

Rutherford Board of Education

2024-2025 PURCHASING MANUAL

**Prepared by:
Matthew Whitford
Business Administrator**

TABLE OF CONTENTS

INTRODUCTION AND PURPOSE	7
Planning for Purchases	7
Who Should Review this Manual?.....	7
Purchasing Procedures - Board	7
PURCHASING AND THE LAW	8
Compliance with Law; Code; Board Policy	8
Limit Fraud	8
Legal Authority for Public School Purchasing.....	8
Authority to Purchase.....	8
Authorized Purchases.....	8
Purchase Order Definition.....	8
Unauthorized Purchases	8
Corrective Action for Non-Compliance	9
Memo to Administrator	9
Memo to Superintendent	9
Letter to Vendor	9
District Sanctions for Violations	9
Purchasing Prohibitions.....	10
Employees Prohibited from Signing Contracts	10
Reimbursements: Employee- Prohibited.....	10
Student Activity Accounts - Prohibited.....	10
Private Purchases - Prohibited.....	10
ETHICS AND CONDUCT IN PURCHASING; VENDOR RELATIONS	11
Federal Code of Standards of Conduct.....	11
Financial Interest in any Contract with the Board of Education - Prohibited.....	11
Solicitation/Receipt of Gifts from Vendor - Prohibited.....	11
School District Responsibility - Favoritism; Family Members; Businesses	11
Vendor Responsibility - Doing Business with the Board of Education	11
Vendor Certification.....	12
Disciplinary Actions for Employee Violation of the Policy - Sanctions.....	12
Conflict of Interest Certification	12
Possible Conflict of Interest - Contact the School Business Administrator	12
Criminal Code Citations	12
PURCHASING GUIDANCE AND RULES	13
Mandatory Training.....	13
Administration Purchasing Recommendation Rationale.....	13

Purchase Order Requirements	13
Cancellation of Purchase Orders	14
Credit Card Use Prohibited	14
Preview of Materials	15
VENDOR INFORMATION	16
Vendor	16
New Vendors	16
Vendor Performance- Unsatisfactory	17
Debarment, Suspension or Disqualification– (N.J.A.C. 17:19-1.1 et seq.)	17
Renewal of Contracts—Services	17
BIDS AND REQUESTS FOR PROPOSALS	18
Bids	18
Award of Contract - Lowest Responsible Bidder	18
Bids and Purchasing	18
Bid Limit - \$44,000	18
Bidding: Time Frame	19
Exceptions to the Bid Limit	19
Annual Bids- N.J.S.A. 18A:18A-9	19
Quotations and Purchasing	20
Quotation Limits - \$6,600 through \$43,999	20
Quotation Process	20
Receipt of Two (2) Quotations	20
Request for Proposal—RFP	21
Award of Contract—Evaluative Criteria	21
Competitive Contracting (Certain Contracts over \$44,000)	21
State Contract—NJ Start - Purchasing	22
Other State Contract NJ START Purchasing	22
Formal Bid / RFP Process	23
CONTRACTS	24
Authorization	24
Contract Submission	24
Attorney Contract Review	24
Deposits & Prepayments	24
Contracts; Purchase Order Required	24
COOPERATIVE PURCHASING	25
Cooperative Purchasing	25
Cooperative Purchasing System Identifiers - Include on Purchase Orders	25
Purchasing Cooperative List	25
EMERGENCY CONTRACTS (18A:18A-7)	27
Emergency Contracts	27
Background	27
Definition of Emergency	27

Process in Declaring an Emergency.....	27
EXTRAORDINARY UNSPECIFIABLE SERVICES (EUS).....	28
FEDERAL FUND PURCHASING	29
Procuring Goods and Service When Using Federal Funds.....	29
Examples of Federal Funding Sources—Every Student Succeeds Act (ESSA)	29
Other Examples of Federal Funding Sources	29
Federal Procurement Guidelines—Federal Regulations 2 CFR Part 200.318 et seq	29
Methods of Procurement.....	29
Micro-purchases—Purchases less than \$6,600.00	29
Small Purchase Procedures—\$6,600 through \$43,999	29
Sealed Bids—\$44,000 or more	30
Competitive Proposals—\$44,000 or more	30
Non-competitive Proposals (Sole Source)	30
New Jersey Department of Education Guidance on Federal Spending	30
Food Services Directors	30
Debarment and Suspension for Federal Contracts	30
Federal Programs/Targeted Students—Include on Requisitions/Purchase Orders.....	30
Stevens Amendment—Statement on Bid Advertisement.....	30
STUDENT ACTIVITY PURCHASES	32
Signing of Contracts with Vendors	32
Purchases—Bids May Be Required—Discretion of School Business Administrator	32
Purchases - Quotations Required.....	32
Purchases - Board Resolution Required Exceeding the Bid Threshold	32
OTHER PURCHASES	33
Concessions.....	33
Governing Body Responsibilities.....	33
Field Trips	35
Meals; Refreshments and Catering	35
Permitted Activities for Meals; Refreshments; Catering.....	35
Prohibited Activities for Meals; Refreshments; Catering.....	36
Purchase of Food Supplies Guidance	37
Food Purchases	37
Purchase of Food Supplies-Supermarkets	37
Food Supplies.....	37
Textbooks and E-Books; Approval and Purchase.....	37
Approval of Textbooks.....	37
Textbook Approval – Board of Education Resolution.....	37
Purchase of Textbooks and Curriculum Department Review	37
Budget Accounts.....	38
Textbooks: Purchasing Procedures	38
Purchase Orders Processed Once a Month	38
Purchases Must be Planned	38

Online Pricing or Price Quotations.....	38
Purchase Order Review - Online Pricing or Price Quotations.....	38
Use of Catalog Pricing - Prohibited.....	39
Petty Cash Funds	39
Petty Cash.....	39
CONFERENCE AND WORKSHOP TRAVEL REIMBURSEMENT	40
Expenses and Reimbursements.....	40
FIXED ASSETS.....	41
Purchase Order Deadline - Annual Notification	41
CONTRACTED SERVICE PROVIDERS—PROTECTING OUR CHILDREN	42
Regular Contact with Students.....	42
Anti-Bullying Reporting - Requirement	42
Criminal History Background Checks—N.J.S.A. 18A:6-7.1 - Requirement.....	42
Pre-Employment Requirements	42
THE REQUISITION AND PURCHASE ORDER PROCESS.....	43
Preparing a Requisition	43
Responsibilities of Administrator/Supervisor or Principal.....	45
Reviewing a Requisition.....	45
Requisition Completion	45
Requisition Approval	46
Responsibilities of the Assistant Superintendents of Schools	46
Responsibilities of Business Office	46
Available Funds.....	46
Items Ordered and Cost.....	46
Document Check – State Law	46
Review of Purchase Order	46
Transfer of Funds	47
Budget Transfer Request Guidelines.....	47
Budget Transfer Request Form	47
Transfer of Funds.....	47
Responsibility of the Vendor	47
Increasing a Purchase Order Amount	48
ACCOUNTS PAYABLE SECTION	49
Processing the Requisition/Purchase Order - Design of Purchase Order.....	49
Receipt of Goods and Services	49
Receipt of Items Ordered	49
Receipt of Goods and Services.....	49
Responsibilities of Administrators; Supervisors.....	49
Problems Encountered with Receipt of Goods.....	50
VENDOR PAYMENT PROCESS	52
Purchase Order Contract Amount.....	52
Responsibility of the District Administrator	52

Responsibility of the Vendor	52
Submission Deadlines for Vendor Payment	52
End of Year Billing/Cancellation of Purchase Orders.....	52
REFERENCE DOCUMENTS	53
Employee Documents	53
Conference Attendance Absence Request Form	53
Conference Attendance Submission Form.....	53
New Textbook Recommendation Form	53
Return of Purchase Orders	53
Sample CSI Purchase Order/Requisition Entry Screen.....	53
Sample Purchase Order	53
Vendors Documents	53
Iran Disclosure Form	53
Vendor Notification of Unauthorized Purchases	53

INTRODUCTION AND PURPOSE

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 Contracts Law N.J.S.A. 18A:18A-1 et seq.;
- New Jersey Administrative Code N.J.A.C. 5:34-1 et seq.;
- Board of Education Purchasing Policies;
- Federal Procurement Code - 2 CFR 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.

