

RISD PURCHASING PROCEDURES

1. PURCHASING – General

The State Purchasing Code requires that purchases be made with a Purchase Order approved by the District Purchasing Officer or designee. Sites and Programs are required to use the Visions accounting system to create requisitions. The Visions system checks the line item indicated for the expenditure to insure adequate budget availability, and forwards the requisition for approval by the principal or program director. Further approvals may be needed determined by the dollar amount of the requisition or other fund specific requirements. The system automatically forwards the requisition through the system, until all necessary approvals have been obtained. The Purchase Order may now be created from the requisition by either the site or program depending on the requisition dollar limit determined by site location, or by the district Purchasing Officer or designee if the amount is over the site location dollar limit. In all cases the site or program will be responsible for placing the order.

All purchases will be defined as Standard, Non-standard, or Emergency:

Standard Purchases - Purchases made in the normal course of business that are systematic, planned and necessary for administration and operational purposes.

Non Standard Purchases – Purchases that obligate the district for more than one year or substantial purchases categorized as an exemption from the State Procurement Code.

Emergency Purchases - Purchases that become necessary because of an emergency condition which creates an immediate and serious need for procurement of items or services or construction that cannot be met through normal procurement methods and the lack of which would seriously threaten the function of the district, the preservation of property, or the health or safety of any person.

All Non-standard Purchases must be approved by the RISD School Board prior to Purchase Order creation. An Emergency Procurement must be submitted in writing by the District Procurement Officer or designee to the Superintendent for approval. The emergency procurement will be listed on the Contracts and Agreements listing to present to the School Board, and the record of such procurements shall be public record.

2. CONTRACTS – General

Any anticipated purchase or activity which requires a vendor agreement or contract separate from the purchase order must be approved by the Assistant Superintendent for Finance or designee **prior** to acceptance of goods or services or creation of a Purchase Order.

Contracts include but are not limited to:

1. Any document required by a vendor for the procurement of tangible goods, services, construction, etc., which requires approval signatures from RISD for any/all sites or programs. Examples include yearbooks, book fairs, fundraisers, etc.,
2. Any contract related to the procurement of professional services to be performed by persons that are not employees of the district. Examples include but are not limited to consultants, ancillary services, nurse practitioners, training services, etc. The maximum amount payable to any contracted service provider is \$19,999 within a fiscal year without a formal bid.

All contracts qualifying as non-standard procurements must be approved by the RISD School board prior to issuing a Purchase Order.

3. PROCUREMENT CODE – General

To insure the best possible value, New Mexico Procurement code requires certain documentation or process based on the cumulative amount of Purchase Orders for a single vendor providing goods or services during a fiscal year.

- ▽ \$1 to \$4,999 – Best Obtainable Price
- ▽ \$5,000 to \$9,999 – Three oral quotes documented on requisition
- ▽ \$10,000 to \$19,999 – Three written quotes from the vendors must be listed in the Purchase Orders notes and originals kept on file at the sites.
- ▽ \$20,000 and above – Formal bid approved by the board
- ▽ \$20,000 and above for Professional Services requiring license or certification – Formal bid approved by the board.
- ▽ \$50,000 and above for Engineer/Architect professional services– Formal bid approved by the board.
- ▽ \$5,000 and above for Landscape architect and surveying professional services – Formal bid approved by the board.

Quotes or bids are not required for fundraisers. All fundraisers must have prior approval by the Business Office.

4. EXCEPTIONS to the Procurement Code

- ▽ The company is the copyright holder/publisher of material and provides the district with acceptable documentation to be filed in the business office.
- ▽ The district determines that a bona fide emergency exists.
- ▽ The district “piggy backs” on the bid of another qualified governmental entity.
- ▽ The district purchases through Cooperative Educational Services or other approved cooperative (TCPN).
- ▽ The vendor is a qualified GSA or SPD vendor, and vendor’s GSA number is furnished to the district and stated on the PO notes.
- ▽ Sole Source

PURCHASING COMPUTERS AND COMPUTER RELATED ITEMS

Technology purchases must be approved by the Director of Information Systems and must be appropriate for its intended use.

