

LOWER TOWNSHIP

ELEMENTARY SCHOOLS

PURCHASING MANUAL

**LOWER TOWNSHIP BOARD OF EDUCATION
905 SEASHORE ROAD
CAPE MAY, NJ 08204**

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INTRODUCTION

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

- New Jersey Public School Contract Laws Title 18A:18A, et seq.;
- New Jersey Administrative Code N.J.A.C. 5:34 et seq.;
- Board of Education Policy;
- Other federal, state law and code;
- NJQSAC; and
- Local Finance Notices – NJ Division of Local Government Services

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

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

We ask you, the user of the purchasing system, to help achieve these goals through proper planning. Please allow yourself enough leeway between generating a purchase order and the actual date materials or services are needed. Please think of purchasing in terms of a whole year. What items and services do you need on an annual basis?

Through proper planning, we can eliminate much of the frustration that is encountered in all public-school purchasing procedures.

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

This manual replaces all previous purchasing directives for LTES and will be updated as needed.

If you have any questions concerning the following guidelines, please do not hesitate to call Leigh Downie, Accounts Payable Coordinator at (609) 884-9400 extension 2607.

Thank you,

Katie Siciliano
School Business Administrator

PURCHASE ORDER PROCEDURES

Authority to Purchase

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

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

The Board of Education of the Lower Township Elementary Schools by board resolution authorized Katie Siciliano, School Business Administrator/Board Secretary, to be the Purchasing Agent for the school district.

Authorized Purchases

All requests for purchases of materials, supplies, and services must be made through an approved purchase order signed by the Purchasing Agent prior to placing the order for the goods or services. **Confirming Purchases are not permitted. Any person placing an order not made through a purchase order shall be liable for the payment of the full cost.**

A purchase order pursuant to State Law 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. Orders for goods or materials may not be placed or work/service be authorized to begin by any other individual in the school district other than the Purchasing Agent or the Alternate Purchasing Agent designated by the Board of Education

No one except the Board President, Superintendent and Business Administrator/Board Secretary may sign any contracts on behalf of the district.

Unauthorized Purchases

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

Unauthorized purchases are a violation of State Law and Board Policy and the Board of Education is under no obligation to make payment for such purchases.

Penalties as listed below will be assigned by the Superintendent for individuals making unauthorized purchases in violation of State Law and Board policy. These penalties will include a letter in the personnel file of the individual making an unauthorized purchase, suspension, loss of increment or loss of employment. Penalties will increase in severity for those who continue to demonstrate a disregard for the law.

Penalties for Unauthorized Purchases

First Offense	Letter in Personnel File	Pay for Purchase
Second Offense	Suspension	Pay for Purchase
Third Offense	Loss of Increment	Pay for Purchase

Please note the following:

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 originated for a new item.

Reimbursements

The Board of Education only recognizes an employee reimbursement request when it pertains to pre-approved travel, petty cash or contractual obligations. The Board will not reimburse employees for items and goods personally purchased by the employee, unless there is **prior approval** by the School Business Administrator. Please use the form as shown in **Attachment A**.

Tuition Reimbursement will be made in accordance with the current Lower Township Education Association contract. Course Approval forms shall be submitted **before** the course begins. Additionally, a copy of the receipt of registration, and Bursar Receipt showing the cost per credit separate from the fees paid, should be submitted to the business office so that reimbursement funds may be encumbered. Upon completion of the course submit the transcript. Tuition Reimbursement forms are available from the Business Office.

