

**Unified School District 204
Bonner Springs / Edwardsville**



**PURCHASING POLICIES AND
PROCEDURES**

Board Approved September 2023

UNIFIED SCHOOL DISTRICT 204
PURCHASING POLICIES & PROCEDURES

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INTRODUCTION AND PURPOSE

The purpose of the Purchasing Policies & Procedures document is to provide clarity and instruction for procuring the supplies, equipment, and services necessary to provide a quality instructional program for students of Unified School District 204. All individuals purchasing goods or services on behalf of the District must adhere to the procedures contained herein.

The procedures are effective July, 2023. All previous purchasing procedures are superseded. The procedures may be revised and supplemented as needed. The most current update shall be available to vendors. This handbook may be found on the District website in the Business Office section.

Consistent and/or repeated failure to comply with, or flagrant abuse of, established procedures may result in action up to and including termination of employees' authority to expend District funds and/or termination of employment.

GENERAL PURCHASING INFORMATION

The Central Office and Business Office facilitate the procurement of all necessary products and services for the District and comply with all Board of Education policies, Kansas laws governing educational procurement and other applicable Federal, State and Local requirements and policies. All capital items to be purchased at building level that fall under the bid guidelines must be discussed and approved by the Superintendent or a designee.

The Board of Education has the ultimate authority and approval over District purchases. This includes all policies related to purchasing and payments including Bidding Requirements, Purchasing, Payment Procedures, Surplus School Property, Construction Contracts Bidding and Awards, and Staff Conflict of Interest.

The following information is provided to assist in understanding the policies and regulations that govern the purchasing activity of the District. This document is intended to be a general overview. Information and assistance with purchasing requirements may be obtained by contacting the purchasing department at accounting@usd204.net.

POLICIES AND PROCEDURES

GENERAL ADMINISTRATIVE POLICIES

1. Purchases under \$2,500 do not require bids or quotes; However, a building Principal or department Director may elect to do so in order to obtain the best price. Bids and quotes will be kept on file with the related purchasing documents as attachments in the purchasing software in accordance with the General Records Retention Schedule of the Secretary of the State of Kansas.
2. Purchases ranging from \$2,500 to \$20,000 require quotes. Bids or quotes may be obtained by the Department Director overseeing the purchase or the Assistant Superintendent and kept on file in accordance with the General Records Retention Schedule of the Secretary of the State of Kansas. Under no circumstances may purchases or projects be divided in an attempt to circumvent the dollar value limits requiring bids.
3. When beneficial, the district will attempt to participate in cooperative purchasing programs to the extent that the items purchased meet the district's specifications and needs. The bids taken by these cooperative organizations shall satisfy the district's bidding requirements for the period of time the cooperative bid is accepted.
4. Non-construction and non-renovation purchases of goods or services, where the purchase exceeds \$20,000, shall be bid. All bids will be publicly opened. Under no circumstances may projects be divided in an attempt to circumvent the dollar value limits requiring bids. No contract will be entered into or bill paid without the proper documentation and without an affirmative vote from a majority of the whole Board. Even without a contract, no purchase that may exceed \$20,000 will be made without prior Board approval, unless in accordance with emergency provisions.
5. For construction or renovation of district facilities, where the purchase exceeds \$20,000, a request for sealed bids will be publicly advertised. All bids will be publicly opened and will be retained in accordance with the Records Retention Schedule of the Secretary of the State of Kansas. Under no circumstances may projects be divided in an attempt to circumvent the dollar value limits requiring bids. All legal notices shall be processed and retained in the Central Office.
6. To serve as a valid supplier, vendors must provide a completed W-9 form as required by the Internal Revenue Service. Local sources are preferred and utilized whenever possible. Vendors are prohibited from making sales calls directly at school sites and with District personnel unless an administrator has scheduled an appointment with the vendor.

7. In accordance with Board of Education policy, only those situations deemed an emergency may be excluded from following the purchasing procedures. Should an emergency situation arise, the building administrator or director should contact the Accounting department for guidance.

