

Purchasing/Requisitions and Travel HANDBOOK



Purchasing/Accounts Payable Department

Dorothy Hughes, Accounts Payable Bookkeeper
Vilinda Mitchell, Accountant

Table of Contents

PROCUREMENT GUIDELINES	2
PURCHASING PROCEDURES	3
REQUEST TO ADD A VENDOR	5
OPEN PURCHASE ORDER	5
REQUEST TO MODIFY A PURCHASE ORDER	5
EMPLOYEE TRAVEL	6
TRAVEL GUIDELINES	7
EMPLOYEE TRAVEL FAQs	8
USE OF CONSULTANTS	9
CONSULTANT SERVICE AGREEMENTS FAQs	10
CONFIDENTIALITY RELATED TO BUSINESS OFFICE MATTERS	11
FORMS AND REFERENCES	12

Procurement Guidelines

The Sunflower County Consolidated School District procures only those items and services that are required to perform a mission or fill a need. Procurements are made using best value contracting, which includes assessing the best value considering quality, performance, and price.

The district adheres to the following objectives:

1. Procurement will be completely impartial based strictly on the merits of the supplier and contractor proposals and applicable related considerations such as delivery, quantity, etc.
2. Make all purchases in the best interests of the district and its funding sources.
3. Obtain quality supplies/services needed for delivery at the time and place required.
4. Buy from responsible sources of supply.
5. Obtain maximum value for all expenditures.
6. Deal fairly and impartially with all vendors.
7. Maintain dependable sources of supply.
8. Be above suspicion of unethical behavior at all times; avoid any conflict of interest, related parties or even the appearance of a conflict of interest in the school district supplier relationships.

PURCHASING PROCEDURES

All employees involved in purchasing activities will work to maintain and enhance the district's image by their personal conduct and methods of doing business. They will seek to obtain and purchase all goods at the lowest possible cost, considering the guidelines and prices, service, quality, and delivery. All purchases of the Sunflower County Consolidated School District will comply, in all respects, with the Purchasing Laws, and with all other applicable laws.

A PURCHASE ORDER IS REQUIRED TO MAKE ANY AND ALL PURCHASES. A PURCHASE ORDER MUST BE OBTAINED PRIOR TO ORDERING OF ANY MATERIALS OR MAKING A PURCHASE. PURCHASES MADE WITHOUT A PURCHASE ORDER WILL BE AT THE EXPENSE OF THE EMPLOYEE MAKING THE PURCHASE.

It is the responsibility of each school/department secretary/bookkeeper to key in requisitions via "School Connect."

- If purchase requires quotes, Request for Quotes Form and said quotes must be attached to the requisition.
- For single source items the documentation must be attached to the requisition.
- For bid items the bid number (provided by the Purchasing Clerk) must be entered on the requisition.
- Requisitions for Consultant: A copy of the approved consultant agreement must be attached to the requisition.
- Requisitions must contain a description and a delivery to (person ordering)

Shipping must be included on requisitions.

NOTE: Status of requisition approval flow-through can be tracked in "School Connect."

ORDERS \$0.01 - \$5,000.00 exclusive of freight and shipping does not require quotes or bids as required by state purchasing laws. Purchases with federal funds and child nutrition funds does not require quotes or bids for orders of **\$0.01 - \$3,500.00** exclusive of freight and shipping.

ORDERS \$5,000.01 - \$50,000.00 exclusive of freight and shipping must have two (2) written quotes. These quotes must be on the vendor's letterhead or vendor's standard quote form, signed by the vendor (signed faxed quotes are acceptable). Email quotes are acceptable when the email address corresponds to the company and is from an authorized representative from said company.

- At no time before the quote process is complete should the school/department reveal a vendors quoted price to another vendor.
- It is a good practice to notify the unsuccessful vendor that the quotations have been closed and awarded.
- At no time should a school/department allow a vendor to suggest and/or solicit other quotes for them.

A Request for Quotes Form and the quotes from the vendor must be attached to the requisition when submitted to the central office.

Miss. Code, Section 31-7-13 (o) indicates that it is unlawful to split purchases so as to circumvent the requirements for soliciting written quotes. "Splitting purchase orders" is knowingly and willingly issuing multiple purchase orders so as to avoid the bidding process. The determination of a split purchase order can be evaluated based upon the "knowledge and intent rule." If someone has knowledge of purchases in excess of \$5,000.00 and they knowingly break the purchase up into orders less than \$5,000.00, then they would be splitting purchase orders.

