

WYCKOFF SCHOOL DISTRICT

WYCKOFF, NEW JERSEY

PURCHASING MANUAL

2016 – 2017

**Approved by the
Wyckoff Board of Education
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Table of Contents

<u>Topic</u>	<u>Page</u>
ROSTER OF OFFICIALS	3
INTRODUCTION	4
PURCHASE ORDER PROCEDURES	
General Information	5
Responsibilities of Originator of Purchase Order	7
Responsibilities of Budget Managers	9
Responsibilities of the Superintendent of Schools	9
Responsibilities of Business Office & Business Administrator	9
Transfer of Funds	10
Contracts and Purchasing	11
Confirming Orders	12
Non-Essential Purchases	12
BIDS, BIDDING AND QUOTATIONS	
Bid Limits	14
Quotations and Quotation Procedures	14
Exceptions to the Bid Limit	14
State Contract Purchasing	14
Cooperative Purchasing	15
Competitive Contracting (Certain contracts over \$40,000)	15
Emergency Contracts	15
Contractors	16
Student Activity Account Purchases	16
PURCHASE ORDER PROCESS	
Processing the Purchase Order	17
Receipt of Goods and Services	17
Problems Encountered with the Receipt of Goods	18
Purchase Order Cut Off Date	19
Combining Information on the Purchase Order	19
Purchase Order Changes	19
Training Sessions	19
PETTY CASH	20
ETHICS IN PURCHASING	21
CRIMINAL CODE CITATIONS	23
APPENDIX	24
A. Emergency Purchases/Contracts	25
B. Transfer of Funds Request Form	26
C. Unauthorized Purchases – Letter to Vendors	27
D. Travel Request Form	28
E. Travel Report	29
F. Intra-District Mileage Chart	30

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Introduction

The purpose of this Purchasing Manual is to assist all Board of Education employees in the proper purchasing practices in order to be in full compliance with:

- New Jersey Public Schools Contract 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;
- Other federal, state, laws and codes;
- NJQSAC SOA Fiscal Management Item #10; and
- Local Finance Notices – NJ Division of Local Government Services

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

1. Follow the law and Board policy on purchasing;
2. Promote efficiency in the purchasing practices;
3. Achieve savings of money through proper purchasing practices.

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 in all public school purchasing procedures.

All administrators, supervisors, teachers, secretaries, and others who are involved in the purchasing process should review this manual. It is imperative that everyone adheres to all purchasing laws and guidelines.

If you have any questions concerning the following guidelines, please do not hesitate to contact the Business Office at Extension 6204.

Thank you,

Alan C. Reiffe

Alan C. Reiffe, CPA

Business Administrator/Board Secretary

PURCHASE ORDER PROCEDURES

A. General Information

Authority to Purchase

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 authority to the Purchasing Agent to make purchases for the 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 Wyckoff Board of Education by board resolution has authorized Mr. Alan Reiffe, Business Administrator/Board Secretary, to be the Purchasing Agent for the school district.

Authorized Purchases

All requests for purchases of materials, supplies, and services must be made through a **signed and approved purchase order**.

The purchase order authorizes the work or service to be done, and/or the materials and supplies to be delivered to our school district.

The purchase order sets aside an amount of money from the budget to pay for the work or service to be done, and/or the materials and supplies to be delivered to the district. Without a purchase order, monies are not set aside and may not be available for the purchase.

All purchase orders must have the Business Administrator's signature in order to be authorized. **No goods or materials may be ordered or work/service authorized to begin by any other individual in the school district other than the Business Administrator.**

Unauthorized Purchases

Any Board of Education employee who orders and 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.

Confirming orders are strongly discouraged and must be approved by the Business Administrator prior to placing the order. Confirming orders are often the by-product of poor planning. If there is an urgent need, please see the URGENT ORDERS section of this manual.

Preview of Materials

All staff members must receive permission from their supervisor or appropriate administrator 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 generated for the item.