CONFLICT OF INTEREST

1. The District shall not purchase goods or services from any employee or family member without prior review and the written consent of the Purchasing Officer (Assistant Superintendent) or the Superintendent. The Purchasing Officer and Superintendent are precluded from purchasing from his or her own family members as defined by the District's conflict of interest policy. Employees shall disclose during the purchasing process previous employment with an independent contractor or vendor involved in the quote or bid process.
2. Personal purchases may not be made from District vendors utilizing District accounts to obtain special pricing afforded the district. The use of the District's name, tax identification number, or any other means which infers District authorization to obtain a reduced price for any product or service being purchased for private use is expressly prohibited.

ETHICS

All District personnel and vendors are expected to conduct business in accordance with the following Code of Ethics statements:

1. Give first consideration to the policies, regulations and goals of the District.
2. Strive to obtain the maximum value for each dollar of expenditure.
3. Conduct business in good faith; demanding honesty and ethical practices from all participants in the purchasing process.
4. Grant all competitive suppliers equal consideration insofar as state or federal statute and district policy permit.

5. Promote positive vendor and contractor relationships by according vendor representatives courteous, fair and ethical treatment.
6. Enhance the proficiency and stature of the purchasing profession by acquiring and maintaining current technical knowledge and the highest standards of ethical behavior.

QUOTATION AND BIDDING PROCEDURES

Quotations

A quotation (quote) is a written or oral price furnished by a vendor. The quotation can be used for the purchase of supplies, materials, furniture, equipment and other miscellaneous items. Quotes must be obtained when the projected expenditure is between \$2,500 and \$20,000 per item **or** is \$2,500 or more in total. Items may not be purchased separately to avoid quote requirements. Purchases exceeding \$20,000 shall be bid in accordance with the bidding requirements under Kansas Statute 72-6760.

A Designated Agent is authorized to request quotes or may defer the process to the District Purchasing Officer. The request for quotation (RFQ) may be issued verbally or in writing. Quotes are requested from three or more vendors without advertising or otherwise complying with the requirements of the formal bidding process. The Quote Summary Sheet (Appendix A) shall be completed for use in this process and will be made available on the District website. The winning quote shall represent the best value to the school district based on a combination of price, quality, delivery, terms and other important factors.

Quotation Procedures

1. When requesting quotes, the Designated Agent or Purchasing Officer shall provide identical specifications to the competing vendors orally or in a letter with an RFQ.
2. All vendors invited to quote will be given a deadline to furnish the quote.
3. Except for unusual circumstances, the vendor will be required to honor the quoted price for a period of at least 30 days. Any quote submitted shall specify the time period for which it is valid. When the quotation is awarded to the winning vendor, the designated agent or an assistant enters a purchase order request into the district accounting system . The quotation date and a specific vendor contact shall be noted on the P.O.
4. The vendor's quotation number or the name of the vendor's representative

issuing the quote shall be included on the P.O. For example, this should read "SCHOOL SPECIALTY SUPPLY CO. QUOTE #99999" or "QUOTE PER JOHN SMITH 1/30/23. This will help ensure that the vendor bills the district at the agreed upon price.

5. All quotes shall be retained on file in accordance with the Records Retention Schedule of the State of Kansas. These documents should be saved as attachments to the PO in the District's purchasing software.

Bidding Procedures

A bid is a price furnished by a vendor. The bid can be used for the purchase of supplies, materials, furniture, equipment and other miscellaneous items. Bids are requested, instead of quotes, when the projected expenditure exceeds \$20,000. Purchases in excess of \$20,000 must follow bidding requirements under Kansas Statute 72-6760.

1. Bids for equipment and other capital items may be advertised or a more selective process may be utilized. Suppliers of such items are invited to have their names placed on a mailing list to receive invitations to bid. If an advertisement is not used, then all of the vendors on the appropriate mailing list will be invited to bid.
2. A formal Request for Proposal (RFP) is then prepared and sent to the bidding vendors. Prior to mailing to vendors, the RFP must be submitted to the Purchasing Officer for review.
3. All specifications including bid deadline, must be clearly detailed in the RFP.
4. Bids must be submitted by the vendor in sealed envelope no later than the announced deadline.
5. According to Board Policy: Bidding Requirements bids are normally accepted on an annual basis, but the Board of Education at its discretion may approve multi-year agreements.
6. Vendors supplying hazardous materials are required to provide Safety Data Sheets (SDS) from the manufacturer for all products that are hazardous. The SDS must be provided to the end user with the product to ensure appropriate awareness and training occurs. In cases of pesticide products, SDS information must also be supplied to the Health Services department in accordance with board policy.