Planning for Purchases

We ask you, the user of the purchasing system, to help achieve these goals through proper planning. Please allow yourself enough leeway between generating a purchase order and the actual date materials or services are needed. Please think of purchasing in terms of a whole year. What items and services do you need on an annual basis? Through proper planning, we can eliminate much of the frustration that is encountered with all public school purchasing procedures.

Who Should Review this Manual?

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

If you have any questions concerning the following guidelines, please do not hesitate to call the Business Office, Extension 1216.

Purchasing Procedures - Board Policies

PURCHASING AND THE LAW

Compliance with Law; Code; Board Policy

Public school purchasing is a deliberative process, designed to ensure compliance with the Public School Contracts Law, appropriate New Jersey Administrative Code, board of education policy and when applicable, Federal Procurement Code.

Limit Fraud

The deliberative process also encompasses checks and balances and internal controls designed to limit fraudulent activities.

Legal Authority for Public School Purchasing

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 legal authority to the Purchasing Agent (School Business Administrator) to make purchases for the Board of Education.

The Purchasing Agent is the only individual in the school district that has the authority to make purchases for the Board of Education. The terms “Purchasing Agent” and “School Business Administrator will be used interchangeably throughout the manual.

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.

Purchase Order Definition

A purchase order, pursuant to N.J.S.A. 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. Purchase orders are to not be issued for purchases less than **\$10.00**.

Unauthorized Purchases

Any school district 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, which may include for the employee to pay for the unauthorized purchase.

Corrective Action for Non-Compliance

Memo to Administrator

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.

Memo to Superintendent

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.

Letter to Vendor

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.

District Sanctions for 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.

4. Employee Sanctions

The Superintendent of Schools may recommend to the Board of Education the filing of sanctions against any employee who does not comply with federal and state purchasing laws and code, board policy and district purchasing procedures. The sanctions may include, but are not limited to, paying for any unauthorized purchase, withholding of increment, suspension or tenure charges.

Purchasing Prohibitions

Employees Prohibited from Signing Contracts

Board of Education employees are ***prohibited from signing any contract or agreement*** offered by a vendor.

The power to sign and execute contracts after Board of Education approval lies with the Board President and the Board Secretary. This *includes free trial contracts* signed by clicking online.

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

Reimbursements: Employee- Prohibited

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.

Student Activity Accounts - Prohibited

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.

Private Purchases - Prohibited

Goods and services procured by the Rutherford 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 Rutherford 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.

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 with their position with the district and those dealings with vendors who provide goods and services to the district. All district employees should adhere to the following terms and conditions of the Board's policy on Ethics and Conduct in Purchasing; Vendor Relations.

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. The code of conduct also applies to all purchases, notwithstanding the source of funding.

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.

Solicitation/Receipt of Gifts from Vendor - 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.

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.

Vendor Responsibility - Doing Business with the Board of Education

Any vendor doing business or proposing to do business with the Rutherford 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 Rutherford 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 influence, any official or employee of the Rutherford Board of Education, in any manner which might tend to impair the objectivity or independence of judgment of said official or employee.

Vendor Certification

Vendors will be asked to certify that no official or employee of the Rutherford 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 Rutherford Board of Education.

Disciplinary Actions for Employee Violation of the Policy - Sanctions

In accordance with N.J.S.A. 18A:6-8, any school district employee who violates the terms of this policy may be subject to withholding of annual increments, suspension, demotion, school ethics complaint, termination and/or revocation of license to teach or to administer.

Conflict of Interest Certification

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 - Contact the School Business Administrator

Any school employee, who thinks 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)

PURCHASING GUIDANCE AND RULES

Mandatory Training

All school personnel involved in the requisition and purchasing process may be required to attend an annual mandatory training session concerning proper purchasing procedures. The training will be presented in two (2) sessions:

Session I—Purchasing Procedures

All administrators, supervisors and principals, pursuant to N.J.A.C. 5:34-1.1 (b), may attend this training session on purchasing procedures.

Session II—Requisition and Purchase Order Process

All school personnel involved in the preparation of requisitions and purchase orders may attend this training session.

Administration Purchasing Recommendation Rationale

Administrators who recommend purchases should be able to explain and defend the need of the purchase and why the purchase is essential to the school district. Administrators who sign off on requisitions/purchase orders may have to provide an educational or operational rationale for the purchase based on the following:

- How will students learn or benefit from the purchase?
- What educational achievement or program may be linked to the purchase?
- How is the purchase of operational value to your school/office?
- Are the goods/services purchased useful for the long term rather than immediate need?
- Have inventories been checked to determine whether there is a real need for the purchase?

Administrators may have to justify the need for the purchase and if so required, explain the need at a Board of Education meeting. All Requisitions should contain a Rationale in the body of the PO.

Purchase Order Requirements

PURCHASE ORDER REQUIREMENTS

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

Affirmative Action Evidence Exemptions	Business Registration Certificate Exemptions	Chapter 271 (PCD) Exemptions
<p>Contracting Units Subject to Title 40A:11</p> <p>State of New Jersey Contract Purchases</p> <p>Boards of Education including Educational Services Commissions</p> <p>Other contracting units: e.g. County and State Colleges and local authorities, boards, etc.</p>	<p>Contracting Units Subject to Title 40A:11</p> <p>State of New Jersey Contract Purchases</p> <p>Boards of Education including Educational Services Commissions</p> <p>Other contracting units, e.g. County and State Colleges and local authorities, boards, etc.</p> <p>Non-profit Organizations</p> <p><u>Exempt Situations</u> Emergency Purchases: No payment unless BRC is on file</p> <p>Employee settlements paid to attorneys</p> <p>Establishments that are out of state & business being conducted takes place out of state, e.g. hotels, camps, seminars, theatres, etc.</p> <p>Purchase made entirely through School Student Activity Funds.</p>	<p>Contracting Units Subject to Title 40A:11</p> <p>State of New Jersey Contract Purchases</p> <p>Boards of Education including Educational Services Commissions</p> <p>Other contracting units: e.g. County and State Colleges and local authorities, boards, etc.</p> <p>Non-profit Organizations</p> <p>New Jersey School Boards Association</p> <p>Contract Renewals</p> <p>Public Utilities, e.g. PSE&G</p> <p><u>Exempt Situations</u> Emergency purchases</p> <p>Litigation payments to parties through court order.</p>

(a) It is suggested that Affirmative Action evidence be on file from vendors and contractors. It is suggested that school districts request from all vendors the Iran Disclosure Form!

Cancellation of Purchase Orders

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

Credit Card Use Prohibited

Pursuant to the [New Jersey Department of Education Audit Program](#) page I-5.11, a school district is not permitted to use a credit card for the purchase of goods and services. All purchases are to be made through the purchase order process in compliance with the Public School Contracts Law.

Preview of Materials

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.

VENDOR INFORMATION

New Vendors

The Business Office must enter new vendor information in CSI prior to using the services or goods of that new vendor. The Business Office also has to receive certain legal documents from vendors prior to issuing a purchase order. Administrators, Supervisors, and Administrative Assistants may send requests for new vendors by filling out the [New Vendor Form](#). Depending on the amount of the purchase order in the aggregate the following documents must be in the possession of the Business Office:

Required Forms for New Vendors						
Contract/PO Thresholds	W-9	<u>Business Registration (BRC)</u> *	Chapter 271 Pay to Play	Russia Belarus Form ***	Iran Disclosure Form***	Affirmative Action (AA) Certificate
Over \$600	Yes	No	No	No	(a)	(a)
\$1001 to \$ 6,599	Yes	No	No	Yes	(a)	(a)
\$6,600 - \$17,499	Yes	Yes	No	Yes	(a)	(a)
\$17,500 - \$43,999	Yes	Yes	Yes	Yes	Yes	(a)
\$44,000 – and over	Yes	Yes	Yes	Yes	Yes	Yes

* A business organization does not include a government agency or a nonprofit entity.