THE PURCHASING PROCESS

The purchasing process is a cycle. Each purchase goes through this process in order for payment to be made. The basic steps of the process are:

- 1) Determine that a purchase of goods or services needs to be made.
- 2) Identify the amount of the purchase. The quotation limit (threshold) is \$5,850. Any specific item or group of items of a similar nature purchased by the school district totaling more than \$5,850 and less than \$39,000 for the *entire year* must be competitively quoted. At least two (2) written competitive quotes must be obtained.
- 3) A requisition should be entered before any orders are placed. Determine if the item requires quotes or a formal bid and get them before a requisition is entered. The original and one copy of any purchase order attachments (with the requisition number noted) should be sent to purchasing for all orders to be sent out to the vendor. Original receipts detailing the total reimbursement should be submitted to purchasing for all reimbursements.
- 4) All approved requisitions will be reviewed by the purchasing department and converted into purchase orders.
- 5) The Business Office will send the purchase order and any attachments to the vendor for order processing. The vendor should sign and return the voucher with any invoices for payment processing.
- 6) The receiving copy of the purchase order is sent to the ordering department. This copy should be signed and dated as of the date the goods or services are completely received. Return this signed copy to purchasing in order for payment processing.

- 7) Once all required papers are returned to the Accounts Payable Coordinator the purchase order is submitted for payment approval at the next monthly school board meeting. In order for payment to be presented to the Board all required paperwork must be received by the business office in accordance with the submission schedule as noted in **Attachment B**.
- 8) Checks are usually mailed within one week of the school board meeting.

The above steps are the general process for purchasing. The following information will assist you with the details of the process and some of the exceptions to the process.

A. Responsibilities of Originator of Requisition -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. **Minimum Order for Purchase Order** - The minimum order for all purchase orders is \$10.00. Please plan and combine orders to exceed the \$10.00 limit.
2. **Purchase order number:** This number is automatically assigned by the system.
3. **Date:** The system defaults to the system date (which may or may not be the current date). **Please enter the current date in this field.**
4. **Year:** Tab through this field as it defaults to current year.
5. **Batch:** Defaults to your department batch number.
6. **Vendors' Number/Name and Address:** Vendor names can be searched in the name field. Please ensure the vendors' information is correct and complete using the vendor details icon. For new vendors and vendor information changes, please complete the vendor information form, **Attachment D**. Phone and fax numbers should be submitted for all vendors.

Each vendor must have on file:

- IRS form W-9
 - New Jersey Business Registration Certificates are requested from all vendors but **MUST** be obtained prior to processing a purchase from any vendor providing more than \$7,950 in goods or services in aggregate to the school district during the year unless the purchase is made through a "fair and open" process such as the bidding process or State Contract. .
 - Vendors must comply with current Affirmative Action Laws and submit a copy of their Certificate of Employee Information Report if necessary.
 - All vendors must comply with Pay to Play laws and a c.271 Political Contribution Disclosure Statement.
7. **Type:** Choose the appropriate drop down for the vendor pricing we have been quoted:
 - Open Market:** Order placed with vendors that are not part of a bid, quote, co-operative purchasing program or State Contract program.
 - State Contract:** For use with vendor pricing that uses the New Jersey State Cooperative Purchasing program. Vendors need to provide the State Contract number for purchases of State Contract items. This number should be placed in the misc. button area and/or given to purchasing to update the vendor information.
 - Bid:** For purchases from vendors who were the successful bidder through a formal sealed bidding process.
 - Quote:** For purchases from vendors who submitted a competitive quote and were awarded the bid.
 - Co-op:** For purchases from vendors who won a competitive process through a purchasing

cooperative approved by the board of education.

Other: For purchases from vendors who are exempt from competitive purchasing processes such as refunds, insurance, etc.