Reimbursements

The Board of Education only recognizes a reimbursement purchase order in limited instances. *Requests for any type of reimbursement must include who, what, where, when, why, cost, and proof of payment (i.e. canceled check, receipt, etc.).*

Approved travel, tolls, meals, and conference expenses are such items. The reimbursement will **not be processed** unless the Travel Reimbursement Request (“TRR”) (Appendix “D”) and Travel Report (Appendix “E”) Forms are completed and attached to the purchase order. It is **your responsibility** to submit the request form far enough in advance to ensure that Board approval will be obtained prior to the date of the event. A lack of Board approval will be cause for *non-payment of the reimbursement request. Conference registration and fees are to be processed through the regular purchase order process* and require the submission of the TRR, and Travel Report Forms as well. Reimbursement for use of your personal automobile requires the submission of your driver’s license, automobile registration, and proof of insurance with the submission of the TRR form **and** the purchase order. Failure to provide the required information with the TRR will be cause for your form to be returned without approvals which will *delay the Board approval process*. Failure to provide the information with the purchase order will cause a delay in the reimbursement payment.

Reimbursement requests for travel and conference expenses, as well as intra-district automobile travel costs, fall within the purview of Accountability Regulation *NJAC 6A:23A-7.13*. In accordance with said Regulation, the following rules are in effect:

- Reimbursement requests for intra-district automobile travel costs need to be submitted by the end of the month following the month in which the cumulative amount exceeds \$25.
- The intra-district mileage chart (Appendix “F”) is to be used in calculating mileage between building locations.
- A reimbursement request for intra-district automobile travel costs requires the submission of your driver’s license, automobile registration, proof of insurance, and intra-district mileage chart.
- Travel reimbursement requests for a single travel event must be reported as soon as possible after the event.
- All outstanding travel reimbursement requests for the school year must be submitted as soon as possible after June 30 regardless of the amount.

Purchase orders for tuition reimbursement are to be submitted as outlined in the Staff Manual.

The Board reserves the right to approve, as it deems necessary, certain sundry expenses for office and teaching supplies as approved by the administration. The Board will not reimburse employees for other items and goods personally purchased by the employee and not approved through the purchase order process.

The last date for submission of a request for reimbursement during the school year is 15 days following the close of the school year (June 30th). Requests submitted after that date will not be honored.

Urgent Orders

From time to time there may arise the need to have a purchase order processed in an urgent fashion. In these cases an email should be sent to the Business Administrator, after the purchase order has been entered into the system and the first level of approval has been obtained, requesting that the purchase order be processed immediately. The request should contain the purchase order number and reason for the request. Thereafter, the purchase order will be faxed to the vendor by the Business Office after the Superintendent's and Business Administrator's approvals have been obtained.

Emergency Purchases

Emergency purchases 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 purchases process is reviewed in the Appendix. Please note that the Superintendent of Schools or his/her designee must be first notified of all emergency purchase requests.

B. Responsibilities of Originator of Purchase order - Preparing a Purchase Order

The person who enters the purchase order has certain responsibilities before the order is available to the appropriate supervisor, or administrator for approval. He/she is to ensure the following:

1. **Date Completed** - All purchase orders should have the date on which the requisition was prepared
2. **Purchase Order Number** – Generated by the computerized accounting system.

3. **Vendor's Name and Number** – All Board checks are made payable to the vendor name listed on the purchase order. Please ensure the correct vendor name, address, and number are listed.
4. **Type of Purchase Order** – The preparer should note if the purchase order is an Open Market, State Contract, Bid, Quote, or Other type of order.
5. **Delivery Address, Attention Of** – The delivery address should include the “Ship to” designation and the name of a person or a specific department. *Please ensure that all purchase orders have the correct delivery designation.*
6. **Account Number** – All purchase orders need a valid account number. On split orders, please ensure that the total of the individual line items agrees with the Grand Total of the order.
7. **Description of Items, Services, Costs and Catalogue Numbers** - Items and/or services are to be *described clearly* with correct and up-to-date catalogue numbers and costs. Please use the latest catalogues available. When appropriate, the purchase order should contain the quantity, unit, unit price, and description of the item(s) being order.
8. **Shipping Costs** – Shipping and handling costs for the delivery of materials are to be added to all purchase order. 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
"15% Estimated Shipping and Handling"
Be sure to calculate this 15% and add it to your total order.

If the vendor does not charge for shipping or handling, then type on purchase order
"Shipping and Handling Included."

