



Independent School District

# **Purchasing Department Policies and Procedures Manual**

*All employees entrusted with Purchasing responsibilities must review annually and comply with all policies and procedures contained herein. This manual is subject to periodic updates.*

*Effective September 1, 2018, Alief ISD implemented all required EDGAR procurement policies and procedures.*

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## PURPOSE AND INTRODUCTION

These guidelines are established to assist campuses and departments in making purchases for their respective areas and to promote a basic understanding of State Law, Board policy, and local procedures. The guidelines covered below will apply to most common purchases, however, for more detailed acquisitions; Purchasing Department intervention may be required.

The Purchasing function is governed by federal and state laws, Alief ISD Board Policy and is subject to audit by the State Legislative Budget Board, federal government and District auditors. Therefore, it is imperative that District purchasing policies and procedures be followed for all budgeted funds, i.e. local, state and federal funds, including federal grants.

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As you review these pages, you will note numerous laws and policies which encompass the fundamental tenets of public purchasing. The principal objectives of these laws and policies are meant to:

- Ensure that all major purchases are competitively bid
- Ensure that most minor purchases are quoted
- Ensure best value is received for expended funds
- Promote competition among vendors for purchased goods and services
- Ensure the fair and equal treatment of vendors
- Provide transparency through established procurement procedures
- Avoid conflicts of interest when utilizing District funds, or fully disclose any conflict of interest that may occur
- Promote public confidence

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Please note that all Alief ISD employees *entrusted* with levels of purchasing authority represent the Alief Independent School District, and the District's reputation with each purchase they make or authorize. Each employee with purchasing authority has the financial and ethical responsibility to obtain the maximum value for budgeted funds, while ensuring that these purchases adhere to all state laws and local policies.

Each employee with purchasing authority should read this entire document and become familiar with all guidelines and laws relating to the procurement process.

For your convenience, multiple links are embedded in this document to facilitate searching, and for ease of access to additional resources and forms.

Note - These guidelines will be updated periodically. Please check the Purchasing Toolkit Group on Schoology often to ensure you are viewing the latest version (date of revision is on manual cover).

## PURCHASING STAFF & CONTACT NUMBERS

Director: [Adam Tabor](#) - (281) 988-3188  
 Senior Buyer: [Nancy Dunn](#) - (281) 988-3188  
 Secretary: [Kathy Barzilla](#) - (281) 988-3188  
 Buyer: [Stephen Wong](#) - (281) 498-8110, extension 29832  
 Buyer: [Susie Silva](#) - (281) 498-8110, extension 29824  
 Purchasing Assistant: [Dariela Salazar](#) - (281) 498-8110, extension 29818

### Purchasing

Fax:	(281) 498-8071
Postal Address:	P.O. Box 68, Alief TX 77411
Physical Address:	12102 High Star, Houston, TX 77072
Regular Office Hours:	7:00am – 4:00pm, Monday – Thursday 7:00am – 3:30pm, Friday
Webpage:	<a href="#">Purchasing Webpage</a>

### Central Distribution

Central Distribution / Warehouse Receiving Hours:	8:00am – 3:00pm, Monday – Friday
<b>Shipping Address:</b>	12101 7 <sup>th</sup> Street, Houston, TX 77072
<b><u>Phone/Webpage:</u></b>	(281) 498-8110, extension 3916 Recording – Hours & Directions <a href="#">Central Distribution Webpage</a>

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## PURCHASING OBJECTIVES

The primary objective of any purchasing activity conducted on behalf of the Alief Independent School District is to support the District's ongoing operations while obtaining the best value for the District, and its taxpayers. This objective is best achieved by promoting fair and open competition for the procurement of all goods and services. While not all purchases require multiple quotations, obtaining quotes for any procurement is strongly encouraged to ensure that the best price and value for the District's budgeted funds are obtained.

## FINANCIAL RESPONSIBILITY & BOARD POLICY

Under [Board Policy](#) CH (Local) Responsibility for Debts, the Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with adopted Board policy and current administrative procedures. Properly issued purchase orders are a contractual form of purchasing that delineates the District's terms and conditions, delivery, and payment and is the only method by which the District can be financially obligated.

The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control; persons making unauthorized purchases shall assume full responsibility for all such debts. An approved purchase order for goods and services must always precede any budgeted funds purchase.

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## PURCHASING ETHICS

All District employees engaged in procurement activities on behalf of the Alief Independent School District shall comply with the following ethical standards.

IT IS A BREACH OF ETHICS:

- for any employee of Alief ISD to participate directly or indirectly in procurement activities utilizing any School District Funding when the employee knows that they or any member of that employee's immediate family has an undisclosed financial interest pertaining to the procurement. Such instances include, but are not limited to:
  - making purchases utilizing budget and activity funds, [Board Policy](#) CFD, prohibits "Purchases made from any District employee or employee's direct relative, husband, wife, mother, father, brother, sister, son, or daughter) without prior approval from the appropriate central office administrator."
  - a business or organization in which the employee, or any member of the employee's immediate family, has an undisclosed financial interest pertaining to the procurement.
  - any other person, business or organization with which the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

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- to offer, give or agree to give any employee of the Alief Independent School District, or for any employee of the Alief Independent School District to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or sub-contract, or to any solicitation or proposal therefore pending before the Alief Independent School District.

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- for any payment, gratuity or offer of employment to be made by or on behalf of a vendor/subcontractor under a contract to the prime vendor/contractor or higher tier sub-contractor for any contract with the Alief Independent School District, or any person associated therewith, as an inducement for the award of a sub-contract or order.

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**The District may reprimand, suspend, or terminate the employment of an employee who knowingly fails to comply with such requirements.**

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## **CONFLICT OF INTEREST REPORTING**

Employees and Vendors of the District are bound by all law and statute governing the reporting of conflicts of interest. Employees are advised to visit the Purchasing Webpages for copies of State Laws, Statutes and required forms pertaining to Conflicts of Interest. New laws include not only those District Officers listed on these webpages, but also include:

- a member of the governing body of a local governmental entity
- a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or
- an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a Vendor.