8. **Ship to Location:** Please use this option to ensure that the order is shipped to the proper location and person (ex. Teacher, secretary, principal, etc...) this will ensure that the person named in this area can properly check in their items. Enter the initials of the department secretary to bring up the available ship to locations for your department.
9. **Attention:** The name of the person the order should be sent to on the shipping label.
10. **Print details tab:** Fill in the quantity, unit, and unit price and description for each item being purchased.
11. **Description of Items, Services, Costs and Catalogue Numbers** – The line items of the requisition are for entering the details of the items and/or services requested are to be described clearly with the correct and up-to-date catalogue numbers and costs. Please use the latest catalogues available or online services where available. Also, remember to note on the purchase order if a truck with a lift gate is required for bulk orders. If there are discounts offered *you may* put a negative line item on a purchase order.
12. **Shipping Costs** – Shipping and handling costs are to be added as a line item for all purchase orders. If you are not sure if there is a fee it is best to contact the company for a quote.
13. **Transaction tab:** Fill in the account number, tab through the Extn. and enter the total amount of purchase order in the TransAmt field. The T.Desc field should be a short description of the purchase. This description will print on the check stub. The transaction and print details tabs must equal in order to save and submit the requisition.
14. **Budget Account Number** - Please be sure the correct GAAP Budget Account Number is entered on the requisition. If there are not enough funds available to charge an order, contact the business office to inquire if there are funds available to request a transfer. The account number to be used must be in sync with the type and use of the product or service being ordered. Please use the following guidelines to help you determine the account number. If you have any questions please contact the business office.

If the item is being purchased for use by or for the students for:

Student Instructional Purposes then the account to charge will be **11-190-100**

-320-00 Purchased Professional & Educational Services

-340-00 Purchased Technical Services (Computer)

-420-00 Repairs

-590-00 Professional Purchased Services

-590-05 Purchase Services – Technology

-610-XX Supplies (where XX- designates school 01 Sandman, 02 Maud, 03 Memorial, 04 Mitnick)

-640-XX Textbooks/Courseware

-890-00 Miscellaneous (Field Trips)

Special Education Instruction then the account to charge will be **11-204-100**

-610-00 Supplies

Resource Classrooms then the account to charge will be **11-213-100**

-610-00 Supplies

Speech Services then the account to charge will be **11-000-216**

-610-00 Supplies

Nurse then the account to charge will be **11-000-213**

-340-00 Purchase Professional/Technical Services

-590-00 Purchased Services

-610-00 Supplies

Guidance Dept then the account to charge will be **11-000-218**

-500-00 Other Purchased Services

-610-00 Supplies

-890-00 Miscellaneous

Library then the account to charge will be **11-000-222**

-420-00 Contracted Repairs

-610-00 Supplies

-890-00 Miscellaneous

Principal then the account to charge will be **11-000-240**

-300-00 Purchase Professional & Technical Services

-420-00 Contracted Repairs

-500-00 Purchased Services

-580-00 Travel Reimbursements

-610-00 Supplies

-890-00 Miscellaneous (Memberships)

12. **Bids-** If bids are obtained, the bid number must be included on the purchase order.

Incomplete or improper requisitions will be delayed in processing.

B. Responsibilities of Administrator/Supervisor or Principal

Administrators/supervisors and principals must ensure the following before the requisition is approved and sent to the Business Office:

1. They must check to determine if the appropriate account has been used and *funds are available* to cover the purchase.
2. They must check to determine that the Responsibilities of the Originator have been properly completed.
3. They must check to determine that the requisition has been signed and approved.
4. The original requisition, along with attachments (i.e. quotes, receipts, etc.) shall be sent to the business office. Attachments should be sent when the requisition is created.

C. Responsibilities of the Business Office

The School Business Administrator will review and determine that the following items are addressed properly.

1. Available Funds – Purchase orders are divided by account and are checked to determine if funds are available in the account.

2. What is being ordered and the cost – The School Business Administrator will review the technical aspects of the purchase order to ensure compliance with State Law and Board Policy.

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

The Quotation Limit	\$ 5,850.00
The Bid Limit	\$39,000.00

4. Review of the Purchase Order:

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

- a. Account number accuracy;
- b. Complete descriptions of items to be purchased
- c. Shipping charges added;
- d. State contract numbers incorrect/missing;
- e. Other items as listed in Section A;

4. When the purchase order is signed by the School Business Administrator/ Board Secretary, it will be emailed to the vendor. If a department needs to place an order on-line, please type on the purchase order: “ONLINE ORDER – PLEASE DO NOT DUPLICATE.”

