

# V.E.C.C. PURCHASING MANUAL

*2023 - 2024*

*Ventnor Board of Education*

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**Updated June 19, 2023**

# **VENTNOR PUBLIC SCHOOLS**

400 N. Lafayette Avenue  
Ventnor, New Jersey 08406

## **Office of Terri Nowotny**

*Board Secretary/ School Business Administrator/ Qualified Purchasing Agent*

TO: All District Employees

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

- New Jersey Public School Contract Laws Title 18A:18A-1 et seq.;
- New Jersey Administrative Code N.J.A.C. 5:34-1 et. seq.;
- Board of Education Policy;
- Federal Procurement Code—2 DFR 200.317 et seq., when applicable;
- NJQSAC Fiscal DPR Indicator #15;
- Local Finance Notices – NJ Division of Local Government Services; and
- Other laws and administrative code when applicable.

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

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

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. Determine what items and services 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.

This manual should be reviewed with administrators, supervisors, teachers, secretaries, and others who are involved in the purchasing process. It is imperative that everyone adhere to all purchasing laws and guidelines.

We have incorporated the most up to date purchasing regulations at this time; however, as regulations are constantly changing due to legislation and court decisions, proper purchasing practices may be amended accordingly.

If you have any questions concerning the following guidelines, please do not hesitate to call the Business Office, Extension 5290 or 5130

Thank you,

*Terri Nowotny*

## **ETHICS AND CONDUCT IN PURCHASING; VENDOR RELATIONS**

All district employees are to practice exemplary ethical behavior in the purchasing process. Employees are to avoid any action that may be considered a conflict between their position with the district and those dealings with vendors who provide goods and services to the district. All district employees should adhere to the following terms and conditions of the board's policy on Ethics and Conduct in Purchasing; Vendor Relations.

### **Federal Code of Standards of Conduct**

The board of education, pursuant to **Federal Regulation 2 CFR 200.318 (c) (1)**, hereby acknowledges the Ethics and Conduct in Purchasing section to be applicable to the selection, award and administration of contracts using federal funds.

#### **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 Ventnor 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 Ventnor 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 Ventnor 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 Ventnor 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 Ventnor 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 Interests**

No employee, officer, or agent of the Board of Education may participate in the selection, award, or administration of any contract, if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. Ref. 2 CFR 200.318 (c) (1)

School district employees who are part of an evaluation committee to review responses to Request for Proposals (RFP) and/or to Competitive Contracting proposals will be required to complete a Conflict of Interest certification in accordance with N.J.A.C. 5:34-4.3 (e) (f).

**Possible Conflict of Interest**

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 encouraged to contact the School Business Administrator for guidance.

**CRIMINAL CODE CITATIONS**

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

**2C:27-9 Unlawful Official Business Transaction**

“A public servant commits a crime of the fourth degree if, while performing his official functions on behalf of the government entity, the public servant knowingly transacts any business with himself, a member of his immediate family, or a business organization in which the public servant or an immediate family member has an interest.” (N.J.S.A. 2C:27-9)

**2C:27-10 -- Acceptance or Receipt of Unlawful Benefit by Public Servant for Official Behavior**

“A public servant commits a crime in the fourth degree...if the public servant directly or indirectly, knowingly solicits, accepts or agrees to accept any benefit, whether the benefit inures to the public servant on another person, to influence the performance of an official duty or to commit a violation of an official duty.” (N.J.S.A. 2C:27-10)

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## **REQUISITIONS (PURCHASE ORDER REQUESTS)**

### **Authority to Purchase – School Business Administrator/Board Secretary**

The purchase of goods and/or services by a Board of Education is governed by state statutes, administrative code and board policy. New Jersey State Law 18A:18A-2(b) assigns the authority to the Purchasing Agent (School Business Administrator) to make purchases for the Board of Education.

The Purchasing Agent, with the approval of the Superintendent of Schools, is the only individual in the school district that has the authority to make purchases for the Board of Education.

The Ventnor Board of Education by board resolution has authorized Terri Nowotny, School Business Administrator/Board Secretary, to be the Purchasing Agent for the school district.

### **Authorized Purchases**

All requests for purchases of goods and/or services must be made through an approved purchase order signed by the Purchasing Agent, prior to the goods or services to be received.

A purchase order, pursuant to NJSA 18A:18A-2 (v), is a document issued by the Purchasing Agent authorizing goods or materials to be ordered for the school district or work/service to begin. No goods or materials may be ordered or work/service be authorized to begin by any other individual in the school district other than the Purchasing Agent.

### **Unauthorized Purchases**

Any Board of Education employee who orders and/or receives any materials, supplies or services without first going through the approved purchase order process has made an unauthorized purchase.

### **Unauthorized purchases are a violation of State Law and Board Policy.**

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

### **Corrective Action for Non-compliance**

1. If the Purchasing Agent has determined that an unauthorized purchase has been made, a memo will be sent to the responsible administrator advising the administrator of the unauthorized purchase. The Superintendent of Schools shall receive a copy of the memo.
2. The responsible administrator shall prepare a memo explaining the reasons why proper purchasing procedures were not followed. The memo will be attached to the purchase order and a copy of the memo will be sent to the Superintendent of Schools.
3. The Purchasing Agent will also send a letter to the vendor who provided either unauthorized services or goods. The letter will advise the vendor that payment may not be made for the unauthorized purchase. The Board Attorney will be copied on the letter.

At any time, during the Corrective Action Process, the Superintendent may invoke penalties for non-compliance.

## **District Sanctions to Violations**

All district employees are reminded that the school district may receive sanctions because of unauthorized (confirming) purchases. Employees are to note the following consequences of such actions:

1. **Withholding of State Aid—N.J.A.C. 6A:23A-5.4**  
The Commissioner of Education may withhold State funds from any school district that fails to obey the provisions of the Public School Contracts Law—N.J.S.A. 18A:18A-1 et seq.
2. **NJQSAC Fiscal DPR Indicator #15**  
The school district is subject to a penalty of four (4) NJQSAC points by not being in compliance with the Fiscal District Performance Review Item #15, which prohibits confirming or unauthorized orders.
3. **Audit Finding and Recommendations**  
All financial transactions are subject to audit review. The district may receive an audit finding and recommendation for unauthorized (confirming) purchases. Repeat audit findings may lead to sanctions against the school district.

