PURCHASING PROCEDURES

All BOCES Special Education teachers should carefully prepare requisitions for supplies, materials, and equipment necessary for the operation of their program. Requisitions will be completed and submitted for the coming school year following schedule set by the Director of Special Education.

It is recognized that the specialized needs of special education programs require the requisition of supplemental items throughout the school year. However, such requisitions should be kept to a minimum. It is expected that program needs will be based on careful planning throughout the school year and, where supplemental orders are necessary, they will be requested on appropriate requisition forms.

There shall be an existing approved requisition or other written approval before any reimbursement or payment can be made.

Your requisition is not approved until the Purchasing Agent located at the Central Office has approved it. Any purchases made without this approval will be denied. The staff member will be responsible for the payment. Under no circumstances can an order be faxed to a company or orders placed over the phone.

The following purchasing procedure must be followed:

1) Obtain a Requisition Form from the Special Education Office or your supervisor or online via the BOCES website (Special Education Handbook section under the forms).

2) This form can be printed out and handwritten (must be legible or requisition will be returned to staff member). Submit form to supervisor for programmatic approval. Do not send directly to the Central Office.

OR

This form can be saved on your computer and filled in electronically. The form is designed to calculate for you. This method is the preferred way. Email the requisition to your supervisor for programmatic approval.

- Fill in – teacher must type or hand write the following information on the requisition order:
  - Complete vendor name and address
  - Vendor phone number
  - Date
  - Staff member name and building location
  - Quantity
  - Item # (if applicable)
  - Description
  - Unit Price
  - Total
Include shipping/handling as specified by company or use 10%. You must count shipping/handling as part of the requisition order amount.

If there is more than one page for a particular order, put total on last page.

3) When ordering material from a catalog please:
   a) Include the completed catalog order form
   b) Include a copy of the catalog description
   c) Include a copy of the catalog cover

4) Supervisor will then forward to Kathy Porter for purchase order number, coding, Director of Special Education, and Purchasing Agent approval.

5) A copy will be sent to your supervisor, who will then forward a copy to you.

6) Upon receipt of the order, use your copy to inventory. When order is complete, send all packing slips, invoice, etc. (if any, most orders are shipped to Kathy Porter) to your supervisor.

7) In the event of merchandise being damaged or with parts missing, please notify Kathy Porter at 386-4504 x10124.

8) When ordering supplies above $300, it is necessary to get three verbal quotes. When ordering supplies above $1000, it is necessary to get three written quotes.

   The following guidelines must be followed:

   **Documentation:** A quote sheet must be attached to the requisition (see forms section of the website for this sheet)

   - Detailed item description
   - Company name
   - Company phone number
   - Contact person at the company
   - Date quote was given
   - Expiration date of the quote
   - Any application discounts
   - Shipping and handling fees
   - Grand total

   The grand total of the three quotes will determine the lowest bidder, including shipping and handling. Quotes are not to be split item by item with orders being sent to several different companies.

   It is unfair business practice to share the quotes of one company with another to get a lower price. The first price quoted is the final price.
OPEN ACCOUNTS

It is recognized that the purchasing of supplies at local grocery and department stores is necessary in many instances to carry out IEP and curricular objectives for our students. In order to meet this need and facilitate auditing procedures for the Business Office, the following steps shall be followed:

1) The Director of Special Education or the program supervisor must approve all purchases at local stores. Purchases made without prior approval will not be reimbursed and the staff member will be responsible for payment.

2) We will include more than one name on a P.O. for teachers in regions. Please work with your regional supervisor and budget committees to coordinate requisitions.

3) A requisition order form must be submitted indicating the store at which the items will be purchased and the amount needed along with the month to be used. Open accounts are not to exceed $300. Purchases are not to exceed the purchase order amount. You will receive a copy of the requisition form after it has been processed. This may be done with multiple names on a P.O. in regions.

4) DO NOT make purchases until you receive the approved requisition copy with a purchase order number. Before a requisition can be used the following people must approve the order: Supervisor, Director of Special Education, and Purchasing Agent. Until this happens, it is not an approved requisition.

5) If purchases are to be made throughout the year, a separate typed requisition for each store must be submitted for each calendar month. Purchases must be made within that month.

The normal flow of requisitions takes a couple of weeks to process, so submit your form at least a month in advance, whenever possible. If you have an open account for the entire school year, submit requisitions for the whole year, one requisition per calendar month per store, at the beginning of the school year to your supervisor.

6) At purchase, be sure the charge is tax exempt.

7) After your purchase, it is imperative to write the P.O. number on your original (not a copy) receipt or invoice. The teacher’s name must also be written on the receipt. Submit the receipt to your supervisor for signature. Do not send the receipt to the Canton Office directly.

8) From time to time, a teaching assistant/teacher aide will shop for the classroom. Teachers, make sure that your name appears on the receipt. For example, an assistant/aide can sign T. Black for Mrs. Green's class.
9) Please use your account as early in the month as possible, and return your receipt to your supervisor within 24 hours. Receipts must be in by the first school day of the following month, and failure to return your receipt may result in a loss of open account privileges.

10) Make sure the store is given the BOCES address, not the school address. Please use -- Mr. or Mrs.__________
    St. Lawrence-Lewis BOCES
    P.O. Box 231, 139 Outer State Street
    Canton, New York 13617

11) As always, be sensitive to our district neighbors who do not have the privilege of an open account.

12) The next months open account will not be put into the system until the previous months is received, with no errors (ex: tax).
WALMART PURCHASING PROCEDURES

1. Submit all requisitions to your supervisor in September for approval for the entire year.
2. Once that Requisition Order has been approved, the white copy of the purchase order will be sent back to the supervisor who will then forward to the staff member. No purchases are to be made prior to receiving the white copy of the purchase order (not requisition). If purchases are made before approval, the individual is responsible for payment.
3. **You must spend the Purchase Order within 5 days of receiving it.**
4. Purchase orders are for specific stores and must be used at that store.
5. Remember: BOCES is tax exempt. No tax can be charged to our account. Instruct the teller at the beginning that we are tax exempt. It is not Walmart’s responsibility to know that we are tax exempt. The itemized charge slip will be handed to the purchaser. If tax is charged, you must write a check payable to Walmart in the amount of the tax and return with your receipt.
6. If you go over the amount on the Purchase Order, you must pay the difference.
7. Write the PO number on the receipt along with your name and attach the itemized charge to your copy of the Purchase Order, and turn it into your supervisor.

It is important that you **TURN THESE SLIPS IN RIGHT AWAY (within 5 days of receiving it)**, as with any charge account there is a credit limit. If we reach that limit, not only your purchasing but all purchasing will be interrupted.
Purchasing with Restaurants

Ponderosa

1. You must have the approved purchase order with a purchase order number and appropriate signatures to bring to the restaurant.
2. The cashier must also fill out a “Serves as an Invoice” form. This form is NCR and can be obtained from your supervisor or the central office. The original (white copy) must be submitted to your supervisor with a copy of your purchase order and receipts attached. The yellow copy is retained by the restaurant.

Other Restaurants

Some restaurants may hand you a register receipt. If it does not say bill to BOCES with our address or does not have their name and address, you must also fill out a “Serves as an Invoice” form and have the vendor sign it along with your signature and the details of the purchase. If the receipt already has the details, just write, “see attached” on the “Serves as an Invoice” form description section and submit to your supervisor attached to a copy of the purchase order.

You should bring the form with you just in case one needs to be filled out.

It is much easier to have the form filled out at the time of the visit. If you send over the receipt as it, you will be asked to return to the restaurant to obtain the proper information.