



Sweeny ISD



Procurement Manual **(Purchasing Guide for District Staff)** **2015-2016**

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Introduction

Sweeny Independent School District's Business Office operates as a component of the Business Services Department; hereinafter referred to as the Business Office. The Business Office is responsible for the organization and administration of the purchasing/procurement functions for the District in accordance with the authority delegated by the Superintendent and Board of Trustees.

The primary function of the District's Business Office is to meet the products and service needs of the District by:

1. Assisting campus/department personnel in obtaining the best product at the lowest cost to the taxpayer while complying with all federal, state and local laws as well as District policies and guidelines.
2. Assisting campus/department in achieving a reliable and timely delivery for the requesting school or department.
3. Review, approve and process campus/department purchase orders/direct payments.
4. Promoting competition among bidders.
5. Insuring an equal opportunity for all vendors to secure District business.
6. Educating and informing all vendors about District rules, regulations, and methodology that for the basis for bid awards.

As a support organization of the District charged with the acquisition of goods and services requested by instructional and administrative departments, the Business Office will function in a manner consistent with applicable laws, School Board policies, the Uniform Commercial Code and other sound business practices.

Effective purchasing is a cooperative venture between the Business Office and the schools and other departments within the District. The purpose of this manual is to provide guidelines and procedures for all staff involved in the procurement process throughout the District. Situations will undoubtedly arise which are not fully covered by these procedures. The Business Office staff is available to discuss and/or assist in any special situations or needs that are in the best interest of the students and staff of Sweeny ISD. The purchasing procedures contained in the document are intended to comply with all applicable laws, policies, and procedures. In the event of conflict, the appropriate law or policy shall prevail.

General Standards & Ethics

Ethics relating to conflicts of interest, financial interests in firms conducting business with the district, kickbacks, gratuities and improper use of a position or confidential information are clearly communicated throughout the District.

Additionally, District personnel should be aware that under the School Law, Chapter 44.031, as well as other state or federal statutes regarding the expenditure of public funds, there are penalties for violations of purchasing processes which can include criminal prosecution and loss of employment opportunities.

There are certain common standards of ethics which govern the conduct of employees involved in the purchasing function. The fundamental standards for the Sweeny ISD purchasing processes are as follows:

1. It is a breach of ethics to attempt to realize personal gain through public employment with a district by any conduct inconsistent with the proper discharge of the employee's duties.
2. It is a breach of ethics to attempt to influence any public employee of a district to breach the standards of ethical conduct set forth in this code.
3. It is a breach of ethics for any employee of a district to participate directly or indirectly in procurement when the employee knows:
 - a. The employee of any member of the employee's immediate family has a financial interest pertaining to the procurement.
 - b. A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or
 - c. Any other person business or organization with whom the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

Integrity

Fairness and impartiality in all phases of the process are an essential part of any transaction in public purchasing. Dealings with vendors and peers must be open, honest, and objective. Like all service functions, the Business Office's objective is to provide quality service for the District's schools and departments. The process cannot be both effective and self-serving; the two are incompatible.

Business Office Code of Ethics

Endeavor to obtain the greatest value for every District dollar expended by conducting business in a manner consistent with exemplary business practices and legal statutes.

Give prompt and courteous reception to all District staff and legitimate business representatives.

Provide support to the District's schools and departments charged with the responsibility of creating an educational environment of excellence.

Insure that all responsible bidders receive equal consideration and the assurance of unbiased judgment in determining whether their products meet the educational and/or operational needs of the District.

Always consider the interests of the District and the enhancement of its educational programs first.

Strive for a thorough knowledge and understanding of the District's equipment and supplies in order to assist in the Best Value evaluation for the products and services purchased.

Work to identify and implement strategies and techniques that will preserve the integrity of the department while enhancing the level of service provided by the department.

Never accept gifts or favors which might influence, or be construed to influence, the purchase of goods and services.