ORDERS WHICH EXCEED \$50,000.00: Item(s) and/or services costing over \$50,000.00 must be formally bid using the following steps:

- Decide on the particular item(s).
- Estimate the cost of the item(s).
- Verify that the funds are sufficient for the purchase.
- Solicit detailed specifications on the item from vendors.
- Submit detailed specifications to the Purchasing Clerk.

The Accountant will complete the bid process. Upon board approval, the Accountant will notify the school/department of the vendor awarded the bid. Once the notification is received, the school/department can submit requisition.

Single Source Purchase is not permissible unless said item(s) are available from only a single supplier.

The following examples of circumstances, which could necessitate a single source purchase:

- Where the compatibility of equipment, accessories or replacement parts is the paramount consideration and the manufacturer is the sole supplier.
- Where a sole supplier's item is to be required when no other item will serve the need of the school/department.
- Where sole supplier's item is copyrighted and available only from the publisher.

A certification of the conditions and circumstances requiring the purchase shall be filed by the school/department with the Office of the Superintendent as a board agenda request, requesting that said item(s) be declared a Single Source Item. The certification must be in the form of a letter from the vendor, on their letterhead, stating that said item(s) are only available from them and no other source, signed by the vendor. A Single Source Purchase Form must also be attached to the vendor's certification.

Once approval is obtained, a requisition can be submitted for purchase.

State Contract purchases: State Contracts are available on the internet at, www.dfa.state.ms.us/purchasing/statecontracts.html. Purchases off a State Contract are not limited by a dollar amount unless otherwise stated in the contract. When using State Contract, list the state contract catalog number listed on the cover of Competitive Bid State Contracts and the item number listed in the contract or the State Contract Number from the Negotiated State Contracts.

Request to Add a Vendor

If you are trying to order from a vendor that isn't currently in Integrity, you must complete a Vendor Information Add/Update Form. You must also obtain a W-9 from the vendor and attach to the form and submit to Vilinda Mitchell, District Accountant.

Open Purchase Order

At times the full amount of a purchase order will not be paid at once. When there will be recurring charges on the same purchase order complete a Justification of a need for an Open Purchase Order Form and attach to the requisition. A copy of the form is located in the forms section of this manual.

Request to Modify a Purchase Order

If a change need to be made to a purchase order after it has been issued, complete a Modification to a Purchase Order Form and submit to the district's accountant with a copy of the original purchase order attached. A copy of the form is located in the forms section of this manual.

EMPLOYEE TRAVEL

Employee travel must be coordinated through the respective District Administrator, department/school secretary and the Accountant to ensure uniformity and compliance with established procedural guidelines. Request for travel shall originate between the traveler and his/her respective supervisor using the Request for Travel. The travel request must have all supporting documentation including conference location, dates, schedule and registration information, prior to submitting the request for administrative approval. Employees anticipating retiring or leaving the District or with knowledge of a change in assignment should not participate in optional overnight travel 6 months prior to the retirement, termination, or assignment change date. If they do travel, they may be asked to reimburse the District their travel costs.

Prepaid Travel Expenses

- **Conference Registration.** Support documentation is required.
- **Airfare.** All air travel will not be paid until the Request for Travel has been completed and received all levels of approval.
- **Lodging.** A check payable to the hotel will be issued to prior to travel.
It is the responsibility of the individual traveling to make all necessary hotel arrangements.

Post-Conference Expense Reimbursement

- Per Diem meal reimbursement at the rate of \$41.00 per day for overnight stay. Meal reimbursement will not be provided if no overnight stay or if no hotel receipt with a \$0 balance provided documenting an overnight stay.
- Mileage reimbursement at \$.56 per mile for use of private vehicle. All employees are expected to carpool when three or more travel to the same conference. If the employee chooses not to carpool, they will travel at their own expense.

Sunflower County Consolidated School District Travel Guidelines

Pre-Travel

Complete a Travel Authorization Request Form (Form-Travel 1). Attach a copy of the conference proposed agenda/registration or notification of the conference. The form must have an appropriate expenditure code to be processed. Obtain the appropriate signatures (Mrs. Frankie Blackmon for federal funds and Mrs. Nicole Andrews for exceptional ed). All other funding sources submit directly to Ms. Jorgell Jones, Curriculum Director/ Professional Development Coordinator at the administration building. You will receive a copy of the Travel Authorization Request Form after it has been approved by the Superintendent.

