

Purchasing Manual

Independent School District No. 1

Lewiston, Idaho

www.lewistonschools.net

Board Approved July 10, 2023

INDEPENDENT SCHOOL DISTRICT NO. 1

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PURCHASING PROCEDURES

The function of purchasing for the Lewiston School District has been assigned to the Business Office under the direction of the Director of Business Services as articulated in District Rules and Regulations section 2090.

It is the objective of the Business Office to establish procedures to procure the necessary supplies, equipment and services efficiently and economically. Adequate safeguards must be in place to insure that funds spent are authorized, for appropriate purposes, properly accounted for, within budgetary constraints and in compliance with applicable laws and regulations, specifically Idaho Code Title 67, Chapter 28 *Purchasing by Political Subdivisions*. This manual will outline the major purchasing procedures designed to meet the goals outlined above.

LEGAL GUIDELINES

1. Except for the purchase of curricular materials and exceptions detailed in Idaho Code § 67-2803, purchases exceeding One Hundred Thousand Dollars (\$100,000) shall be awarded by competitive bid. Bid solicitation requirements are set forth in Idaho Code § 67-2806.
2. Official action by the Board of Directors is required on formal competitive bid purchases. Approval is required to authorize the bidding process and award the final bid.
3. The District is authorized by law to participate in contracts administered by the Idaho Department of Administration, Division of Purchasing. Statewide contracts are found online at <https://purchasing.idaho.gov>
4. The District also participates in cooperative purchasing as authorized by Idaho Code § 67-2807, wherein the bid process has been done by a not-for-profit association and the results are available for use by members in their respective procurements.
5. Employees with a conflict of interest or the appearance of a conflict of interest relating to the purchasing function should disclose the nature of the potential conflict and take steps to remove themselves from the bid solicitation and decision-making processes.
6. When federal funds are utilized to make purchases, specific regulations apply. The federal funds policies are found in Board Policy 2060, found at this link: <https://www.boarddocs.com/id/lisd1/Board.nsf/Public#>

PURCHASE REQUISITION

The District employs a central purchasing function, which means that Business Office staff are charged with the responsibility to make purchases. District staff members should not make purchases directly with vendors. The Business Office will place orders for the items

specified on approved purchase requisitions, delivery will be made to the Central Services warehouse and checked for accuracy. Warehouse staff will deliver goods to the school or office making the request.

1. All purchases are initiated by a purchase requisition which forms the basis for the District's purchase order. The purchase requisition is the mechanism used to document that proper authorization is obtained for all District purchases. The electronic Purchase Requisition form is found here: <https://www.lewistonschools.net/business-office/accounts-payable/>
2. A purchase requisition which is filled in neatly, accurately, and completely expedites the purchasing function and insures that the correct item is ordered, the proper vendor is paid and the proper account is charged.
3. The following guidelines should be used for completing the purchase requisition:

- **Vendor Information**

Complete the vendor information including name, address, zip code, phone number, fax number and email.

- **Requested By**

The person requesting the items should put her/his name and location on the top of the form, giving purchasing staff a point of contact for questions and delivery of merchandise.

- **Quantity and Unit**

Indicate how many of each item is being ordered and the units they come in. For example, 1 doz., 3 sets, etc.

- **COVID (Y/N)**

Indicate if the item is Covid related.

- **Description and PO Comments**

It is important to include complete and accurate product information on the requisition, legibly written or typed. Show part numbers and any information the vendor will need to fill the order. Subscriptions should indicate the address the magazine will be sent to. An online shopping basket or printed page showing item numbers and product information may be attached to the requisition to provide clarity.

- **Unit Price**

Indicate the price per one item or unit based on a current catalog or quote. The unit price should be consistent with the unit used in column one.

- **District Account Number**

Indicate the district budget code where this expenditure will be charged.

- **Discount**

- **Approximate Freight**

- **Disposition of Purchase Order**

To insure proper routing of the purchase order *it is important to mark one of the five options* listed under “Disposition of Purchase Order.” The five options are as follows:

SEND TO VENDOR - P.O. will be sent directly to vendor.

DO NOT SEND/OK TO PAY - The P.O. will not be sent to vendor. Attach all pertinent information and forms to be sent in with payment.

DO NOT SEND/CONFIRMING ONLY – P.O. will not be sent to vendor.