Purchasing Authority

Sweeny ISD Board Policy Manual lists the following under CH (LEGAL) and CH (LOCAL):

- The Board may adopt rules and procedures for the acquisition of goods and services. Education Code 44.031(d).
- The Board may delegate its authority regarding an action authorized or required to be taken by the District by Education Code Chapter 44, Subchapter B to a designated person, representative, or committee.
- The Board may not delegate the authority to act regarding an action authorized or required to be taken by the Board by Education Code Chapter 44, Subchapter B.
- The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, a single, budgeted purchase of goods or services that costs \$25,000 or more, regardless of whether the goods or services are competitively purchased, shall require the Board approval before a transaction may take place.

- The Superintendent is not required to obtain Board approval for the following types of budgeted purchases, regardless of cost, but shall subsequently report them to the Board:
 1. A purchase made pursuant to a Board-approved interlocal contract, in accordance with Government Code Chapter 791;
 2. A purchase made through a cooperative purchasing program, in accordance with Local Government Code 271.102;
 3. A purchase made through a state purchasing program that satisfies the District's obligation for competitive purchasing;
 4. A continuing or periodic purchase under a Board-approved bid or contract; or
 5. A purchase for produce or fuel.
- The Superintendent or designee shall be responsible for signing contracts for externally provided professional services as deemed necessary and within the scope of the approved appropriate budget.
- Unless state law or Board policy specifically requires the Board to make or approve a purchase, authorized District employees in charge of a department or school budget may purchase items included in their approved budget, in accordance with administrative regulations.
- The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with adopted Board policy and current administrative procedures. The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control; **persons making unauthorized purchases shall assume full responsibility for all such debts.**
- All purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures.

Accordingly the District has established the Business Office under the direction of the Superintendent to assist the Board in the procurement function, and to assure such function is within compliance of all applicable statutes, Board policies, and Administrative Regulations.

See Board Policies CV, CVA, CVB, CVC, CVD, CVE and CVF for facilities construction requirements.

Competitive Procurement Options

Texas Education Code 44.031(a) states that all contracts, except contracts for the purchase of produce or vehicle fuel, valued at \$50,000 or more in the aggregate, for each 12-month period are to be made by the method that provides the best value to the

District. The law enumerates several options for competitive procurement that are available; these options include:

- Competitive Bidding for
- Competitive Sealed Proposals
- A Request for Proposals, for Services other than Construction Services
- An Interlocal Contract
- A Design/Build Contract
- A Contract to Construct, Rehabilitate, Alter, or Repair Facilities that involves the use of a Construction Manager
- A Job Order Contract for the Minor Construction, Repair, Rehabilitation, or Alteration of a Facility
- The Reverse Auction Procedure Defined in Government Code, Section 2155.062(d)
- The Formation of a Political Subdivision Corporation under Local Government Code, Section 304.001.

Exceptions to Competitive Procurement

- Produce and Fuel
 - There is an exception for produce and fuel that allows the District to use any method listed above or those in School Code, 44.033 for these purchases.
- Cooperative Purchase Programs
 - To conserve and coordinate the use of public funds, school districts may enter into agreements for the cooperative purchase of goods and services between itself and other local governments or agencies (interlocal agreement).
 - All items and services available through the Board approved cooperative have satisfied all procurement regulations for competitive procurement. These items or services do not require further bidding before being procured. Purchases under these contracts can expedite the procurement process for District departments and schools.

- A list of current participating cooperative links can be found on the SISD website, www.sweenyisd.org. For additional information regarding available commodities or services, please contact the Business Office.
- In compliance with Education Code, Section 44.0331, the Business Office submits annually, the amount, purpose, and disposition of any cooperative contract related fee in a written report as an agenda item at an open meeting of the board of trustees.
- Professional Services
 - An additional exception applies to professional services as defined under Government Code, Section 2254.003. These services include, but are not limited to, professionals such as attorneys, architects, fiscal agents, or licensed medical professionals. Contracts for professional services are not procured through competitive bids. Rather such services are chosen through a process of selection involving the review of professional qualifications.

