid or help getting state contract information, please call Accounts Payable at extension 1365.

Paper copies of requisitions, applicable contracts and supporting documentation must be submitted to the Business Office for approval. When the Purchasing Agent has approved the requisition the purchase orders may be mailed to the vendor. Please be sure to include units of measure and shipping and handling charges on the requisition.

6. Codes are to be checked carefully so that expenditures are appropriately recorded. If a purchase will cause a code to have a negative balance, please send a request for an appropriation transfer to the Business Office.
7. Conference request forms should be reviewed so that they do not exceed the amount approved by the Superintendent. Reimbursement will be made only for approved expenses for which receipts and the requested conference data is submitted. Reimbursement will be in accordance with District Policy.
8. Please encumber for year-end activities as soon as possible.
9. A sales tax exemption certificate may be requested and used for petty cash purchases. The District may not pay nor reimburse for sales tax.
10. Purchase orders for instructional equipment, supplies, library books, and textbooks are to be submitted by the 2<sup>nd</sup> Friday in February. Other purchase orders for the

current school year are to be submitted to the Business Office by the 2<sup>nd</sup> Friday in March. Exceptions should be accompanied by a written explanation and will be considered on an individual basis.

11. Please be sure to submit all claims by the 2<sup>nd</sup> Friday in June so that they can be paid in the current year. Also notify the Business Office of any end-of-year purchase orders (i.e. equipment and rentals, etc.) that might cover two school years (i.e. June – July), so that the payments can be accrued correctly.
12. Preview items (items shipped on approval) are to be ordered through the regular purchase order procedures, noting that the item is for preview.
13. Individuals who order items without advance authorization of the Purchasing Agent put themselves at risk of assuming individual responsibility for payment.
14. Payment in advance of receipt of items or services is not generally authorized.
15. Payment can be made only after the Claims Auditor has approved it. You must submit a valid original invoice, signed and dated, of the approved purchase to Accounts Payable. Please promptly forward signed receiving paperwork (after packing slips are carefully checked and items are ticked off) including freight bills with a copy of the purchase order to Accounts Payable for prompt processing. For partial payments, send a photocopy of the purchase order and indicate items received. Please notate the purchase order when it is for final payment and all merchandise has been received.
16. Open (blanket) purchase orders are discouraged and will be authorized only when accompanied by compelling rationale.

**PVCSD Policy 6310  
PURCHASING**

The Board of Education views purchasing as serving the educational program by providing necessary supplies, equipment and related services. Purchasing will be centralized in the business office under the authority of the Purchasing Agent designated by the Board.

It is the goal of the Board to purchase competitively, without prejudice or favoritism, and to seek the maximum educational value for every dollar expended. Competitive bids or quotations shall be solicited in connection with purchases pursuant to law. The General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving an expenditure of more than \$35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. Similar procurements to be made in a fiscal year will be aggregated for the purpose of determining whether bidding is required.

In accordance with law, the district shall give a preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats. The term "alternative format" shall mean any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as an accommodation for a disabled student enrolled in the district (or program of a BOCES), including but not limited to Braille, large print, open and closed captioned, audio, or an electronic file in a format compatible with alternative format conversion software that is appropriate to meet the needs of the individual student.

The Board is also aware of the need to reduce exposure of students and staff to potentially harmful chemicals and substances used in cleaning and maintenance. In accordance with law, regulation and guidelines set forth by the Office of General Services (OGS), the district will purchase and utilize environmentally sensitive cleaning and maintenance products in its facilities whenever feasible. Cleansers purchased must, first and foremost, be effective so that the district may continue to purchase non-green products as necessary. Environmentally sensitive cleaning and maintenance products will be procured in accordance with standard purchasing procedures as outlined in this policy and regulation.

Goods and services which are not required by law to be procured by the district through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies, in the best interests of the Putnam Valley taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption.

Alternative proposals or quotations will be secured by requests for proposals, written or verbal quotations or any other appropriate method of procurement. Goods and services

1. under a county contract;
2. under a state contract;
3. of articles manufactured in state correctional institutions; or
4. from agencies for the blind and severely disabled.

The district's purchasing activity will strive to meet the following objectives:

1. to effectively supply all administrative units in the school system with needed materials, supplies, and contracted services;
2. to obtain materials, supplies and contracted services at the lowest prices possible consistent with the quality and standards needed as determined by the Purchasing Agent in cooperation with the requisitioning authority. The educational welfare of the students is the foremost consideration in making any purchase;
3. to ensure that all purchases fall within the framework of budgetary limitations and that they are consistent with the

educational goals and programs of the district;

4. to maintain an appropriate and comprehensive accounting and reporting system to record and document all purchasing transactions; and
5. to ensure, through the use of proper internal controls, that loss and/or diversion of district property is prevented.

Opportunities shall be provided to all responsible suppliers to do business with the school district. Suppliers whose place of business is situated within the district may be given preferential consideration only when bids or quotations on an item or service are identical as to price, quality and other factors. Purchases will be made through available state contracts of the Office of General Services, county contracts, or agreements entered into by school districts for joint purchasing whenever such purchases are in the best interests of the district. In addition, the district will make purchases from correctional institutions and severely disabled persons through charitable or non-profit-making agencies, as provided by law.