An agent is “a third party who undertakes to transact some business or manage some affair for another person by the authority or on account of the other person. The term includes an employee.”

Vendors are made aware of reporting of conflicts of interest during contract creation.

## **AUDITING and PUBLIC RECORD REQUESTS**

Be advised that all documentation relating to procurement activities; including quotes, vendor submissions, justification for award, purchase records, and expenditures within Alief ISD are:

- Subject to State audit.
- Subject to Alief ISD internal audit, and Alief ISD contracted external audit.
- Subject to [The Public Information Act, Texas Government Code Chapter 552](#), and as such, may be requested via an open records request.

## **PURCHASE OF DISTRICT PROPERTY FOR PERSONAL USE & AUCTIONS**

It is the practice of Alief ISD to conduct periodic public auctions to dispose of broken, obsolete, and/or surplus materials. These auctions are typically conducted on-line utilizing the services of professional auctioneers.

Unless specifically approved by the Board of Trustees, no employee may purchase or acquire District property for his/her own personal use unless purchased through the District's public auction process.

## **PRIVATE PURCHASES DELIVERED TO DISTRICT FACILITIES**

No employee may use the purchasing power of the Alief Independent School District to make private purchases, except where "employee discounts," or other District managed programs are provided. Such programs are published publicly on the Alief ISD Communications Department webpage.

In addition, employees should not have private purchases sent to the District that have been, or are to be paid for by the employee, as this action may:

- give citizens the erroneous impression that something dishonest is being perpetrated.
- confuse vendors who believe they are conducting business with the District.
- evade sales tax, which is illegal.

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## **BIDDING THRESHOLDS**

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In accordance with Texas Education Code Chapter 44, Subchapter B, and with limited exception to select products and services, all school district contracts for the purchase of goods and services, valued at \$50,000 or more in the aggregate for each 12-month period shall be made by the method that provides the best value for the district.

Alief ISD complies with this mandate by categorizing purchases by type and aggregating (summing) the expenditures of that category under direction of the Texas Education Agency. Categories are calculated by fiscal year, which runs from September 1 – August 31 of each year. As categories are anticipated to exceed \$50,000, the Alief ISD Purchasing Department will determine the method of procurement to be followed.

- Examples of categories are found on page 9 of this manual.

The Alief ISD Purchasing Department issues numerous bids, competitive sealed proposals (CSPs) and requests for proposals (RFPs), to satisfy State Law requirements relating to bidding thresholds. In addition, the District utilizes interlocal contracts, including cooperative purchasing to meet statutory and policy requirements.



**It is important to note that certain vendors responding to Alief ISD bids and RFPs are “awarded” *specific items and/or catalog discount contracts* for items within these specific categories. It is for this reason that only awarded vendors can be utilized when purchasing items within these specific categories. Once a bid has been awarded, non-awarded vendors wishing to offer products and services within these bid categories must participate in the Alief ISD bid process at the next bid opportunity.**

## **FULL AND OPEN COMPETITION**

All procurement transactions paid with federal funds are conducted in a manner providing full and open competition consistent with 2 C.F.R § 200.319. In an environment of full and open competition, no proposer or bidder has a competitive advantage over another. All potential proposers and bidders must be provided the same information and have the same opportunity to submit a bid or proposal. Providing a competitive advantage to one or more potential proposers or bidders over another can open up the potential for disputes and lawsuits that can be costly and can significantly delay the completion of projects.

In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals (RFPs) are excluded from competing for such procurements. The District does not engage in the following situations that may restrict full and open competition, including but not limited to:

- requiring unnecessary experience and excessive bonding;
- placing unreasonable requirements on firms in order for them to qualify to do business;
- noncompetitive pricing practices between firms or between affiliated companies;
- noncompetitive contracts to consultants that are on retainer contracts;
- organizational conflicts of interest;
- specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
- any arbitrary action in the procurement process. 2 CFR § 200.319(a)

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<b>ALIEF ISD PURCHASING THRESHOLDS AND REQUIRED ACTIONS</b>			
<b>NON-FEDERAL FUNDS</b>			
<b>Purchase Commitment Amount</b>	<b>Support Documents Required &amp; Attached to Purchase Order</b>	<b>Additional Forms</b>	<b>Action or Board Approval Required?</b>
\$0.01 to \$9,999.99	1 Quote Required. 3 Quotes Recommended.	NOT REQUIRED	Use of an Awarded Vendor is required if there is a bid category in place.
\$10,000.00-\$49,999.00	3 Quotes**	Quote Evaluation Form*	Use of an Awarded Vendor is required if there is a bid category in place.
\$50,000.00 or more	Formal Sealed Bid/Proposal, unless specifically exempted by State/Federal Law. <i>OR</i> 3 quotes** from existing Alief ISD or COOP vendors required.	Quote Evaluation Form*	Use of an Awarded Vendor is required. Vendor must be selected by Alief ISD Bid process or through COOP quotes. Alief ISD Bids require Board Approval.

<b>FEDERAL FUNDS</b>			
<b>Purchase Commitment Amount</b>	<b>Support Required &amp; Attached to Purchase Order</b>	<b>Additional Forms</b>	<b>Board Approval</b>
Purchases of \$0.01 to \$49,999.99	3 Quotes**; and Quote Evaluation Form		Use of an Awarded Vendor is required if there is a bid category in place.
Purchases between \$50,000 - \$249,999.99	Formal Sealed Bid/Proposal, unless specifically exempted by State/Federal Law. <i>OR</i> 3 Quotes** from existing Alief ISD or COOP vendors required; and Quote Evaluation Form.		Use of an Awarded Vendor is required. Vendor must be selected by Alief ISD Bid process or through COOP quotes. Alief ISD Bids require Board Approval.
Purchases over \$250,000.00 involving federal funds	Formal Sealed Bid/Proposal, unless specifically exempted by State/Federal Law. <i>OR</i> 3 quotes** from existing Alief ISD or COOP vendors required; and Quote Evaluation Form.	Independent Estimate Form; and Price/Cost Analysis Form	Use of an Awarded Vendor is required. Vendor must be selected by Alief ISD Bid process or through COOP quotes. Alief ISD Bids require Board Approval.  Additional forms are required for purchase over \$250,000 with Federal Funds. See Purchasing Webpage or contact Dept. for guidance.