9. **State Contract Orders** – When ordering through State Contract please include:
 - (a) State Contract Number on the P.O.
 - (b) Type "*Shipping and handling included*" on the P.O.
 - (c) Appropriate documentation from the vendor to support the State Contract information needs to be attached to the P.O.
10. **Quotations** – If quotations are required (see next page) and obtained, please attach to the purchase order a copy of each written quotation received. A minimum of two (2) quotations is required.

11. **Bids** – If it is anticipated that the purchase will exceed the bid limit (see next page), please contact the Business Office.
12. **Supervisor/Principal Approval** – All purchase orders need an authorized approval to be processed.

C. Responsibilities of the Budget Managers

The Wyckoff School District employs a system of budget managers for administration of the budget. Each Supervisor and Administrator is responsible for his or her accounts and, thus, is the budget manager for those accounts. Budget managers must ensure the following ***before*** the purchase order is sent to the Business Office:

1. Check to determine if *funds are available* in the budget to cover the purchase order. Review the purchase order cost for reasonableness.
2. Check to determine that items 1 - 11 previously noted (see *Responsibilities of the Originator*) have been *properly completed*.
3. Review the purchase order for educational quality and need.
4. Review the purchase order vs. the budget for the account to which the purchase is being charged. Is the order budgeted? If not, what will not be purchased/accomplished due to this reallocation of funds?

D. Responsibilities of the Superintendent of Schools

Upon receipt of a purchase order, the Superintendent reviews and determines the educational value of each purchase order, the value of the purchase to the district, need and correlation in fulfilling the district's goals and objectives.

The purchase order is then approved by the Superintendent and forwarded to the Business Office for review, and if satisfactory, it is then mailed to the vendor.

E. Responsibilities of Business Office and Business Administrator

The Business Administrator reviews every purchase order processed by the district. Special attention is given to the following:

1. Available Funds – Purchase orders are checked to determine if funds are available in the account. If a transfer of funds is needed, a Transfer of Funds Form must be forwarded to the Business Office before the purchase order is processed.
2. What is being ordered and the cost – The Business Administrator reviews the technical aspects of the purchase order to ensure compliance with State Law and Board Policy.
3. Review of Purchase Order – The purchase order is also reviewed for other technical aspects such as:
 - (a) Correctness of account number
 - (b) Shipping charges added
 - (c) State contract numbers incorrect/missing
 - (d) Ordering information is complete
 - (e) Other items as listed in Section A (*Responsibilities of the Originator*)

Incomplete or improper purchase orders will be rejected and returned.

The Business Office also reviews whether the purchase order exceeds:

The Quotation Limit	\$ 6,000
The Bid Limit	\$ 40,000

If the Business Administrator is satisfied, the purchase order will be processed. The Business Office will then:

- Print the purchase order
- Give the purchase order a final review
- Mail the purchase order to the Vendor

NOTE: The purchase order process as explained may take 5 - 7 days to complete. Please plan accordingly.

F. Transfer of Funds

The Business Office processes purchase orders only if there are appropriate funds in the line account to cover the purchase. Purchase orders lacking sufficient funds will need a transfer of funds request before they can be processed.

All transfers are subject to a **10% rule**. Transfers from any account that exceed 10%, on a cumulative basis, and any transfers to an administrative account that exceed 10%, on a cumulative basis, of the advertised appropriations, require the **pre-approval of the Commissioner of Education**.

Transfers of funds also require the approval of the Board of Education at a public meeting. The Board takes public action once each month.

Purchase orders that lack appropriate funds to cover the purchase, including petty cash reimbursement requests, will **not be processed**. If needed, please allow sufficient time for the transfer of funds process to be completed when preparing a purchase order.

G. Contracts and Purchasing

1. Board of Education employees are **prohibited** from signing any contract offered by a vendor.
2. The power to sign and execute contracts after Board of Education approval lies with the Board President and the Board Secretary.
3. Contracts signed by an employee shall be considered non-binding with the employee accepting full responsibility for the costs of the contract.
4. The award of a contract to a vendor approved by the Board of Education does not *automatically* authorize any employee to use the services of or purchase materials from the vendor. That is, purchase orders should be limited to the contract period specified by the Board and limited to the items or services stated in the Board minutes.
5. All contract purchases require the issuance of a purchase order authorizing the purchase of services and/or goods and materials from the vendor.