Responsibilities in Bidding

The following are the responsibility of the Designated Agent in soliciting a bid:

1. Construct the technical portion of the specification sheet that will be the basis for submitting a bid for services or materials.
2. Develop a list of potential bidders. If the incumbent vendor or any other interested vendor is excluded from the list, the Designated Agent must provide written rationale to the Purchasing Officer explaining their exclusion.
3. Submit the completed specification sheet and list of vendors to the Purchasing Officer.

The following are the responsibility of the Purchasing Officer.

1. Complete the bid package by integrating the submitted specifications sheet into the bid packet with the appropriate bidder's language.
2. Review the bids and list of vendors for clarity and consistency with purchasing policy.
3. Review the technical portion of the bid with the Designated Agent submitting the bid.
4. Assign bid number(s) and opening/closing dates.
5. Advertise the bid as per Board policy and purchasing policy.
6. Receive and secure the sealed bids.
7. Open and read the sealed bids at the appointed place and time.
8. A copy of the bid summary may be sent, upon request, to each vendor that submitted a bid.
9. Send the bid summary, along with a copy of each vendor's full bid package to the Designated Agent requesting the bid.
10. The results of the bid process will be presented to the Board of Education for final approval.
11. Following Board approval, the PO will be generated using the District's purchasing software and will be provided to the successful vendor.

12. All bidders will be notified of the results of the bid.

Please note that a complete copy of every bid submitted for solicitation is kept on file in the Business Office in accordance with the Records Retention Schedule of the Secretary of the State of Kansas. The Purchasing Department is available at all times to provide guidance and assistance.

METHODS OF PROCUREMENT

Purchase Orders

The Purchasing Department staff assists in procuring non-stock items, as well as services not provided by District staff. To procure items not stored in the Central Office or to arrange for services, District staff shall initiate a Purchase Order. The following provides a general overview of procedures for the purchase of goods and services, as well as more detailed procedures for special handling/funding.

Detailed Procedures for Issuing a Purchase Order

1. Determine the item or service to be ordered. Identify the account code to be charged.
2. Submit a Purchase Order Request using the District's purchasing software. The first screen of the purchase order request should include a general description of the items/services requested to provide the Board clarity when approving payments on the Warrant. On the second screen of the purchase order request:
 - a. Indicate an accurate description and specifications for every item listed including brand name(s), model or catalog number(s) size, color, etc. If the number of items is so large that it would be unreasonable or impractical to enter each one on the purchase order, a detailed list including unit prices may be attached.
 - b. If specifications are not clear, or incomplete, a request for clarification will be made by Central Office.
 - c. If the item(s) ordered must be exact and cannot be substituted type "NO SUBSTITUTE" on the Purchase Order Request.
 - d. The cost of each item ordered must be properly entered as a unit price and then totaled.
 - e. Provide any correspondence for specialty items, and/or the vendor contact, whenever possible.
 - f. Please be sure to include a line item on all purchase order requests for delivery charges, if applicable. In the event the shipping costs are unknown,

shipping should be estimated at 14% of the total cost of the items being purchased. In the event there are no shipping charges, please indicate as such and enter "free shipping" or \$0 on the shipping line.

- g. Administrators are responsible for verifying that funds are available for the expenditure. (Available funds may be determined by review of building and departmental accounting reports). Building bookkeepers or the District Accounting department may assist.
3. Depending on the item/service to be purchased, and dollar amount involved, additional approvals may be necessary. (Additional approvals must be obtained for all categorical, technology, equipment and all orders exceeding \$2,500 which require quotes or bids.)
4. Once the purchase requisition is submitted, a series of approvals will follow. Once all necessary approvals are complete, an electronic PO will be generated.
5. Be sure to allow 5 to 7 business days from the date the purchase order request is entered into the district's accounting software for the purchase order to be generated.