## **Purchasing Prohibitions**

1. **Employees Prohibited from Signing Contracts--Prohibition**  
Board of Education employees are prohibited from signing any contract offered by a vendor. The power to sign and execute vendor contracts after Board of Education approval lies with the Board President and the Board Secretary.

### **Personal Liability**

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

2. **Reimbursements; Employee--Prohibition**  
The Board of Education only recognizes an employee reimbursement purchase order when it pertains to tuition reimbursement, pre-approved travel, meals, and conferences. The Board will not reimburse employees for items and goods personally purchased by the employee.
3. **Student Activity Accounts--Prohibition**  
Purchases made through Student Activity Accounts may not be reimbursed with Board funds. Purchase orders made payable to Student Activity Accounts for the aforementioned purpose will not be signed by the Purchasing Agent.
4. **Private Purchases -- Prohibited**  
Goods and services procured by the Board of Education are exclusively for the use of the board and if applicable, other public and non-public schools. These goods and services are purchased through the signed purchase order process.

Employees of the Board of Education are prohibited from purchasing privately goods and/or services off the bid prices and quotation prices offered by the vendors to the board of education.

## **Purchasing Guidance**

1. **Cancellation of Purchase Orders**--Guidance

All requests to cancel purchase orders must be made in writing to the Purchasing Agent. Reasons explaining the need to cancel the purchase order must be outlined. The Purchasing Agent maintains the sole right to cancel purchase orders.

2. **Contracts; Purchase Order Required**--Guidance

The award of contract to a vendor approved by the Board of Education at a public meeting does not automatically authorize any employee to use the services of, or purchase materials from, the vendor.

All contract purchases require the issuance of a purchase order authorizing the purchase of services and/or goods and materials from the vendor. N.J.S.A. 18A:18A-2 (v).

3. **Preview of Materials**--Guidance

All staff members must receive permission from administrators, supervisors, or principals to preview materials. After the preview process has been completed, the item must be returned. If there is a desire to purchase the previewed item, then a purchase order must be prepared for a new item.



## PURCHASE ORDER PROCESS

### ***A. Responsibilities of Originator of Purchase Order - Preparing a Requisition***

The person who prepares the requisition has certain responsibilities before the requisition is sent to the administrator, supervisor, or principal for approval. He/she is to ensure the following:

1. **Requisition Requests are dated – this date must be prior to the date of service or purchase. No orders are to be placed prior to the completion of the purchase order.**
2. **Vendor’s Name**--All Board checks are made payable to the vendor name (top line) listed on the requisition. Please ensure the proper vendor name is printed.
3. **Vendor’s Address and/or phone number** --The requisition must include the vendor’s complete address and/or phone number.
4. **Description of Items, Services, Costs and Catalogue Numbers**--Items and/or services requested are to be described clearly with correct and up-to-date catalogue numbers and costs. Please use latest catalogues available or provide a printout of online information. Brand name, model numbers, colors, sizes and other descriptive items are required.
5. **Shipping Costs**--Shipping and handling costs are to be added to all purchase orders. Please read the catalogue or contact the vendor to determine the actual shipping and handling costs.

If you are unable to ascertain the actual charges, type:

**“10% Estimated Shipping and Handling”**

If there are no shipping and handling charges, indicate on requisition:

**“Shipping and Handling Included.”**

7. **Delivery Address--Attention Of**--The delivery address should include a name of a person or a specific department.
8. **Total Cost**--Please include the words “Total Cost” on the purchase order with the actual amount of the order. Please verify your figures for accuracy. **Please note: The Board of Education is exempt from paying New Jersey Sales Tax.**
9. **Budget Account Number** – Please be sure the correct Budget Account Number is completed on the bottom left corner of the requisition. Please contact the Business Office for assistance if you’re not sure of the correct number.
10. **State Contract Orders**--When ordering through State Contract vendors please include:
  - a. State Contract Number;
  - b. Shipping and Handling Included; and
  - c. Appropriate documentation when required.

State Contract vendors must be pre-approved by the Board of Education.

11. **Quotations**--If quotations are obtained, please attach to the requisition a copy of each written quotation received.

12. **Bids**—The bid process must be run through the Business Office by the Purchasing Agent. If bids were properly obtained, please type the following in the upper left corner on the requisition in the space provided:

- a. Bid Date; and
- b. Bid Number.

12. **Staple Requisitions**--Requisitions are to be stapled if two or more requisition forms are used for the same order.

13. **Multi-Page Requisitions** --Multi-page requisitions should not exceed three (3) pages.

14. **New Jersey State Sales Tax—School Districts Exempt**

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

**ST-5 Form Not Required**

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

**B. Responsibilities of Administrator, Supervisor or Principal**

Administrators, supervisors and principals must ensure the following before the requisition is signed (no rubber stamps please) and sent to the Business Office.

1. **Funds Available**

They must check to determine if *funds are available* in their budget to cover the purchase order.

2. **Requisition Completion**

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

3. **Operational or Educational Need of Purchase**

Administrators who approve requisitions should be able to explain why the purchase is essential to the school district. They should be able to support the purchase as an educational or operational need for the district. Of most importance, they should be able to answer the following:

1. How students will learn or benefit from the purchase?
1. What educational achievement or program may be linked to the purchase?
1. How is the purchase of operational value to your school/office?

1. **Originator Copy (Goldenrod)**

The originator copy (*goldenrod*) of the requisition remains in the office of the administrator/supervisor/principal.

5. **Receiving Copy (Blue)**

Once the purchase order has been posted and mailed to the vendor, the Business Office will send the Receiving Copy (Blue) and the teacher's copy (green) of the requisition back to the school or office. If you do not receive these copies within two (2) weeks of signing the purchase order, please contact the Business Office.