PURCHASING PERIODICALS/SUBSCRIPTIONS

Purchases of periodicals or subscriptions do not require quotes. Purchase Orders are required.

PURCHASING THROUGH COOPERATIVE EDUCATIONAL SERVICES (CES)

Purchasing through CES does not require quotes or bids. CES furnishes a printed listing all the companies that have been awarded bids with them, and can be utilized by member districts. In order to purchase through CES, it is necessary to contact the supplier to receive CES prices. The order should not be placed with the supplier. The purchase order needs to be made out to Cooperative Educational Services with the supplier, supplier's address, and CES number included in the Purchase Order notes. Example- (Supplier: School Specialty, Contract #2004-012 SAERFPC).

BELOW ARE A FEW CONTRACT VENDORS WE HAVE USED IN THE PAST:

PURCHASING CLASSROOM AND OFFICE FURNITURE

- | | |
|--|---|
| 1. NM School Products – CES 3020 Princeton N.E. Albuquerque, NM 87103-2126 Randall Roberts 1-505-884-1426 fax 505-884-0316 http://newmexicoschoolproducts.com/ | 2. School Equipment, Inc.– CES Lorenzo Moreno 7800 Phoenix NE, Suite A Albuquerque, NM 87110 1-800-698-5956 www.schoolequipment.com |
| 3. School Specialty, Inc. - CES Jeff Stephenson 12238 Kinley PL NE Albuquerque, NM 87112 505-298-1460 Fax 505-323-5557 http://newmexicoschoolproducts.com/ | 4. Indeco Sales, Inc. - CES Terry Paden 102 Promontory Place Alto, NM 88312 1-806-745-6162 Fax 806-745-6166 terry.paden@indecosales.com |

NOT A CES VENDOR (Call the rep. for other purchasing options)

5. Virco Manufacturing Corp
Bill Johnson
PO Box 66209
Albuquerque, NM 87193-9998 1-800-448-4726 Ex. 194
www.virco.com

PURCHASING BOOKS AND PERIODICALS:

1. Follett Library Resources
340 Ridgeview Drive McHenry, Illinois 60050 Phone: 888.511.5114
<http://www.flr.follett.com/>

MISCELLANEOUS SUPPLIES:

RISD has a bid in effect to purchase from A to Z Teaching Tools in Roswell. Purchases can be made for any amount without obtaining quotes provided the bid number is included in the notes on the PO. The bid number is # 11-20.

PROCEDURES FOR NON-PROFESSIONAL AND PROFESSIONAL VENDORS Providing Services Under \$20,000 for fiscal year (July1 thru June 30):

1. Create either a non-professional or a professional vendor contract and have the vendor sign it.
2. Submit a "W-9" form along with Proof of Insurance with the contract to the Business Office.
3. Business Office will enter vendor information into vendor file.
4. The originating department will enter a requisition into Visions. The requisition will be sent through the approval process and will be ultimately approved or denied. The originator will provide the vendor with a copy of the contract and vendor copy of the Purchase Order if they are approved.
5. **THE VENDOR CANNOT START WORK UNTIL THIS PROCESS IS COMPLETE!** Any work done prior to issuing the Purchase Order **will not** be paid.

NON-PROFESSIONAL VENDORS and PROFESSIONAL VENDORS over \$20,000 for fiscal year:

- The solicitation has to be publicly bid.
- Contact the Purchasing Specialist in the Business Office for the Bid requirements.
- Refer to the five procedures outlined above to complete the documentation.

***NM State Statute 13-1-76. Definition; professional services:**

"Professional services" means the services of architects, archeologist, engineers, surveyors, landscape architects, medical arts practitioners, scientists, management and systems analysts, certified public accountants, registered public accountants, lawyers, psychologists, planners, researchers, construction managers and other persons or businesses providing similar professional services, which may be designated as such by a determination issued by the state purchasing agent or a central purchasing office.