5. **The purchase order process as explained may take 5 –7 business days to complete. Please plan accordingly. If a pattern develops of “emergency purchase orders” this will be deemed improper planning on the part of the originator.**

6. **Transfer of Funds** The Business Office processes purchase orders if there are appropriate funds to cover the purchase. If there are insufficient funds in a line item, please contact the School Business Administrator to determine the need and availability of funds to be purchased.

D. Employees Are Not Authorized and are Prohibited from Signing Contracts

Board of Education employees are prohibited to sign any contract offered by a vendor.

The power to sign and execute contracts after Board of Education approval lies with the Board President, Superintendent and the Board Secretary.

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

E. 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.

BIDS/QUOTES AND PURCHASING

New Jersey State Law requires public advertising and formal bidding for any specific item, class of items and/or services of a similar nature purchased by the school district when the **aggregate total** annual dollar value exceeds the bid threshold of \$39,000. This restriction is for the entire school district and not by program or school.

For purchases with an aggregate total annual dollar value that is less than the bid threshold but greater than \$5,850, at least two (2) written competitive quotations are required.

The splitting of requisitions to remain below the bid or quote threshold is strictly prohibited. You cannot circumvent the law by splitting purchase orders to reduce them to an amount below the bid or quote limits. If you find that your purchases may exceed the \$39,000 bid limit, please contact the School Business Administrator at once.

Be advised that the formal bidding process usually takes about 6 to 8 weeks from start to finish. Please plan appropriately.

The law N.J.S.A. 18A:18A-5a does allow for certain exceptions to the bid and quotation limits. A comprehensive list of these examples can be found at **Attachment E** – Items Exempt from Bidding. Some examples of these items are:

- Expenses for travel and conferences
- Extraordinary Unspecifiable Services (EUS) (very uncommon)
- Food supplies and services
- Library and educational goods and services (textbooks, workbooks, etc.)
- Printing and publishing legal notices
- Professional services as outlined by New Jersey Law (see page 17)
- Proprietary computer software
- State Contract purchases*
- Student Activity Account purchases
- Tuition or other reimbursement
- Utilities

Please contact the School Business Administrator for further explanation about State Contracts.

* State Contract vendors must be approved by resolution of the Board of Education. You may check the status of a State Contract at the following link: www.njstart.gov/bsa/external/publicContracts.sdo Requests to add a new State Contract vendor to the Board-approved list should be sent to the School Business Administrator.

Office Supplies and Classroom Supplies:

The Business Office will advise the ordering departments which vendors have been awarded State Contracts or have been awarded contracts through cooperative purchasing organizations.

A. Professional Services/Professional Consultants

Professional Consultants and In Service Providers shall be approved by the Board of Education in advance of the event. If you plan to recommend a contract for a professional consultant, please be advised of the following:

- 1) An appropriate resolution must be written for placement on the Board of Education meeting agenda.
- 2) With the resolution should be a written proposal from the consultant and/or vendor outlining the following:
 - a. Name, address of consultant/vendor (No P.O. Box #'s)
 - b. A description of services to be provided
 - c. Starting date of service; ending date of service
 - d. The cost of the services/terms of payment(s)
 - e. The vendor must submit IRS form W-9, their New Jersey Business Registration Certificate, a copy of their Certificate of Employee Information Report (Affirmative Action) and their c.271 Political Contribution Disclosure Form.

Contract for professional services that exceed the bid threshold must be advertised in an official newspaper.

All resolutions are to be sent to the Superintendent's Office with the written proposal attached. No services are to be performed without a properly executed contract (please see page on executing contracts).

B. EMERGENCY CONTRACTS (18A: 18A-7)

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.