\*if not selecting the lowest price vendor

\*\*3 quotes are to be obtained to the maximum extent practicable.

For Purchases utilizing USDA/TDA funds, Alief ISD procures goods and services by direction of the most current TDA’s Administrator’s Reference Manual, specifically Section 17 for matters of procurement, along with its own internal procedures available [here](#).

When calculating purchase thresholds, it is illegal to avoid the \$50,000 State Law bidding threshold using:

- Sequential Purchases – Making purchases, over a period of time, of items that in normal purchasing practices would be made in one purchase.
- Component Purchases – Making purchases of the component parts of an item that in normal purchasing practices would be made in one purchase.
- Separate Purchases Making purchases separately in order to circumvent board approval of items that in normal purchasing practices would be made in one purchase.

**By extension of that law, it is also inappropriate to utilize the methods outlined above to avoid the Alief ISD Quote Policies or other established limits, such as \$50 for reimbursements or \$500 for walk-in purchases to local stores. Purchase exceeding the quote threshold must be competitively quoted, and those quotes should be documented appropriately on an Alief ISD Quote Summary. The Quote Summary must be attached to the Purchase Order Requisition, along with any other written documentation of the quotes requested.**

**LINE ITEM BIDS** - In many instances, specific items within these categories are bid individually (example: the category of “Office Supplies” will include *line item bids* for pencils, staplers, calendar refills, etc.). When items are bid individually, and/or stocked in the warehouse, these items must be purchased from the awarded vendor or by Warehouse Requisition at the agreed-upon price.

- Purchase orders for similar items stocked in the District Warehouse may be rejected for this reason. If the bid item does not satisfy the campus/departments requirements, a written explanation will be required by the Purchasing Department before the purchase of an alternate item can be approved.

**CATALOG DISCOUNTS** - When line items are not specifically bid/awarded, catalog discounts from participating vendors are requested. To purchase non-line items within these categories, campuses/departments must utilize a vendor from the “awarded catalog discount” list.

- Catalog discount vendors offer a variety of discounts and it is often difficult to determine *best value* based on the discount percentage alone.
- It is mandatory to obtain, reference and attach to the purchase request at least one (1) quote for every purchase ([see purchasing thresholds](#)); it is highly recommended to obtain written quotes from three (3) different vendors to ensure best value.

## PURCHASING BID CATEGORIES WITH ANNUAL AGGREGATE PURCHASES ABOVE \$50,000

Categories that must be ordered from Contracted (bid or coop awarded) vendors:

457(b) Plan Services	Landscape Materials & Supplies
Art Equipment and Supplies	Large Volume Copiers
Art, Fine Printing, Office and Computer Paper	Lumber And Building Supplies
Athletic Equipment & Uniforms	Maintenance of Print Shop Equipment
AV Equipment and Supplies	Medical, AD&D
Award Jackets	Medical, Athletic Training Supplies
Bank Depository Services	Musical Instruments, Equipment and Repair
Books, Textbooks and Educational Materials	OEM Vehicle, Bus parts and accessories
Building and Vehicle Replacement Glass	Office & Library Supplies
Ceiling Tiles	P.E. Equipment and Supplies
Cleaning Supplies	Performing Arts and Music Supplies
Computer Supplies	Periodical Subscription Service
Computer System	Plumbing Equipment and Supplies
Custodial Equipment	Plumbing Labor & Materials
Dental Insurance	Primary Property Insurance
Disposable Paper & Plastics	Print Shop Supplies
Electrical Supplies	Printing and Mailing of Newsletter
Elevator Inspection & Repair	Radio Systems
Employee Group Medical ASO Stop Loss Coverage	Student Info System
Excess Property Insurance	Student/Athletic Insurance
Fire Alarm Repair Parts & Labor	Teaching Supplies
Fire Extinguishers	Test Scoring Machines & Forms
Food, Groceries, Snacks, Frozen etc.	Tools and Hardware
Furniture	Travel Management
General Merchandise and Groceries	Trophies Awards & Promotional
Grease Trap Cleaning	Uniform Service
Heavy Equipment Rental	Vehicle Parts & Supplies
HVAC Repair Parts and Labor	Vehicle Repair
HVAC Repair Parts and Supplies	Video Distribution Systems Labor & Materials
Kitchen Equipment and Supplies	Vision Insurance
Lamps and Bulbs	Waste Removal

\*This list encompasses many categories where expenditures meet or exceed the threshold for competitive bidding and for which the use of contracted vendors is required. This list is not comprehensive; other categories may exceed competitive purchasing thresholds.

## SCHOOLGY PURCHASING GROUP

The Purchasing Department is proud to announce an additional method with which to obtain information for contracted vendors. Visit the Schoology Purchasing Group for this and other pertinent information to assist your purchasing process. Vendor Bid/Contract Inquiry is still located on the Business Plus Home Page within the Purchasing block, and via a link from the Employee Online Home Page. If you are seeking items available from vendors found in either database, pursue your purchase. If you are seeking to purchase an item from a vendor not listed in these databases, please contact a Purchasing Department representative to assist with your purchase.

### (Examples of Available Information)

Appliances	Approved Fundraising Vendors	Art
Audio Visual	Award Jackets	Books
Copiers	Computer Supplies	Furniture
Graduation Supplies	General Merchandise and Groceries	Lumber and Building Supplies
Contracted Services	Maintenance Bids (26)	Medical Supplies
Musical Instruments & Supplies	Office Supplies	Paper – Art, Computer and Fine Paper
PE Equipment & Supplies	Performing Arts and Music Supplies	Periodical Subscription Services
Purchasing Procedures & Resources	Radios	Decision Flow Charts
Teaching Supplies	Trophies & Awards	Emergency Purchase Information

## PURCHASING COOPERATIVES & STATE CONTRACTS

In addition to District contracts, Alief ISD has partnerships that expand our vendor availability outside of those contracts. The Bid/Contract Inquiry Database may reflect coop contract numbers for a desired vendor instead of a District contract number; in that event, please contact Purchasing staff to assist with obtaining coop pricing. Additionally, while items covered by these cooperative purchasing programs satisfy State Law bidding requirements for their respective categories, Purchasing policies also apply, such as obtaining three quotes from vendors where required (see Purchasing Thresholds).