Use of Two Mill Funds for RISD Schools

STATE STATUTE REQUIREMENTS

There are three broad categories for the use of the two mill funding:

- ◆ Erecting, remodeling, making additions to, providing equipment for or furnishing public school buildings;
- ◆ Purchasing or improving public school grounds;
- ◆ Maintenance of public school buildings or public school grounds, exclusive of salary expenses of school district employees, non-durable or consumable items such as supplies or clothing, and janitorial or daily cleaning or minor repairs.

Using the state requirements as a guide, RISD has developed categories that organize the projects and assign responsibility for completion.

RISD CATEGORIES

All schools submit individual requests. The requests are classified into three broad categories: State & Federal Regulations; Student Safety/Health/Cleanliness; and Classroom/Program.

- **STATE & FEDERAL REGULATIONS**

Projects assigned to this category are the responsibility of the maintenance department to complete. Allowable Expenses: ADA modifications/enhancements, asbestos removal, County administrative fees.

- **STUDENT SAFETY/HEALTH/CLEANLINESS**

Projects assigned to this category are normally the responsibility of the maintenance department to complete. Allowable expenses:

| | | |
|----------------------|--|-----------------------|
| Upgrade fire alarms | New Telephone Equipment | Maintenance Equipment |
| Boiler Repairs | Parking Lot Improvements | Major Equipment |
| Playground Equipment | Restroom Improvements | Coolers |
| Venetian Blinds | Erection of School Buildings or Classrooms | Heaters |
| New Portables | Plumbing Repairs/Improvements | Fencing |
| Cafeteria Tables | Maintenance of property | Roof Repairs |

- **CLASSROOM/PROGRAM**

Projects assigned to this category are the responsibility of the individual schools to complete. There are four sub categories within this category:

1. **Classroom/building/program equipment.** Allowable expenses:

| | | | |
|-------------------|---------------------------|------------|------------------------|
| Computers | Add/delete interior walls | Re-roofing | Lab Equipment |
| Re-plumbing | Built-in shelving | Re-wiring | Lighting Poles |
| Built-in cabinets | ADA Enhancements | Goal Posts | Plants/Trees |
| Desks | Technology Equipment | Tables | Baseball/Tennis Courts |
| Sprinkler Systems | Correcting Drainage | Bleachers | Fields |

Plus all items under the Student Safety/Health/Cleanliness category. Software is an allowable expense only if pre-loaded in a computer and the computer is being purchased.

2. **Special Projects.**

Principals must demonstrate support from PTO/PTA/PAC groups, and/or faculty prior to expending funds under this sub-category. Allowable expenses: any expense under the Student Safety/Health/Cleanliness category or the Classroom/building program equipment sub category.

3. **Technology Allocations:**

Computers with pre-loaded software and Printers, Computer Cabling/Wiring , and Electrical modifications necessary for computer equipment

4. **Vocational Allocations:** (Only for Middle and High Schools with programs such as Home Economics, Auto Shop, Wood Shop, Agriculture/Horticulture, Nursing, Meat Cutting, Drafting, etc.)

Allowable Expenses: any expense under the Student Safety/Health/Cleanliness and Classroom Program categories provided the expense directly benefits a vocational program.

If you are a Purchasing and Payables Central Site User:

Depending on your access levels, you could have access to the following central site functions of the Purchasing and Payables module from the Control Panel:

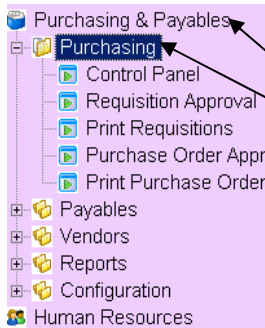
- ◆ Creating purchase requisitions
- ◆ Copying requisitions/purchase orders
- ◆ Converting requisitions to purchase orders
- ◆ Returning requisitions
- ◆ Revising purchase orders
- ◆ Voiding purchase orders
- ◆ Closing purchase orders
- ◆ Opening a previously closed or voided purchase order
- ◆ Purchase order history
- ◆ Print preview of requisitions and purchase orders
- ◆ Review the approval log
- ◆ Attaching documents to requisitions, purchase orders, and invoices

If you are a DAC user:

Depending on your defined access levels, you could have access to the following functions from the Purchasing and Payables Control Panel:

