

# Procurement and P-Card Training

*2020 - 2021*

# Purchasing – Board Policy CH (legal, local)

**Responsibility for Debts** - The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the District's purchasing procedures. The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. *Persons making unauthorized purchases shall assume full responsibility for all such debts.*

**Personal Purchases** - District employees shall not be permitted to make purchases for personal use through the District's business office.



# Purchasing Thresholds & *TEC § 44.031*



Under \$5,000: At least 1 quote required



\$5,000 - \$49,000: 3 Quotes required

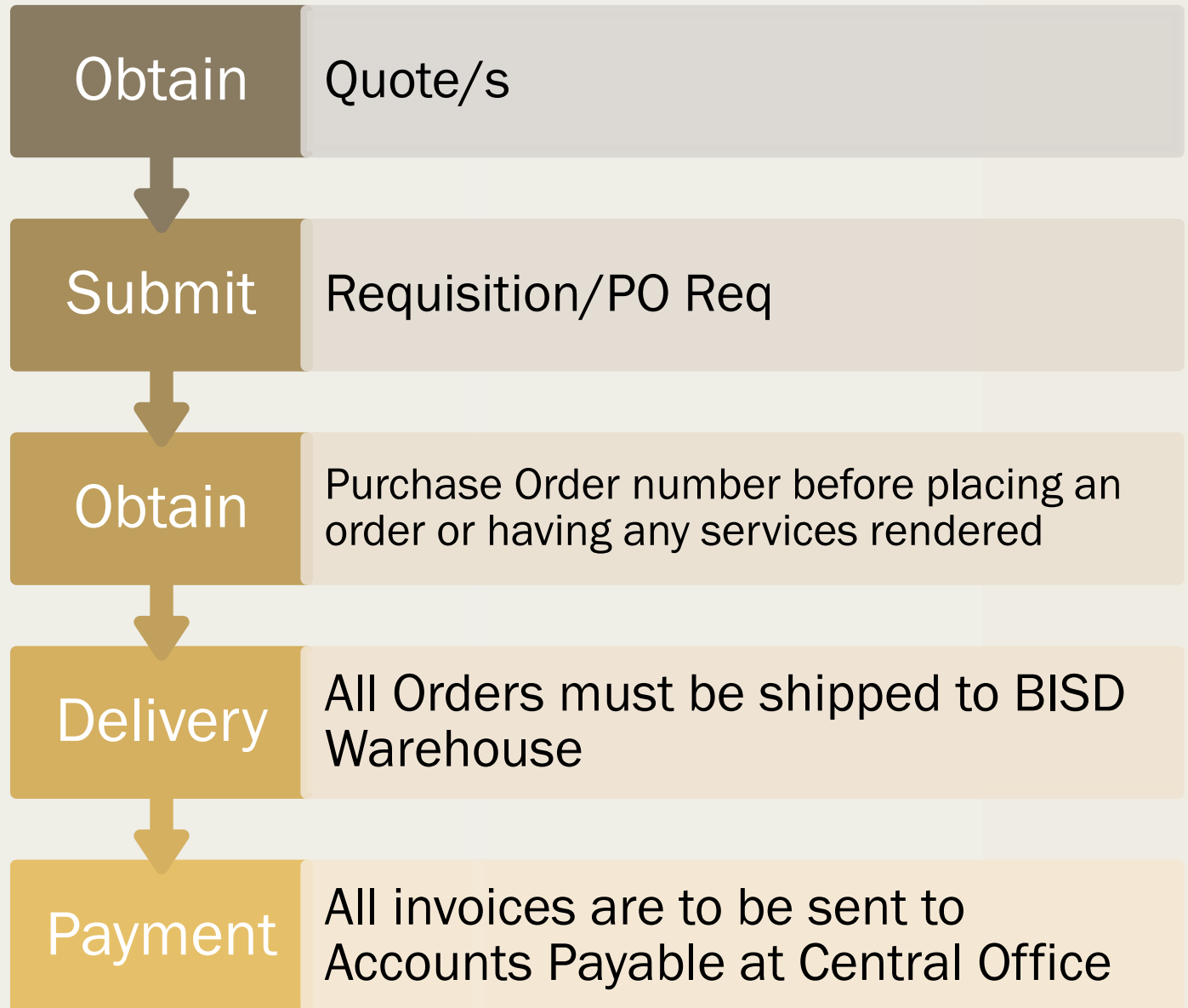


\$50,000: Competitive Bid Process or Co-op Contract



-TEC 44.031: all school district contracts for the purchase of goods and services valued at \$50,000 or more in the aggregate for each 12-month period be procured competitively.