C. **Responsibilities of the Superintendent of Schools**

The Superintendent reviews and determines the educational or operational value of each purchase order. If satisfied, the requisition is approved and forwarded to the Purchasing Agent.

D. **Responsibilities of Business Office**

The Purchasing Agent reviews each requisition. Special attention is given to the following:

1. **Available Funds**-- Requisitions are divided by account and are checked to determine if funds are available in the account. If not, the requisition is returned by the Business Office to the originator.
2. **What is being ordered and the cost**--The Purchasing Agent reviews the technical aspects of the requisition to ensure compliance with State Law and Board Policy.

The Business Office checks the cost of each item and determines if it can be purchased from another vendor at a savings. The Business Office also reviews whether the requisition exceeds:

The Quotation Limit	<b>\$6,600.00 (at least two quotes required)</b>
The Bid Limit	<b>\$44,000.00 (formal bid may be required)</b>

3. **Document Check**

Pursuant to various State Laws, the Purchasing Agent must ensure the following documents are on file in the Business Office before the purchase order is signed and processed:

- Correct Employer Identification Number (EIN) - \$600
- Prevailing wages and Contractor Registration - \$2,000
- Affirmative Action Evidence – Contracts \$44,000.00 and over (cumulative)
- Business Registration Certificate (BRC) – Purchases \$6,600.00 and over
- Chapter 271 – Political Contribution Disclosure Form (PCD)  
Purchases over \$17,500.00 (cumulative)
- Russia-Belaurus and Iran Combined Certification
- IRS W-9 Form
- Other Federal Procurement Documents.

4. **Technical Review of Requisition**--The requisition is also reviewed for technical aspects such as:

- a. Account number missing or incorrect;
- b. Shipping charges added;
- c. Signatures missing;
- d. State contract numbers incorrect/missing;
- e. Vendor address incomplete; and
- f. Other items as listed in Section A.

*Incomplete or improper requisitions will be returned with a memo explaining deficiencies.*

If the Purchasing Agent is satisfied, the requisition is signed. The Business Office will then:

- Issue a purchase order number;
- Enter the purchase order in the computer; and
- Mail, fax or email the purchase order to the vendor.

**Purchase Order Process--Deliberative Process—Seven to Fourteen Days**

The purchase order process, as explained, may take 7 – 14 days to complete. Public school purchasing takes time, as it is a deliberative process, designed to be compliance with law and also to limit fraudulent activities. Please plan accordingly.

5. **Transfer of Funds**--The Business Office processes purchase orders only if there are appropriate funds to cover the purchase. If appropriate, the School Business Administrator/Board Secretary will transact a transfer of funds with approval from the Superintendent.

All transfers of funds have to be approved by the Board of Education at a public meeting.

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

**E. Responsibility of the Vendor**

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

- Signed voucher
- All Packing Slips
- Invoice
- Receiving Copy (Blue) Signed
- Board resolution for approval of Bills List

The Superintendent and Business Administrator/Board Secretary may grant approval for a manual check in rare cases where a check is required prior to a Board meeting and circumstances prohibit submission of the check request prior to the Board meeting.

The award of contract to a vendor approved by the Board of Education at a public meeting does not automatically authorize any employee to use the services of, or purchase materials from, the vendor.

All contract purchases require the issuance of a purchase order authorizing the purchase of services and/or goods and materials from the vendor.

## **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 the appropriate color and the purpose of each sheet.

<u><b>Copy</b></u>	<u><b>Color</b></u>	<u><b>Disposition</b></u>
Vendor Copy	White (top)	Sent to vendor to order items/provide services
Voucher Copy	White (2nd)	Sent to vendor for signature
Receiving Copy	Blue	Sent to school/office; returned to Business Office upon receipt of goods/services
File Copy	Pink	Remains on file in Business Office
Originator Copy	Green	Retained by originator for their records

### **B. Receipt of Goods and Services**

The originator of the purchase order should follow the process below when receiving materials, goods, and services.

#### **1. Receipt of Items Ordered**

It is important that all items received be immediately checked. Please note the following:

- a. Obtain receiving copy (blue) 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 principal/office designee should sign the receiving copy (blue) and send it with the packing slip to

**Janet Franconeri, c/o Business Office**

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

The Ventnor 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.

## 2. Problems Encountered with Receipt of Goods

### **Problem: Back Orders**

Sometimes items ordered will not be received in the first shipment. This is known as a back order. The packing slip will have back order written on those particular items.

Process to Follow: Back Orders

If the order is incomplete because there is a back order, do not wait for the next shipment. Please do the following:

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

Contact the Business Office to arrange to have item(s) returned.

- Business Office will return the item(s) to the company.
- On the receiving copy (blue) 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.

 **Problem: Discontinued Item**

Sometimes the items you requested have been discontinued.

Process to Follow: Discontinued Item

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

## **BIDS AND PURCHASING**

### **A. Advertise for Bids (Purchases that exceed the bid threshold--\$44,000)**

This method is used for procuring goods, materials, services and public work projects that exceed the board of education approved bid threshold of \$44,000.

#### ***Examples***

Plumbing, Electrical, HVAC work	Computer Supplies/Equipment
Custodial Supplies	Printers / Computer
Public Works Projects	Interactive Boards
Furniture	AV Equipment

#### **Award of Contract--Lowest Responsible Bidder**

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

### **1. Bid Limit -- \$44,000**

The Ventnor Board of Education is restricted by New Jersey State Law on how much money can be spent by the district for the entire year on materials, supplies, and services.

This restriction is called the **bid threshold** or **bid limit**. The bid limit is \$44,000. This means that any specific item, class of items, and/or services of a similar nature, purchased by the school district totaling more than \$44,000 for the entire year must be competitively bid. This restriction is for the entire district and not by location or school.

You cannot circumvent the law by splitting purchases to be under the \$44,000 bid limit.

If you find that your purchases may exceed the \$44,000 bid limit, please contact the Purchasing Office at once.