- ◆ Creating purchase requisitions
- ◆ Copying requisitions/purchase orders
- ◆ Modifying requisitions
- ◆ Reviewing the current status of requisitions and purchase orders
- ◆ Reviewing the approval log
- ◆ Attaching documents to requisitions

To Create a Requisition



- From the Purchasing and Payables menu, double-click Purchasing to display the menu options.
- Double-click Control Panel. The system displays the Control Panel.
- In the Control Panel, select the **Add** command. The Add Requisitions screen will display
- Fill in the Requisition Detail fields as appropriate for the requisition. The system will assign the next sequential req. number as soon as you begin adding line items to the requisition.

| Description | Unit | Unit Price | Qty. | Ext. Price |
|------------------------|------|------------|------|------------|
| EPSS MATH | | | | |
| EPSS PROF. TRAINING I | | | | |
| EPSS PROF. TRAINING II | | | | |
| EPSS READING | | | | |

- Fill in the Order Information fields as appropriate for the requisition.

NOTE: A "PROJECT" identifier is a required field for requisition entry. This feature is used to help you track expenditures related to specific projects. **It is imperative all EPSS goals and Technology projects are identified.** If you do not plan to track a project for other purchases, you must still select a project; therefore select "none". To add a new project, select Configurations in the Purchasing & Payables menu. Next, select Projects then use the "add new record" icon to add the new project.

To add line items to the requisition: You can quickly add another line item by pressing Ctrl and A.

- In the Requisitions screen, select the **Add** command. The system displays the Add Requisition Lines screen.

| Qty. | Account | Ext. Price | Tax | Freight |
|------|---------|------------|-----|---------|
| * | | | | |

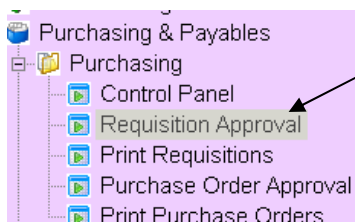
- In the Description field, type a description of the item.
- In the Part No. field, type the vendor's part number, if you have it.
- In the Unit field, either type or use the drop-down list.
- In the Qty field, type the quantity of the item.
- In the Account field, either type the account or use the drop-down list to select the account number. When you are in the account field, you can press the **Ctrl and B keys** to display balance for the account.
- The system automatically calculates the tax, freight and extended price and moves the total up to the Total field.

9. If you have more of the same item to order under a different account number ("splitting" the line item), you can enter the quantity and select the account. If you have more items to add that use the same account, select the Hold Account Distribution option. Or if you have completed the entry for the line item, select the Close this dialog after update? option and click OK.

10. Click OK to save the requisition. The system clears the requisition fields so that you can add another requisition.

11. To return to the Control Panel, select the Close this dialog after update and click OK.

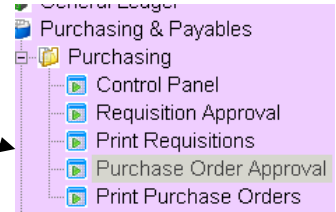
To Approve a Requisition



- From the Purchasing and Payables menu, double-click Purchasing to display the items.
- Double-click Requisition Approval. The system displays the Unapproved Purchase Requisitions grid containing the requisitions available for your approval.
- Review the requisitions awaiting approval. If you wish, you can display the detail for any of the requisitions by double-clicking anywhere in the row.
- Click in the Process field to select the requisitions you want to approve.
- From the Actions menu, select the Approve Requisition option. The system records your approval and either sends the requisition(s) to the next approver or to purchasing.

To Create Purchase Orders

1. From the Purchasing and Payables menu, double-click Purchasing.
2. Double-click Requisition Approval. The system displays the Unapproved Purchase Requisitions grid containing the requisitions available for your approval.
3. Review the requisitions awaiting approval. If you wish, you can display the detail for any of the requisitions by double-clicking anywhere in the row.
4. Click in the Process field to select the requisitions you want to approve.
5. From the Actions menu, select the Approve Requisition option. The system records your approval and either sends the requisition(s) to the next approver or to purchasing for processing.