Employee Reimbursement

The District maintains Purchasing procedures to facilitate the purchase of supplies and services for District staff. For proper internal control, all expenditures of the District must be made through the standard purchasing channels. In the event an employee makes a purchase using personal funds, for whatever reason, the District is not obligated to reimburse the employee unless no other means for the purchase is available and the item is not available from another source. Should an employee make a purchase or charge any item(s) on behalf of the District, determination for reimbursement will be made as follows:

- ✓ The purchase must have been pre-approved by the employee's supervisor.
- ✓ The expenditures must be appropriate and supported by the appropriate original, itemized receipt.
- ✓ Personal purchases of equipment, including technology, will not be reimbursed, unless approved in writing prior to the purchase by the appropriate Administrator.
- ✓ The District reserves the right to not reimburse an employee for a District related expense, regardless of documentation presented.
- ✓ Employee must request reimbursement by submitting the appropriate documentation to Payroll. Once approvals are complete, reimbursements will be processed by Payroll and paid via a routine monthly ACH file.

Purchasing Cards

The District participates in a Purchasing Card program as a service to employees in acquiring goods and services when other purchasing means are not accepted or utilized.

A Purchasing Card shall be used when a vendor does not accept a Purchase Order or in the event of travel.

When using a Purchasing Card, please be sure to obtain itemized receipts from the vendor. Additionally, please be sure to provide the vendor with a sales tax exemption certificate. See Sales Tax section for more information.

Any time an employee travels on behalf of the district to a conference, workshop or athletic/academic event, a completed expense report should accompany all itemized receipts. Failure to provide itemized receipts within five days could result in staff members being required to reimburse the district for expenses incurred. See Appendix C for the District Expense Report.

OTHER PURCHASING INFORMATION

Vendors/Direct Service Providers:

1. Any and all invoices received by district employee **MUST** be submitted to the Accounts Payable Clerk in order for payment to be processed.
2. Vendor checks will be mailed.
3. Only in special circumstances will vendors be allowed to pick up payment directly due to security reasons.

Gift Card Purchases

Gift cards are discouraged for purchase for District employees. Gift cards may not be purchased to be used for the acquisition of supplies, materials or services on a separate transaction. Gift cards may not be received in lieu of a refund made payable to the School District for the return of goods or services.

Gift cards that are purchased for the benefit of students must be funded by student activity funds.

A signature page must be kept for verification by the district's auditors. Signature pages must show name, date, recipient, and purpose of expenditure.

Non-Allowable Purchases

Purchases of goods or services for personal purposes are not allowed. Should you have specific questions, please contact the Director of Business or Accounts Payable Clerk.

Purchases of Computers and Other Technology Equipment

District policy requires standardization of technology equipment and software. The District's Technology Plan outlines District standards related to technology, including specifications of equipment and software to be purchased and supported at each site. The District Technology Department has the responsibility of enforcing these standards, as well as providing necessary technical support for approved equipment. Therefore, all technology purchases must be approved by the Director of Technology.

Sales Tax

The District is not required to pay sales tax on products and services acquired from vendors within the State of Kansas. A tax exempt letter will be provided by the Accounts Payable/Purchasing Clerk at the time the purchase order is submitted to the vendor. For purchases made with the district's Purchasing Card, it is the responsibility of the employee to present a Tax Exempt Letter at the time of the transaction, as well as to ensure that no sales taxes are applied to the purchase.

In the event sales taxes have been applied by the vendor, it will be the responsibility of the employee requesting the purchase to contact the vendor and arrange for the tax amount to be refunded. Otherwise, they must reimburse the District for the amount of the tax or have their purchasing privileges revoked.

Sole Source Providers

A sole source provider is defined as "the only supplier capable of meeting District requirements within the time available, including emergency and other situations which preclude conventional planning and processing."