# Purchasing Steps



# Purchasing Website

- <https://www.boerneisd.net/Page/3077>








- Purchasing
  - For Employees
  - Vendor Conflict Pages
- + Payroll
  - Booster Club and PTO Guidelines
  - Financial Accountability
  - Financial Transparency
  - Debt Transparency
  - Informational Postings Home

## EMPLOYEE PURCHASES AND TRAVEL




The following resources are for internal use only by Boerne ISD staff. Employees may use Co-Op approved vendors and District approved vendors as shown.

**Note:** In case of a lost or stolen district MasterCard, immediately call Citibank per the instructions given on your campus when you checked out the card. Do not wait until business hours to place the call. If you cannot locate the instructions, call **210-602-4952**. During regular business hours, contact the Business Office at **830-357-2026** or **830-357-2027** once Citibank has been notified.

## VENDOR PURCHASING INFORMATION

-  [July Purchasing Coop Vendor List](#)
-  [Region 2013 Purchasing Coop Vendors](#)
-  [District Approved Vendors](#)
-  [Purchasing Flowchart](#)
-  [Fillable PO Req. Form](#)
-  [Informal Bid Tabulation](#)
-  [Vendor Complaint Form](#)

## TRAVEL AND PROCUREMENT RESOURCES

-  [Meal Allowance Worksheet](#)
-  [Procurement Card Procedures](#)
-  [Travel Reimbursement Form](#)
-  [Local Mileage Report](#)
-  [Travel Reimbursement Rates](#)
-  [Travel Policy and Procedures](#)

## ADDITIONAL FORMS

-  [Non-Monetary Donation Report Form](#)

# Purchasing Website Cont.

Coop	Vendor Name	Reseller Name	Contract Title	Contract #	Expiration Date
HCDE/CP	1 Stone Solutions, LLC		Janitorial Cleaning Services	20/026MR-01	2/25/2021
ESC19	1-800 Radiator and A/C of El Paso		Automotive Repair, Service, Parts and Related- ESC Region 15	15-7166	12/31/2020
TXMAS	1st Choice Restaurant Equipment & Supply		Cafeteria And Kitchen Equipment, Commercial	165-A1	8/31/2020
TXMAS	1st Choice Restaurant Equipment & Supply		Commercial Refrigerators, Freezers, Merchandisers, Ice Maki	740-A1	8/31/2020
BUYBOARD	1st Choice Restaurant Equipment & Supply LLC		Food Service Equipment, Supplies, and Appliances	598-19	11/30/2022
HCDE/CP	1st Choice Restaurant Equipment & Supply, LLC		Food Equipment and Small Wares	19/039TJ-01	7/31/2020
ESC19	1st Choice Restaurant Equipment & Supply, LLC		Food Service Equipment, Installation and Related- ESC Region 18	18-7287	4/30/2021
TIPS	1st Choice Restaurant Equipment and Supply LLC		Food Service Equipment, Chemicals, Supplies and Services	200401	6/30/2023
TIPS	1st Class Solutions		Furniture, Furnishings and Services	200301	05/31/2023
HGAC	1st Due Emergency Response Solutions, LLC		Emergency Medical & Rescue Equipment	EE08-19	07/31/2021
TIPS	1st Photo Texas		Photography	200304	05/31/2023
HCDE/CP	1st Response Security		Security Officer Services and Private Investigation Work (Off-C	18/068MR-01	11/13/2020
NCPA	22nd Century		Staffing Services and Related Solutions	11-42	7/31/2023
HCDE/CP	22nd Century Technologies Inc.		Temporary Personnel Services	17/045KC-01	9/19/2020
DIR	22nd Century Technologies, Inc.		Information Technology Staff Augmentation Contract (ITSAC)	DIR-TSO-3485	8/1/2020 0:00
DIR	22nd Century Technologies, Inc.		Deliverables-Based Information Technology Services (DBITS)	DIR-TSO-4207	9/10/2022 0:00
OMNIA	22nd Century Technologies, Inc.		Non IT Temporary Labor Services	2019.001919	12/31/2024
HGAC	22nd Century Technologies, Inc.		Temporary Staffing, Direct-Hire and Other Employer Services	TS06-17	5/31/2021
TIPS	247Security Inc		School Bus Surveillance	180801	10/31/2021
TIPS	2NDGEAR LLC		Technology Solutions Products and Services	200105	05/31/2023
ESC19	2ove1, LLC		Consulting, Contracting, Staff Development and Related (Sup	18-7281	1/31/2021
TIPS	2TAC Corporation		Refurbished Computers and Equipment	171106	01/26/2021
TIPS	2TAC Corporation		Technology Solutions Products and Services (2)	180306	05/31/2021
ESC19	2Ten Coffee Roasters		Coffee, Tea, and Related Goods and Services- ESC Region 19-	17-7223	10/31/2020
TIPS	3 C TECHNOLOGY LLC		Technology Solutions Products and Services	200105	05/31/2023
HCDE/CP	3-C Technology, LLC		Technology Supplies and Related Items	20/010KD-01	3/31/2021
TIPS	308 Construction LLC		Trades, Labor and Materials (JOC)	200201	04/30/2022
BUYBOARD	32 Degree Audio		Technology Equipment, Products, Services and Software	579-19	12/31/2021
TIPS	323 Link LLC		Audio Visual Equipment, Supplies and Services	171001	12/18/2020
TIPS	323 Link LLC		Technology Solutions Products and Services	200105	05/31/2023
ESC19	360 Degree Customer, Inc.		Consulting, Contracting, Staff Development and Related (Sup	15-7176	3/31/2021