### **The formal bidding process takes at least 6-8 weeks to complete.**

### **2. Annual Bids**

The Board of Education, to be in compliance with N.J.S.A. 18A:18A-9, needs to plan and prepare for Annual Bids. The proposed time lines are as follows:

<b>November</b>	Construction and public works proposals presented to Board for approval when engineering/architectural specifications are required.
<b>March</b>	Administrators/Supervisors prepare technical specifications to be reviewed by Purchasing Agent.
<b>April</b>	Purchasing Agent prepares final bid specifications to be drafted in a manner to encourage free, open, and competitive bidding. Upon Board of Education approval, bids are advertised pursuant to the Public School Contracts Law.
<b>May</b>	Annual bids are received, opened and tabulated by Purchasing Agent.
<b>May</b>	Bid resolutions are prepared by Purchasing Agent for Board of Education review and approval.
<b>May/June</b>	Purchase orders are generated by Administrators/Supervisors and presented to the Purchasing Agent for services to begin on July 1 <sup>st</sup> and/or goods and materials to be delivered in July and August.



### 3. Bidding: Time Frame

As stated before, the formal bidding process usually takes about 6-8 weeks from start to finish. Please plan appropriately.

### 4. Exceptions to the Bid Limit

New Jersey State Law allows for some exceptions to the bid and quotation limits. There are approximately 20 exceptions where a Board of Education does not have to go for bid. Some of them are:

1. Purchasing through State Contract;
2. Professional services as outlined by New Jersey law;
- \*3. Textbooks, kindergarten supplies, student produced publications, library and educational goods;
- \*4. Legal notices, food supplies, milk, utilities, insurance, election expenses, travel and conferences.
5. Contracts with other government entities; county and state colleges.

\* These purchases may be subject to the quotation process pursuant to N.J.S.A. 18A:18A-37(a) if practicable.

Please contact the Purchasing Agent for further explanation.

### **B. Quotations (Purchases that fall between \$6,600 and \$43,999)**

This method of procurement is used for contracts for goods, materials, services and public works projects that in the aggregate are between \$6,600 and \$43,999.

#### Award of Contract—Price and Other Factors

The board of education is obligated to solicit at least two (2) competitive quotations and award the contract pursuant to N.J.S.A. 18A:18A-37 (a), to the vendor whose response is most advantageous, price and other factors included.

#### **Quotations and Purchasing**

##### 1. Quotation Limits--\$6,600 through \$43,999

The quotation limit (threshold) is now \$6,600. This means that any specific item or group of items of a similar nature purchased by the school district, totaling more than \$6,600 and less than \$44,000 for the entire year, must be competitively quoted or advertised for bid at the discretion of the Purchasing Agent. You cannot circumvent the law by splitting purchases to be under the quote threshold.

##### 2. Quotation Process

All quotations shall be in writing and set up to provide open and competitive quotations. Quotation proposals prepared by Administrators or Supervisors shall be received and approved by the Purchasing Agent. Please note: The formal quotation process could take about 2-4 weeks from start to finish.

### 3. Receipt of Two (2) Quotations

Pursuant to N.J.S.A 18A:18A-37(a) the school district shall solicit two (2) quotations, if practicable. Evidence of the quotation process shall be kept on file. A copy of the quotation shall be attached to the purchase order.

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

#### **Professional Services**

Medical  
Auditing; Accounting  
Legal  
Engineering, Architectural

#### **Academic/Operational Services**

(Contracts less than \$44,000)  
Instructional Improvement  
Educational Consultants  
Professional Development

### Award of Contract—Evaluative Criteria

The RFP method is designed to award the contract to the vendor based upon a list of criteria which include (as recommended by the New Jersey State Comptroller's Office with the **Best Practices in Awarding Service Contracts 2010**):

- **Technical**
  - Submission of narrative how firm will provide services; planned approach; measurable results
  - Understanding how services will be provided
- **Management**
  - Business organization; staffing
  - Experience; and
  - Knowledge of district
- **Cost**
  - Fee proposal submission; cost analysis

The contract for an RFP contract does not have to be given to the respondent who submits the lowest price. The evaluative criteria process is designed to award the contract to the respondent whose response will provide the highest quality services at fair and competitive prices.

### **D. Competitive Contracting (Certain Contracts over \$44,000)**

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

The district can only use this method for contracts that are outlined in NJ State Law 18A:18A-4.1. Some of the examples that are permitted are

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

The award of contract is similar to the RFP award of contract. It is based upon the same evaluative criteria which is designed to award the contract to the respondent whose response will provide the highest quality services at fair and competitive prices.

The administrative process of Competitive Contracting as outlined in N.J.S.A. 18A:18A-4.1 et seq. and N.J.A.C. 5:34-4.1 et seq. is a rather lengthy process and make take 6-8 weeks to complete.

#### **D. State Contract Purchasing**

Pursuant to N.J.S.A. 18A:18A-10(a) a Board of Education may purchase goods and services through State Contract vendors. If the purchase exceeds the bid threshold, the Board of Education must adopt a resolution awarding the contract.

It is the recommendation of the Purchasing Agent to procure the following equipment and supplies from New Jersey State Contract vendors.

##### **❶ Office Supplies and School Supplies**

The Purchasing Agent will inform the elementary and middle school administration as to State Contract vendors who sell Office Supplies and School Supplies. Please review these vendors with your staff.

##### **❷ Computers**

If you plan to purchase computers, please contact Technology Coordinator **Mr. John Spencer at Ext. 5150**. He will be able to assist you with the technical aspects and the State Contract requirements of purchasing computers.

Mr. Spencer or his designee must sign all requisitions for computers before they are sent to the Business Office.

##### **❸ Copiers-- Pre-Approval Needed**

If you plan to purchase a copier, please contact the Business Office. All purchases of copiers are coordinated through the Purchasing Agent. All purchase of copiers through the State Contract GSA pricing require board of education approval pursuant to the requirements of N.J.A.C. 5:34-9.7.

#### **Other State Contract Purchasing**

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

##### **Purchase Orders--State Contract --GSA**

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

1. State Contract Number;
- \*2. Notification of Award attached to the Purchase Order;
- \*3. Approved State Contract Price List; and
4. Shipping and Handling Included.