## ENTERING PURCHASE ORDERS:

### PURCHASE ORDER, BLANKET ORDER & CHECK REQUISITION PROCEDURES

District Board policy and State law require the use of purchase orders for all tangible goods and services. This is necessary in order to document approval for the purchase prior to expending funds and to comply with purchasing law and policies. The District allows the use of check requisitions on a very **limited basis** for items such as petty cash reimbursement, travel advances, reimbursement of travel expenses, conference fees, and mileage reimbursement. Properly issued purchase/blanket orders are a contractual form of purchasing that delineates the District's terms and conditions, delivery, and payment process, and is the only method by which the District can be financially obligated.

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- Campuses and Departments enter Purchase Order and Blanket Order *Requests*.
- Items should be delivered to the Alief Warehouse to be received
- All purchase requests must have an attached quote document with the quote number (if any) referenced in Print Before Notes.
- Purchase/Blanket Order requests become "properly issued" Purchase/Blanket Orders only after approval by the Purchasing Department.
  - Never give vendors *request numbers* or make purchase obligations outside of the purchase order process without prior approval from a Purchasing Department representative.

### STANDARD PURCHASE REQUISITION

Most purchase orders issued will be Standard purchase orders. The key attribute of these orders is that each item is itemized, and quantities are stated. It should be the intention of staff to create Standard Purchase Requisitions wherever possible. If the following components are predetermined prior to the issue of the purchase request, the purchase order must follow Standard Purchase Requisition guidelines if the requisition will have 22 or fewer lines, including the shipping line:

- item description and item number, and
- the quantity needed, and
- the purchase price.

While Standard Purchase Requisitions are the preferential purchase method, the use of Blanket and Check Requisitions are allowed in limited circumstances.

### BLANKET PURCHASE REQUISITION

Blanket purchase orders (entered as a BR type requisition) are **issued to Specific Departments only** to facilitate the quick purchase of repair, supply, and/or maintenance items needed to support on-going operations and programs.

#### Blanket Purchase Orders:

- Must be issued to an awarded vendor prior to service or item delivery.
- Must be issued for a specific dollar amount, typically not to exceed \$10,000 (however, purchase thresholds vary by commodity).
- Must be issued for a specified period of time. (example: Vehicle fuel January – March)
- Are typically invoiced through a partial payment system using an Accounts Payable Partial Payment sheet.

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### OPEN PURCHASE REQUISITIONS

Open purchase orders (entered in Business Plus as a BR type request) are *non-itemized* and issued to pre-approved vendors authorizing purchases, not to exceed the stated dollar amount on the purchase order. While not itemized, this type of PO **must have a specific description of the goods or services required, and may not exceed \$500 without prior consent of the Director of Procurement & Distribution.**

Additionally, Open Purchase Orders:

- Are intended for use when the quantity/services needed cannot be anticipated. (example: supplies for kitchen break room or repair & tuning of musical instruments, installation of infrastructure cabling, etc.)
- Cannot be used to purchase technology that would normally require technology approvals. (example: printers, software, flash drives, etc.)
- Cannot be used to purchase anything that has a specific line item bid award.
- Cannot be used to purchase items that are stocked in the warehouse.
- Cannot be used to purchase items other than food when using Federal Funds.
- If used to shop a local store, typically allow for one 24-hour period “shopping excursion.”
- Cannot be issued on the last day of the business week if purchase involves use of a Sam’s Club, Kroger or Walmart cards.
- When purchasing refreshments for staff development or meeting (6499), purchase request must include attachment of the meeting agenda and a list of the staff attending. The total must not exceed average of \$7 per attendee for breakfast and \$11 per attendee for lunch.
- If purchasing items requiring more than one (1) object code, use an account split. (Ex: purchasing refreshments and supplies – 6499 & 6399)

### CHECK REQUISITION GUIDELINES

The following list of examples will illustrate some “direct pay” situations when a check requisition is authorized and preferred as opposed to a purchase/blanket order:

- Payment to individuals who are not District employees. Examples include:
  - Services performed under standard rates of pay such as working athletic events, judging or refereeing UIL events or elections.

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- Registration for off-site training and conferences. Appropriately approved short leave and registration forms must be attached.
- *Reimbursements to Coordinators/Specialists for instructional supplies not available at conference pricing after returning to District.* These purchases are generally less than \$100. Reimbursements exceeding \$100 will not be paid unless:
  - Advance approval is obtained from the Campus/Department Budget Manager by calling during conference.
  - The Budget Manager emails Purchasing Department their approval, indicating that this is special “conference only” pricing.
  - The reimbursement request does not include tax. (Alief ISD is tax exempt)
- Travel reimbursements (see [travel policies](#) for reimbursement amounts).
- Reimbursement to teachers for supplies (limit \$50.00).
- Mileage reimbursement.
- Membership Dues
- Competition Fees
- When purchasing refreshments for staff development or meeting (6499), purchase order must include attachment of the meeting agenda and a list of the staff attending. Total of purchase order must not exceed average of \$7 per attendee for breakfast and \$11 per attendee for lunch.
- Any situation not listed above must be cleared first through Accounting and/or Purchasing to ensure the correct method of purchasing is followed.
- Reimbursements from Federal Funds requires pre-approval of the purchase by the Federal Programs and Grants Department.

## **PICKING UP MERCHANDISE FROM LOCAL STORES**

Blanket Purchase orders may be entered/approved and merchandise may be picked up in person at local stores. To enter a Blanket Purchase Order Request for picking up merchandise in person:

- When procuring food, its purpose dictates the object code. 6499 should be used for food that will be consumed at an event, whereas 6399 should be used when buying food that is to be used in conjunction with a curriculum requirement.
- Enter PU (pick-up) in the “Ship To” field and use the “PU” Req Code.
- Enter an employee’s name in the “Receiver” field (the person who will pick up the merchandise and/or sign the receiving report).
- After approval, pick up the printed Purchase Order from the Purchasing Department. Bring the Receiving Sign Off form with you.
- After purchase is complete, return to Purchasing and sign the receiving sign off form.
  - Purchasing will forward the receipts and receiving form to accounting.