H. Confirming Orders

A confirming order occurs when an employee obligates the district for the purchase of goods or services, usually by phoning in an order, prior to having an approved purchase order in place.

In general, there are to be **NO** confirming orders. Extreme urgencies requiring confirming orders need to be processed and approved by the Business Administrator, or the Superintendent in his/her absence, prior to the order being placed.

Any Board of Education employee who orders and receives goods or services without following the proper purchase order process will be held responsible for unauthorized purchases.

I. Non-Essential Purchases

A. Meals; Refreshments; Catering

1. Prohibitions

Board of Education funds may not be used for meals; refreshments; catering; or food for the following:

- Staff Meetings; Functions
- Honoring Employees; Retirement Functions
- Athletic Events – Guests and Participants (other than students)

2. Permitted Purchases – Case by Case

The Business Administrator will consider, on a case by case basis, requests for the following:

- Student Functions; Activities; Events – Reasonable Costs – Instructional Only!!
- Functions; Activities; Events for Dignities and other “Non-district employees” e.g., Parents – light meals/refreshments – minimal and infrequent
- Back to School Nights – Light refreshments
- Board of Education Meetings—Light meals / refreshments

B. Celebration; Decorative Items; Acknowledgements

1. Prohibitions

Board of Education funds may not be used for Celebration; decorative or acknowledgement items as follows:

- Student Entertainment
- Carnivals
- Gifts for employees; teacher appreciation
- Gift baskets; greeting cards
- Retirement Gifts (on a limited basis)
- Bereavement flowers; fruit basket acknowledgements

2. Permitted Purchases – Case by Case

The Business Administrator will consider, on a case by case basis, requests for the following:

- All reasonable costs for commencement; convocation activities

BIDS, BIDDING & QUOTATIONS

Bid Limits

New Jersey State Law restricts the Wyckoff Board of Education 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**. Currently, the bid limit is \$40,000. This means that any specific item, class of items, and/or services of a similar nature, purchased by the school district totaling more than \$40,000 for the *entire year* must be competitively bid.

You cannot circumvent the law by splitting purchases to be under the \$40,000 bid limit.

If you find that your purchases may exceed the \$40,000 bid limit, please contact the Business Office. **The formal bidding process takes approximately 6 - 8 weeks to complete.**

Quotations and Quotation Procedures

In certain instances, quotations must be made in order to purchase items. The quotation limit (threshold) is now \$6,000. This means that any specific item or group of items of a similar nature purchased by the school district, totaling more than \$6,000 and less than \$40,000 for the entire year, must be *competitively quoted*.

A minimum of two (2) competitive quotations must be solicited and attached to the purchase order by the originator of the purchase order. Competitive quotations mean that the items being quoted on by each vendor must be substantially the same, or equal in all aspects and nature.

You cannot circumvent the law by splitting purchases to be under the quote threshold.

Exceptions to the Bid Limit

New Jersey State Law allows for exceptions to the bid and quotation limits. Some of them are:

- 1) Purchasing through State Contract
- 2) Professional services as outlined by New Jersey law
- 3) * Textbooks, student produced publications
- 4) * Legal notices, utilities, insurance, election expenses, travel and conference

Basically, non-exception purchases must adhere to the bid and quote threshold process.

*These purchases are subject to the quotation process if practical.

State Contract Purchasing

Some companies have obtained state contract pricing for their products. Each company, when approved for state contract pricing, is provided a State Contract Pricing Number. This number must be included on all purchase orders made under a state contract vendor. All state contract vendors are also provided with a Notification of Award certificate that must be attached to the purchase order. State contract pricing includes shipping and handling.

Cooperative Purchasing

The Wyckoff Board of Education has contracted with Educational Data Services, Inc., The Educational Services Commission (formally known as The Middlesex Regional Educational Services Commission), the Hunterdon County Educational Services Commission, and others to bid on items needed by the school district on an annual basis. Categories include, but are not limited to:

1. Office/General /School Supplies
2. Computer Supplies
3. Copy Duplicator Paper
4. Health & Physical Education Supplies
5. Technology supplies
6. Art Supplies
7. Science Supplies
8. Athletic Supplies
9. A.V. Equipment and Supplies
10. Custodial Supplies

Since cooperative purchasing provides the district with the most advantageous pricing opportunities, every effort should be made to place your supply orders through this means. Please keep in mind that this is done on an annual basis and you will be asked to prepare a listing of your needs in March for the following year.