Price Quotations

Per directed in Education Code, Section 44.033, for purchases of personal property or services totaling less than \$50,000 in the aggregate for the fiscal year, schools and departments will be allowed to purchase using the Best Value criteria for the individual transaction. The Business Office has set the following guidelines:

- Purchases under \$500 may be made in the most expeditious manner possible in order to meet the needs of the schools and departments. Although encouraged to utilize vendors within the system, new vendors may be entered as needed.
- For purchases \$500 to \$2,499, schools and departments must obtain verbal or written quotation for the requisition. An approved purchase order must be obtained from the Business Office prior to making the purchase.
- Purchases \$2,500 to \$24,999, requires three written quotes must be submitted to the Business Office in order to generate the purchase order.
- Purchases \$25,000 to \$49,999 requires Board approval and three written quotes or sole source affidavit must be submitted. The requisition must be submitted and approved by the Board before the Business Office will generate a purchase order.

Failure to follow these guidelines could result in a delay in processing your request. For assistance in this process, please contact the Business Office.

Sole Source

As allowed under School Code, 44.031, the District is allowed to purchase items available from a single source without complying with the competitive procurement provisions.

Sole source items are defined as follows:

- An item for which competition is precluded because of the existence of a patent, copyright, secret process, or monopoly;
- A film, manuscript, or book;
- A utility service, including electricity, gas, water (if available through a single source) or;
- A captive replacement part of component for equipment.

Vendors claiming sole source status will be asked to provide written and signed documentation stating the reason. Departments or schools may be requested to document the reason why the particular product is required.

Emergency Damage or Destruction

If school equipment, a school facility, or a portion of a school facility or personal property is destroyed or severely damaged or, as a result of an unforeseen catastrophe or emergency, undergoes major operational or structural failure, and the Board determines the delay posed by the methods for procurement listed School Code Chapter 44.031 would prevent or substantially impair the District's ability to conduct classes or other essential school activities, then other procurement methods may be utilized as needed.

School Bus Purchases

Any contract for the purchase or lease of one or more school buses must be submitted to competitive bidding when the contract is valued at \$20,000 or more.

Leases & Rentals

Any leases or rentals of personal property or services are subject to the procurement procedures outlined in this document. An exception may be made for lease of real property where sole-source limitations might apply due to location or building requirements.

However, it is mandatory that any contracts for such transactions contain the time period for the contract, stating both the beginning and ending date. If the ending date extends past the current fiscal year ending date, a cancellation clause must be contained in the contract allowing cancellation for non-appropriation.

Competitive Bidding Process

If it is determined that the personal property or service needed will require either a Request for Bids or Request for Proposal process on the open market, the Business Office will assist the requesting department in preparing the bid documents to comply with Section 44.031 of the Education Code.

The requesting department will be responsible for providing specifications of the products or services needed. Upon conclusion of the bidding process, the Business Office will open, tabulate, and provide the school or department with written documentation of the results. The school or department will be asked to evaluate and score the results, and provide a written recommendation for award.

The Business Office will review and prepare an Agenda Item for Board approval and submit it for consideration. If approved and awarded by the Board, the Business Office will notify the using school or department as well as all vendors involved in the process.

Notices of the time and place when the bids or proposals or other responses to a request for qualification may be examined must be published once a week for at least two weeks before the deadline for receipt. This notice must include the notice as to where the bids shall be opened as well as the date and time due. Such notice must be published in the county where the District's administrative office is located.

Bids or Proposals will be opened in the Business Department. All such openings are open to the general public or any interested party.

Specifications

The District's end user or department is responsible for the development of specifications for the items or services needed. Specifications cannot be used that preclude competition in the marketplace on comparable items or services. The use of any brand name or manufacturer's reference should be descriptive, not restrictive, and should merely indicate the type and quality of the items desired.