Once approval is granted the following steps are completed:

- 1) Enter a requisition in Integrity for Conference Registration in Integrity. Submit the requisition with the conference registration confirmation, conference proposed agenda/registration or notification of the conference attached. Also attach an EPLS if paying with federal funds.
 - 2) Enter a requisition in Integrity for hotel reservation. Submit the requisition with the hotel reservation confirmation attached. The attachment must include the confirmation number and a detail of the stay listing per night rate and a total amount for the stay. Also attach a copy of the meeting agenda and an EPLS if paying with federal funds.
 - 3) Enter a requisition in the name of the employee for transportation costs, meals and incidentals if applicable in Integrity. Attach a mapquest printout for mileage verification from place of work to conference site and home to conference site. You will be reimbursed for the shorter distance. **Submit this documentation along with a conference agenda/ or notification of the conference. Request for Leave Form, a copy of the approved Travel Authorization Request Form (Form-Travel 1) and an EPLS if paying with federal funds.**
- *The Directors of the department for which funds are paying for the travel must sign the travel requisition.*
 - The requisitions must be submitted to Mrs. Frankie Blackmon if paying with federal funds; Mrs. Nicole Andrews if paying with Exceptional Ed funds. All other funding sources are submitted to Ms. Vilinda Mitchell, District Accountant.
 - Copies of the Purchase Orders will be submitted back to the schools/sites, authorizing travel.

Post-Travel

Complete an Invoice for Reimbursement for Travel Expenses (Form-Travel 2). The following must be attached to the invoice:

- 1) Yellow copy of PO signed by employee
- 2) Conference Agenda
- 3) Hotel bill with \$0 balance
- 4) Out of District Professional Development Feedback Form (Form-Travel 3).
- 5) Any other travel supporting documents, i.e. incidental receipts

A separate PO will be issued to the Conference Vendor and Hotel. These costs will be paid and mailed prior to travel when timely requests are made and approved. If requests are untimely made and approved, and a check was printed prior to travel, the employee will need to pick these checks up from Accounts Payable. If requests are untimely made and approved, but a check was not printed prior to travel, the employee will have to pay for their expenses and be reimbursed, with proper documentation, after the travel.

It is the responsibility of each employee to make sure their travel is approved and have a PO BEFORE they travel. Travel made without a PO will not be reimbursed.

Employee Travel Frequently Asked Questions

1. What documentation is needed to begin the travel process?

Complete the Request to Travel Form

2. If the conference is being funded using grant money, is the travel guidelines and procedures the same?

Yes. It is the practice of SCCSD to show diligence in saving money whether funds come from a budget or a grant. The law does not recognize the difference between grant and non-grant money in terms of procurement requirements.

3. Why do I have to wait to be reimbursed until after I return home from my conference?

On occasion, the anticipated costs do not reflect the actual costs that you may incur. There may also be a component of the trip that cannot be prepaid prior to the conference.

4. Why can't I be reimbursed for my meals if my travel require overnight stay, but I choose to stay with a family member instead of a hotel?

A hotel receipt with a \$0 balance will be the only acceptable documentation that reflects an actual overnight stay.

5. How long will it take to receive a reimbursement check after final submittal of my conference costs?

Employees will be reimbursed at the next board meeting after all documentation has been received.

6. Am I required to share a room?

No.

7. Am I required to carpool with other staff members if attending the same conference and traveling on the same dates?

Yes. Employees are expected to carpool in groups of three when attending the same conference or travel at their own expense.

8. Is Per Diem allowed for local travel not requiring lodging?

No.

9. Do I have to submit receipts for per diem?

No.

Use of Consultants

The utilization of consultants and contract personnel are sufficiently evidenced by the following:

1. A detail of all agreements (work requirements and rate of compensation), with the individuals or organizations providing the services and details of actual services performed.
2. Invoices and billings submitted by consultants, along with a work report, detailing the time expended and the nature of the actual services performed.
3. The use a Consultant Service Agreement for educational and administrative services will clearly identify the contractor's performance requirement, contractor's compensation, and the district's right to educational curricula and intellectual property developed.

Independent Contractors will be closely monitored and the use of consultants regulated to comply with the Independent Contractor Law and the Internal Revenue Code. In particular, consultants will:

1. Not be controlled as to what services will be performed and how these services will be performed. Consultants will not have set hours of work.
2. Adhere to a precise contract scope of services.
3. Not receive any fringe benefits.
4. Not be assigned a permanent workstation.
5. Make their services available or work for a number of firms or persons at the same time.