# Purchasing Website Cont.



## INFORMAL BIDS (QUOTES) TABULATION FORM

### INSTRUCTIONS FOR COMPLETION:

- 1) Purchases between \$5,000 and \$49,999.99 require at least three (3) vendor quotes.
- 2) Vendor quotes must be in writing (i.e. Vendor Quotation form; Vendor email; Internet Quote, etc.).
- 3) All awards should be made to the vendor whose proposal offers the "best value" to Boerne ISD.
- 4) Awards based on "best value" may consider various factors, including but not limited to:
  - (a) Price / Total Cost of Ownership, (b) Product/Service Quality, (c) Availability, (d) Vendor/Product Reputation, (e) Vendor's Ability to Meet District Needs, (f) Client References, (g) Past Experience with Boerne ISD, and/or (h) any other relevant factor that ensures best value to the District.
- 5) Upon consideration of all factors, if all bids meet the District's needs, the award should be made to the lowest bidder.

Convertible Bench Tables

Informal Bids Tabulation Summary		Vendor Name:		VENDOR #7		VENDOR #8		VENDOR #9		VENDOR #10		VENDOR #11			
		Quoted By (Contact Enter X for selected vendor)		Staples	South TX School	South TX School	Hertz Furniture	Lonestar	K-Log, Inc						
				Matt Hansen	Laura Jirkovsky	Laura Jirkovsky	Marilyn Davis	Colin Helton	Michelle Power						
PRODUCT/SERVICE DESCRIP.	ITEM	QTY	UNIT OF MEASURE	UNIT PRICE	EXTEND ED	UNIT PRICE	EXTEND ED	UNIT PRICE	EXTEND ED	UNIT PRICE	EXTEND ED	UNIT PRICE	EXTEND ED		
Tables	1	24	ea	\$499.88	\$11,997.12	\$735.00	\$17,640.00	\$1,455.00	\$34,920.00	\$989.00	\$23,736.00	\$1,495.00	\$35,880.00	\$200.45	\$4,810.80
Installation	2	1	ea	\$498.75	\$498.75		\$0.00	\$3,550.00	\$3,550.00	\$885.00	\$885.00	\$1,062.50	\$1,062.50	\$828.02	\$828.02
FOB Frieght	3	1	ea	\$1,000.00	\$1,000.00	\$4,350.00	\$4,350.00		\$0.00	\$5,500.00	\$5,500.00	\$3,875.00	\$3,875.00		\$0.00
Liftgate	4	1	ea		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
	5		ea		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
	6		ea		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
	7		ea		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
	8		ea		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
	9		ea		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
	10		ea		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
	11		ea		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
	12		ea		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
* DISCLOSURE NOTICE: By signing below, I hereby certify that all quotes recorded include all the firms that have been contacted for bids and their	SUBTOTAL			\$13,495.87		\$21,990.00		\$38,470.00		\$30,121.00		\$40,817.50		\$5,638.82	
	SHIPPING COST														
	TOTALS			\$13,495.87		\$21,990.00		\$38,470.00		\$30,121.00		\$40,817.50		\$5,638.82	
	PAYMENT TERMS														
F.O.B. SHIPPING TERMS															
DELIVERY DATE															

All awards should be made based on "Best Value" to the District. Please write a short summary below of why the vendor chosen is the best value if it is not the lowest bid. This Price Quote for Cafeteria Bench Tables has been chosen as the other tables are "Convertible" Bench Tables. It will take 2 tables linked together to make 1 table which would increase the

\* Name of Person Completing: Cheryl Ragburg      \* Signatu: Cheryl Ragburg 10-24-19

NOTE: THE COMPLETED & SIGNED TABULATION FORM AND COPIES OF ALL QUOTES MUST BE ATTACHED TO THE PURCHASE REQUIREMENT.