Competitive Contracting (Certain contracts over \$40,000)

This procurement method is used for certain contracts over \$40,000.

The district can only use this method for contracts that are outlined in N.J.S.A. 18A:18A-4.1. Some examples that are permitted are:

- Proprietary Computer Software
- Professional Development Services
- Educational Consultant Services
- Food Services Provided by Food Service Management Companies
- Custodial Services (with the approval of the Division of Local Government Services)

The award of the contract is based upon evaluative criteria and 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 rather lengthy process and may take 6-8 weeks to complete.

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 Business Administrator may award an Emergency Contract.

Contractors

All contracts in excess of \$2,000 awarded by the school district require compliance with both the Contractor Registration Laws and the payment of Prevailing Wage Rates.

No purchase order or contract award of any kind should be made to any contractor not registered to perform public work and all of the contractor's workers on a project exceeding the above thresholds must be paid the Prevailing Wage Rate for their craft. Certified payroll records must be submitted to the public entity within 10 days of paydays.

Details about the laws and the work they cover is on the Department's website at:

Public Work Contractor Registration: http://lwd.dol.state.nj.us/labor/wagehour/regperm/pw_cont_reg.html

Prevailing Wage Laws: http://lwd.dol.state.nj.us/labor/wagehour/wagerate/pwr_construction.html

Student Activity Account Purchases

Pursuant to State Law N.J.S.A. 18A:18A-5a(21), purchases made through Student Activity Accounts that exceed the bid threshold shall be awarded by the Board of Education at a public meeting.

Examples of items purchased through the Student Activity Accounts that may exceed the bid threshold are

- Yearbook
- Field Trips

PURCHASE ORDER PROCESS

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

The purchase order is made of five sheets, each color-coded for a certain purpose. Listed below are the names of each sheet, the appropriate color, and the purpose of each sheet.

<u>Copy</u>	<u>Color</u>	<u>Disposition</u>
Vendor Copy	White (top)	Sent to vendor to order items
Voucher Copy	Pink	Sent to vendor for signature if over \$6,000
Numeric Copy	Yellow	Remains on file in Business Office
Receiving Copy	Green	This copy is sent to the principal's/ supervisor's office and is used in the received goods verification process
School Copy	Blue	This copy is sent to the originator of the purchase order as verification that the order has been submitted

B. Receipt of Goods and Services

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

- a. Obtain receiving copy of purchase order and packing slip of items ordered.
- b. Open boxes and check off items received on the receiving copy and the packing slip.
- c. If all items are enclosed, then sign and attach packing slip to the receiving copy of the purchase order.
- d. The school budget secretary or the recipient should sign the receiving copy and send it with the packing slip to

Linda Otway, Accounts Payable Clerk, c/o Business Office

All receiving copies (green) of purchase orders and packing slips should be signed and sent to the Business Office within seven (7) days of receipt of items.

The Wyckoff 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.

C. 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:

- Mark on your receiving copy of the purchase order those items you did not receive.
- Make and keep a copy of your receiving copy and the packing slip.
- Send the original receiving copy and packing slip to the Business Office.
- 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 Business Office.

➤ **Problem: Items Missing from Order**

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

Process to Follow: Items Missing

- Call the company and tell them what was missing.
- Mark on the receiving copy and packing slip what items were missing.
- Make and keep a copy of your receiving copy and the packing slip.
- Send the original receiving copy and packing slip to the Business Office.
- 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 Business Office.

➤ **Problem: Items Damaged; Wrong Item**

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

Process to Follow: Items Damaged; Wrong Item

- Call the company and ask them what the procedure is for returning damaged or wrong items.
- Return the item(s) to the company.
- 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 (UPS/PO/Vendor Pick Up).
- Send the receiving copy and packing slip to the Business Office.
- 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 Business Office.

➤ **Problem: Discontinued Item**

Sometimes the items you requested have been discontinued.

Process to Follow: Discontinued Item

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

D. Purchase Order Cut Off Date

Administrators and Supervisors are to be alerted to the fact that the cut-off date for the submission and regular processing of purchase orders is **November 30th**. The approval of a purchase order after that date will be limited to the acquisition of goods and services required as a result of an **unforeseen** event. In consideration of the time line for processing and receiving an order, staff members are strongly encouraged to conclude all purchasing, by the middle of November.