\* Not needed for purchase of office and school supplies

#### **E. Professional Services/Professional Consultants**

Although Professional Services, as defined in Title 18A:18A-5, do not require competitive bids or quotations, it is in the best interest of the Board of Education to obtain at least three (3) proposals for any professional service.

## Professional Contracts

All Professional Services and Consultant Contracts must be approved by the Ventnor Board of Education if the contract exceeds \$6,600.00. If you plan to recommend a contract for a professional consultant, please be advised of the following:

1. An appropriate resolution must be written for placement on the Board of Education meeting agenda.
2. With the resolution should be a written proposal from the consultant and/or vendor outlining the following:
  - a. Name, address of consultant/vendor (No P.O. Box #'s);
  - b. A description of services to be provided;
  - c. Starting date of service; ending date of service; and
  - d. The cost of the services/terms of payment(s).

All resolutions are to be sent to the Superintendent's Office with a copy of the written proposal attached. All written contracts will be reviewed by the Board Attorney. No service is to be performed without a properly executed contract and purchase order.

## F. Cooperative Purchasing

The Ventnor Board of Education has entered into jointures to bid on items in the following categories on an as needed basis.

- |                                  |  |
|----------------------------------|--|
| 1. Custodial supplies            | Mainland Regional                                  |
| 2. Cafeteria supplies            | Garden State Cooperative                           |
| 3. Paper supplies                | Pittsgrove   |
| 4. Various supplies              | Educational Services Commission of NJ              |
| 5. Technology supplies/equipment | South Jersey Technology Partnership                |
| 6. Technology supplies/equipment | Educational Information and Resource Center (EIRC) |
| 7. Auction of surplus goods      | Sourcewell   |
| 8. HVAC Equipment                | OMNIA Partners                                     |

Specific information on each cooperative is available in the business office.

## G. Emergency Contracts

Emergency Contracts are strictly regulated by N.J.S.A. 18A: 18A-7. A situation must exist affecting the health or safety of the occupants of school property that requires the immediate delivery of articles or the performance of a service to alleviate the emergency.

The Emergency Contract process is reviewed in the Appendix. Please note that the Superintendent of Schools must be notified **first** of all emergency purchase requests.

Only the Purchasing Agent may award an Emergency Contract.

## H. EUS—Extraordinary Unspecifiable Services

The EUS procurement method is used for the procurement of insurance and insurance consultant services. The Purchasing Agent will coordinate all EUS activities pursuant to N.J.S.A. 18A:18A-5 (a) (10) and N.J.A.C. 5:34-2.1 et seq.

### **I. Renewal of Contracts—Services**

Any vendor contract for services other than professional services, may be extended or renewed by the board of education pursuant to the terms and conditions of N.J.S.A. 18A:18A-42 (o). The major conditions are as follows:

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

The Purchasing Agent will notify all administrators in March of the preceding fiscal year of any vendor contracts that are eligible for renewals.

### **J. Student Activity Account Purchases**

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

One teacher or administrator will be assigned primary responsibility for each sub-account. Unless restricted by donor, funds will revert to General student activities after two years of inactivity.

### **Signing of Contracts with Vendors--Prohibited**

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

### **Purchases Exceeding the Bid Threshold**

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

### **K. Federal Funds—Procuring Goods and Service When Using Federal Funds**

All non-federal entities (school districts) are to follow NJ Public School Contracts Law when procuring goods and services using federal funds except where the federal standards detailed in 2 CFR Part 200 are in conflict or **more restrictive**.

School districts, when procuring goods and services using federal funds, are to comply with the Federal Procurement Code 2 CFR 200.317 et seq. A more detailed explanation of procuring goods and services when using federal funds is found in the Appendix Section of this manual.

### **L. Increasing a Purchase Order Amount**

There may be times where a purchase order amount has to be increased to meet the needs of the district. The School Business Administrator, in accordance with N.J.A.C. 6A:23A-6.10 will identify and investigate the reason(s) for any increase to a purchase order. Any increases in excess of 10% of the original requisition will be initialed by the Business Administrator and Superintendent.

## SELECT PURCHASING TOPICS

### **A. Field Trip Transportation**

The district has secured through the competitive bid process, prices for various types of transportation vehicles needed for approved field trips. Arrangements for transportation will be made through the Transportation Liaison in the Middle School Office. All employees are reminded of the following guidance as it pertains to field trip transportation:

1. Purchase order must be prepared and processed prior to the date of the field trip.
2. The field trip transportation must be pre-approved by the board of education.
3. All field trips using board of education funds (purchase order) shall be part of the instructional program, have an educational value and shall be reasonable in cost. Field trips solely for student entertainment are prohibited when using public funds.

### **B. Meals; Refreshments and Catering**

The State of New Jersey Department of Education has provided guidance to school districts through Administrative Code N.J.A.C. 6A:23A-5.8 on board expenditures for meals and refreshments.

The expenditure of public funds for meals and refreshments may be used for the following:

#### **1. Permitted Activities for Meals; Refreshments; Catering**

- ***Student Activities***

Reasonable costs for light meals and refreshments directly related to activities that benefit students and are part of the instructional program are permissible. These activities must be part of the instructional program and not solely for student entertainment.

- ***Parent Activities***

Reasonable costs\* for light meals and refreshments for parent activities are permissible. It is expected that expenditures for this purpose will be minimal and infrequent—State code.

- ***Dignitaries***

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

- ***Board Member Meetings -- N.J.A.C. 6A:23A-7.12(f)***

Light meals and refreshments\* are permitted for all board members and for employees who are required to attend a board of education meeting.

\* Please note that costs for light meals and refreshments are limited as follows:

Breakfast	\$ 7.00 per person
Lunch	\$ 10.00 per person
Dinner	\$ 15.00 per person

(NJ OMB Circular 16-11-OMB Section XI—Letter J)

#### **Documentation Required—Light Meals and Refreshments**

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

- Description of the activity;
- Purpose/justification of the activity; goal; objectives;
- Make-up of the group receiving the meals; and
- Names of employees and board members included in the group.