*** Not required for public works or construction contracts.

(a) It is recommended that the District obtain the Iran Disclosure Form and the Affirmative Action Certificate from all vendors prior to awarding contracts.

Vendor Performance- Unsatisfactory

It is hoped that vendors used by the school district provide goods and services in accordance with the terms and conditions of the contract. If any school official does not receive goods or services in a satisfactory manner, it is important the Purchasing Agent be informed.

Debarment, Suspension or Disqualification– (N.J.A.C. 17:19-1.1 et seq.)

The Board of Education will not enter into a contract for work with any person, company or firm that is on the State Department of Labor and Workforce Development; Prevailing Wage Debarment List, or the State of New Jersey Consolidated Debarment Report (<https://www.nj.gov/treasury/revenue/debarment/index.shtml>) or the Federal System for Award—SAM.gov.

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:

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

BIDS AND REQUESTS FOR PROPOSALS

Bids

(Advertise for Purchases that exceed the bid threshold - \$44,000)

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

Examples of Bidding		
<p><u>Athletics</u> Footwear Supplies/Equipment Phys Ed Supplies/Equipment</p>	<p><u>District</u> AV Equipment Calculators Furniture</p>	<p><u>Technology</u> Computers/Printers Computer Supplies/Equipment Interactive Whiteboards</p>
<p><u>Building Services Department</u> Custodial Supplies Electrical HVAC Plumbing Public Works Projects</p>	<p><u>Food Services Department *</u> Canned Goods Grocery Goods Kitchen Equipment Pest Control Services</p>	<p><u>Title I Testing</u> Test Scoring Services</p>

Award of Contract - Lowest Responsible Bidder

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

*N.J.S.A. 18A:18A-2 (l). "Aggregate" means the sums expended or to be expended for the provision or performance of any goods or services in connection with the same immediate purpose or task, or the furnishing of similar goods or services, during the same contract year through a contract awarded by a purchasing agent.

Bids and Purchasing:

Bid Limit - \$44,000

The Rutherford 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 in the aggregate more than \$44,000 for the entire year, must be competitively contracted or advertised for bid. This restriction is for the entire district and not by location or schools.

School officials **cannot circumvent the law by splitting purchases to be under the \$44,000** bid limit. Administrators that have purchases that may exceed the \$44,000 bid limit, are to contact the Business Office to begin planning the bid process.

Bidding: Time Frame

The formal bidding process usually takes about 6-8 weeks from start to finish. Please plan appropriately.

Exceptions to the Bid Limit

New Jersey State Law allows for some exceptions to the bid requirements. There are approximately twenty (20) exceptions where a Board of Education does not have to go to bid for goods and services. Some of them are:

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

* These purchases may be subject to the quotation process pursuant to N.J.S.A. 18A:18A-37(a) if practicable. The Business Office should be contacted concerning exceptions to bidding.

Annual Bids- N.J.S.A. 18A:18A-9

The Board of Education, to be in compliance with N.J.S.A. 18A:18A-9, requests administrators/supervisors and school principals start to plan and prepare for Annual Bids. The proposed time lines are as follows:

Annual Bid Timeframe	
February-March	Administrators/Supervisors prepare technical specifications to be reviewed by the Purchasing Agent.
April	Purchasing Agent prepares final bid specifications to be drafted in a manner to encourage free, open, and competitive bidding. Bids are advertised pursuant to the Public School Contracts Law.
May/June	Annual bids are received, opened and tabulated by the Purchasing Agent.
May/June	Bid resolutions are prepared by the Purchasing Agent for Board of Education review and approval.
June	Purchase orders are generated by Administrators/Supervisors and presented to the Purchasing Agent for services to begin on July 1 st .
June/July	Purchase orders are generated for goods and materials to be delivered to the schools for August delivery.

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.

Examples	
Athletic Trainer Supplies Athletic Wear Fitness Equipment Grounds Equipment	Musical Supplies Repair Supplies Tech Supplies

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

Quotation Limits - \$6,600 through \$43,999

The quotation limit (threshold) is \$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.

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

Quotation Process

All quotations shall be in writing and will be coordinated by the Business Office. When a quotation is deemed necessary, the Administrator or Principal is asked to contact the Business Office. The Business Office will review these quotation specifications to determine whether they are set up to provide open and competitive quotations.

Please note: The formal quotation process could take about 2-4 weeks from start to finish. There will be no telephone quotations except in a case of extreme urgency.

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 all of the quotations should be scanned, uploaded and attached to the PO in CSI.

Request for Proposal—RFP

This method is preferred for the following contracts:

Examples	
<u>Professional Services</u> Accounting/Auditing Architectural/Engineering Legal Medical Special Education Related Services	<u>Contracts less than \$44,000</u> Educational Consultants Instructional Improvement 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:

- 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; repeat, 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.

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 contacts 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
 - Student Data Warehousing
 - Student Information System
 - Business Office; Human Resources Software
- Professional Development Services
- Educational Consultant Services
- Instructional Improvement Services

The award of contract is similar to the RFP award of contract. It is based upon the same evaluative criteria which are 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 may take 6-8 weeks to complete.

State Contract—NJ Start - Purchasing

Pursuant to N.J.S.A. 18A:18A-10 (a), a Board of Education may purchase goods and services through New Jersey Start (NJ START) 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 START (NJ START) or Ed-Data Contract vendors.

Office Supplies and School Supplies

The Purchasing Agent will distribute separate memos highlighting State Contract vendors who sell Office Supplies and School Supplies. Please review these memos with your staff.

If you plan to purchase Office Supplies and School Supplies from the State Contract vendor, please follow the instructions on the memo.

Computers

If you plan to purchase computers, please adhere to the following process prior to completing purchase orders for computers.

Please contact the Information Technology Department at Ext. 2229. They will be able to assist you with the technical aspects and the State Contract requirements of purchasing computers.

Copiers

Approvals Needed—Superintendent, SBA and Board of Education

If you plan to purchase a copier, please contact the Business Office Ext 1214. All purchases of copiers must be pre-approved by the School Business Administrator. All purchase of copiers through the State Contract pricing require Board of Education approval pursuant to the requirements of N.J.A.C. 5:34-9.7.

Other State Contract NJ START Purchasing

The School Business Administrator is required to have Board of Education approval for all NJ START Contract purchases that exceed the bid threshold. All NJ START Contract purchases will be verified by the Business Office prior to processing.

Purchase Order Requirements - State Contract

All purchase orders made through NJ START Contract vendors shall include the following:

1. State Contract Number;
2. State Contract System Identifier—1 NJCP

3. Notification of Award attached to the purchase order
4. Approved State Contract price list
5. Shipping and Handling included

Formal Bid / RFP Process

Process	Timeline
Initial request to bid made by Administrator/Supervisor. Certification that funds exist.	One Day
Review of specifications, fully outlining items, materials or services to be bid by the Purchasing Agent.	One Week
Return of reviewed specifications to Administrator/Supervisor for final approval. Administrator/Supervisor signs off final approval.	One Week
Bid package prepared by the Purchasing Agent.	One Week
Legal advertisement sent to the newspaper.	Three Day Advance Notice
Bid Date/Time - must be at least 10 days after the legal ad appears in the newspaper. Bids are opened and read publicly.	10-20 Days
Bid results are reviewed by: a. Administrator/Supervisor b. Purchasing Agent	One Week
Administrator/Supervisor prepares spreadsheet showing lowest bidders and recommends award of bid. Purchasing Agent reviews bids. Resolution is prepared.	One-Two Weeks
Bids are reviewed at Board Agenda, Committee of the Whole, and Regular Public Meetings.	One Week
Contracts reviewed by Board Attorney, if needed	Three Weeks
Purchase orders are prepared by the Administrator/Supervisor.	One Week

The formal bidding process takes about 6-8 weeks from start to finish.