PREPAYMENT – P.O. and/or order form will be sent to vendor along with check. Use this block only when prepayment is required. Attach all pertinent information and forms to be sent in with the payment. (See appendix G – for check cut-off deadlines). *There will not be any special check dates for prepayments.*

RETURN TO REQUISITIONER – P.O. will be returned to requisitioner responsible for picking up the merchandise and returning the appropriate documentation to the Business Office (see instructions under “Special Procedures”).

4. All requisitions must be signed by the supervisor responsible for the budget charged. Every requisition is reviewed and signed by the Superintendent (or designee) and the Director of Business Services prior to issuance of Purchase Order.

THE PURCHASE ORDER

1. The approved requisition is delivered to the Business Office and is the basis for the purchase order generated by the District’s financial accounting system. When the information is keyed into the Skyward accounting software, the encumbrance is immediately added to the budget code, the vendor to be paid is identified, and the receiving data is set up.
2. After the purchase order is printed, a copy is sent to the requester. If necessary, a copy is sent to warehouse to expedite distribution of received goods.

RECEIVING AND PAYMENT

1. All merchandise (except hand carried purchase orders & subscriptions, reimbursements, etc.) must be received through central receiving where it will be checked against the purchase order and distributed to the proper location. The packing slip will be signed, dated and returned to the Business Office to be recorded as “received” in Skyward.
2. For other items ordered, purchased services, licensing, software, airline tickets, etc. *it is necessary for the school receiving the service to notify the receiving clerk that the service has been performed and the purchase order may be “received in” and sent to accounts payable for payment.*

3. Accounts Payable receives proof of receipt and matches it to the vendors invoice before payment is made. Note: Payment will be held at this point if the invoice is not received or other district purchase order procedures have not been met.

SPECIAL PROCEDURES

1. “Hand Carried” Purchase Orders

Often the requisitioner wishes to pick up the items on the purchase order rather than have them delivered to central receiving. In these cases, it is still *mandatory* that a purchase order be approved and issued *before* the items are ordered or picked up. *Individuals who order merchandise without an approved P.O. may be personally liable for payment of those items.*

After the purchase order is printed, a white copy and a gold copy will be returned to the requisitioner. The white copy is given to the vendor. The gold copy is the building copy. Upon receipt of the items or service, *a signed and dated receipt or invoice showing the P.O. number must be returned to the Business Office before payment will be made.*

2. Manual Purchase Orders

The manual purchase order number may be used in rare instances. The principal or other administrator may call to receive a manual number and inform the vendor that this number should appear on the invoice. This number is placed on the bottom right hand portion of the purchase requisition and sent to the Central Office for approvals. The “confirming only” box is checked.

3. Returning Merchandise

It is important that proper steps are taken before merchandise is returned in order to get proper credit and/or a refund of our payment. Many vendors require an authorization before they will accept returned merchandise. Please submit a “Request to Return Merchandise” form with the items to be returned. Fill out the top part of the form, which identifies the purchase order, the reason for the return and the person returning the items. Business Office personnel will make the necessary arrangements with the company, obtain authorizations, if necessary and send the items back to the vendor.

4. Pricing Changes

It is the responsibility of the individual submitting the purchase order to obtain correct pricing for the items ordered by using current catalogs or quotes. Our purchase orders carry a message requesting the vendor to reverify the order if the price is more than 5% over the purchase order price. The Business Office will investigate and obtain subsequent approvals for purchases over the 5% (excluding freight charges).

5. District credit card orders

Certain items are only available from internet sources and must be paid by credit card. For these items, the purchase requisition is submitted listing “Wells Fargo Bankcard” as the vendor. Complete ordering information with an accurate URL, product description and any other information necessary to complete the order (such as a copy of the

electronic shopping cart) will be submitted with the requisition. The Business Office will place the order on-line.

6. Amazon.com

A corporate account has been established for Amazon.com orders. Individuals within the schools **may not establish a corporate account** for District purchases. A purchase requisition should be submitted listing “Amazon.com” as the vendor. Complete information including title of book, author and ISBN number (if applicable) is required for each item or a copy of wish list attached. The Business Office will place the order on-line.

7. Airfare

A purchase requisition should be submitted listing “Wells Fargo Bankcard” as the vendor. Complete details of the travel including dates and flight numbers and name as listed on travelers identification should be indicated on the requisition. The Business Office will purchase the ticket and inform the traveler of the reservation and the confirmation code. All travel **MUST** be authorized by a *Request to Attend Professional or Educational Meeting* form before airfare will be purchased. Forms found here: <https://www.lewistonschools.net/staff-resources/forms/>.