Please note the Superintendent of Schools must be first notified of all emergency purchase requests.

Only the School Business Administrator may award an Emergency Contract.

A. Background

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

B. Definition of Emergency

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

C. Process in Declaring an Emergency

- a. Superintendent of Schools Notified. The Superintendent of Schools is notified by the employee/supervisor/administrator requesting a declaration of emergency.
- b. School Business Administrator Notified. The official in charge of the building, facility, wherein the emergency occurred shall notify the Business Administrator of the following:
 - i. Nature of the emergency;
 - ii. Time of the occurrence;
 - iii. The need for the performance of a contract.

Such notification shall be reduced to writing and filed with the Business Administrator as soon as practicable.

- c. If the Business Administrator is satisfied the emergency exists, the Business Administrator is, by

- State Law, authorized to award the contract.
- d. Filing of Documents with State, County by Board Secretary/School Business Administrator
In accordance with N.J.A.C. 6:20-8.5, the following documents must be filed with the Bureau of Facility Planning and the County Superintendent within three (3) days after awarding the contract or agreement:
 - a. A copy of the contract or agreement;
 - b. A copy of the written requisition.
 - e. Approval by Board of Education
The Board of Education, at its next regular Board of Education Public Meeting, shall review and approve said emergency purchase.

C. Affirmative Action, Prevailing Wage and Public Works Registration.

All vendors must comply with current affirmative action laws. All purchase orders contain the mandatory Equal Employment Opportunity Language, N.J.S.A. 10:5-31 et seq, N.J.A.C. 17:27 regarding the purchase of Goods, Professional Services and General Service Contracts.

Construction contracts require additional form AA201. Construction contracts over \$2,000.00 require certified payroll and adherence to prevailing wage requirements.

All construction contractors must register with the State of New Jersey Department of Labor and Workforce Development, Division of Wage and Hour Compliance.

D. Pay to Play

All vendors must comply with the current Pay to play laws and district policy. C. 271 Political Contribution Disclosure Forms are required for all contracts over \$17,500 that are NOT awarded with a fair and open process. (N.J.S.A. 19:44A-20.7).

E. New Jersey Business Registration Certificate

As regulated by the State of New Jersey, vendors must have a NJ State Business Registration Certificate if a vendor is providing more than \$5,850.00 in goods or services in aggregate to the school district during the school year unless the purchase is made through a “fair and open” process such as the bidding process or State Contract. We request this certificate from all of our vendors but require it from vendors paid more than this threshold. Before considering any purchase, please make sure that the intended vendor does have such a certificate. A copy of this certificate must be emailed or sent to the Business Office **prior to any purchase.**

QUOTATIONS AND QUOTATION PROCEDURES

Quotations The quotation limit (threshold) is \$5,850. Any specific item or group of items of a similar nature purchased by the school district totaling more than \$5,850 and less than \$39,000 for the *entire year* must be competitively quoted. At least two (2) written competitive quotes must be obtained.

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

Pursuant to N.J.S.A. 18A: 18A-37(a) the school district shall receive at least two quotations if practical. Evidence of the quotation process shall be kept on file. A copy of the quotation shall be attached to the requisition.

PURCHASING AND RECEIPT OF GOODS AND SERVICES

A. Processing the Purchase Order-Design of Purchase Order

Listed below are the names of each sheet of a purchase order and the purpose of each sheet.

Voucher Copy - white - Sent to the vendor that must be signed and returned to the business office in order for payment to be processed.

Vendor Copy – white - Sent to the vendor for their records and offers further instructions to the vendor and the school district policies.

Board Office Copy –yellow- this copy is retained in the Business Office

Receiving Copy –goldenrod - This copy is sent to the department that placed the order. It should be signed and dated with the date the goods are received by the district.

Please note, **use the date the order is complete**, do not sign this as of the date you are reviewing this copy. Schools must regulate purchases based on the date of receipt therefore this date is an important step in our purchasing process.