Please note: Bids for Public Works/Construction Projects take longer as a request for wage determination must be formally made to the State of New Jersey.

CONTRACTS

Authorization

The only person authorized to sign a contract, agreement, or proposal is the Business Administrator.

Contract Submission

All contract and agreements should be submitted to the Business Office pre-signed by the vendor. A Business Registration Certificate and a recent W-9 should be included, as well.

Attorney Contract Review

At the discretion of the Business Administrator, contracts will be sent to the Board Attorney for review. Please allow up to 30 days for this review.

Deposits & Prepayments

There is no pre-payment of contracts. There can be no non-refundable deposits made on any type of contract/agreement.

Contracts; Purchase Order Required

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). **Please Note: When a contract has been signed with a vendor for a purchase, please upload and attach the contract to the Vendor Entry screen and to the purchase order in CSI Budgetary Accounting. The Business Office can do this for you as well.**

Purchase orders entered into CSI without proper signatures and/or documentation will not be approved.

COOPERATIVE PURCHASING

Cooperative Purchasing

The Rutherford Board of Education may use the services of an authorized cooperative purchasing entity to purchase goods and services. Recognized cooperative purchasing groups are, but not limited to:

- Boards of Education
- Educational Services Commissions
- Regional Services Commissions
- County Special Services Districts
- NJ Division of Purchase and Property (NJ START State Contract)
- National Cooperative Vendors

Cooperative Purchasing System Identifiers - Include on Purchase Orders

School districts are required by administrative code to identify the cooperative group and include the identification number on the purchase order. Please include the cooperative or NJ START contract name and number within the body of the purchase order.

Purchasing Cooperative List

ACES Cooperative Purchasing System

Bergen County Cooperative Purchasing Alliance

BuyBoard National Purchasing Cooperative

Education Data Services, Inc. Cooperative Procurement Management

Educational Services Commission of New Jersey (Formerly Middlesex Regional Educational Services Commission)

Hunterdon County Educational Services Commission

Keystone Purchasing Network

National Cooperative Purchasing Alliance (NCPA)

NASPO Value Point Cooperative Purchasing Program

National Purchasing Cooperatives

New Jersey Cooperative Pricing System

New Jersey Educational Computing Cooperative (NJECC)

[Purchasing Cooperative List \(cont.\)](#)

[NJEdge Market](#)

[OMNIA Partners](#)

[PEPPM Technology Bidding and Purchasing Program](#)

[Region VIII Education Service Center for the Interlocal Purchasing System \(TIPS\)](#)

[Sourcewell \(formerly National Joint Purchasing Alliance\)](#)

[South Bergen Jointure Commission](#)

EMERGENCY CONTRACTS (18A:18A-7)

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 Superintendent of Schools must be notified **first** of all emergency purchase requests. Only the School Business Administrator may award an emergency contract.

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.

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. Federal and State of New Jersey Declarations of Emergencies may also apply. The school business administrator will contact the board attorney for guidance on such declarations.

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. School 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 School Business Administrator/Purchasing Agent

If the School 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 State & County Documents 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 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 acknowledge said emergency purchase. This may be done by board resolution.

EXTRAORDINARY UNSPECIFIABLE SERVICES (EUS)

The EUS procurement method is used for the procurement of insurance and insurance consultant services. The School Business Administrator 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.

FEDERAL FUND PURCHASING

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 200.317 et seq. 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.

Examples of Federal Funding Sources—Every Student Succeeds Act (ESSA)

- Title I, Part A – Improving Basic Programs Operated by LEA’s
- Title II, Part A – Teacher and Principal Training and Recruiting
- Title III– English Language Acquisition and Language Enhancement
- Title III—Immigrant Education Program
- Title IV, Part A – Student Support and Academic Enrichment Program

Other Examples of Federal Funding Sources

- I.D.E.A. Part B Handicapped
- Perkins Vocational Education
- National School Lunch Program
- National School Breakfast Program
- ESSER I, II Act—Elementary and Secondary School Emergency Relief Act
- CARES Act—Coronavirus Aid, Relief and Economic Security Act 2020

Federal Procurement Guidelines—Federal Regulations 2 CFR Part 200.318 et seq.

School districts, when procuring goods and services using federal funds, shall comply with Federal Regulations Procurement Standards 2 CFR 200.318 et seq., and the New Jersey Public School Contracts Law.

Methods of Procurement

All procurement transactions must be conducted in a manner providing full and open competition. (2 CFR 200.319). Examples of procurement methods to be used:

Micro-purchases—Purchases less than \$6,600.00

The Purchasing Agent shall use sound business practices for purchases in the aggregate that do not exceed \$6,600.00. Reference - 2 CFR 200.320 (a) and 2 CFR 200.67

Small Purchase Procedures—\$6,600 through \$43,999

The Purchasing Agent shall use the competitive quotation process as outlined in N.J.S.A. 18A:18A-37 (a) or the Request for Proposal process, when applicable, in procuring goods and services in the aggregate of more than \$6,600.00 and less than \$43,999. Reference - 2 CFR 200.320 (b) and 2 CFR 200.88

Sealed Bids—\$44,000 or more

The Purchasing Agent shall use the competitive bid process to procure those contracts which in the aggregate exceed the \$44,000 bid threshold. The contract shall be awarded to the vendor who submits the lowest responsible bid for a firm fixed contract price—lump sum or unit cost debarment
Reference - 2 CFR 200.320 (c),

Competitive Proposals—\$44,000 or more

The Purchasing Agent shall use the Request for Proposal (RFP) or competitive contracting process when procuring certain contracts which in the aggregate exceed the \$44,000 bid threshold, which are to be awarded by an evaluative process, rather than a firm fixed contract price. Reference - 2 CFR 200.320 (d) and N.J.S.A. 18A:18A-4.1 et seq.

Non-competitive Proposals (Sole Source)

Although the Federal government recognizes contracts may be awarded to sole source vendors through non-competitive proposals, the Purchasing Agent shall use the competitive proprietary bid process or the competitive contracting process for sole or single source contracts.
Reference 2 CFR 200.320 (f) and N.J.S.A. 18A:18A-15. The amounts listed are subject to change.

New Jersey Department of Education Guidance on Federal Spending

All grant administrators and Purchasing Agents of school districts are to comply with federal regulations and the Public School Contracts Law and should adhere to the guidance as provided by the New Jersey Department of Education in the publication entitled Navigating the Uniform Grant Guidance.

Food Services Directors

The USDA and the New Jersey Department of Agriculture—Food and Nutrition, have announced through various documents and forms, new procedures for the procurement of goods and services for the Food Services program in every school district.

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)

Federal Programs/Targeted Students—Include on Requisitions/Purchase Orders

Purchase orders using Federal Funds shall include on the document:

Name of Federal Program
Targeted Group of Students

Stevens Amendment—Statement on Bid Advertisement

The Board of Education recognizes its obligation as it pertains to the Stevens Amendment, Section 8136 of the Department of Defense Appropriations Act (P.L. 104-134, Sec.507) which requires the board of education to state clearly the percent (%) of the total cost of this project will be financed through and the name of the specific grant.