REQUESTING SUPPLIES FROM DISTRICT INVENTORIES

1. A comprehensive list of all items stocked in the district warehouses is available on the District website under the Staff Resources tab. All requests for paper and office supplies should be made on the “Request form - Inventory Supplies” found here https://www.lewistonschools.net/wp-content/uploads/2016/02/Inventory_Request.pdf
2. Each building or department will complete the form with appropriate signatures before it is submitted to the Business Office. Indicate the quantity, stock number, the unit of issue and the district budget code the expense will be charged to. The Business Office will assign the requisition number. The building should fax or email orders to the purchasing clerk.
3. Deliveries of custodial and office supplies are made every other week. Delivery schedule is found on the District website under Staff Resources <https://www.lewistonschools.net/staff-resources/>.
4. All request forms must be received in the Business Office by the Friday before your delivery date.

RETURNS

1. Returns to stock **during the same fiscal year** can be made using the “Request Form-Inventory Supplies listing the quantity, stock number and account code to be credited.
2. Clearly indicate that the item is a return to stock and remit the form with the returned merchandise.

TRAVEL REQUEST AND REIMBURSEMENT

1. Prior approval is required when employees travel to attend a professional or educational meeting outside of Lewiston.
2. The following procedures outline the steps necessary to obtain travel authorization and reimbursement of expenses.
 - The employee completes a “Request to Attend Professional or Educational Meeting” found on the District website under Staff Resources
<https://www.lewistonschools.net/staff-resources/forms/>
 - This form is submitted to the building principal or the immediate supervisor for approval **before** forwarding to the Central Office. A copy of the registration form, or meeting agenda should be attached to this form.
 - If travel is approved, the original form with approvals is returned to the employee.
 - Once travel is approved, the traveler prepares requisitions to cover all associated know costs. Separate requisitions are needed for:
 1. Airline tickets (Wells Fargo bankcard is vendor) Attach copy of itinerary.
Include traveler’s full legal name as it appears on ID and contact phone number.
 2. Registration fees. Attach copy.
 3. Lodging. Preference is given to hotels who honor district purchase orders.
Include confirmation number if possible.The traveler is responsible for making all his/her own travel arrangements, except for air travel. Reservations for lodging should be made using the traveler’s personal credit card. If the District does not have a direct bill account with a particular hotel, the traveler can request an invoice in advance from the hotel and Accounts Payable will produce a check on the next regular check run date. All cut-off dates will still apply. All requisitions submitted for travel should include the traveler’s name, dates of travel and event (reason for travel).

Following completion of the approved travel, the traveler submits a Travel Reimbursement form listing all reimbursable expenses for the travel. Actual meal expenses not to exceed \$50.00 per day will be reimbursed on trips requiring an overnight stay. Original, itemized receipts for meals, lodging and other expenses must be attached to the form. Reimbursement is for **employee meals only** and no alcohol. Receipts that are not itemized will not be reimbursed. Mileage is paid at the published IRS rate.

- Submit the form (found at <https://www.lewistonschools.net/staff-resources/forms/>) with a copy of the “Request to Attend Professional or Educational Meeting” to your immediate supervisor (Principal or Director) for approval **BEFORE** sending to Business Office.
- Travel reimbursements submitted prior to the monthly-published cut off dates (<https://www.lewistonschools.net/business-office/accounts-payable/>) will be paid after the regular School Board meeting each month.

IN-DISTRICT TRAVEL REIMBURSEMENT

1. Employees who must travel between schools or other district facilities in the course of their assignment, may be reimbursed for mileage. Mileage using employees' personal vehicle within the district are reimbursed at the official IRS rate for business travel at the time of travel. <https://www.lewistonschools.net/business-office/accounts-payable/> Mileage reimbursements must be approved by employees' immediate supervisor.
2. Employees will submit an itemized account of daily mileage on the Mileage Reimbursement Claim Form. <https://www.lewistonschools.net/staff-resources/forms/>
3. Mileage reimbursements submitted prior to the monthly-published cut off dates will be paid after the regular School Board Meeting each month. <https://www.lewistonschools.net/business-office/accounts-payable/>
4. No meal reimbursement is available for in-district travel.