## **2. Prohibited Activities—Meals and Refreshments**

- **Athletic Activities**

Light meals and refreshments served to *guests* at any athletic event, game or contest are not permitted.

- **Staff and Employees of the School District**

Light meals and refreshments are not permitted for employees and staff of a school district, unless the staff member or employee is essential to *a student activity* where light meals or refreshments are being served.

- **Honoring Employees**

Receptions, dinners or other social functions held for or honoring any employee or group of employees are not permitted when public funds are being used. The use of public funds for the purchase of employee recognition awards, including retirement plaques, is permitted.

## **3. Purchase of Food Supplies – Supermarkets**

New Jersey state law and code excludes the purchase of food supplies from the bidding process if the food supplies are for the school cafeteria.

Food supplies purchased from the supermarkets shall be in compliance with state law and code and only for the approved list of situations. All purchase orders, including student activity account purchases, are subject to review by Department of Education (DOE) officials and auditors.

## **4. Food Supplies**

New Jersey Administrative Code 6A:23A-16.5(b) clearly notes that food supplies include those supplies that are “eaten or drunk.” Administrators are to ensure that purchases from the supermarkets have only items listed that follow the code. The Business Office will review the register receipts and highlight those items that do not follow the code.

## **C. Miscellaneous Permitted and Non-Permitted Purchases**

### **1. Permitted Purchases**

- **Commencement; Convocation Activities**

All reasonable costs for commencement; convocation activities are permitted.

- **Field Trips / Extracurricular Activities**

All field trips using board of education funds (purchase order) shall be part of the instructional program, have an educational value and shall be reasonable in cost. Field trips solely for student entertainment are prohibited when using public funds. Board of Education approval shall be received prior to the date of the field trip.

- **Library Books; Magazines, Videos/DVD's/CD's**

All library books; magazines and multi-media presentation materials shall be for educational or operational purposes.

- **T-Shirts**

It is strongly encouraged that purchases of T-Shirts be made through the appropriate student activity account.



## **2. Non-Essential and Prohibited Purchases**

- Carnivals
- Gifts for Employees
- Teacher appreciation gifts/activities
- Student entertainment
- Bereavement flowers; baskets

The list is not all inclusive and items may be deemed non-essential by the Superintendent during the course of the school year.

## **D. Textbooks; Approval and Purchase**

### **1. Approval of Textbooks**

In accordance with state law (**N.J.S.A. 18A:34-1**), all textbooks must be approved by the Board of Education prior to their use in the educational program. Purchasing textbooks that have not been approved by the Board of Education is a violation of state law. The Superintendent has set up procedures to have textbooks approved by the Board of Education.

### **2. Textbook Approval – Board of Education Resolution**

All textbook purchases must be approved by the Board of Education.

### **3. Purchase of Textbooks and Curriculum Department Review**

New Jersey Administrative Code 6A:23A-9.3(c) (12) requires the purchase of textbooks to meet one of the following conditions:

- a. The purchase is in accordance with a textbook replacement plan;
- b. Textbooks have been identified as stolen or destroyed; or
- c. A change in curriculum or new edition requires a new textbook.

It is important that all purchase orders for textbooks withstand any state or district audit review.

### **Budget Accounts**

As always, only textbooks and teacher editions of the textbooks may be purchased from the “640” object code. All other books and reading material must be purchased from the “610” series accounts.

## **E. Books; Purchasing Procedures**

### **Purchase Order Review – Online Pricing or Price Quotations**

Each purchase order for the purchase of books and workbooks will be reviewed by the Business office. It is expected that attached to the purchase order will be either:

- Copies of the price quotation received from the sales representative; or
- Copies of the online pricing obtained from the company’s website.

Shipping and handling costs must be confirmed by the sales representative or the customer service number.

*Any book purchase order that does not have either the price quotation from the sales representative or copies of online pricing will be returned.*

### **Use of Catalog Pricing – PROHIBITED**

Using written paper catalogue pricing is prohibited. All book prices must be obtained by contacting the sales representative or by obtaining the prices online.



## **F. Travel Reimbursement--Purchase Order—Conferences and Workshops**

### **Workshop Registration/Travel Reimbursement**

In order for an employee to register for a workshop or conference, a request for professional day leave must be submitted to the Superintendent on a Leave Request Form prior to the travel event and at least seven (7) days before a Board meeting. The request shall include supporting documentation as detailed in the Standard Operating Procedures. To receive reimbursement, the employee must submit the following within 30 days of travel: requisition form, personal expense report, copy of the approved leave request form, driving map (such as Mapquest or Google Maps) showing shortest distance for any mileage, and original receipts or EZ-Pass statement for tolls and parking. A copy of the employee's valid driver's license, vehicle registration and insurance card must be on file with the Business Office.

The State of New Jersey, pursuant to N.J.S.A. 18A:11-12, has adopted strict travel guidelines for school districts to follow. All school officials and employees seeking travel reimbursement must adhere to the law and travel administrative code—N.J.A.C. 6A:23A-7.1 et seq. **At a minimum**, reimbursement purchase orders for travel must meet the following requirements:

**a. Written Approval of the Superintendent—prior to travel event**

The travel shall be approved in writing by the Superintendent prior to the travel event. Documentation shall be provided with the purchase order for reimbursement.

**b. Board of Education Approval—prior to travel event**

The travel shall be approved by resolution at a public board of education meeting, again, prior to the travel event.

**c. Reimbursement Procedures**

Prior to being reimbursed for approved costs for the travel event, the following must be presented with the purchase order when applicable

1. Approvals in writing;
2. Travel Report;
3. Receipts for hotel and meals (when applicable);
4. Mileage Travel Form;
5. Driver's License; Vehicle Registration; Insurance Card; and
6. Other documents when requested.