Federal Contracts—Chart of Thresholds

<u>Description of Goods/Services</u>	<u>Amount</u>	<u>Procurement Method</u>
Goods and Services	Less than \$6,600	Sound Business Practice
Goods and Services	\$6,600-\$43,999	Quotation or Bid
Goods and Services	\$44,000 or more	Bid
Professional Services	Less than \$6,600	Simple Proposal
Professional Services	\$6,600-\$43,999	Request for Proposals (RFP)*
Professional Services	\$44,000 or more	Competitive Contracting
Educational Consultant Services	Less than \$6,600	Simple Proposal
Educational Consultant Services	\$6,600 - \$43,999	Request for Proposals (RFP)*
Educational Consultant Services	\$44,000 or more	Competitive Contracting
Instructional Improvement Services	Less than \$6,600	Simple Proposal
Instructional Improvement Services	\$6,600 - \$43,999	Request for Proposals (RFP)*
Instructional Improvement Services	\$44,000 or more	Competitive Contracting
Professional Development Services	Less than \$6,600	Simple Proposal
Professional Development Services	\$6,600 - \$43,999	Request for Proposals (RFP)*
Professional Development Services	\$44,000 or more	Competitive Contracting
Sole Source (Proprietary) ^(a)	Less than \$6,600	Simple Proposal
Sole Source (Proprietary) ^(a)	\$6,600 - \$43,999	Proprietary Quotation
Sole Source (Proprietary) ^(a)	\$44,000 or more	Proprietary Bid
Services Provided by Government Units/Schools	Less than \$6,600	Simple Proposal
Services Provided by Government Units/Schools	\$6,600 - \$43,999	Request for Proposals (RFP)*
Services Provided by Government Units/Schools	\$44,000 or more	Competitive Contracting
Construction; Public Works	Less than \$6,600	Written Proposal; PW Documents
Construction; Public Works	\$6,600-\$43,999	Quotation or Bid
Construction; Public Works	\$44,000 or more	Bid

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

Please Note: When using NJ START contracts for purchasing you must obtain 3 quotes to be in compliance with federal rules. This does not apply to purchasing cooperatives.

STUDENT ACTIVITY 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.

Signing of Contracts with Vendors

School officials are strictly prohibited from 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 their signature to the vendor contract.

Purchases—Bids May Be Required—Discretion of School Business Administrator

The School Business Administrator is aware of the following exception to bidding.

Goods and services paid with funds that: are raised by or collected from students to support the purchase of student-oriented items or materials, such as yearbooks, class rings, and a class gift; and are deposited in school or student activity accounts; and require no budget appropriation from the Board of education; N.J.S.A. 18A:18A-5 (a) (21)

It will be the determination of the School Business Administrator, whether an advertisement for bid will be required for a Student Activities purchase, which in the aggregate exceeds the bid threshold of \$44,000.

Purchases - Quotations Required

Goods and services paid with student activity funds and require no budget appropriation from the board of education, are considered an exception to bidding under the New Jersey Public School Contracts Law. It is important to note however, that purchases less than the bid threshold may be subject to official quotations solicited by the School Business Administrator. Please alert the Business Office for any upcoming purchases that are more than \$6,600.

Purchases - Board Resolution Required Exceeding the Bid Threshold

All purchases exceeding the bid threshold, currently \$44,000, require prior board of education approval at a regularly scheduled meeting.

Pursuant to N.J.S.A. 18A:18A-5 (a) (21) all purchases from the student activity account that exceed the bid threshold must be approved by board resolution prior to the purchase being made.

Purchases of yearbooks, school rings; catering halls for proms, may fall in this category. Fund-raising contracts that exceed the bid threshold in the aggregate require a board resolution.

OTHER PURCHASES

Concessions

Procurement Process Activities - N.J.A.C. 5:34 - 9.4 (d)

Governing Body Responsibilities

Obtain Legal Opinion

The legal counsel (board attorney) shall provide an opinion of the legality of procuring a concession.

Pass a Resolution

Pass a resolution authorizing the procurement of a concession.

The resolution shall include:

- Description of the public need for the concession;
- The concession to be awarded (type);
- The considerations (benefits and risks) the governing body took into account in reaching the decision to award a concession;
- An estimate value of the concession;
- An estimate of any revenue or services to be received by the governing body;
- Basis of award of the concession is based upon the most advantageous price and other factors;
- An estimate of costs to be received by the governing body;
- Any services, facilities or endorsement to be provided by the governing body;
- The method to be used to procure the concession.

Awards of Contract 5:34-9.4 (g) Methods of Procurement

- Quotations - total value of concessions less than the bid threshold
- Public Bid
- Competitive Contracting

Concession 18A:18A:2(aa)

Means the granting of a license or right to act for on behalf on the Board of Education or to provide a service requiring the approval of endorsement of the Board of Education and which may or may not involve a payment of exchange, or provision of services by or to the board of education provided that the term concession shall not include vending machines.

Services 18A:18A-2 (dd)

Service or services may also include an arrangement in which a vendor compensates the board of education for the vendor's right to operate a concession.

Examples of Concessions N.J.A.C. 5:34-9.4 (b)

1. Selling Advertisements

Publishing a map, newsletter, directory, or calendar containing the meeting schedules and other information about the “school district” services or activities where the contractor sells advertising as full or partial payment for providing the service.

2. Welcome to Sign

Installation of “welcome to” signs on public property where a local organization pays a fee to the sign manufacturer, who may or may not make a payment to the contracting unit, and includes the name of the local organization on the sign.

3. Use of Public Space

The use of public space or facilities

Example, scoreboards, bus shelters, facility advertising for advertising in exchange for fees or services, or discounts on services.

4. Vending Machines (other than food and drink)

The installation of vending machines in public facilities. (Not newspaper machines) 9(c)

5. Donations, Sale of Equipment

The donation, sale, installation, or maintenance of equipment of facilities for use of the contracting unit.

6. Public Pay Phones

The choice of a local or long distance telephone service for pay phones on public property.

7. Copying Machines - Public Use

8. Selling of goods on Public Property

9. Other services, rights or use as may meet the definition of concession

Exceptions to Concessions 9(c)

Public events;

Seasons recreational programs.

Concert series.

Holiday celebrations

Tourism related items

A concession shall not be deemed to include contributions of goods, services or financial support for sponsorship of public events.

Vending Machines

Vending machines providing food or drink are not considered concessions.

Vending machines providing food or drink are an exception to the bid threshold. Quoted if under the bid threshold. 18A:18A-5(23)

Vending machines containing other items are subject to bidding/quoting.

Concession Contracting

How do we contract for concessions?

Exceed the Bid Threshold

- Seek competitive bids
- Use competitive contracting process

Below the Bid Threshold

Formal quotation process

Below 15% of Bid Threshold

Outright Purchase

Field Trips

The district has secured through the competitive bid process, prices for various types of transportation vehicles needed for approved field trips. A special bulletin has been issued to all administrators and principals. 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. Attached to the field trip transportation purchase order is a copy of the board of education resolution approving the destination of the field trip.
3. The approved list of bus companies and corresponding prices are to be used whether the field trip is paid through board of education funds (PO) or student activity funds.
4. 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. A board resolution approving the field trip must be attached to the purchase order.
5. The cost of field trips may be borne by the pupils' parents with the exception of pupils in special education classes and pupils with financial hardship. Reference—N.J.S.A. 18A:36-21

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:

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.
- 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

[\(NJ OMB Circular 20-04-OMB Section XI—Letter I\)](#)

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:

- 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.

Prohibited Activities for Meals; Refreshments; Catering

- 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. N.J.A.C. 6A:23A-7.12 (d); 6A:23A-5.8 (b) (4)
- 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.

Please note: the use of public funds (purchase order) for the purchase of employee recognition awards is permitted. For example - Retirement Plaques

Purchase of Food Supplies Guidance

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 or home economics classes. Many schools and office have prepared purchase orders to: **Shoprite/Inserra**

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.

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.

Textbooks and E-Books; Approval and Purchase

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 Assistant Superintendent has set up procedures to have textbooks approved by the Board of Education.

Textbook Approval – Board of Education Resolution

The procedure for obtaining Board approval is to submit the textbook and form to the Superintendent’s Office, who may request additional information, and/or will prepare the Board resolution.