# Purchasing Card Use Policy

PO

Check in/out card

School related expenses

Walk-in purchases only

No card “sharing”



# Card Use Policy – cont'd



Tax exempt



Detailed itemized receipts



Returns or credits



Security of card



Lost, stolen or misplaced cards

# Card Use Policy – cont'd

- All hotel reservations are to be made with personal card
  
- Transaction may be declined due to
  - *Merchant Category Code (MCC code)*
  - *Swipe limit (\$750 for merchandise & \$2,000 for travel cards)*
  - *Monthly limit exceeded*
  
- P-Card to be used with District approved vendors

**Use of P-Card is not intended to avoid or bypass purchasing laws**

# Acceptable Purchases

- Hotel Cost
- Food Supplies or Meals
  - *For instructional purposes, refreshments for meetings, or student/staff travel*
- Office & Instructional Supplies
- Field Trip Merchants

# Unacceptable Purchases

- Any Personal purchase
- Cash Advance/Disbursements/Gift Cards
- Gratuity
- Alcoholic/Gambling/Lottery Tickets
- Computer Hardware & Software
- Capital Assets
- Services of any type

**IMPORTANT:** Card abuse and/or failure to abide by Purchasing Card Policies may be grounds for disciplinary action up to and including possible termination.



# Activity Funds

*2020 - 2021*

# Student & District Activity Funds



Principals provide written approval prior to the collection of funds.



Sponsors are responsible for funds until funds are placed in safe and/or handed off to bookkeeper.



The bookkeeper is responsible for funds until funds are deposited in bank.

# Activity Funds: Key Items

- Only trained & approved employees may use credit cards.
- No personal reimbursements without a PO in your name.
- No sales tax will be reimbursed.
- Purchasing of gift cards with district funds, including campus activity funds, is prohibited.
- No fundraisers are allowed without the principal's signed approval on the AF-4 form. Online fundraisers such as crowd funding are not allowed.
- No collection of money from students or employees (if not a fundraiser) is allowed without the principal's signed approval on the AF-6 form.
- Only the principal can sign contracts and/or agreements.

*Sponsors are responsible for following the procedures within the District's Sponsor handbook.*

# Activity Accounts



## Campus Activity Accounts

Old term “principal accounts.”

Under the legal authority and oversight of the Board of Trustees.

Applicable to all the rules and regulations that govern public funds.



## Students Accounts

Students approve use of funds.

Documentation must include student vote approving use of funds.

Attach documentation in Skyward.



# Student Groups



A student group is one recognized by the school and is organized by electing officers, holding meetings, and conducting business with minutes taken.



The charter, bylaws, and minutes must be on file with the secretary/bookkeeper.



The sponsors of the student groups are required to maintain adequate records to support the financial activities of the group.



# Teacher Sponsors

## Responsible for monitoring the financial position of the activity fund.

- Turn in funds daily. **Money is not to be kept by this position overnight.**
- Complete money collection sheet noting all checks and cash that have been collected.
- Place funds in tamper-proof bag.
  1. *Write # printed on bag in the box on the money collection form*
  2. *Fill out tab at top of bag*
  3. *Remove tab to seal and keep tab. Keep tab as receipt.*
  4. *Staple all documentation including money collection sheet to bag*
  5. *Bag goes to safe and/or bookkeeper.*

# Secretaries/ Bookkeepers



Complete deposit slip with information provided on bag. Do not open bag.



Bank deposits should be made daily if money bags are present. Minimum is within one business day.



If funds are kept overnight, they must be locked in safe or vault.



Deposit slip copy is kept as receipt.



Cash receipt is entered into Skyward as soon as possible – at least weekly.

# Collections

- The AF-3 form must be completed in ink for all collections.
- All money collected must be deposited in the original currency received (no personal checks for cash collected).
- At no time can collected cash be used in any way except to make change. Purchasing must be approved through the District's procurement process.