The district will provide justification and documentation of any contract awarded to an offer or other than the lowest responsible dollar offer or, setting forth the reasons why such award is in the best interests of the district and otherwise furthers the purposes of section 104-b of the General Municipal Law. Purchasing Agent will not be required to secure alternative proposals or quotations for:

1. emergencies where time is a crucial factor;
2. procurements for which there is no possibility of competition (sole source items); or
3. very small procurements when solicitations of competition would not be cost-effective.

The Board authorizes the Superintendent of Schools, with the assistance of the Purchasing Agent and the Treasurer, to establish and maintain an internal control structure to ensure, to the best of their ability, that the district's assets will be safeguarded against loss from unauthorized use or disposition, that transactions will be executed in accordance with the law and district policies and regulations, and recorded properly in the financial records of the district.

The Purchasing Agent shall be responsible for the establishment and implementation of the procedures and standard forms for use in all purchasing and related activities in the district. Such procedures shall comply with all applicable laws and regulations of the state and the Commissioner of Education.

No Board member, officer or employee of the school district shall have an interest in any contract entered into by the Board or the district, as provided in Article 18 of the General Municipal Law.

The unintentional failure to fully comply with the provisions of section 104-b of the General Municipal Law or the district's policies regarding procurement will not be grounds to void action taken nor give rise to a cause of action against the district or any officer or employee of the district.

Ref: Education Law §§305(14); 1604(29-a); 1709(4-a)(9)(14)(22); 2503(7-a); 2554(7-a)  
General Municipal Law §§102; 103; 104-b; 109-a; 800 et seq.

Adoption date: 4/22/10

Annual Review: 02/09/12, Re-Adopted: 02/16/12

Annual Review: Reorganizational Meeting-07/12/12

Revised: Business Meeting of 12/13/12

### CONTRACTING FOR PROFESSIONAL SERVICES

The Board of Education will make certain that professional services are secured in a manner that protects the integrity of the process, ensures the prudent use of taxpayer dollars and provides a high quality standard of service, in accordance with law and regulation. Professional services are defined as services requiring special skill and/or training, such as legal services, medical services, auditing services, property appraisals or insurance.

Purchasing professional services does not require competitive bidding. The Board directs the **Purchasing** Agent to take measures to ensure that a highly qualified professional is secured through the prudent and economical use of public money, which may include:

1. reviewing trade journals;
2. checking professional listings; and/or
3. inquiring of other districts or other appropriate sources.

The designated district staff will prepare a comprehensive written request for proposals (RFP), which will contain critical details of the services sought. The RFP will specify that the proposal include the structure of the relationship between the district and the provider, including, if applicable, the terms of the retainer, the hourly fees and other associated costs.

In reviewing the RFPs, the district will consider, at a minimum, the following factors:

1. the suitability of the individual/firm for the district's needs;
2. the special knowledge or expertise of the individual/firm;
3. the credentials and applicable certifications of the individual/firm;
4. the quality of the service provided by the individual/firm;
5. cost;
6. the staffing available from the firm or the time available from the individual;

The district will periodically, but not less frequently than every five years, issue professional service RFPs and may conduct interviews as part of the RFP process. The written proposals submitted by applicants shall be maintained for at least six years.

The Superintendent, after a thorough review of the proposals, will recommend the professional service provider best suited to the district to the Board of Education for its approval.

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Regardless of when during the year the professional service provider was engaged by the Board, at the annual organizational meeting the Board will appoint the attorney, physician, external auditor, or other professional, as applicable. Professional service providers selected and appointed in this manner will not be considered employees of the district.

The Superintendent is charged with developing administrative procedures to implement this policy.

Cross-ref: 2210, Board Annual Organizational Meeting  
9500, Compensation and Benefits

Ref: General Municipal Law § 104-b  
2 NYCRR §§ 315.2, 315.3  
*Trane Co. v Broome County*, 76 A.D.2d 1015  
*Appeal of Lombardo*, 38 Educ. Dept. Rep. 730  
Opn. St. Comp. 92-33

Adoption date: 4/22/10

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6370  
 Required  
 **Local**  
 Notice

### TRAVEL EXPENSE REIMBURSEMENT

School district employees, officials and members of the Board of Education will be reimbursed for reasonable, actual and necessary out-of-pocket expenses, which are legally authorized and incurred while traveling for school, related activities.

Only expenses necessary to the purpose of the travel shall be reimbursable. Transportation costs such as taxicabs are allowable only for essential transportation. Mileage will be paid at the rate fixed by the federal Internal Revenue Service for business travel. Tax exemption certificates shall be issued and utilized as appropriate.

The Board, by majority vote, shall determine and approve which conferences may be attended by Board members and the Superintendent of Schools.

The Superintendent shall determine whether attendance by district staff at any conference or professional meeting is in the best interest of the district and eligible for reimbursement of expenses under this policy.

To obtain reimbursement, the claimant must complete and sign an expense voucher, attach all receipts or other expense documentation, together with a copy of the approved conference attendance request form and evaluation report (if required), and submit the same to the appropriate administrator. Reimbursement shall only be made after such claim has been audited and allowed.

Ref: Education Law §§1604(27); 1709(30); 1804; 2118; 3023; 3028  
General Municipal Law §77-b

Adoption date: 4/22/10

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