## PICKING UP MERCHANDISE FROM KROGER, WALMART & SAM'S CLUB STORES

- Enter a Purchase Order Request (BR) with a maximum amount of \$500.00.
- Type PU (pick-up) in the "Ship To" field.
- Select the "PU" pick up Req Code.
- Enter an employee's name in the "Receiver" field (the person who will pick up the merchandise and/or sign the receiving report).
- List the items you plan to purchase and the event/purpose.
- Print a receiving sign-off form and take it to Purchasing.
- In the Purchasing Department, the designated school employee will:
  - Check out a credit card and/or membership card.
  - Pick up the printed Purchase Order
  - Sign an acknowledgement form

### **Pick-up rules regarding Walmart, Kroger & Sam's Cards/Membership Cards:**

- One Purchase Order applies to one trip to the store.
- The card and the original receipt **MUST be returned to Purchasing within 24 hours** of card pickup. Upon return, the employee will sign the Receiving Report; Purchasing will attach the receipts to the report and forward to Accounting Dept.
- There will be no cards available for Friday or week-end purchases. No exceptions to this time line will be granted.

**Non-compliance with these requirements will result in the revocation of Walmart, Kroger & Sam's Club purchasing privileges for your campus/department.**

Please note that purchases made by visiting Walmart, Sam's Club, or any local store, are governed by the guidelines related to ["Open Purchase Orders."](#)

QN 03

## PURCHASES INVOLVING FEDERAL FUNDS

Pursuant to Requirements in 2 CFR Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and Education Department General Administrative Regulations (EDGAR), the Alief Independent School District is in full compliance effective September 1, 2018. All purchases made with Federal Funds must be made in accordance with all laws, policies and requirements. **\*It is important to note: when a conflict between State and Federal purchasing methods exists, the District shall adhere to the more restrictive of the purchasing methods.**

Purchases made with Federal Funds require routing and approval from the Federal Funds Department and must adhere to the [Alief ISD Special Revenue Policies and Procedures Manual](#).

**QN 03** Approval will be contingent upon federal award provisions, proper account code entry, alignment with grant period, start and end dates, professional service costs in accordance with CFR 200.459, and invoicing guidelines.

**QN 03 FULL AND OPEN COMPETITION**

All procurement transactions paid with federal funds must be conducted in a manner providing full and open competition consistent with 2 C.F.R § 200.319. In an environment of full and open competition, no proposer or bidder has a competitive advantage over another. All potential proposers and bidders must be provided the same information and have the same opportunity to submit a bid or proposal. Providing a competitive advantage to one or more potential proposers or bidders over another can open up the potential for disputes and lawsuits that can be costly and can significantly delay the completion of projects.

In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals (RFPs) are excluded from competing for such procurements. The District does not engage in the following situations that may restrict full and open competition, including but not limited to:

- Require unnecessary experience and excessive bonding;
- Place unreasonable requirements on firms in order for them to qualify to do business;
- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive contracts to consultants that are on retainer contracts;
- Organizational conflicts of interest;
- Not identifying all requirements and other factors used for evaluation of bids or proposals;
- Specifying only a “brand name” product instead of allowing an ‘equal’ product to be offered and describing the performance or other relevant requirements of the procurement; and
- Any arbitrary action in the procurement process. 2 CFR § 200.319(a)

Contracts utilizing federal funds may require the use an [Addendum Contract - Provisions for Contracts under Federal Awards](#), which includes additional details.

Federal requirements for all contracts under federal awards may also include the following, as indicated below:

- Contract over \$10,000, must address termination for cause and for convenience by the District including how it will be effected and the basis for settlement.
- Contracts over \$250,000 must address administrative, contractual or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties.

- Equal Employment Opportunity clause.
- Davis-Bacon Act clause for construction contracts, including compliance with prevailing wages. The District must place a copy of the current prevailing wage determination is used by the Department of Labor with each solicitation.
- Contract Work Hours and Safety Standards Act clause related to the computation of wages of every mechanic and laborer based on a standard work week of 40 hours.
- Rights to Inventions Made Under a Contract or Agreement clause if the federal award meets the definition of “funding agreement.”
- Clean Air Act and Federal Water Pollution Contract Act clauses if the contract is more than \$250,000.
- Debarment and Suspension clause which prohibits awarding a contract to a contractor who has been debarred, suspended or otherwise excluded from federal awards.
- Byrd Anti-Lobbying Amendment clause which applies to contractors that apply or bid for an award exceeding \$100,000 who must file the required certification.
- Procurement of recovered materials (200.322).

## **INTERGOVERNMENTAL AGREEMENTS**

To foster greater economy and efficiency, the District enters into state and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services. 2 CFR § 200.318(e). This includes cooperative purchasing agreements as well as shared services arrangements (SSAs) where practical and beneficial. Cooperative purchasing is described in section 3.5 of Module 3. SSAs as they pertain to a particular grant program are described in section 1.3.1 of Module 1 (FAR).

The immediate availability of products/services through co-ops and/or local agreements influences the District’s decision to begin the bid process or simply to make a purchase.

## **VEHICLES AND LARGE PURCHASES**

The purchase of vehicles requires Purchasing Department assistance in the quoting process. This is mandatory. Should you need to purchase a vehicle, please contact the department to begin the process of creating specifications and obtaining competitive quotes.

Purchasing Department assistance in the quote process is prescribed, but not mandated, for purchases at or above \$25,000. Please contact Purchasing should you wish to get assistance from one of our personnel with special experience in the purchasing of your desired items or services.

# CONTRACTED SERVICES AGREEMENT

The Contracted Services Agreement (CSA) has been developed for use within the District. This contract replaces all current contracts in use (including ICA) and should be the only contract utilized to define services provided to Alief ISD by non-district employees.

## Instructions for CSA Usage

When a campus or department wishes to initiate an agreement with a vendor/consultant, even if Bid/Contract Inquiry or Schoology Purchasing Group page indicates a vendor has been awarded a contract, a CSA must be completed and attached to purchase request.