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:

- The purchase is in accordance with a textbook replacement plan;
- Textbooks have been identified as stolen or destroyed; or
- 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. The following documentation shall be attached to each purchase order for textbooks:

This form which must be completed and attached to the front of the purchase order requires the administrator or supervisor to explain the reason for the purchase; and provide documentation that the textbook was pre-approved.

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 “600” or “610” series accounts.

Textbooks: Purchasing Procedures

Purchase Orders Processed Once a Month

Each school building will process all purchase orders for textbooks and workbooks that require Board of Education approval, not more frequently than once a month.

The Business Office will review all purchase orders for textbooks and workbooks to determine whether the total cost of the purchase orders exceed the bid threshold. If the total cost of the purchase orders exceeds the bid threshold, then the Business Office will prepare the appropriate Board resolution.

After the Board of Education adopts the resolution to purchase the textbooks/workbooks, the purchase orders will be signed and processed if all the documents required are on file.

Purchases Must be Planned

All schools/offices buying textbooks and workbooks must now plan appropriately. Administrators and supervisors are to direct teachers and staff members to have all purchase orders ready before the deadline or otherwise they will have to wait for the next Board of Education meeting.

Online Pricing or Price Quotations

Supervisors and School principals are to ensure that purchase orders for books and workbooks be presented to the Assistant Superintendent/Superintendent with pricing that was obtained through the book company representative or by using online pricing.

Purchase Order Review - Online Pricing or Price Quotations

Each purchase order for the purchase of textbooks and workbooks will be reviewed by the Assistant Superintendent and approved by the Business Office. It is expected that attached to the purchase order in CSI 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 requisition request that does not have either the price quotation from the sales representative or copies of online pricing uploaded and attached to the order in CSI will be rejected.

Use of Catalog Pricing - Prohibited

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

Petty Cash Funds

The Board of Education authorizes establishment of petty cash accounts by resolution annually.

Funds are to be used for emergencies and small purchases only and not to subvert the intent of the regular purchasing procedures or for routine expenditures. No single expenditure shall exceed the amount determined by the board in its resolution, and all expenditures must be authorized by the designated individual.

Amounts are established for school petty cash funds as follows:

Kindergarten Center/Sylvan School	\$250
Lincoln School	\$250
Washington School	\$250
Pierrepont School	\$250
Union School	\$250
Rutherford High School	\$300
Athletics Dept.	\$100
Technology Dept	\$100
G&T	\$100
Special Services	\$250
Maintenance	\$500
Bulldog Academy	\$500
Board Office	\$250

The principal in each school, supervisor of listed department, the Business Administrator in the Central Office, and the Superintendent of Schools, each, is designated the custodian of the funds for his/her building and shall enclose a monthly report of activity along with a reimbursement purchase order to the Business Office on a monthly basis. The maximum individual expense that can be made from these accounts is \$50; however, a signed voucher must accompany any payment over \$25.

All disbursements from petty cash shall be reported at the next regular monthly meeting of the board. All petty cash funds shall be established by board-approved voucher and all unused cash is to be returned to the depository at the close of each fiscal year.

N.J.S.A. 18A 19-13: Petty cash funds

N.J.A.C. 6A 23A-16.8 Petty cash fund

CONFERENCE AND WORKSHOP TRAVEL REIMBURSEMENT

[Travel – Policy 6471](#)

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:

Written Approval from the building Principal and by the Superintendent

The travel shall be approved in writing from the building principal and by the Superintendent or approved designee (i.e. Director of Curriculum) prior to the travel event. Documentation shall be provided with the purchase order for reimbursement.

Board of Education Approval

The travel shall be approved by resolution at a public Board of Education meeting, prior to the travel event. The Board Approval meeting date should be in the body of the purchase order.

Reimbursement Procedures

Prior to being reimbursed for approved costs for the travel event, the following must be presented with the purchase order when applicable ([all forms are available on the RPS Forms bookmark](#))

1. PD Request via Aesop
2. Proof of attendance
3. Proof of expenses via Activity Expense Report;
4. Document mileage traveled from 176 Park Ave Rutherford, NJ 07070;
5. Receipts for hotel and meals (when applicable);
6. Professional Day Reaction Form;
7. 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.

In accordance to (6A:23A-7.3(b)) an annual maximum amount per employee not to exceed \$1,500 per employee for regular business travel for which board approval is not required.

Mileage Rate Mileage allowance is allowed at the rate authorized by the annual New Jersey State Appropriations Act. The rate as of July 2024 is \$0.47 per mile. Parking and toll charges shall be allowed in addition to mileage allowance. (OMB Circular; [23-02-OMB](#))

FIXED ASSETS

Generally Accepted Accounting Principles (GAAP) reporting, requires the district to maintain physical accountability over district owned assets. Fixed assets are property, plant or equipment, assets that are long-term and continued use, such as land, buildings, machinery, and equipment.

Cost Determination of Fixed Asset

For the purpose of this purchasing manual and to be in compliance with law and code, a fixed asset is a single item where the cost is \$2,000 or more.

Recording of Fixed Assets

School officials ordering and receiving a fixed asset item, shall properly record the item on the purchase order in accordance with Business Office procedures. The fixed asset item shall also be identified with the district's bar coding system.

Disposal of Fixed Assets

All school district property must be disposed of in a manner prescribed by law as per the Records Retention Schedule prepared by the New Jersey Bureau of Records Management. The Business Office will assist all school officials with the disposal of all school property, especially those identified as fixed assets.

Purchase Order Deadline - Annual Notification

The deadline for submitting purchase orders for the current operating budget is on or about May 1st, unless on an earlier date set by the Business Administrator. (Purchasing Freeze) Exceptions to the deadline date may be allowed for the following purchases:

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

CONTRACTED SERVICE PROVIDERS—PROTECTING OUR CHILDREN

Regular Contact with Students

There may be times during the performance of a vendor contract, where a contracted service provider may come in contact with students of the school district. The district fully understands its obligation to provide to all students and staff members, a safe educational environment. To this end, the district will be requiring all contracted service vendors who come in regular contact with students to comply with the following requirements.

Anti-Bullying Reporting - Requirement

When applicable, the contracted service provider shall comply with all applicable provisions of the New Jersey Anti-Bullying Bill of Rights Act—N.J.S.A. 18A:37-13.1 et seq., all applicable code and regulations, and the Anti-Bullying Policy of the Board of Education. In accordance with N.J.A.C. 6A:16-7.7 (c), a contracted service provider, who has witnessed, or has reliable information that a student has been subject to harassment, intimidation, or bullying shall immediately report the incident to any school administrator or safe schools resource officer, or the School Business Administrator/Board Secretary.

Criminal History Background Checks—N.J.S.A. 18A:6-7.1 - Requirement

When applicable, the contracted service provider, shall provide to the school district prior to commencement of contract, evidence or proof that each employee assigned to provide services and that comes in regular contact with students, has had a criminal history background check, and furthermore, that said background check indicates that no criminal history record information exists on file for that worker. Failure to provide a proof of criminal history background check for any employee coming in regular contact with students, prior to commencement of contact, may be cause for breach of contract. No employee of a contracted service provider shall commence work at a school facility without having first obtained an approval for employment from the Office of Student Protection. NJ Broadcast 9/9/2019.

Pre-Employment Requirements

When applicable, all contracted service providers, whose employees have regular contact with students, shall comply with the Pre-Employment Requirements in accordance with New Jersey P.L. 2018 c.5, N.J.S.A. 18A:6-7.6 et seq. Contracted service providers are to review the following New Jersey Department of Education—Pre-Employment Resource P.L. 2018 c.5 link below for guidance and compliance procedures.