Detailed specifications are desired, but, at the least, all specifications should include the minimum acceptable requirements or features. Alternate bids may be considered for award if in the best interest of the District.

The Business Office is available to assist in this area as needed.

General Terms and Conditions

The Business Office will be responsible for providing the general terms and conditions for each bid/proposal packet. Please contact the Business Office for assistance.

Contract Term

Sweeny ISD staff may only use funds appropriated by the Board in the approved budgets. Therefore the staff does not have the authority to commit funds in future budgets. While contracts may be issued for any time period as agreed to by the District and the vendor, if the contract extends beyond the end of the current fiscal year, it must contain a cancellation clause as defined by Local Government Code 271.903. This clause permits the district to cancel, without penalty, any contract for which the Board does not allocate funding in the sequential year's budget.

If a competitive procurement process is utilized such as a Request for Bid (RFB) or Request for Proposal (RFP) the contract time period must be clearly defined.

Best Value

In evaluating procurement decisions the District will always apply best business practices. In doing so, the District will always consider the Best Value criteria as listed below. When seeking a competitively procured contract, the District will state the Best Value criteria listed below as well as any additional criteria to be considered within the bid or proposal document.

Best Value criteria to be considered shall include:

- 1) The purchase price
- 2) The reputation of the vendor and of the vendor's goods or services;
- 3) The quality of the vendor's goods and services;
- 4) The extent to which the goods or services meet the district's needs;
- 5) The vendor's past relationship with the district;
- 6) The impact on the ability of the District to comply with laws and rules relating to historically underutilized businesses;
- 7) The total long-term cost to the District to acquire the vendor's goods or services,
- 8) For a contract that is not for goods and services related to telecommunications and information services, building construction and maintenance, or instructional

materials, whether the vendor or the vendor's ultimate parent company or majority owner has its principal place of business in this state or employs at least 500 persons in this state.

9) Any other relevant factor specifically listed in the request for bids or proposals.

Schools or departments will be asked to provide evaluation on all criteria included in the bid documents. All such evaluations will be maintained in the Business Office files and may be presented to the Board with the contract award recommendation.

Vendor's Criminal History

Effective January 1, 2008, Texas Education Code Chapter 22, Subchapter C requires service contractors of school districts in Texas to obtain criminal history record information regarding covered employees and to certify to school districts that they have done so. Covered employees with disqualifying convictions are prohibited from serving at a school district. As defined by Texas Education Code, Chapter 22, disqualifying convictions include any of the following, if at the time of the offense, the victim was under 18 or enrolled in a public school:

- A felony offense under Title 5, Texas Penal Code;
- An offense for which a defendant is required to register as a sex offender under Chapter 62, Texas code of Criminal Procedure; or
- An equivalent offense under federal law or the laws of another state.

Service contractors must obtain the criminal history record information on all new or existing employees who will have continuing duties relating to the contract and will have direct contact with students.

Covered employees employed by a contractor before January 1, 2008, are subject to name-based criminal history reviews and contractors must obtain the criminal history record information as soon as practicable. Covered employees employed by a contractor employed on or after January 1, 2008, are subject to fingerprint-based criminal history reviews and contractors must obtain the criminal history record information before or immediately after securing the services of the covered employees.

Contractors must contact the Texas Department of Public Safety (DPS) directly to establish an account to obtain criminal histories. Instructions for establishing and account with DPS are enclosed. Fingerprints are conducted through the DPS vendor, Integrated Biometric Technology. The contractor must certify to the school district that it has performed the required criminal history reviews.

Conflict of Interest

Local Government Code Chapter 176 provides information regarding conflict of interest statements to be filed by vendors and certain school district employees.

The Texas Conflict of Interest statutes apply to the District's officers and elected officials. There are specific rules regarding what constitutes a conflict of interest in regards to a business transaction or real property transaction. For more information, please review the information provided on the Texas Ethics Commission website, www.ethics.state.tx.us.