B. Receipt of Goods and Services

The originator of the purchase order should follow this process when receiving materials, goods, and services. A Purchase Order discrepancy form (**Attachment D**) should be completed to document problems with orders. Please be sure to advise the purchasing department of problems with orders.

1. Receipt of Items Ordered

It is important that all items received be checked within 5 days.

Please note the following:

- a. Obtain the receiving copy of purchase order and packing slip of items ordered.
- b. Open boxes and check off items received on the receiving copy and the packing slip.
- c. Check for accuracy of the items ordered and any damages. Report any discrepancies to the company and the business office immediately.
- d. If **all** items are enclosed, sign and date the receiving copy and attach the packing slip to the receiving copy of the purchase order. Forward the receiving information to the business office.

All receiving copies of purchase orders and packing slips should be signed and sent to the Business Office within five (5) days of the receipt of items.

C. Problems Encountered with Receipt of Goods

1. Back Orders - Sometimes items ordered will not be received in the first shipment. This is known as a back-order. The packing slip will have back order written on those particular items. If they are not listed on the packing slip the company should be contacted to ensure the items are still available and expected delivery date.

If the order is incomplete because there is a back order, retain the receiving copy as the order should not be considered complete. **Upon receipt of all back orders**, return the receiving copy and the packing slip and send both copies to the Business Office for the processing of the payment.

2. Items Missing from Order

Sometimes items are marked on the packing slip that they were delivered but are missing from your shipment. If this should occur:

- 1) Call the company and tell them what is missing, note the date and name of the person you speak with.
- 2) Mark on the receiving copy and packing slip what items were missing.
- 3) Make and keep a copy of your receiving copy and the packing slip.
- 4) When all items have been received, sign and date the receiving copy and return it with the packing slips. Be sure to send both copies to the Business Office.

3. Items Damaged: Wrong Item

Sometimes you will receive items that are damaged or you have received the wrong item.

If this should occur:

- 1) Call the company and ask them what the procedure is for returning damaged or wrong items. Please note the date called and the name of the person you speak with.
- 2) Arrange for the return of the item(s) to the company, this should be at the companies' expense.
- 3) On the receiving copy and the packing slip mark what items were returned and the reasons for being returned. Please note how the items were returned, via UPS/Vendor Pick Up, it should be **traceable**. If the vendor picks up a returned item it should be noted who picked it up and dated that this occurred.
- 4) When the replacement is received the signed and dated receiving copy and packing slip should be sent to the Business Office.

4. Discontinued Item

Sometimes the items you requested have been discontinued. If this should occur:

- 1) Mark on the receiving copy of the purchase order "discontinued" and reduce the amount payable on the receiving copy.
- 2) Do not call the company for a replacement item.
- 3) You must complete a new purchase order.

PETTY CASH

Petty cash funds may be disbursed only for the immediate payment of comparatively small expenditures and may not be used to circumvent the regular purchasing procedures of this district. Please obtain advanced permission from the School Business Administrator before making a purchase requiring reimbursement by the school district.

DISPOSITION OF PROPERTY

There are times when the district determines we have goods that are no longer necessary for use by our district but may be of use to others. Please notify the Purchasing Agent/School Business Administrator if you have an item that will not be used in your building. The business office will check to see if this item can be used anywhere else in the district. If it cannot, arrangements will be made to sell the item at auction. Employees should not assume that items that are broken should be thrown in the trash. The business office maintains inventory records of large value items therefore the need to advise them of all broken/damaged/unused equipment.