# Student Fees and Activity

- Collection of student fees must be pre-approved via the AF-6 form.
- Student fees cannot be deposited into a booster club.
- If a fee is waived, the student cannot be required to “work-off” the waived fee.
- The District will arrange or contract for all student transportation.

# Sales Tax

- The District and campus/student is exempt from sales tax. Purchases must be made in the name of the school district, campus or group.
- No sales tax exemption is allowed for purchases made by individual members or teachers/coaches even if such individuals are connected with a campus or group (ex. Cheerleaders purchasing their own uniforms, athletic teams purchasing their own jackets, science students purchasing a science board, etc.)
- Sales taxes are due when taxable items/services are sold.
- Each student activity fund is entitled to two tax free days per year.
- Each school is allowed 2 tax free days per year as determined by the campus principal.

# Activity Procurement

- All purchasing with campus or student activity funds must abide by state and local rules regarding procurement and competitive bidding.
- No expenditure of funds shall be approved unless **sufficient** funds are available in the appropriate account line.
- Gift cards cannot be purchased with District funds, including the campus activity funds.
- A requisition must be submitted to receive a purchase order or the use of a credit card.
- All supporting documentation must be attached to the requisition prior to principal approval.
- Credit cards, with a valid PO #, will be signed out and signed back in following purchase. Credit cards must be promptly returned (within one business day) following use.



# Contracted Services



Contractor or employment status can be verified through human resources.



Requests to use a new vendor should be submitted to the Business Office at least two weeks prior use or event.



The Business Office must approve all contracts prior to signature by the principal.



All contract services must be approved in writing by the principal prior to use or event.



A sponsor cannot sign a contract.

# Personal Reimbursements

- Teachers/sponsors must have a purchase order in their name to receive reimbursement. The teacher will be listed as the “vendor” on the approved purchase order.
- Personal reimbursements should be a **rare occurrence**.
- Parents who are not employees may, on rare occasions, receive prior approval to receive a reimbursement. In such cases, the parent will be noted as the vendor on the purchase order. Rules for non-reimbursement of sales taxes still apply.

# Fundraisers

- All fundraisers must have prior written approval from the campus principal on the AF-4 form.
- Student participation in approved fundraising activities shall not interfere with the regular instructional program.
- Specific rules apply for fundraising for national competitions (see manual).
- Students cannot be required to participate in a fundraiser. Regardless of the amount of funds an individual student raises, that student must receive equal benefits.

# Fundraisers

How to request a budget for a new fundraiser.

If expenses are incurred prior to the deposit and recording of fundraisers revenues, take the following steps.

- *Examine carefully the projected sales and revenues that are indicated on the AF-4. Consider prior year events if applicable.*
- *Verify if new account codes are needed and contact the Assistant Director of Business Services if applicable.*
- *Submit budget amendment in Skyward. Select revision and perform as “in” and “in”. **Attach AF-4 scan as support.***

# Fundraisers

## After the Fundraiser

- *If a budget amendment has been requested, ensure expenses are coded to the appropriate line as per budget amendment.*
- *In addition to completing the AF-5, review the revenue and expense accounts for that year for the specific activity. Ensure that the available balance in the revenue line is zero.*
- *Any shortfall in activity budgets **must** balance at the end of year. Activity funds must be self-sufficient (no support from general fund, etc.)*
- *Contact Business Office with any concerns or questions.*

# Booster Clubs

Booster clubs exist to assist and support the sponsor with extra co-curricular activities.

Boosters clubs do not have the authority to decide the activities or trips in which student groups participate.

Student fees cannot be collected and deposited by a Booster club. Payments for UIL activities must be made by the District.

# NSF Checks & Other Items

## Not Sufficient Funds (NSF)

- Business Office receives information from the bank of a returned check for NSF. Information forwarded to campus bookkeeper.
- Campus bookkeeper works with sponsor (if needed) to immediately notify check maker of returned check and request cash payment in the amount of the check.
- Use certified mail as a last resort for contacting the check maker. If certified mail is used, the accompanying letter should include (1) the returned check #, (2) the returned check date, and (3) the amount of the returned check. Additionally, state in the letter that the bank returned the check and unless payment is made by cash and received within (10) business days from the date of the letter, the check will be turned over to local law enforcement for collection and prosecution.
- For parties that have had prior check(s) returned, the campus reserves the right to not accept future checks.
- Once payment is received, the cash receipt should be posted against a receivable, not a revenue account.

*We are done!*

*Questions?*