All sole source purchases in the amount of \$2,500 or more must be approved in advance by the Assistant Superintendent. A Sole Source Justification Form (Appendix B)

must be completed and approved prior to awarding a quote. The following criteria may provide assistance in determining that a purchase is only available from a sole source:

- One-of-a kind:** The commodity or service has no competitive product and is available from only one supplier.
- Compatibility:** The commodity or service must match existing brand of equipment for compatibility and is available from only one vendor.
- Replacement Part:** The commodity is a replacement part for a specific brand of existing equipment and is available from only one supplier.
- Delivery Date:** Only one supplier can meet necessary delivery date requirements.
- Research:** The commodity or service must comply with established District standards and is available from only one supplier
- Unique Design:** The commodity or service must meet physical design or quality requirements and is available from only one supplier.
- Emergency:** URGENT NEED for the item or service does not permit soliciting competitive bids, as in cases of emergencies, disasters, etc.

Vendor Rebates

No gift cards, rebates, reward points, or vouchers may be individually received by District employees or officials. Rebates must be remitted to the Business Office.

RECEIVING & PAYMENT INFORMATION

Receiving Products

All district buildings will have a designated receiving area where all products are delivered. Each building supervisor/administrator should designate two (2) employees who will sign for products received at the building.

Within three (3) business days of receipt of a product, the employee who requested it will inspect the product to ensure that the district received the appropriate quality and quantity of the product, that the product was delivered in a timely manner and that the price and quantity on the invoice match the receipt. If the product is received and is in acceptable condition, the employee who ordered it will mark the purchase as "received" in the District's purchasing software. Contact your building bookkeeper or the Accounting department for assistance.

If the product shipped is not what was originally ordered, the employee who requested it will contact the vendor immediately for correction. If the product cannot be replaced or the error corrected before the expiration of the purchase order, the employee will notify the Accounts Payable Clerk immediately so that the first purchase order is canceled and a new purchase order is issued. If the provider refuses to correct the error with the vendor, the employee will contact the Accounts Payable Clerk immediately so that the payment can be withheld or a protest filed with the credit or purchasing card issuer.

The building supervisor/administrator will designate one (1) or more employees to verify all products received over the summer or in other situations where the employee who ordered a product is absent for an extended period of time. The person(s) designated will stand in place of the person ordering the product and perform the duties detailed above. The designated person(s) will attempt to notify the person who ordered the product, in addition to the purchasing officer, if there are any concerns.

Receiving Services

In general, a service provider will only be paid after the employee who requested the service verifies that the service has been rendered in accordance with the specifications. Exceptions may be made for purchases such as membership dues,

registration fees and travel expenses such as airline tickets. Employees will contact the Accounts Payable Clerk or Assistant Superintendent if there are concerns regarding the quality of the service provided or if the service is not completed in a timely manner.

Payment

By law, the Board must approve all payments. As a result, payments for goods and services will not be issued until the morning following Board meetings. Refer to the District's Board of Education schedule for guidance on when checks may be approved and released to vendors. The Assistant Superintendent or Accounts Payable Clerk will work with regular providers to arrange for a billing cycle that allows for official Board approval before payment, and yet protects the District from late fees or interest payments.

SURPLUS PROPERTY

Disposal of Surplus Property:

Any district property valued at \$1,000 or greater must not be disposed of in dumpsters nor removed from the premises without the consent of the Assistant Superintendent or Superintendent. State laws dictate the method of disposal of items that have been determined by the State to be hazardous waste including computers, TVs, and other electronic equipment. In addition, items that have been inventoried and capitalized by the District must be removed from District accounting records at the time the property is disposed.

Notify the Maintenance Department if you have equipment or furniture that is no longer needed. Items will be picked up and stored at the District Maintenance Center and offered to other sites. The District periodically holds surplus equipment sales to dispose of unnecessary furniture and equipment.

Some items are deemed unusable, unsellable, and approved by the Board of Education for disposal in district dumpsters. Items thrown away are not to be taken home by any district employee. Items thrown away are to stay in the dumpsters until picked up by trash services and disposed of at the local city dump station.