For expenditures from federal funds, District employees should be aware that the rules regarding conflict of interest are more stringent than the State requirements. For federal expenditures the rules state that an employee administering, directing or authorizing the expenditure of federal funds, nor members of the employee's immediate family, can have a financial interest in a vendor involved in the procurement transaction involving federal funds.

Insurance Requirements

State law requires that any contractor entering a building or construction contract must certify in writing that he provides worker's compensation insurance coverage for each employee of the contractor employed on the public project. This extends to any subcontractors. All certificates must be on file at the District before work commences.

The District has chosen to extend this requirement to any contractor of the District. Additionally, general liability and automobile coverage is required for any contractor performing services on District property. Insurance certificates listed Sweeny ISD as an additional insured should be on file at the District before work commences.

Failure to produce proof of satisfactory insurance coverage will be a consideration for non-award or contract termination.

Bonding

In order to protect the District's investment in public work projects, the District will require performance or payment bonds as required under current State law. State law requires that the school district require performance bonds for any public works projects \$100,000 or more in value, and requires payment bonds for any public works projects \$25,000 or more in value.

The District also has the right to request a bid bond. This is typically used for high value contracts with complex bidding processes. The vendor is required to provide a bond of 5% of the project value to guarantee that it is ready to contract with the District upon award. This insures that the District receives responsible bids.

Bonding requirements are outlined in Texas Government Code, Chapter 2253.

Impermissible Practices

School Code 44.031 prohibits the separate sequential or component purchases to avoid the purchasing limit requirements as set forth in this document. Violations of this or other provisions of the Procurement statutes can result in criminal charges, removal from office, and/or termination of employment.

Fundraising Vendors

The campus/department is responsible for selecting fundraising vendors that best meets their needs. Fundraising vendors are those who provide a product(s) directly to the students, parents, or patrons, through a catalog or order form sale.

Vendors are paid directly for the goods and the schools receive or organizations receive a commission from the sales.

Schools and organizations purchasing and selling products directly to their customers (as in a school store) do not have to receive approval for their suppliers. Examples of this would be the produce supplier from whom pumpkins would be purchased for an annual pumpkin patch activity. However, all such supplies should be purchased through awarded contract vendors whenever possible.

Vendor Relations

Sweeny ISD is committed to maintaining an open and equitable opportunity to all interested vendors. The district will seek to competitively procure goods and services whenever possible or as required by policies or statutes. Vendors awarded contracts by Sweeny ISD are placed on the approved vendor list maintained by the Business Office. This list includes the names and contact information for all vendors with currently active Sweeny ISD contract.

Additionally, Sweeny ISD will maintain a potential vendor list of all interested vendors. Vendors will be solicited for quotes as well as formal bids or proposals in their area of interest as opportunities are developed.

On-Site or Telephone Sales Calls

Vendors and their representatives are strictly prohibited from contacting, either in person or by telephone, instructional or support personnel during instructional periods, without the prior approval of the principal or department director.

All vendors calling on school buildings are required to follow the proper check-in procedures for each location. This includes the presentation of a picture identification

card. Vendors cleared for entry into the school will receive a visitor's badge which must be worn while on the premises.

Vendors may make appointments with the Business Office to discuss opportunities with Sweeny ISD. Such information will be provided in person or by phone at the District's convenience.

Gifts from Vendors

Vendors are prohibited from offering gifts or favors that could influence, or that could be perceived to influence, purchases utilizing District funds. Any such offers should be refused by the employee and immediately reported to their principal or department director. The principal or department director should then report such activity directly to the Business Office. Employees should note that acceptance of such gifts can be a violation of state statutes, and a basis for criminal prosecution.

It is permissible to accept small incidental advertising items with a value of less than \$5 retail. These items must be clearly identified as marketing items with the company's name or logo clearly displayed.

Such items may be accepted by staff or distributed to campus staff, as desired. These items include, but are not restricted to, coffee mugs, calendars, notepads, pens, and pencils. Care should be taken that the display of such items is not done in such a manner that would give the perception of vendor preference.