### Independent Contractor / Vendor Agreement CHECKLIST

**Before proceeding with any agreement**, it must be determined if the vendor should be classified as an independent contractor or as a District employee. Please see the Q & A's below and complete the "Employee or Independent Contractor Test" at the end of this document. If after reviewing the checklist it is determined that the vendor/person should be classified as an employee instead of an independent contractor, please contact the Human Resources Department.

**For All Vendors:** Send Vendor the Contracted Services Agreement.

1. When returned by the Vendor, review the agreement for completeness.
  - a. Ensure that all blank fields have been completed.
  - b. Clarify any undefined stipulations or commitments.
  - c. Make note of any terms within the contract that have been marked out by the vendor.
  - d. Verify the need for insurance. (See Q & A section for more details).
  - e. Verify dates & funding availability.
  - f. Campuses/departments are responsible for calling references and receiving all required forms prior to submitting agreements to the Area Superintendent, Federal Programs and/or Deputy Superintendent for approval. (see additional Q & A's below)
2. Forward the complete package for required approval signatures.
  - a. Acquire signatures of session sponsor, Principal or Administrator, Area Superintendent (if applicable) and Deputy Superintendent.
3. When creating a blanket purchase order request or check requisition, attach all pages & forms to the purchase request, but do not use "AT" Req Code.

Completed / approved agreements must be scanned and attached to the Blanket Purchase Request or Check Requisition.

- For a new vendor to Alief ISD, please email Purchasing@aliefisd.net to request set up in the vendor system. A typed, legible W-9 Taxpayer ID Form is required. No photographs of document accepted.
- **An approved purchase order must be in place prior to the performance of any work or provided service.**

### **Independent Contractor / Vendor Agreement Q & A's**

Q. How do I determine if a person/vendor is an independent contractor or an employee?

A. There is no set definition of the term "independent contractor" and as such, each situation must be evaluated on a case-by-case basis. Please complete the "Employee or Independent Contractor Test" at the end of this document.

- If any of the questions result in conflicting answers, please contact the Human Resources Department for assistance.

Q. What if the Vendor claims to be either an independent contractor or an employee?

A. This decision cannot be made solely at the discretion of the vendor. The decision must be made based upon the terms of the employment/contract. The IRS requires taxes to be collected for employees and may levy fines and penalties for not doing so. This determination must be made by the district and cannot be made at the sole discretion of the Vendor.

Q. What do I do if the "Employee or Independent Contractor Test" indicates they must be hired as an employee?

A. The Independent Contractor agreement cannot be approved and the hiring process must be handled by the Human Resources Department.

Q. When is the Contracted Services Agreement (CSA) required?

A. As a rule, a CSA is needed when a service is being provided to the District by a non-district individual.

Q. When should a vendor be paid via a Check Requisition vs. a Blanket Purchase Order?

A. Per established guidelines, Check Requisitions are utilized to make payments to District employees and individuals who perform services under standard rates of pay; such as working at athletic events, judging or refereeing UIL events or elections.

Please see below for additional details regarding Purchase Orders and Check Requisitions:

#### **Check Requisitions vs. Purchase Orders**

Service	Paid Via		CSA Required
	Check Req?	Blanket PO?	
Athletic Officials	Yes	No	No. Athletic Officials are part of associations which selects members, sets rates of pay, and conducts background checks. They do not need to complete a Contracted Services Agreement.
Judges for Musical and other Performing Arts Programs	Yes	No	Yes, they must complete a Contracted Services Agreement.  Please note, individuals paid with a Check Requisition do not need to complete the references form, or the SB9, Felony Conviction, or Debarment Form. These individuals are background checked through Human Resources or via the Raptor system.
All other Service Providers (Speakers, Workshops, Training, DJ's, Events, Consultants)	No	Yes	Yes – they must complete a Contracted Services Agreement.

Q. If I pay a vendor (such as a Judge) for services utilizing a Check Requisition, and not a Purchase Order, do I need to attach the completed Contracted Services Agreement to the Check Requisition?

A. Yes, please attach the completed Contracted Services Agreement to the Check Requisition. Remember, references are not required for individuals paid via Check requisition.

Q. What types of service require a vendor to provide insurance coverage?

The Risk Management Dept. is the decision maker regarding insurance coverage. Some examples of circumstances which may require insurance coverage are as follows; however, consult with Risk Management to confirm. The Purchasing Dept. does not have knowledge as to if/when insurance is required.

<b>Service</b>	<b>Insurance Needed Y / N</b>
Medical Services & Therapy Services	Y
One-on-one (on-campus) instruction provided to Students	Typically No, but may be required in certain situations
Group instruction with Students (not supervised 100% of the time by AISD staff)	Typically No, but may be required in certain situations
Workshops with Staff & Students (where AISD staff is present 100% of the time)	N
Workshops for Staff	N
Speeches & Presentations	N
DJ Services (supervised events)	N
Playground, Carnival & Party Events	Y
Repair or Service of equipment on Alief ISD property	Y
Repair or Service of equipment sent (off-site)	N
Repair of District facilities	Y
Consultants providing Professional Services	Y
Hospital & Medical Services (off-site)	N
Transportation Services (buses & taxi-cabs)	N (already required by State Law – Proof of insurance is not required)

Q Are there services that require increased insurance coverage?

A. Yes – Certain services involving *direct student contact* may require higher insurance coverage limits. Please consult the Risk Management Department regarding appropriate levels.

Q. If insurance is required, what limits should we request?

A. When required, Vendor shall provide Certificate(s) of Insurance for the following (*at a minimum*):

Comprehensive-General Liability Insurance (Occurrence basis only-Bodily Injury and Property Damage):  
 Each Occurrence-\$1,000,000  
 Aggregate-\$2,000,000

Comprehensive Automobile Liability Insurance- Business (Commercial) Automobile Liability Insurance\* covering all owned, non-owned and hired vehicles:

Bodily Injury and Property Damage Combined Single Limit: \$1,000,000

Umbrella Liability Insurance (Excess): \$1,000,000

Q. When is Workers Compensation Insurance required?

A. The Purchasing Dept. does not have knowledge as to if/when insurance is required. Contact Risk Management to confirm.

As a general rule, workers' compensation insurance is typically required when a contractor hires *subcontractors* to provide the contracted services.