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

## **PURCHASE ORDER DEADLINE – ANNUAL NOTIFICATION**

The deadline for submitting purchase orders for the current operating budget is on or about **April 30** unless on an earlier date set by the Superintendent. (Purchasing Freeze) Exceptions to the deadline date may be for purchases of the following:

- End of the year activities—field trips, graduation, assemblies;
- Employee contractual obligations—tuition and optical reimbursement;
- Emergency contracts;
- State and/or federal funded program grant programs;
- Travel reimbursements; and
- Other goods, materials or services approved by the Superintendent

## **APPENDIX**

- A. Emergency Purchases/Contracts
- B. Memorandum – Return of Purchase
- C. Chart – Purchase Order Requirements
- D. Vendor Letter – Unauthorized Purchases
- E. Copy of Requisition (Purchase Order Request)
- F. Copy of Purchase Order
- G. Copy of Personal Expense Report
- H. Federal Contracts
  - 1. Debarment and Suspension
  - 2. Federal Programs/Targeted Students
  - 3. Compliance with 2 CFR Part 200
- I. Federal Contracts – Chart of Thresholds

## **EMERGENCY CONTRACTS (18A:18A-7)**

### **A. Background**

An actual emergency must exist. An “emergency” is not to be created as a result of inadequate planning, delay, failure to take into account construction season or administrative convenience.

### **B. Definition of Emergency**

An emergency is a situation affecting the health or safety of occupants of school property that requires the immediate delivery of the articles or performance of a service to alleviate the emergency.

### **C. Process in Declaring an Emergency**

#### **1. Superintendent of Schools Notified**

The Superintendent of Schools is notified by the employee/supervisor/ administrator requesting a declaration of emergency.

#### **2. Business Administrator/Purchasing Agent Notified**

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

- a. Nature of the emergency;
- b. Time of the occurrence; and
- c. The need for the performance of a contract.

Such notification shall be prepared in writing and filed with the Purchasing Agent as soon as possible.

#### **3. Awarding of Contract by Business Administrator/Purchasing Agent**

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

#### **4. Filing of Documents with State and County by Board Secretary/School Business Administrator**

In accordance with N.J.A.C. 5:34-6.1, the following documents must be filed with the 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; and
- b. A copy of the written requisition.

#### **5. Acknowledgement by Board of Education**

The Board of Education, at its next regular Board of Education Public Meeting, shall review and approve said emergency purchase.

**VENTNOR BOARD OF EDUCATION  
BUSINESS OFFICE**

**MEMORANDUM**

To: \_\_\_\_\_

From: Terri Nowotny, Business Administrator/Board Secretary/Purchasing Agent

Date: \_\_\_\_\_

RE: Return of Purchase Order

I am returning the attached purchase order for the reason(s) checked below:

- Unauthorized Purchase (see attached)
- Account Number Incorrect or Missing – Please use Account Code # \_\_\_\_\_
- Description of Item(s), Service Needed
- Title of Grant Program must be stated on requisition
- State Contract Number Incorrect or Missing – State Contract Documentation Missing
- Quotation Needed – Please contact me at x5130 to discuss
- Shipping Charges Not Added or Denoted as “Shipping and Handling Included”
- Signature Missing – Administrator, Supervisor, Principal
- Vendor Address Incomplete
- Administrative Question (see attached)
- Other \_\_\_\_\_  
\_\_\_\_\_

Please make any necessary adjustments and return the purchase order with this form to my office. Thank you.

## PURCHASE ORDER REQUIREMENTS

<b>CONTRACT/PURCHASE ORDER THRESHOLDS (AGGREGATE)</b>	<b>AFFIRMATIVE ACTION EVIDENCE (AA)</b>	<b>BUSINESS REGISTRATION CERTIFICATE (BRC)</b>	<b>CHAPTER 271 PCD (PAY TO PLAY) (271)</b>
<b>Up to \$ 6,599</b>	No	No	No
<b>\$ 6,600 - \$17,499</b>	No	<b>YES</b>	No
<b>\$17,500 - \$43,999</b>	No	<b>YES</b>	<b>YES</b>
<b>*\$44,000 – and over</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>

<b>Affirmative Action Evidence Exemptions</b>	<b>Business Registration Certificate Exemptions</b>	<b>Chapter 271 (PCD) Exemptions</b>
<ul style="list-style-type: none"> <li>• Contracting Units Subject to Title 40A:11</li> <li>• State of New Jersey Contract Purchases</li> <li>• Boards of Education including Educational Services Commissions</li> <li>• Other contracting units, e.g. County and State Colleges and local authorities, boards, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Contracting Units Subject to Title 40A:11</li> <li>• State of New Jersey Contract Purchases</li> <li>• Boards of Education including Educational Services Commissions</li> <li>• Other contracting units, e.g. County and State Colleges and local authorities, boards, etc.</li> <li>• Non-profit Organizations</li> </ul> <p><u><b>Exempt Situations</b></u></p> <ul style="list-style-type: none"> <li>• Emergency Purchases – No payment unless BRC is on file.</li> <li>• Employee settlements paid to attorneys;</li> <li>• Establishments that are out of state &amp; business being conducted takes place out of state, e.g. hotels, band camps, seminars, theatres, etc.</li> <li>• Purchase made entirely through School Student Activity Funds.</li> </ul>	<ul style="list-style-type: none"> <li>• Contracting Units Subject to Title 40A:11</li> <li>• State of New Jersey Contract Purchases</li> <li>• Boards of Education including Educational Services Commissions</li> <li>• Other contracting units, e.g. County and State Colleges and local authorities, boards, etc.</li> <li>• Non-profit Organizations</li> <li>• New Jersey School Boards Association</li> <li>• Contract Renewals</li> <li>• Public Utilities, e.g. PSE&amp;G</li> </ul> <p><u><b>Exempt Situations</b></u></p> <ul style="list-style-type: none"> <li>• Emergency purchases;</li> <li>• Litigation payments to parties through court order.</li> </ul>

**Ventnor Educational Community Complex**

Date: \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You are receiving this letter because there has been a violation of the Ventnor City School District purchasing procedures. This is a reminder that all purchases must have a signed purchase order before service is rendered or products are delivered. Violation of this process puts your company at risk of non-payment for goods or services provided to the district.