Frequently Asked Questions about Agreements and Contracts

1. What is a Consultant Service Agreement?

The Consultant Services Agreement is an agreement between the Consultant and Sunflower County Consolidated School District for specified services. It is not valid until the Consultant, Principal or Department Head, and the Superintendent signs it. It does not authorize the rendering of services. A Purchase Order is required before the services can begin.

2. When does my Purchase Order need a Consultant Service Agreement?

Purchase orders for services by consultants, speakers, staff workshop leaders, performers and presenters require a Consultant Service Agreement.

3. Where do I get a Consultant Service Agreement:

The Consultant Service Agreement is available from the District's website under Business Office Forms, Federal Programs Forms and Exceptional Ed Forms.

4. Can the vendor start working before I get the Consultant Service Agreement?

No. All consultant services require an approved Purchase Order prior to the commencement of services. The Consultant Service Agreement is required to create the Purchase Order. The authority/approval to hire a consultant is a combination District signature approval process and a governing Board function. Accordingly, no District staff may authorize a consultant to begin work until all the paperwork has been completed and appropriately approved.

5. Should I sign the contract the vendor gave me?

No, SCCSD employees should never sign a contract supplied by a Vendor. If the Vendor requires a signed contract, send it to Purchasing with a copy of your Requisition. The Accountant will review the contract for District compliance, obtain the appropriate signatures and attach it to the Purchase Order upon approval.

6. We did the Purchase Order and Consultant Services Agreement, when will the vendor be paid?

The Vendor has to send an Invoice referencing the Purchase Order Number for services rendered to invoices@sunflower.k12.ms.us along with a work report detailing all services provided.

CONFIDENTIALITY RELATED TO BUSINESS OFFICE MATTERS

Everyone is entitled to maintain a certain degree of privacy. When handling business-related material, you are privileged to varying degrees of information as it relates to the financial affairs of the district. When storing this information or communicating to employees or other offices at Sunflower County Consolidated School District, you have a responsibility to protect this information and maintain a high level of confidence at all times.

No business related matters should be discussed at any time with employees and non-employees of Sunflower County Consolidated School District. If an individual wants information they must go through proper process of requesting the information within the guidelines of board policy (access to public records).

FORMS AND REFERENCES

"THIS AGREEMENT REQUIRES AN APPROVED PURCHASE ORDER PRIOR TO COMMENCEMENT OF SERVICES"

SUNFLOWER COUNTY CONSOLIDATED SCHOOL DISTRICT
196 MLK/HWY 49N, P O BOX 70 INDIANOLA, MS 38751 PH: (662) 887-4919, FAX: (662) 887-7051

CONSULTANT SERVICES AGREEMENT

THIS AGREEMENT made and entered into this date, _____ by and between Sunflower County Consolidated School District hereinafter called the "District" and _____.

"This Agreement is not an authorization to proceed. A Purchase Order is required prior to commencement of services".

TERM (Enter Start Date – End Date of performances, workshops, etc): _____

This Agreement expires fiscal year end June 30.

SCOPE OF WORK (Description of services provided or title of workshop/performance): _____

Attach additional description, proposals or contracts if needed. All vendor contracts must be approved and signed by the Superintendent prior to District commitment.

COMPENSATION This is the contract limit for services performed and costs incurred for the term of the Agreement. Fees must cover all of Consultants' expenses, including supplies, travel, lodging, and meals. Consultant must return an invoice to the department/site to be signed by an administrator to verify that services have been received. Payment shall be made to the Consultant within thirty (30) days after receipt of a fully supported and detailed invoice which clearly indicates as applicable, any progress completed, milestones achieved, any reports (draft, preliminary or final) issued, dates worked, increments of hourly work, subcontract cost, etc. **All services must be completed and invoiced by June 30.**

A. TOTAL AMOUNT BILLED SHALL NOT EXCEED (Total PO amount): _____

District must be invoiced for payment per time worked, workshop, performance, completed portion of project. Fee must include all expenses such as supplies, travel etc.