<http://nj.gov/education/educators/crimhist/preemployment/>

THE REQUISITION AND PURCHASE ORDER PROCESS

Preparing a Requisition

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

1. **Requisitions** - All requisitions are to be entered in CSI Budgetary Accounting.
2. **Vendor's Name** - All Board checks are made payable to the vendor name (top line) listed on the purchase order/requisition. Please ensure the proper vendor name is printed on the requisition.
3. **Vendor's Complete Address** - The purchase order must include the vendor's complete address and phone number. Post Office Box addresses by themselves are not acceptable unless they are of major well-known companies.
4. **Current Budget Year Included** - The current budget year must be included in the body of the Purchase Order/Requisition.
5. **Description of Items, Services, Costs and Catalog Numbers** - Items and/or services requested are to be described clearly with correct and up-to-date catalog numbers/ISBN and costs. Brand name, model numbers, colors, sizes and other descriptive items are required. It is strongly preferable to attach an online pricing quote.

6. **Shipping Costs** - Shipping and handling costs are to be added to all purchase orders. Please read the catalog 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, type on requisition/purchase order: "Shipping and Handling Included"

7. **Delivery Address** - Attention of - The delivery address should include a name of a person or a specific department. Delivery address must be a district building/office location.
8. **Email Contact for Order** - Now that we are paperless and all POs are emailed directly out of CSI, please make sure to include a contact email within the body of the PO so the vendor can contact this person if he/she has any questions about the order. Otherwise it will be rejected.
9. **Total Cost** - CSI automatically totals all the lines on the purchase order.
Minimum Order - the minimum order amount for all purchase orders is \$10.00. Please try to plan and combine orders to exceed the \$10.00 limit. Make sure the quote or pdf of the online order page is uploaded and attached to the requisition in CSI for review.

Please verify your figures for accuracy. Please note: The Board of Education is exempt from paying New Jersey Sales Tax. Contact the Business Office if a Tax Exempt form is needed.

10. Purchase Rationale –

A rationale for the purchase may be requested to be included in the final lines of the requisition (you may use the memo option so that the rationale does not print on the PO):

Educational Rationale - As a result of this purchase explain what students will learn or how students will benefit. Note any educational achievement or program that may be linked to this purchase.

Operational Rationale - How is this purchase of operational value to your school/office. Note any particular benefits to the district. Explain whether any goods/services are being utilized on a regular basis and whether they are useful on a long term basis.

Food Purchase Rationale - Food can only be provided for functions benefiting students, dignitaries and other non-district employees (e.g. parents). Please give the reason for the function and date. Please name individuals or groups attending the function (include names of employees and Board Members).

11. Grant Information - If the purchased items/services are to be paid with grant funds, a description of the grant (name and statute such as Title I) must be included in the requisition.

12. Budget Code/Account Number - Please be sure the correct Budget Code/Account Number is included on the requisition.

13. State Contract Orders - When ordering through State Contract vendors please include on the requisition:

1. State Contract Number;
2. **1NJCP** must be included on all State Contract requisitions and purchase orders;
3. Shipping and Handling Included; and
4. Appropriate documentation when required.

Here is a [link](#) to the State Contract vendors and their pricing. Account Login is required.

14. Purchasing Cooperative - If ordering from a Purchasing Cooperative, the Cooperative name must be included in the body of the requisition. Also include the vendor's contract number.

15. Quotations - If quotations are obtained, scan, upload and attach them to the PO in CSI using the Documents icon. You will be able to select the document type as "Quotation/Proposal." Attach all quotes obtained, including quotes from non-selected vendors. Any additional quotes should be attached to the PO as "Misc Backup" or "Alt Quote". Please enter the quotation date and the quotation number on the requisition.

16. Bids - If bids are obtained, the Bid Date and Bid Number must appear on the requisition/purchase order. Most items requiring bids must be ordered through Educational Data Services Inc. Login to order at: <http://edsig.ed-data.com/login>

There is one bid opening in May for items needed for next school year. All subject supplies (Art, PE, Science, Language Arts, etc.) should be entered by the administrative assistant and approved by the Supervisors and Principal. General classroom supplies should be

entered by the administrative assistant and approved by the Principal. These would be supplies that are not required for curriculum purposes. All curriculum related orders should always be approved by the Supervisors.

17. Multi-Page Requisitions - The number of pages is not limited. Entering each item on the requisition will allow accurate receiving information to be entered in CSI.

18. Incomplete or improper purchase orders/requisitions will be rejected. It is the requisition preparer's responsibility to check the status of their requisitions and to correct any deficiencies in rejected requisitions.

19. 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

20. Once the PO is completed, the requisitioner should save the requisition in CSI. Make note of the requisition/PO number. This requisition/PO Number will be used to mark off items as received once the items or services are complete.

[Responsibilities of Administrator/Supervisor or Principal](#)

Reviewing a Requisition

Administrators/supervisors and principals must ensure the following is reviewed before the requisition is sent to the Superintendent:

Funds Available

They must check to determine if funds were budgeted for the items included in the requisition. The CSI system will not allow entry of the requisition if funds are not available in the account code. The system can't determine if the specific items were in the budget. Refer back to the Budget Justification page and department budget submission.

Requisition Completion

They must check to determine that items 1-16 previously noted (Responsibilities of the Preparer) have been properly completed.

Requisition Approval

Requisitions are to be approved by the appropriate administrators using the CSI approval process.

Responsibilities of the Superintendents of Schools

The Assistant Superintendent of Schools should regularly check CSI for requisitions needing Superintendent of Schools approval. The Superintendent reviews and determines the educational or operational value of each purchase order. The Superintendent reviews each Purchase Order Rationale and, if satisfied, approves the requisition/purchase order.

The requisition/purchase order is then ready for approval by the Business Office.

Responsibilities of Business Office

The Business Office reviews each purchase order. Special attention is given to the following:

Available Funds

The CSI system will not permit a requisition to be finalized if there are insufficient funds in the account. When preparing a purchase order, be sure to check for funds availability.

Items Ordered and Cost

The Business Office reviews the technical aspects of the purchase order 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 purchase order exceeds:

Quotation Limit: \$6,600

Bid Limit: \$44,000

Document Check – State Law

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

- 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) for purchases over \$17,500.00 (cumulative)
- Iran Financial Disclosure Form
- IRS W-9 Form

Review of Purchase Order

The purchase order is also reviewed for technical aspects such as:

- Account code incorrect;
- Shipping charges added;
- Proper approvals;
- State contract or purchasing cooperative numbers incorrect/missing;
- Vendor address incomplete; and
- Other items as listed above

Incomplete or improper purchase orders/requisitions will be rejected.

It is the requisition preparer's responsibility to check the status of their requisitions and to correct any deficiencies in rejected requisitions.

If all requirements have been met, the requisition and purchase order will be approved.

The Business Office will then:

- Sign the purchase order electronically.
- Email the purchase order to the vendor using the CSI system.
- The original requisitioner will be copied on the emailed PO to confirm it being approved/sent

The purchase order process, as explained, may take 5 – 10 days to complete. Please plan accordingly.

Transfer of Funds

The Business Office processes purchase orders only if there are appropriate funds to cover the purchase. Purchase orders lacking sufficient funds are sent back to the originator for a request to transfer funds. All occurrences of requesting a transfer of funds are to be sent to the Business Administrator or Business Office design.

All transfers of funds must 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.

[Budget Transfer Request Form](#)

[Budget Transfers - Board Policy 6422](#)

Responsibility of the Vendor

The Business Office sends to the vendor the purchase order and the voucher. If the purchase order amount is less than \$6,600.00 (15% of the Bid Threshold per Title 18A Section 18A:19-3), the vendor is not required to sign and return the voucher. If the purchase order amount is \$6,600 or more, the vendor must sign the voucher and return it to the Business Office with an invoice. If you receive a signed voucher or invoice, send it to the Business Office or upload it to the appropriate PO. A check is prepared for the vendor once the Business Office has a:

- Signed Voucher (if required)
- Invoice
- Packing Slip
- Confirmation of receipt of items, check off the PO in the Receipt of PO Items window in CSI

The award of a 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.