ETHICS IN PURCHASING

It is the desire of the Lower Township Board of Education to have all Board employees to practice exemplary ethical behavior in the purchasing of goods, materials, supplies and services. With this in mind the Board reminds all employees of the following:

Financial Interest in any Contract; Direct or Indirect

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 Vendors - Prohibited

School Board members, school officials and employees, or members of their immediate family are prohibited from soliciting, receiving or agreeing to receive any compensation, reward, employment, gift, meal, honorarium, travel, reimbursement, favor, loan, service, or other thing of value from any person, firm, corporation, partnership or business that is a recipient of a purchase order from the district, or a potential bidder, or an applicant for any contract with the district based upon an understanding that what is solicited or offered was for the purpose of influencing the Board member or school employee in the discharge of their official duties. This policy shall be consistent with the School Ethics Act–
N.J.S.A. 18A:12-21 et.seq.

School District Responsibility – Recommendation of Purchases

School officials and employees who recommend purchases shall not extend any favoritism to any vendor. Each recommended purchase should be based on quality of items, service, price, delivery and other applicable factors in full compliance with N.J.S.A. 18A:18A-1 et. seq.

Vendor Responsibility – Doing Business with the Board of Education

Any vendor doing business or proposing to do business with the 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 Board of Education or to any member of the official's or employee's immediate family.

No vendor shall cause to influence or attempt to cause to influence any official or employee of the Board of Education in any manner which might tend to impair the objectivity or independence of judgement of said official or employee.

Vendor Certification

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

Violations of the Policy

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.

CRIMINAL CODE CITATIONS

All district employees must understand the seriousness of the section on Ethics in Purchasing. Below are the Criminal Code Citations associated with School purchasing

- Title 2C – Criminal Code
- 2C:27-9 – Unlawful Official Business Transaction

A public servant commits a crime in 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.

- 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 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.

If you have any questions concerning recommendations of purchasing goods or services, please contact the School Business Administrator.

FORMAL BID PROCESS

- 1) Initial request to bid made by Administrator/Supervisor.
- 2) Certification that funds exist for the purchase.
- 3) Review of specifications, fully outlining items, materials or services to be bid by School Business Administrator.
- 4) Return of reviewed specifications to Administrator/Supervisor for final approval.
- 5) Administrator/Supervisor signs off final approval.
- 6) Bid packages prepared by the School Business Administrator.
- 7) Copies of bids made by the Business Office.
- 8) Legal advertisement posted on the Public Notices section of the Lower Township Elementary School website
- 9) Bid Date/Time – must be at least 10 days after Legal Notice appears on the website and not on a Monday or the day after a holiday.
- 10) Bids are opened and read publicly.
- 11) Bid results are reviewed by the Administrator/Supervisor, Business Administrator and Legal Counsel.
- 12) The business office prepares spreadsheet showing lowest bidders and recommends award of bid.
- 13) A Resolution is written and submitted to the Board for approval.
- 14) Purchase orders are prepared by the business office.

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.

Attachments

- A. Request for Reimbursement
- B. Submission schedule for bills
- C. New Vendor and Vendor change form
- D. Purchase Order Discrepancy Form

REQUEST FOR REIMBURSEMENT

Name of Person requesting reimbursement _____

Date of Request _____

Amount of Request _____

Description of Product:

Purpose of Purchase:

Signature of Person Requesting Reimbursement

Approved by Business Administrator

Date of Approval

Attachment A

Submission of invoices for payment

In order to be able to prepare bills for payment in a timely fashion, the business office must have any reimbursements or bills to be paid including all completed paperwork by the following dates.

Board Meeting	Invoices Due
• July 29, 2026	July 23, 2026
• August 26, 2026	August 20, 2026
• September 30, 2026	September 24, 2026
• October 28, 2026	October 22, 2026
• December 2, 2026	November 24, 2026
• January 6, 2027	December 22, 2026
• January 27, 2027	January 21, 2027
• February 24, 2027	February 18, 2027
• March 17, 2027*	March 11, 2027
• April 28, 2027	April 22, 2027
• May 26, 2027	May 20, 2027
• June 30, 2027	June 24, 2027

Any payments which are not received in the business office by the due dates will not be processed until the following month.

Thank you for your cooperation.