Workers compensation insurance coverage is required when providing building or construction services, including but not limited to, utility work, remodeling, repairing, constructing or demolishing structures on District property.

If required, Vendor shall be required to furnish a certificate for Workman's Compensation, or equivalent coverage, in the amount of \$100,000 per accident. If the company does not provide Workman's Compensation, a letter explaining alternate benefits must be submitted and reviewed by the Risk Management Department.

Q. Should the certificate of insurance be attached to the blanket purchase order?

A. Yes – All applicable documents and forms must be attached to the purchase order.

Q. Whom should I call if I have additional questions regarding insurance?

A. Please call Risk Management with questions not addressed within this document.

Q. When is a background check required?

A. The Purchasing Dept. does not have knowledge as to if/when this is required.

Below are some examples of situations that may involve the need for background Checks:

- Background checks are mandatory anytime a vendor or volunteer will, or may have, unsupervised contact with students.
- Background checks may be required when a vendor will have access to confidential records or will handle money on behalf of the District.
- Questions relating to Background checks and student safety should be directed to the Risk Management Department.
- Questions relating to Background checks and records and/or financial security should be directed to the appropriate Area or Deputy Superintendent.



Q. Should background checks or other criminal history information be attached to the blanket purchase order or check requisition?

A. No – Contracts may be “marked” or “stamped” indicating that background checks have been done, but the supporting criminal history documentation should not be attached to the blanket purchase order or check requisition.

Q. What if the vendor has their own contract they want signed?

A. It is preferred that the Alief ISD contract be used (with needed changes/amendments noted on the document), however, it is acceptable to have two contracts issued for the same service if the vendor’s document includes additional details and verbiage that is not easily incorporated into the District’s contract. If this becomes necessary, please review both documents carefully and correct any conflicts in terminology between the two contracts. Both contracts should be forwarded together for approval, and both contracts should be scanned and attached to the purchase request.

Q. After I scan and attach the contract and forms (if required) to the Blanket PO or Check Req., do I need to keep the original documents, or may I shred them?

A. See bullets below:

- Please remember that all District created documents are governed by State record retention schedules. Certain documents are required to be retained longer than others.
  - Always consult your Campus/Department Records Management Liaison and State record retention schedules to determine how long your record must be stored.
- Records that are scanned and attached to a blanket purchase order or check req. may be considered the “official record” for retention purposes; however:
  - Per record retention schedules, purchase orders are only required to be retained for the current fiscal year + 5 years.
  - If it is required that your document be kept for more than 5 years, you must print and store your documents separately (such as grant funded purchases that may require retentions schedules longer than 5 years).
- It is always recommended that original documents be retained while the contract is active, or as directed by the campus/department administrator.
- After ensuring that the document(s) do not require retention beyond 5 years, they may be shredded after the contract period has expired.

Q. Can my campus or department be listed as a reference?

A. Yes - It is encouraged that we share these references between campuses and departments.

**QN 03** Q. Do I need to receive references from the vendor if I have used this vendor in the past?

**QN 05** A. Yes, references are needed for liability purposes and may be used by other campuses & departments when selecting/evaluating vendors.

**QN 03** Q. Do I need to contact all three references if the vendor has been used by an Alief ISD Campus or Department in the past?

**QN 05** A. No - If one of the references provided by the Vendor is an Alief ISD Campus or Department, then it is only necessary to call/verify this one (Alief ISD) reference. If the Alief ISD reference is found to be acceptable, it is not necessary to call the other references, although you may certainly do so if you have additional questions about the Vendor's services.

**QN 03** Q. Do I need to contact all three references if the vendor has not been used by an Alief ISD Campus or Department in the past?

**QN 05** A. Yes – you must verify all three references for all new vendors.

**QN 03** Q. When calling references, what do I ask them?

**QN 05** A. When calling/verifying vendor references the goal is to confirm that the vendor has provided the services listed and to ensure current/previous customers are/were satisfied with their services.

Please note that some businesses may be hesitant to answer detailed questions about vendors. While you may certainly ask additional questions regarding a vendor's services and their experience with the vendor, it is usually best to begin with these basic questions below.

1. Have you used this vendor in the past?
2. Did they fulfill the requirements of the contract to your satisfaction?
3. Would you use this vendor again?

**QN 03** Q. Do I need to call the references, or can I fax or e-mail them my questions?

**QN 05** A. You may call, fax, or email them.

**QN 05** Q. What if the vendor I want to use is not listed in Business Plus?

A. Please email Purchasing @aliefisd.net with the following information:

Company name (must match the name on the W-9), address, phone and fax number.

A typed, signed, legible W-9 tax payer ID form

Q. Should the W-9 tax payer ID form be attached to the purchase request?

A. No – W-9 should be sent to Purchasing separately to create a new vendor number.

Q. When entering a purchase order request with attached CSA, should it be entered as a "PR – regular PO" or as a "BR – blanket PO?"