To Print Purchase Orders

1. In the Purchasing and Payables menu, double-click Purchasing to display the menu items.



Filter Criteria
DAC: ADMINISTRATION OFFICE

| Select | Printed | PO Number | Req. Number | Vendor |
|--------------------------|---------|-----------|-------------|---------|
| <input type="checkbox"/> | Yes | 800420 | 10449 | ALBUQUE |
| <input type="checkbox"/> | Yes | 800410 | | |

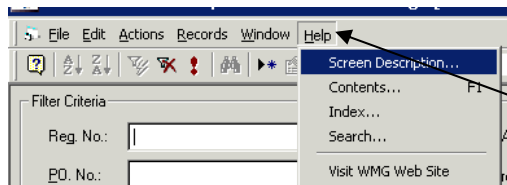
2. Double-click Print Purchase Orders. The system displays the Print Purchase Orders screen.
3. Click in the Select field to select the purchase orders you want to print.

4. Review the settings in the Copies fields. The default is to print one copy of each type. You can change the default if you want. If you want to change the settings and save them so that they display as the default each time you print purchase orders, select the Save Settings option from the Actions menu when you have completed your setup.
5. When you are ready to print, click OK. The system displays the Report Viewer and immediately sends the purchase orders to the printer. If you chose to print collated copies, the system displays a message informing you which copy it will print next so that you can change paper stock in the printer if necessary.
6. After the purchase orders have been sent to the printer, the system displays a message asking you whether you want the purchase orders marked as "printed." Choose Yes or No as appropriate.
7. After the purchase orders print, close the Report Viewer by selecting Close. Click Cancel to close the Print Purchase Orders screen.

| Select | Printed | PO Number | Req. Number | Vendor |
|-------------------------------------|---------|-----------|-------------|------------------------|
| <input type="checkbox"/> | Yes | 800421 | 10451 | PITNEY BOWES |
| <input checked="" type="checkbox"/> | Yes | 800420 | 10449 | ALBUQUERQUE PUBLISHING |
| <input type="checkbox"/> | No | 800419 | 10447 | BEDFORD, FREEMAN & WOR |
| <input type="checkbox"/> | Yes | 800418 | 10448 | COBEAN STATIONERY CO |
| <input type="checkbox"/> | Yes | 800417 | 10446 | SMITH, INES |
| <input type="checkbox"/> | Yes | 800416 | 10445 | KEY POULAH MUSIC |
| <input type="checkbox"/> | Yes | 800415 | 10443 | SAM'S CLUB |
| <input type="checkbox"/> | Yes | 800414 | 10444 | OFFICEMAX ROSWELL |
| <input type="checkbox"/> | Yes | 800413 | 10442 | A ONE SCREEN PRINTING |
| <input type="checkbox"/> | Yes | 800412 | 10441 | VIRCO MANUFACTURING CO |
| <input type="checkbox"/> | Yes | 800411 | 10439 | WAL-MART SUPERCENTER |
| <input type="checkbox"/> | Yes | 800410 | 10438 | OFFICEMAX ROSWELL |

Copies
File: 1 Receiving: 1
Vendor: 1 Entity: 1

Options
 Collate Copies
 Print Signature
 Email Original



For More Help

If you have further questions, refer to your training guide, or utilize the "Help" feature available throughout the Infinite Visions program.

Finalizing Orders

Purchase Order copies need to be sent to the Business Office once the order has been received. Orders are not finalized until the order is in and the paperwork has been sent to the Business Office.

OUT-OF-TOWN – Only send the Receiving copy on white paper with a receiving signature. Remember to fill in the quantities received.

For registration fees and airline tickets, please send the Receiving copy of the PO along with a copy of the approved leave form attached.

IN-TOWN (ROSWELL) – Only send the File copy on yellow paper with approval signature and receiving signature on the PO or the attached receipt. **Dual signatures are still required on local purchases.**

For question about PO's or payments call:

Susan - 627-2530
All vendors from A – F

Vickie - 627-2664
All vendors from G- O

Maria - 627-2531
All vendors from P - Z