Payment \$ _____ per _____

BY ACCEPTANCE OF THIS CONSULTING AGREEMENT THE CONSULTANT:

- A. Agrees to indemnify and hold the District harmless from acts of neglect of the consultant.
- B. Asserts that he or she is qualified to perform the work ordered as an independent contractor, with no conflict of interest.
- C. Agrees to keep confidential all proprietary information of the District.
- D. Certifies that he or she is not receiving salary or remuneration, other than vacation pay, from any other public agency for the above-specified project.
- E. Certifies that he or she is not receiving salary or remuneration from the District Payroll Department (includes substitute services, after school programs, coaching etc.).
- F. Early Termination – either party hereto may terminate this contract at any time by giving 30 days written notice to the other party.
- G. Consultant is responsible for own expenses, which includes travel, lodging, and meals. Expenses are not reimbursable by the District.
- H. Ownership: the District shall become the owner of and entitled to exclusive possession of all records, documents, graphs, photographs, or other reproductions of any kind in the scope of services performed, and no other uses therefore will be permitted except by the permission of the District. Proprietary material will be exempted from this clause.
- I. Insurance: The District reserves the right to require any independent contractor to maintain general liability insurance during the term of the contract. Based on the duration and type of services to be performed, the District requires up to the amount of \$1,000,000. The Contractor shall obtain and furnish Proof of Worker's Compensation Insurance if applicable.
- J. Certifies that he or she is aware of the provisions of Education Code section 45122.1 and will comply with such provisions before commencing performance of the work of this contract.

"THIS AGREEMENT REQUIRES AN APPROVED PURCHASE ORDER PRIOR TO COMMENCEMENT OF SERVICES"

SUNFLOWER COUNTY CONSOLIDATED SCHOOL DISTRICT
196 MLK/HWY 49N P OBOX 70 INDIANOLA, MS 38751 PH: (662) 887-4919, FAX: (662) 887-7051

CONSULTANT SERVICES AGREEMENT

CONSULTANT INFORMATION

Please type or print

Check Payable to: _____

Mailing Address: _____

Social Security Number _____ or Tax ID Number _____

Phone: _____ E-mail (optional) _____

CONSULTANT ACCEPTANCE

To the governing board of Sunflower County Consolidated School District:

"I agree to the arrangements as stated in this contract. I certify that the information provided herein is true and accurate. I further acknowledge that during the term of my Agreement with the District, if I learn of additional information which differs from the response provided above, I promise to forward this additional information to the District immediately."

Consultant Signature: _____ Date: _____

"This Agreement is not an authorization to proceed. A signed copy of this Agreement will accompany the Purchase Order authorizing services to begin".

SITE/DEPARTMENT ACCEPTANCE

Site/Department: _____

Site/Department Contact: _____ Phone: _____

Principal/Director Signature: _____ Date: _____

"This Agreement is not an authorization to proceed. The original signed Agreement must be received by the Accountant along attached to the requisition prior to issuing a PO."

DISTRICT ACCEPTANCE

Dr. Debra Dace, Superintendent Signature: _____ Date _____

*Signature required prior to issuing a Purchase Order.

ATTACHMENTS SENT TO ACCOUNTANT/PURCHASING DEPARTMENT

_____ Requisition # _____

_____ Consultant Service Agreement

_____ W-9 Form Taxpayer Identification



Sunflower County Consolidated School District Request for Quotes Form

Requisition#:	School/Department			
Purchase Description:				
Vendors Contacted	Unit Price	Quantities	Total Price Quote	Requirements Met (Y or N)
Company Name: _____ Contact Name: _____ Address: _____ _____ Date: _____ Telephone: _____ Fax: _____ Solicitated By: _____				
Notes:				
Company Name: _____ Contact Name: _____ Address: _____ _____ Date: _____ Telephone: _____ Fax: _____ Solicitated By: _____				
Notes:				
Recommendation:		Recommended By:		
Signature:		Date:		



Sunflower County Consolidated School District Modification to a Purchase Order Form

Date: _____

Purchase Order to be Decreased/Cancelled:

Purchase Order #	Account Number	Amount	Line Number	Cancel? Yes/No
TOTAL		\$		

Purchase Order to be Increased

Purchase Order #	Account Number	Amount	Line Number

Detailed Explanation of Request:



Sunflower County Consolidated School District Request to Add a Vendor
--

School/Department

Vendor Information:

Company

Name: _____

Contact Name: _____

Address: _____

Telephone: _____

Fax: _____

Attach Form W-9

Requested By:	
---------------	--

Signature:	
------------	--

Accounts Payable/Purchasing Contact List

Please refer employees with purchasing/travel questions to the following:

Phone: 662-887-4919

Accounts Payable Bookkeeper

Dorothy Hughes 887-4919 ext. 115

dhughes@sunflower.k12.ms.us

Travel checks, invoices, activity fund receipts

Vilinda Mitchell 887-4919 ext. 114

vimitchell@sunflower.k12.ms.us

Travel, requisitions, purchase orders, fund raisers, SBAC