A. All purchase order agreement/contract requests must be entered as a BR type "blanket" purchase order. (PR.BLNK)

Q. Can a contract be created to include multiple events (several occurrences)?

- A. Yes – If the contract is written to include multiple occurrences. You will need to let the Accounting Department know when the contract is complete to arrange final payment.
- Q. Do I need to send the signed agreement to Purchasing or Accounting for review before creating a purchase request or check requisition?
- A. No – Attached contracts will be reviewed during the approval process.
- Q. If this *service* is covered by a Co-Op Bid, do I need to have the vendor complete a New Contracted Services Agreement?
- A. Yes.
- Q. Can a contract using general budgeted funds be created to cover more than one budget year?
- A. Yes - Contracts utilizing budgeted funds can be for more than one year; **however, a purchase order cannot span two different budget years**. Purchase orders must be entered to cover services that start on or after 9/1/XX, and end on or before 8/31/XX.
- Q. Can a contract using Federal or alternate funds be created covering more than one year?
- A. Perhaps – On a case-by-case basis. Please contact the Federal Funds Department regarding specific federally funded accounts.
- Q. Are there special rules for contracts utilizing Federal Funds?
- A. Yes. Please see the Federal Funds Special Revenue Policies and Procedures Manual and Schoology Purchasing Group page for additional information.
- Q. What if the vendor wants to be paid in advance?
- A. Paying vendors in advance of any work performed is never recommended. Invoices submitted Monday will be paid by Accounts Payable (AP) on Friday (excluding holidays).
- If the vendor still requires payment in advance, as an option, you may enter a BR purchase request or check requisition and have a check processed and delivered to your location.
  - This check can then be given to the vendor when they arrive.
  - Proper lead-time planning will be required (documents must be at AP by Wednesday to be paid on Friday).
- Q. May I renew an existing contract without securing new approvals or creating a new blanket purchase order or check requisition?
- A. No – All contracts and purchase orders are issued/approved for specific time periods and/or specific amounts.

Q. What if a service is being provided by a Vendor at no cost to the District – i.e., as a Vendor that received grant funds to implement a project, does the vendor still need to complete a CSA agreement?

A. Yes – We must define what all parties have agreed to, e.g. dates, times, number of students, etc. We must also collect State required forms.

### Employee or Independent Contractor Test

In basic terms, an employee is someone over whose work an employer exercises direction or control. Whereas, an independent contractor is self-employed, bears responsibility for his or her own taxes and expenses, and is not subject to an employer’s direction and control. It is important for budget managers to understand the differences between employees and independent contractors, as there are also financial penalties levied against those employers who attempt to circumvent employment taxes.

The purpose of this test is to offer **general** guidance in determining the business relationship that exists between Alief ISD and the person performing the services. Whether such persons are employees or independent contractors depends on the facts in each case.

Test Criteria to Determine Employee Status	Employee OR Independent Contractor
District provides instruction to the worker about when, where, and how to work, <b>**If so, it constitutes an employee/employer relationship by itself. **</b>	Employee
The District provides training to the worker.	Employee
The District reimburses the workers business expenses.	Employee
The worker has significant investment in their business.	Independent Contractor
<p><b>The Worker makes services available to the relevant market.</b>  <i>An Independent contractor is generally free to seek out business opportunities. Independent contractors often advertise, maintain a visible business location, and are available to work in the relevant market.</i>  <b>**The IRS considers this factor as a strong objective proof for independent contractor status. **</b></p>	Independent Contractor
<p>District directly pays the worker a regular wage amount for an hourly, semi-weekly, or other time period?  <i>An independent contractor is usually paid by a flat fee for the job. However, it is common in some professions, to pay independent contractors hourly.</i></p>	Employee
The Worker directly realizes a profit or loss from the performance of the work.	Independent Contractor
<p>District has a contract with the worker  <i>This is the least important of the criteria, since what really matters is the nature of the underlying work relationship, not what the parties choose to call it.</i></p>	Independent Contractor
<p>District provides the worker with benefits.  <b>**If so, it constitutes an employee/employer relationship by itself. **</b></p>	Employee

<p>The Worker continues to work for the District month-after-month or year-after-year rather than for a specific project or period.  <b><i>**If so, it constitutes an employee/employer relationship by itself. **</i></b></p>	Employee
<p>The Worker provides services that are a key aspect of the District's regular business activity.  <i>If a worker provides services that are a key aspect of the company's regular business activity, it is more likely that the company will have the right to direct and control his or her activities.</i></p>	Employee

In general, a current employee should not be treated as an independent contractor unless there is a legitimate side business or family business **which serves the general public**. All extra duties performed by the employee will be considered as supplemental pay via Payroll.

For additional guidance in determining if an individual is an employee or an independent contractor, please contact Human Resources.

## TECHNOLOGY STANDARDS LIST

The Technology Standards List is a list of technology related items compiled by the Technology Department meant to standardize District technology purchases. To view the standards list, please navigate the following steps

- Alief Webpage
  - Departments
    - Business and Support Services
    - Desktop and Network Services
    - Standards List

Below are examples of items found on the [Technology Standards List](#)

<p>Servers Desktops Laptops Printers</p>	<p>Multi-Media Video Projectors Scanners Digital Cameras</p>	<p>Software Desktop/Laptop Operating Systems Core Desktop Applications Server Operating Systems</p>
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- If purchasing a printer not on the Technology Standards List, supplies and ink/toner must be purchased from awarded vendors.

## ROUTING PURCHASE REQUEST FOR APPROVAL

Requests are typically routed to the correct department automatically based upon the budget code. Refer to the [Budget and Account Code Manual](#) (Accounting Department) for the correct code for each segment. If your request requires approvals that are not indicated with a budget code, use the appropriate Req Code.

- \*CE- Request must route to the elementary science coordinator
- \*CH - Request must route to the high school science coordinator
- \*RM - Request must route to Risk Management
- \*TD - Request must route to technology (but did not use a tech code)

If your request requires additional approvals, the request cannot be approved by Purchasing and assigned a PO number until it receives the required approval(s).

For a full listing requisition of codes and associated routing procedures, please see the "Business Plus Purchasing User Guide."

## ACCOUNT CODES

All purchase order requests require a valid account code, with sufficient funds, before they can be successfully entered.

Account Code Structure (**example**)

XXX <b>199</b> Fund	XX <b>11</b> Function	XXXX <b>6399</b> Object	XX <b>01</b> Sub-Object	XXX <b>101</b> Organization	X <b>9</b> Always 9	XX <b>11</b> Program Intent	XXX <b>000</b> Local Option
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The Purchasing Department is responsible for verifying the various approval levels and the accuracy of the account code during the final approval process; however, Purchasing staff cannot know *all the details* of the purchase (i.e. how & where the purchased item will be used). Campuses and Departments are responsible for correctly identifying the purchase using the correct account code.

Examples:

- Use Function 11 for Instructional purchases
- Use Function 21 for Instructional Leadership purchases
- Use Function 33 for Health Services (School Nurse) purchases
- Use Program Intent Code 11 for Basic Instruction Services purchases
- