

Cornerstone Montessori Elementary School

Purchasing Procedure

Table of Contents

General Purchasing page 2

Purchase Request/Order or Contract Process..... page 2

Purchase Thresholds and Specific Procedure page 3

Conflict of Interest page 5

Purchase Order Flow Chart page 6

General Guidelines and Rules page 7

“Going Out” Request Form page 9

Conference Request Form..... page 10

Check Request Form..... page 11

Purchase Request Form page 12

Purchase Order Form page 13

Special Education Purchase Checklist..... page 14

Special Education Purchase Request Form..... page 15

1. Purpose

The purpose of purchasing is to support the educational programs of the district by providing the necessary supplies, equipment, and services.

- Purchases cannot be processed through CMES for personal use.
- Since the district is tax-exempt, all purchases using district funds shall be made using the district's sales and use tax number.

2. General Purchasing Process

Purchases should be made with the use of a purchase order, employee reimbursement check request or contract. Few exceptions exist. The purpose of a purchase order is to show purchasing authority and to provide internal documentation, appropriate budget monitoring, and approval process for the payment of invoices.

- All purchase orders, contracts and check requests shall be authorized by the appropriate school administrator prior to any purchases being made.
- Vendor payments will be made based upon the contract terms, purchase order terms, vendor terms or within the standard payment period (35 days).
- All invoices are to be mailed to the district office for payment.
- Employee reimbursement check request should be accompanied with proper documentation i.e. Receipts, mileage reimbursement justification, etc.

3. Purchase Order or Contract Process

The following is a brief summary of what you may need to create a purchase order or contract:

- Vendor name, address, W-9 with tax id# for contracted services.
- Description(s) of the item(s) to be purchased including quantity, price per item, shipping method and cost.
- Special Education purchases unique to individual student needs should have the IEP (with any reference to the student identity crossed out) attached.

The following are General Purchase Order Compliance:

- Purchases cannot be processed through CMES for personal use.
- The budget has been board approved. Purchases in excess of the budget series area will not be processed.
- Whenever possible, please coordinate/consolidate supply orders, etc.
- The purchase request/order, initiated by the staff, shall ensure the following and should be reviewed with the Head of School prior to ordering:
 - Ensure that state and local intergovernmental agreements are considered where appropriate.
 - Ensure contracts are awarded only to responsible contractors with the ability to perform contract terms successfully.

- Ensure all procurement transactions are conducted in a manner providing full and open competition when required.
- Ensure that purchases shall not be awarded to debarred or suspended vendors.
- When possible and deemed feasible, minority business, women’s business enterprises and labor surplus firms shall be considered when analyzing and awarding purchases.
- Noncompetitive proposals (unique product/service allowing for a proposal from only one source) shall be documented on the purchase request that only one vendor offers the product/services desired. Document which other vendors had communicated they did not offer the product/service and date of the communication (include written documentation from the vendor when possible).
- Purchases made with Federal Funds may require additional competitive purchasing requirements and should be reviewed with the Head of School prior to ordering.

- The following guiding questions should be answered for Special Education and other Federal funding source purchases:
 - In the absence of special education/title program needs, would this cost exist? For an expenditure to be eligible, it has to be a cost above the general education costs of that student, so:
 - If the answer is no, then the cost may be eligible.
 - If the answer is yes, then the cost is not allowed
 - Is this cost also generated by students without disabilities?
 - If the answer is no, then the cost may be eligible.
 - If the answer is yes, then the cost is not allowed.
 - If it is a child specific service, ask yourself, is the service documented in the student’s IEP? The IEP or other documented materials must be attached to the purchase request for review.
 - If the answer is yes, then the cost may be eligible
 - If the answer is no, then the cost is not allowed.
 - The purchase has to relate to the unique educational needs and it has to be indicated in the IEP of the student eligible for special education services.
- Staff requesting Special Education materials purchases shall complete the Special Education Checklist to assure that the purchase is eligible and attach to the request.

- The Director of Business Operations will approve all new vendors prior to the procurement and will direct the accounting service provider to set up such vendor in the financial system.
- The Head of School shall review each purchase request/order for procedural compliance prior to procurement finalization and will notify the Director of Business Operations of any non-compliance putting the request/order on hold until compliant.
- All purchase documentation and payment records shall be kept in accordance with the Board record retention policy and kept in the Business Office.

4. Purchase Thresholds and Specific Procedure

- Micro purchase - Acquisition of supplies or services where the aggregate dollar amount does not exceed \$3,500. To the extent practicable, distribute equitably among qualified suppliers. Micro-

purchases may be awarded without soliciting competitive quotations if the price is reasonable. For procurement of goods, catalogs or price lists may be used.

- Small Purchase – Procurement of services, supplies or other property of \$3,500 up to \$100,000. The purchase request shall be documented by verbal or written quotations, or by direct negotiations of the price or rate from qualified sources. No cost or price analysis is required. These purchases are usually made through the use of a PO or written contract.
- Sealed Bids – All purchases of \$100,000, shall be made by obtaining written quotations from responsible vendors. Procurement may not be inappropriately broken up into smaller components solely to qualify as a Small Purchase. Requirements for sealed bids:
 - The invitation for the bid will be publically advertised and bids must be selected from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids.
 - The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond.
 - All bids will be publicly opened at the time and place prescribed in the invitation for bid.
 - A firm fixed price contract award will be in writing to the lowest responsive and responsible bidder.
 - Any or all bids may be rejected if there is a sound documented reason.
- Competitive Proposals - All purchases greater than \$100,000 shall be made by obtaining requests for proposals (RFP), with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. Requirements for competitive proposal:
 - Requests will be advertised for two weeks prior to the bid opening in the newspaper designated by the School Board as the district's official newspaper, or on the district website, or in recognized industry trade journals and with the appropriate known vendors.
 - All evaluation factors and their relative importance must be noted with a written method for conducting evaluations of the proposals received and for selecting recipients.
 - Proposals must be solicited from an adequate number of qualified sources.
 - The competence and responsibility of each bidder will be considered in making the award. Administration may investigate as deemed necessary to determine the ability and responsibility of a bidder, and any bidder shall provide all such information and data for this purpose as requested. The district reserves the right to reject any bid if the evidence submitted by, or investigation of, the bidder fails to satisfy the district that the bidder is properly qualified to perform under the terms of the bid specification.
 - Any bid received after the time and date specified will not be considered. Any bid may be withdrawn by the bidder prior to the schedule time of the bid opening, but may not be withdrawn by the bidder for a period of 30 calendar days after the opening of the bids.
 - RFP's submitted and any documentation of the RFP process will be kept in accordance with the Board record retention policy and kept in the Business Office.
 - When procuring construction or facility improvement contracts or subcontracts exceeding \$100,000, CMES may require a bid guarantee equivalent to 5% of the bid price from each bidder (such as a bid bond or certified check), a performance bond on the part of the contractor for 100 percent of the contract price, and a payment bond on the part of the contractor for 100 percent of the contract price.

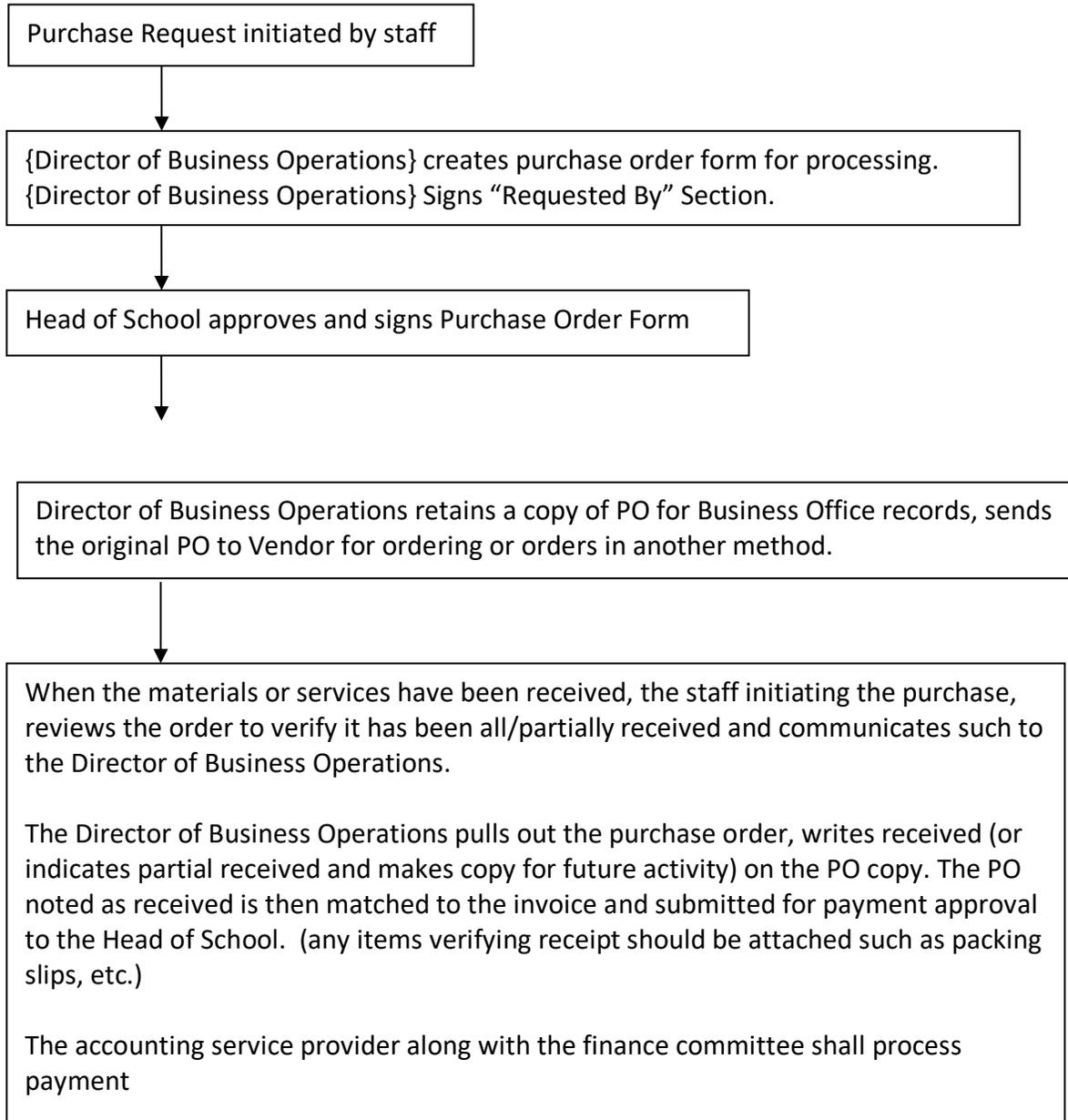
5. Conflict of Interest

No employee, officer, or agent of CMES will participate in the selection, award, or administration of a contract if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of CMES must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, unless the financial interest is not substantial or the gift is an unsolicited item of nominal value. Disciplinary actions will be applied for violations of such standards by officers, employees, or agents of CMES. Staff violations will be addressed according to the HR process and as noted in the employee handbook.

Approved Date: August 13, 2019

Revised: January 17, 2023

Cornerstone Montessori Elementary School
Purchase Order Flow



General Guidelines and Rules

1. Do not spend your own money without prior approval.
 - You must have approval from the Head of School before you spend your own money. You will not be reimbursed if you do not have the proper approval.
 - You must use the correct form for the pre-approval.
 - To receive reimbursement, you must submit the signed Check Request Form, and attach appropriate documentation. Items or services must be verified as received by the Director of Business Operations.

2. PLAN AHEAD!
 - If you are going on an approved field trip, or want to buy supplies for a class, please note that checks are processed twice a month and you will want to allow enough time.
 - Office supplies will be ordered by the Director of Business Operations. Please submit requests with plenty of lead time for processing.

3. Bring completed check request and staff development request forms to the Director of Business Operations.
 - Any forms filled out incorrectly will be returned.
 - Use your legal name on all forms.

4. Conferences/Workshops
 - If you wish to attend a conference you must have this pre-approved by the Head of School.
 - You must fill out the Conference Request form to submit to the Head of School.
 - Please include the pamphlet/flyer for the conference.
 - Please note why this Conference/Workshop is important for your staff development
 - No overnight or out of state conferences will be approved without the prior consent of the Head of School.
 - Once approved, you will be responsible for your own registration.
 - Conference/Workshop request form will be returned to employee when approved
 - Upon receiving approval employee needs to complete request form for registration payment, etc.
 - All requests must be reviewed by the Head of School.
 - After conference attendance, you must fill out the proper forms for reimbursement of any additional costs.

5. Field Trips

- Fill out the Field Trip Request form and submit to the Director of Business Operations.
- You must indicate on the form the type of transportation that will be used. (Public Transportation - vendor, etc.)
- You will be responsible for making the transportation arrangements.
- It takes two weeks to process a check, once received in the business office.