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, with the approval of the Superintendent of Schools, is the only individual in the school district that has the authority to make purchases for the Board of Education. The Ventnor Board of Education by board resolution has authorized Terri Nowotny to be the Purchasing Agent for the school district.

All requests for purchases of goods and/or services must be made through an approved purchase order signed by the Purchasing Agent. A purchase order, pursuant to State Law, is a document issued by the Purchasing Agent authorizing goods or materials to be ordered for the school district or work/service to begin. No goods or materials may be ordered or work/service be authorized to begin by any other individual in the school district other than the Purchasing Agent.

Any Board of Education employee who orders and/or receives any materials, supplies or services without first going through the approved purchase order process has made an unauthorized purchase. **Unauthorized purchases are a violation of State Law and Board Policy.**

Please take careful note of this policy and ensure you have a signed purchase order before providing any goods or services. This will ensure a prompt payment to you. Thank you for your attention to this important matter.

Sincerely,

Terri Nowotny  
Business Administrator/Board Secretary





**PURCHASE ORDER**

BUDGET YEAR

**VENTNOR CITY BOARD OF EDUCATION**

400 NORTH LAFAYETTE AVENUE • VENTNOR, N.J. 08406  
 TEL (609) 487-7900 EXT. 5120 • FAX (609) 822-0150

VENDOR NO.

DATE:

VENDOR:

SHIP TO:

<b>PURCHASE ORDER NUMBER</b>
THIS NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES AND CORRESPONDENCE.

REQUISITION NUMBER		NAME		
QUANTITY ORDERED	CATALOG / UNIT	ITEM DESCRIPTION / ACCOUNT NUMBER	UNIT PRICE	TOTAL AMOUNT

**INSTRUCTIONS TO VENDORS**

1. Please ship prepaid. Do not make collect shipments.
2. Purchase order number must appear on all packages, delivery slips and invoices.
3. Please make deliveries between 8:30 am & 4:00 pm.
4. Payment will not be made until all items have been received.
5. Please sign and return the enclosed voucher for prompt payment.

**VENDORS ARE REQUIRED TO SUPPLY MATERIAL SAFETY DATA SHEETS FOR ALL PRODUCTS CONTAINING HAZARDOUS OR TOXIC SUBSTANCES.**

ORDERED BY _____	DATE _____
APPROVED BY _____	DATE _____
APPROVED BY _____	DATE _____
<b>ORDER INVALID UNLESS SIGNED BY THE SECRETARY</b>	
SECRETARY, BOARD OF EDUCATION _____	DATE _____

**VENDOR'S COPY**

Appendix F

**VENTNOR CITY BOARD OF EDUCATION  
PERSONAL EXPENSE REPORT**

NAME \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_

Date	Traveled To (And From if other than School)	Total Miles	x \$0.47	Total
			TOTAL	

Amount of tolls, if any \_\_\_\_\_

Other, if any \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

FORM MUST ACCOMPANY PURCHASE ORDER REQUEST. MILEAGE MUST BE SUPPORTED BY DRIVING MAP SHOWING SHORTEST DISTANCE FROM HOME OR VENTNOR EDUCATIONAL COMMUNITY COMPLEX, ORIGINAL RECEIPTS (AND/OR EZ-PASS STATEMENT) MUST BE ATTACHED FOR TOLLS AND PARKING. APPROVED LEAVE FORM MUST BE INCLUDED FOR WORKSHOPS/CONFERENCES. TRAVEL REIMBURSEMENT MUST BE SUBMITTED WITHIN 30 DAYS OF TRAVEL.

**Appendix G**

# **FEDERAL CONTRACTS**

## **1. Debarment and Suspension for Federal Contracts**

***Debarment and Suspension*** (*E.O. 12549 and E.O. 12689*) – A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p 235). Debarment and Suspension. **SAM Exclusions** contains the names of parties debarred, suspended or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. (Ref. 2 CFR 200.212)

## **2. Federal Programs/Targeted Students**

Purchase orders using Federal Funds shall include on the document:

2. Name of Federal Program
2. Targeted Group of Students

## **3. Compliance -- Uniform Administrative Regulations—2 CFR Part 200**

All purchases using Federal Funds shall be in compliance with the Uniform Administrative Regulations—2 CFR Part 200

## Federal Contracts—Chart of Thresholds

<u>Description of Goods/Services</u>	<u>Amount</u>	<u>Procurement Method</u>
Goods and Services	Less than \$3,000	Sound Business Practice
Goods and Services	\$3,000-\$43,999	Quotation or Bid
Goods and Services	\$44,000 or more	Bid
Professional Services	Less than \$3,000	Simple Proposal
Professional Services	\$3,000-\$43,999	Request for Proposals (RFP)*
Professional Services	\$44,000 or more	Competitive Contracting
Educational Consultant Services	Less than \$3,000	Simple Proposal
Educational Consultant Services	\$3,000 - \$43,999	Request for Proposals (RFP)*
Educational Consultant Services	\$44,000 or more	Competitive Contracting
Instructional Improvement Services	Less than \$3,000	Simple Proposal
Instructional Improvement Services	\$3,000 - \$43,999	Request for Proposals (RFP)*
Instructional Improvement Services	\$44,000 or more	Competitive Contracting
Professional Development Services	Less than \$3,000	Simple Proposal
Professional Development Services	\$3,000 - \$43,999	Request for Proposals (RFP)*
Professional Development Services	\$44,000 or more	Competitive Contracting
Sole Source (Proprietary) <sup>(a)</sup>	Less than \$3,000	Simple Proposal
Sole Source (Proprietary) <sup>(a)</sup>	\$3,000 - \$43,999	Proprietary Quotation
Sole Source (Proprietary) <sup>(a)</sup>	\$44,000 or more	Proprietary Bid
Services Provided by Government Units/Schools	Less than \$3,000	Simple Proposal
Services Provided by Government Units/Schools	\$3,000 - \$43,999	Request for Proposals (RFP)*
Services Provided by Government Units/Schools	\$44,000 or more	Competitive Contracting

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