A signed voucher is not required per 18A:19.3, for purchases under the quote threshold of 15% of the bid threshold, or \$6,600.

Increasing the Purchase Order Amount

There may be times when 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. A request to increase the purchase order amount must be approved by the Business Office. Please contact the Accounts Payable email address and copy the Business Administrator if a Purchase Order needs to be increased or decreased with a rationale and any supporting documentation.

ACCOUNTS PAYABLE SECTION

Receipt of Goods/Services

Processing the Requisition/Purchase Order - Design of Purchase Order

The purchase order is made of 4 copies. Listed below are the names and the purpose of each sheet. A Requisition becomes a Purchase Order after all required administrators have approved the requisition in the CSI. It is signed by the Purchasing Agent/Business Administrator. If the Business Administrator's signature is not on the Purchase Order, it is not an authorized order.

Copy	Disposition
Vendor Copy	Electronic copy sent to vendors in CSI to order items/provide services
Voucher Copy	Electronic copy sent to vendors in CSI to order items/provide service. This is requested to be signed and returned if the order is over \$6,600.
Board Office Copy	Electronic copy kept on file through CSI.
Receipt Verification	Requisitioner is copied on the email to vendor to confirm order is approved/sent. This is used later to verify and confirms receipt of PO items in CSI through the Receipt of PO Items window.

Receipt of Goods and Services

The originator of the purchase order (requisitioner) should follow the following process when receiving materials, goods, and services.

Receipt of Items Ordered

It is important that all items received be immediately checked. Procedure:

- Obtain a copy of purchase order and packing slip of items ordered.
- Open boxes and check off items received on the receiving copy and the packing slip.
- If all items are enclosed, then the originator will check off and record the actual receipt of the item received in CSI.

Receipt of Goods and Services

Responsibilities of Administrators; Supervisors

Administrators and supervisors are to ensure that all goods received have been checked in for accuracy. If the goods received match the purchase order then the administrator should confirm receipt of delivery of goods and sign any invoices that may have been submitted with the order to the Business Office.

Send all items to the Accounts Payable email address within seven (7) days of the receipt of goods.

Accounts Payable Procedures - Notification Process - Unreturned Paperwork

There will be instances where the Business Office Accounts Payable will send a courtesy reminder to any school or office that has not uploaded their paperwork in CSI in a timely fashion. The following procedures have been approved by the Business Administrator:

- Thirty (30) Day Notice - Original

The Accounts Payable Office will send a reminder notice to all schools and offices that have not submitted their paperwork after 30 days of receipt of the invoice.

- Second Notice - Seven (7) Days

The Accounts Payable Office will send a second reminder notice seven (7) days later if no paperwork is received from the school or office.

- Final Notice - Seven (7) Days

The Accounts Payable Office will send a final notice reminder seven (7) days later if no paperwork is received from the school or office.

- Superintendent's Office Contacted - Three (3) Days

The School Business Administrator will contact the Superintendent of Schools after three (3) days if the paperwork is not received from the school or office.

All receiving copies of packing slips should be uploaded/scanned into CSI under the packing slip icon be signed within seven (7) days of receipt of items.

The Rutherford 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.

Paying Bills in a Timely Fashion—within 30-60 days

Paying Bills Pursuant to State Law—within 90 days N.J.S.A. 18A:18A-10.1

State Law-Paying Vendors

A Board of Education shall pay interest on the amount due a business concern pursuant to a properly executed invoice, when required, if the required payment is not made on or before the required payment date.

Problems Encountered with Receipt of Goods

- **Back Orders**

If an item is not received in the shipment, it is considered to be back ordered. The packing slip will have "back order" written on those particular items.

Resolution Process

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

Please do the following:

Mark on the Receipt of PO Items window in CSI those items you did not receive or record those items that you did receive as received.

Keep a copy of your receiving copy and the packing slip.

Attach the receiving copy and packing slip to the PO in CSI.

More documentation attached to the PO the better.

Upon receipt of the back order in the next shipment, check your copies of the receiving copy and the packing slip and attach both copies to the PO in CSI. When you are receiving in CSI, mark the back order items received in CSI.

- **Items Missing from Order**

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

Resolution Process

Contact the company immediately to inform them of the discrepancy.

Note the discrepancy on the receiving copy and the packing slip and keep for your records.

Attach the receiving copy and packing slip to the PO in CSI and only mark items actually received in CSI.

Upon receipt of the missing item in the next shipment, cross reference the receiving copy and the packing slip and attach both copies to the PO in CSI and record the items as received in CSI.

- **Items Damaged/Wrong Items Received**

If you have received incorrect or damaged items:

Resolution Process

Contact the company for the procedure for returning damaged or wrong items.

Return the item(s) to the company.

On the receiving copy and the packing slip, mark what items were returned and the reasons for being returned. Make note of how the items were returned (UPS/PO/Vendor pick up).

Attach the receiving copy and packing slip to the PO in CSI.

Upon receipt of the missing/wrong item in the next shipment, check your copies of the receiving copy and attach both copies to the PO in CSI and record the items as received in CSI.

- **Items Discontinued**

If the item you ordered is discontinued

Resolution Process

Mark on the Receipt of PO Items of the purchase order “discontinued”.

Do not call the company for a replacement item. You must complete a new purchase order.

VENDOR PAYMENT PROCESS

Purchase Order Contract Amount

The contracted services vendor/provider (vendor) receives a purchase order from the Business Administrator/ Purchasing Agent notifying the vendor that services may begin.

The purchase order has a total contract amount. This contract amount **may not be exceeded unless authorized by the Board of Education in writing.**

Responsibility of the District Administrator

The School Business Administrator asks all district administrators to monitor all vendor bills and invoices to ensure they do not exceed the total contract amount. Administrators are asked to contact the Purchasing Agent, forty-five (45) days in advance, if the total contract amount is close to being exceeded. The Purchasing Agent then can begin a process to exceed the purchase order amount pursuant to administrative code.

Exceeding Contract Amount

If any administrator permits a vendor to exceed the contract amount, the administrator has permitted an **unauthorized** service, which is similar to an unauthorized purchase. Administrators are asked to monitor the dollar amount of services being provided to the district.

Responsibility of the Vendor

The district asks all vendors to also monitor all bills and invoices to ensure they do not exceed the total contract amount. Vendors are asked to contact the respective administrator, forty-five (45) days in advance, if the total contract amount is close to being exceeded.

Exceeding Contract Amount

Contracted vendors may only exceed the amount on the purchase order when authorized by the School Business Administrator in writing. The authorization will be in the form of a new purchase order being issued to the contractor signed by the Purchasing Agent.

Submission Deadlines for Vendor Payment

The Board of Education traditionally meets every three weeks on Monday evenings. The Business Office asks that all bills and invoices for payment be submitted by the Monday prior to each meeting if you intend for payment to be made.

The Business Office cannot begin the payment process until the receipt of acknowledgment of the items is received in CSI.

End of Year Billing/Cancellation of Purchase Orders

Administrators are to work with contracted service vendors so that end of the year invoices are submitted to the Business Office in a timely fashion. This is imperative. In order to comply with the State of New Jersey Department of Education requirements, the district has adopted a policy of canceling open purchase orders at the end of the fiscal year. All invoices must be billed within thirty (30) days of services to meet the State Department of Education deadline. If we are not in receipt of your invoice within the thirty (30) day deadline, we will not be able to process payment in a timely fashion and the corresponding purchase order may be canceled, thereby causing a delay in payment.

REFERENCE DOCUMENTS

Employee Documents

[Professional Development Employee Document Form](#)

(on RPS Bookmarks)

[Requisitioner Purchasing Process Update Brief](#)

[Initial 2024 Purchasing Update Training](#)

[Blanket Requisition Rationale Form](#)

[Transfer Request Form](#)

[New Vendor Form](#)