Attachment B

Lower Township Elementary Schools Fax # 884-1821 Attn: Purchasing Agent	REQUISITION NUMBER: _____
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NEW VENDOR AND VENDOR REVISION INFORMATION

DATE:	
REQUESTED BY:	

<u>VENDOR NAME</u>	
ADDRESS:	
ADDRESS 2:	
CITY/STATE	
ZIP	
COUNTRY	

CONTACT NAME:	
E-MAIL ADDRESS:	

<u>REQUEST FOR ALL VENDORS</u>	
PHONE:	
FAX:	
SS#	

STATE CONTRACT NUMBER	
TAX ID NUMBER:	
VENDOR CODE:	
<u>VEND</u> <u>OR NUMBER:</u>	

Purchase Order Discrepancy Form

To: Purchasing Agent

From: _____

Date: _____

Re – PO# _____ Vendor name _____

This order has had the following problem:

____ Received wrong item

____ Received damaged item

____ Received item not expected

____ Item inferior quality

____ Received duplicate order

____ Ordered wrong item

Resolution planned:

____ Return item for credit

____ Return item for replacement

____ Return item, ordered different product: expect difference in price of _____

____ Keeping item, please increase the encumbrance by _____

Please list catalog number and description of items in question:

-ITEMS EXEMPT FROM BIDDING-
N.J.S.A. 18A:18A-5d

- (1) Professional services
 - Requires Board resolution
 - Award must be printed in official newspaper describing nature, duration, service and amount of the contract
 - Both resolution and contract must be on file and available for public inspection in the Board office
- (2) Extraordinary unspecifiable services
 - Cannot reasonably be described by written specifications
 - Very limited use
 - Requires Board resolution stating supporting reasons
 - Award must be printed in official newspaper describing nature, duration, service and amount of the contract
 - Both resolution and contract must be on file and available for public inspection in the Board office
- (3) Work done by employees of the board of education
- (4) Printing of legal notices and legal briefs, records and appendices to be used in any legal proceeding in which the board of education may be a party.
- (5) Library and educational goods and services
- (6) Food supplies, including food supplies for home economics classes
- (7) Public utility services (must be subject to jurisdiction of the Board of Public Utilities)
- (8) Printing of bonds and documents necessary for the issuance and sale of bonds by a board of education
- (9) Equipment repair service if in the nature of an extraordinary unspecifiable services and necessary parts furnished in connection with such services (requires board resolution, advertisement in official newspaper, etc.)
 - Requires Board resolution stating supporting reasons
 - Award must be printed in official newspaper describing nature, duration, service and amount of the contract
 - Both resolution and contract must be on file and available for public inspection in the Board office
- (10) Insurance, including the purchase of insurance coverage and consultant services
 - Requires Board resolution stating supporting reasons
 - Award must be printed in official newspaper describing nature, duration, service and amount of the contract
 - Both resolution and contract must be on file and available for public inspection in the Board office
- (11) Publishing of legal notices in newspapers as required by law
- (12) Acquisition of artifacts or other items of unique intrinsic, artistic, or historic character
- (13) Goods and services necessary or required to prepare and conduct an election
- (14)-(16) Deleted
- (17) Work done by persons with disabilities employed by a sheltered workshop
- (18) Expenses for travel and conferences
- (19) Provision or performance of goods or services for the support or maintenance of proprietary computer hardware and software, except that this provision shall not be utilized to acquire or upgrade non-proprietary hardware or acquire or update non-proprietary software
- (20) Purchase of goods and services at rates set by the Universal Service Fund administered by the Federal Communications Commission
- (21) 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 or class gift;
 - Are deposited in school or student activity accounts; and
 - Require no budget appropriation from the board of education
- (22) Food services provided by food service management companies pursuant to procedures established by the New Jersey Department of Agriculture, Bureau of Child Nutrition Programs
- (23) Vending machines providing food or drink

Attachment E