Please refer to the following in conjunction with these procurement procedures:

- A. Purchasing Policy
- B. Travel Expense Policy
- C. Financial and Cash Management Policy
- D. Conflict of Interest Policy
- E. Record Retention Policy

Cornerstone Montessori Elementary School

“Going Out” Request Form

Staff Name: _____

Program: _____

Date of Field Trip: _____

Place: _____

Purpose: _____

Cost: _____

Form of Payment: _____ Check needed on day of trip: _____

Transportation (circle one):

Bus Cards

School Bus

Bag Lunches: Yes How many? _____ No

(Bag lunches must be ordered two weeks before field trip)

Requester's Signature

Date

Head of School Approval

Date

Cornerstone Montessori Elementary School

Conference Request Form
Please attach Conference Brochure

Staff Name: _____

Program: _____

Today's Date: _____

Date of Conference: _____

Title and Address: _____

Purpose: _____

Cost: _____

Form of Payment: _____ Check needed on day: _____

Requestor's Signature

Date

Head of School Approval

Date

Cornerstone Montessori Elementary UPDATED REQUEST FOR CHECK

Use this form to request a reimbursement for a school expense or to request a check for the payment of a vendor that does not offer the option of billing the school. Fill in your name (payee) and the job title or program for which the item was purchased (Math, Admin, UE, LE, CH, etc.). Then, fill in where purchase was made and a brief description of the item(s) and the amount paid. Sign the form and submit it to your direct supervisor for approval.

Payee Name:	Job Title and/or Program:		
<p>Circle One: Check Request Reimbursement</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Date Needed:</td> <td style="width: 50%; padding: 5px;">Check #.</td> </tr> </table>	Date Needed:	Check #.
Date Needed:	Check #.		

VENDOR and Description of Expense	Fund	Type	Org	Prog	Course	Fin	Source	Amount

Total Reimbursement Requested:

Requested By: _____	Date: _____
Approved By: _____	Date: _____

Check Mailing Information		
Name: _____		
Address: _____	City/State: _____	Zip: _____

Cornerstone Montessori Elementary School
Request for Purchase

Staff Name: _____

Program: _____

Today's Date: _____

Item to Purchase: _____

Purpose: _____

Vendor Name / Website: _____

Approximate Cost: _____

Requestor's Signature

Date

Head of School Approval

Date

**Cornerstone Montessori Elementary School
Special Education Materials Purchase Checklist**

1. Was the request initiated by Special Education personnel? If so, by who: _____ Yes ___ No

2. Are the materials used directly by or with students with disabilities? _____ Yes ___ No

3. Are the materials specifically instructional in nature? If so, explain: _____ Yes ___ No

4. Are the materials in addition to those provided the same students in the mainstream? _____ Yes ___ No
For example, the district provides basic textbooks, computers, and other equipment and supplies for all students. Similar materials are not eligible for special education reimbursement when provided to students with disabilities regardless of setting.

5. Does the student with a disability require materials specially adopted for the disability in order for the student to benefit from the education program? _____ Yes ___ No
For example, braille texts would be eligible while a basic print text or a different grade level is not an adapted text.

6. Are the students with disabilities the primary and priority users of the materials? _____ Yes ___ No

7. Is the request for teacher materials? If so, are the materials supplemental to the regular education? _____ Yes ___ No

8. Is it a student specific need? Is the need for the materials identified on the students' IEPs? _____ Yes ___ No

9. Is the request for food? If so, answer the following questions: _____ Yes ___ No
 - a. Does the food purchase comply with the District's Wellness Policy? _____ Yes ___ No

 - b. Is the food for cooking class or otherwise required by the students' IEPs? _____ Yes ___ No

Office Use Only:

To be completed by Director of Special Education

Yes	No	
		Is this item Special Education Item?
		In the absence of special education needs would this cost exit?
		Is this cost also generated by students without disabilities?
		Is the service, supply, or equipment essential for the direct instruction for students with disabilities, in accordance with MN Statutes 125a.75-76?
		Is this cost for a special education program, rather than an individual student, for the direct instruction of multiple students with IEPs?
		If this is a child specific service/supply, is the service/supply documented in the student's Individual Education Program (IEP)?

Director of Special Education

Date

UFARS Coding:

For purchases greater than \$5,000, the Special Education Director will ensure the vendor is not suspended, debarred, or otherwise excluded from or ineligible for participation in Federal substance programs under Executive Order 12549.

Inventory:

Items received:

By whom:

Date:

Method of Payment:

Location of item after intake / Person responsible:

Added to inventory database:

Note:

- Special Education Teachers or Staff may complete page 1 of this document.
- The Special Education Director completes page 2 of this document.
- The Due Process Facilitator completes the Inventory portion of this document.