E. Combining Information on the Purchase Order

The purchase order can include items purchased from the same vendor but paid for from separate accounts. For example, if the purchase order to the ABC Company is for supplies (a Fund 11 Account) and equipment costing in excess of \$2,000.00 (a Fund 12 Account), both items should be put on the same purchase order. The charge-out of the items to the separate accounts, however, must be indicated in the proper area.

F. Purchase Order Changes

The Business Administrator is the only one permitted to change a purchase order once the Business Office has issued it. Any changes that are made by telephone or fax, without the express written authorization of the Business Administrator, will be considered in violation of the purchasing policies and procedures of this district.

G. Training Sessions

All school personnel involved in the purchasing process may ask for, and will receive, training concerning proper purchasing procedures.

PETTY CASH

The maximum amount for which petty cash may be used for a single receipt and/or vendor is \$150. You cannot circumvent the threshold by splitting purchases to be under the \$150 limit.

The District does not reimburse sales tax.

Petty cash is to be used for emergencies and other incidental, non-recurring type purchases. It is not to be used for routine expenditures or items that are purchased on a regular basis. Please contact the Business Office for clarification if you are uncertain as to whether or not a purchase qualifies to be reimbursed through petty cash.

Reimbursements of \$25 or less may be made from the petty cash "box" after submission of a receipt and signed petty cash voucher that is approved by a supervisor/principal.

Petty cash purchases between \$25 and \$150 require the issuance of a purchase order signed by a supervisor/principal. Payment is to be made by check, from a petty cash checking account, after the goods or services have been delivered, a corresponding invoice has been received, and the supervisor/principal has initialed the certified area of the vendor copy of the purchase order.

Supervisors/principals should make certain that there are sufficient funds in the requested line accounts before authorizing any petty cash expenditures (see page 10, item F – Transfer of Funds).

In the case of "prepaid" purchases, such as magazine subscriptions, a copy of the subscription application or other "proof" of cost should be attached to the purchase order.

ETHICS IN PURCHASING

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.

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 Wyckoff 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 Wyckoff 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 Wyckoff 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 Wyckoff 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 Wyckoff Board of Education.

F. 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.

Conflict of Interest Certification – Request for Proposals and Competitive Contracting Proposals

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

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.

All district officials should be guided by the tenets of the New Jersey School Ethics Law.

CRIMINAL CODE CITATIONS

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

N.J.S.A. Title 2C -- Criminal Code

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.”

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 or another person, to influence the performance of an official duty or to commit a violation of an official duty.”

APPENDIX

- A. Emergency Purchases/Contracts
- B. Transfer of Funds Request Form
- C. Unauthorized Purchases – Letter to Vendors
- D. Travel Request Form
- E. Travel Report
- F. Intra-District Mileage Chart

A. EMERGENCY PURCHASES/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, 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.

C. *Process in Declaring an Emergency*

1. Superintendent of School Notified

The Superintendent of Schools, or his/her designee, is notified by the employee/supervisor/administrator requesting a declaration of emergency.

2. Written Requisition Filed with Board Secretary

A written requisition for the performance of work or the furnishing of materials is filed with the Business Administrator/Board Secretary describing the following:

- a. Nature of emergency
- b. Time of occurrence
- c. The need for invoking the emergency statute.

The employee in charge of the building/facility, or the employee in charge of the equipment wherein the emergency occurred must certify this written requisition.

3. Awarding of Contract by Business Administrator/Board Secretary

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

4. Filing of Documents with State, County by Board Secretary/School Business Administrator

In accordance with N. J. A. C. 6:20-8.5, the following documents must be filed with the Bureau of Facility Planning and the County Superintendent within three (3) days after awarding the contract or agreement:

- a. A copy of the contract or agreement
- b. A copy of the written requisition

5. Approval by Board of Education

The Board of Education, at its next Regular Session, shall review and approve said purchase.