Complaints Regarding Vendors and Evaluations

When problems are encountered with a vendor regarding products or service, it is important that the problem be documented. All pertinent information should be noted – date, time, location, problem details. The vendor should then be contacted by phone or in writing notifying of the problem and the resolution desired. A record of all such communication should be kept. If the problem cannot be resolved or continues, the Business Office should be notified. All details of the problem should be provided, including the history of all previous communication regarding the problem.

The Business Office will then take appropriate action which may include written notification to the vendor outlining the problem and the potential breach of contract. All record of the problem and action taken will be kept on file and used in future vendor evaluations

Tax Exempt Status

The District is a political subdivision of the State of Texas and as such is exempt from state sales tax under Chapter 20, Title 122A, Revised Statutes of Texas.

Items or services purchased for which tax exemption status is claimed must be used within the performance of the District's business.

It is a criminal offense to utilize this tax exempt status for any other purpose.

Personal Purchases

District employees shall not be permitted to purchase supplies or equipment for personal use with District funds. All items purchased are the property of Sweeny ISD. Personalized items and items not used in the performance of Sweeny ISD duties or responsibilities cannot be purchased with District funds.

Purchase Orders

Sweeny ISD utilizes the purchase order system for the procurement of goods and services. A purchase order serves as a formal order for goods, materials and/or services from a vendor.

A purchase order, once approved, is a binding commitment for SISD to remit payment to the vendor after the item(s) and an invoice are received. A purchase order also serves as an important accounting document. It contains information on the expenditure to be made and the account code to be charged. Once issued, the purchase order encumbers funds, which serves as an expenditure control mechanism.

Finally, the purchase order is utilized in the accounts payable process as it documents that an order has been received and accepted by the user and payment can be made to the vendor.

Requisition Process

The Business Office has established a purchasing process that is decentralized in that there is a varying degree of delegation of authority, responsibility and control of purchasing activities. Roles and responsibility are as follows:

- Purchase order requisition form is completed by the employee and submitted to the campus secretary or activity clerk. The Purchase Order requisition form is reviewed for completeness and availability of funds.
- The secretary creates the requisition in Skyward. The requisition workflows electronically through Skyward for electronic approvals.
- Each Secretary is given a complete set of instructions and trained by the Business Office on the proper way to enter/submit a requisition in Skyward.
- A Traditional requisition should be used for any items that will be shipped and received.

- To facilitate processing, the following items should be used accordingly when submitting a Skyward Traditional Requisition:
 - Vendor: Select the requested vendor
 - Department: select the appropriate department
 - Order From: some vendors have multiple order from address, please select the applicable address. This is where the PO will be mailed.
 - Requestor: campus employee that is requesting the requisition
 - Due date: date the PO is need by
 - Ship to Location: maintenance department or campus
 - Cart Validation: brief description on purpose or intent of the expenditure. This field does not print on the purchase order and is just for internal processing purposes.
 - Add Line Items:
 - Show Freight : yes if freight/shipping will be authorized
 - Check the authorize freight charges box and estimate the freight amount on the last item line of the requisition cart.
 - Enter Quantity
 - Enter vendor stock number if available. When multiple items are being requisitioned, having the vendor item number makes the receiving and invoicing process more efficient as it become easier to match the line items.
 - Unit of measure: Select the unit of measure that they pricing is based on
 - Long Description: complete description of item
 - Justification: CIP reference; field does not print on the purchase order, this is just for internal purposes
 - Special Instructions: prints on purchase order and should be used to indicate notes to the vendor. State free shipping in this field.
 - Unit price
 - Unit discount
 - Freight: if you authorize freight, estimate the amount that will be billed
 - Accounts: enter appropriate account number for expenditure