FEDERAL PROGRAM SPENDING GUIDELINES

Guidance for Spending Federal Funds:

Title I funds, allocated on an annual basis, are intended to provide supplemental funds for targeted services for needy students that add to the resources already available for

such students; as such, federal funds must not replace local and state funds for these purposes. As part of a state or federal audit, local officials may be required to provide

evidence that Title I funds are provided over and above the resources that would normally be provided.

Maintenance of Effort: Districts are required to demonstrate that the level of state and local funding remains relatively constant from year to year in order to receive the district's full Title I allocation. This calculation is performed by the KSDE.

Comparability of Services: Districts are required to use district funds to provide educational services in Title I schools that are comparable to the services provided in non-Title I schools.

The district submits the Final Expenditure Report to the KSDE, accounting for the expenditure of funds received.

Under NCLB, no more than 15 percent of the Title I, Part A funds allocated to a district for any fiscal year may be carried over into the next fiscal year.

Throughout the year, the district may file budget amendments to ensure resources are allocated to support student achievement.

The KSDE is required to collect certain information and data from all districts receiving Title funds on an annual basis.

Every three to five years, each school district in the State is scheduled for an LCP Monitoring Review of state and federal programs. This review helps ensure that all children in Kansas have a fair, equal, and significant opportunity to obtain a high-quality education.

Appendix A

Bonner Springs / Edwardsville

Unified School District 204

Verbal/Written Quote Summary Sheet

(Minimum 3 quotes required for items/services costing at least \$2,500 but less than \$20,000)
Use this form to summarize quotes received and to recommend a vendor for award.

Name: _____ Dept/School _____ Phone: _____

Purchase Order Number: _____

Signature of Person Obtaining Quotes: _____

Item/Service Requested: _____

Note: If you are unable to obtain 3 quotes, contact the Business Director or Superintendent at (913) 422-5600.

Indicate whether the quotes are written or verbal: _____ Written _____ Verbal
(If written, please attach quotes to this form.)

	Date	Vendor Name	Contact Person	Phone Number	Total \$ Amount Quoted
1					
2					
3					
4					

Recommended Vendor:

If recommending other than the low quote, you are required to provide written justification as to why the low quote was not selected:

Purchasing Acknowledgement: _____ Date: _____

Please retain a copy of this form and any written quotes received. Additionally, please be sure to provide the Business Office with a copy of this form when submitting the.

Appendix B

Bonner Springs / Edwardsville Unified School District 204 Sole Source Justification Form

Instructions: Complete this form for all sole source purchases for amounts \$2,500 and over. Route form to the Central Office for approval. The form can be sent by school mail, scanned, or faxed to 913-422-4193. All sole source requests are subject to approval by the Purchasing Department.

Purchase Order Number: _____

Commodity/Service being purchased: _____

Proposed Supplier: _____

Requested by: _____ Site/Department: _____ Date: _____

Sole Source Justification prepared by: _____

I. A **Sole Source Purchase** must meet one of the following criteria:

- One-of-a-kind** - The commodity or service has no competitive product AND IS AVAILABLE FROM ONLY ONE SUPPLIER.
- Compatibility** - The commodity or service must match existing brand of equipment for compatibility AND IS AVAILABLE FROM ONLY ONE VENDOR.
- Replacement part** - The commodity is a replacement part for a specific brand of existing equipment AND IS AVAILABLE FROM ONLY ONE SUPPLIER.
- Research continuity** - The commodity or service is needed to maintain research continuity AND IS AVAILABLE FROM ONLY ONE SUPPLIER.
- District standards** - The commodity or service must comply with established District standards AND IS AVAILABLE FROM ONLY ONE SUPPLIER.
- Unique design** - The commodity or service must meet physical design or quality requirements AND IS AVAILABLE FROM ONLY ONE SUPPLIER.
- Emergency** - URGENT NEED for the item or service does not permit soliciting competitive bids, as in cases of emergencies, disaster, etc.

II. Provide details of this request including explanation of why only one source is reasonably available (attach separate sheet if necessary).

III. As Department Head/Principal, I hereby certify that the above justification is accurate and complete to the best of my knowledge and belief.

Approval:

Signature of Department Head or Principal

Date