WYCKOFF BOARD OF EDUCATION
TRANSFER OF FUNDS REQUEST FORM

Effective Date: _____

For Board Meeting: _____

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT NAME</u>	<u>AMOUNT</u>	
		<u>FROM</u>	<u>TO</u>

RATIONALE: _____

PRINCIPAL/SUPERVISOR: _____
 REQUIRED DATE

SUPERINTENDENT: _____
 IF REQUIRED DATE

BUSINESS ADMIN: _____
 REQUIRED DATE

POSTED BY: _____
 DATE

WYCKOFF TOWNSHIP PUBLIC SCHOOLS
241 MORSE AVENUE
WYCKOFF, NEW JERSEY 07481

Richard D. Kuder
Superintendent of Schools
Tel: 201-848-5700

Alan C. Reiffe, CPA
Business Administrator/Board Secretary
Tel: 201-848-5700
Fax: 201-848-5695

TO: All Vendors
FROM: Alan Reiffe
RE: **Unauthorized Orders**

The Wyckoff Board of Education only recognizes purchases made through the approved purchase order process.

All purchases are made by a written purchase order, with an authorized signature and purchase order number.

Please do not honor or accept any requests for goods or services unless the request is made through a written purchase order with an authorized signature and an assigned purchase order number.

Please alert Jessica Viola at 201-848-5700 X 6205 if any Board employee attempts to place an order without an authorized purchase order.

Once a purchase order is received, do not permit any employee to add items to the order.

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

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

Alan C. Reiffe

Alan Reiffe, CPA
Business Administrator/
Board Secretary

Thank you for your cooperation.

**Wyckoff Public Schools
Travel Request Form**

Name: _____ School: _____ Grade/Dept: _____

Requests Permission to Attend: _____

Located At: _____ State: _____

Date(s): _____

Anticipated Travel Expenses:

Airfare: _____
(attach info re: carrier, departure & arrival airports)

Car Mileage: _____
(see note below)

Registration/Materials/Fees: _____

Accommodations:

Hotel Name: _____

Hotel Address: _____

Hotel Cost per Night: _____

Is this the conference hotel?: _____

Trip Financed By: Self _____ Building Funds _____ Curriculum Office _____ District _____

Notes:

- Staff members must obtain BOE approval prior to the event, otherwise reimbursement cannot be made.
- Receipt from lodging must be provided.
- Per diem meals are per federal guidelines and vary from place to place. It is the responsibility of the attendee to ensure that all costs/expenses are within the GSA guidelines, applicable policy and laws. Refer to www.gsa.gov for guidance. Tipping is not reimbursed.
- If an area is to have no cost, indicate none.
- For mileage, estimate to/from mileage using Mapquest or the like. Attach a copy.
- The use of limousines is strictly prohibited.
- A brief post trip written report is required. Please complete form on reverse side.

Approved ___ Not Approved ___ Principal/Supervisor's Signature & Date _____

Approved ___ Not Approved ___ Director of C & I's Signature & Date _____

Approved ___ Not Approved ___ Business Administrator's Signature & Date _____

Approved ___ Not Approved ___ Superintendent's Signature & Date _____

Board of Education Approval Date: _____

TRAVEL REPORT

Statutory requirement:

After the event, attendees must provide a brief report that includes a description of the primary purpose for the travel, and a summary of the goals and key issues that were addressed at the event and their relevance to improving instruction or the operation of the school district. [P.L. 2007, c. 53; travel requirements at N.J.S.A. 18A:11-12]

Brief description of the primary purpose for the travel:

Summary of the goals and key issues that were addressed at the event:	The relevance of the items discussed at the event to improving instruction/student achievement or the operation of the school district:
1.	
2.	
3.	
4.	

Name of Attendee: _____

Place of event: _____

Date of travel: _____

WYCKOFF PUBLIC SCHOOLS
INTRA-DISTRICT MILEAGE CHART

	COOLIDGE	LINCOLN	SICOMAC	WASHINGTON	EISEN HOWER	BOE OFFICE
COOLIDGE		3.04	1.56	2.35	1.29	2.52
LINCOLN	3.03		2.94	0.83	2.52	0.76
SICOMAC	1.56	2.93		2.24	1.01	2.30
WASHINGTON	2.49	0.85	2.26		1.98	0.20
EISENHOWER	1.28	2.52	1.01	1.83		2.00
BOE OFFICE	2.45	0.76	2.31	0.18	1.95	