- A blanket requisition is used to request a purchase order to a pre-approved vendor authorizing purchases from that vendor over a period of time. Blanket purchase orders are issued so that supplies, materials, or services are available as needed by the campus/department. A blanket purchase order **cannot exceed \$500 and should not exceed a 3 month period.**
 - To facilitate processing, the following items should be used accordingly when submitting a Skyward Blanket Requisition:
 - Vendor: Select the requested vendor
 - Department: select the appropriate department
 -

- Order From: some vendors have multiple order from address, please select the applicable address. This is where the PO will be mailed.
 - Ship to Location: maintenance department or campus
 - Description:
 - A detailed description of items to be purchased
 - The designated person(s) authorized to make the purchase(s)
 - An indication of when the business office should close the purchase order
 - A brief description on purpose or intent of the expenditure.
- The Business Office analyzes all requisitions that have completed the approval workflow for adequate description, proper account coding and overall completeness. The purchase order is then generated and printed.
 - All requisitions are review by the Director of Business Services.
 - All requisitions for expenditures from the Special Revenue fund are reviewed for compliance with program requirements and electronically approved by the Director of Federal Programs or Grant Administrator AND the Business Office.

Check Requests

All purchase commitments are required to be made on a properly drawn and issued purchase order. Under the following exceptions, a check request may be requested and a purchase order will not be required:

- Payments for game workers, judges, referees, officials, and security officers at district administered events
- Entry fees, inspection fees, permits
- Memberships and registrations
- Tuition
- Scholarships
- Fundraisers
- Utilities
- Admission fees for exhibits, museums, events and other similar attractions or activities
- Hotels
- If the vendor for these items or services accepts a purchase order as a means of payment, then a purchase order must be obtained

A check request follows the same approval process of a requisition. The requisitioner must attach original documentation, including invoice to the check request in Skyward. Once the check request has completed the electronic workflow for the approval

process, the Business Office will review documentation and process the check. The check will be routed as indicated on the check request in Skyward.

Blanket Requisitions

A blanket purchase order is issued to a pre-approved vendor authorizing purchases from that vendor over a period of time. Blanket purchase orders are issued so that supplies, materials, or services are available as needed by the campus/department. A blanket purchase order **cannot exceed \$500 and should not exceed a three (3) month period**. All exceptions must be approved by the Business Office. The blanket requisition must include a detailed description of items to be purchased, the designated person(s) authorized to make purchases, indication of when the business office should close the purchase order. For example: one time pick up or multiple pick-ups on or before a specific date.

Emergency/Rush Purchase Orders

Emergency purchase orders should only be requested for actual emergencies and not as a means of the lack of planning.

Capital Purchases

Capital is defined as any item that costs more than \$5,000 and has a life expectancy of more than one (1) year. These items have special coding and in most cases considered fixed assets. The Business Office should be contacted for assistance in purchasing a capital item(s).

Employee Reimbursements

An employee may find it necessary to purchase an item and need to be reimbursed. The campus/department secretary must create and Employee Reimbursement Request through Skyward for the employee that needs to be reimbursed. The reimbursement request workflows electronically for approval in Skyward and upon approval, the reimbursement are reviewed by the Business Office. Employee reimbursements are issued as a check.

These types of purchases should be avoided as the District is not obligated to reimburse the employee. An official SISD purchase order should always be obtained.

Employee Travel

For information regarding employee travel, refer to the Sweeny ISD 2012-2013 Fiscal Manual.

Receiving

All orders should be shipped to the maintenance department or applicable campus. The maintenance department then delivers all items received to the appropriate district building.

Accounts Payable

Accounts payable is a function of the Business Office. Vendors should mail all invoices to: Sweeny ISD Business Office, 1310 N. Elm Street, Sweeny, TX 77480.

The primary responsibilities of the accounts payable accountant are as follows:

- Receive and process for payment all accounts payable invoices
- Review and ensure accuracy and overall completeness of invoices and shipments.
- Resolve any discrepancies that may exist in Skyward as part of the electronic validation process of the purchase order, the invoice, and the receiving information
- Post invoice batches for the check disbursement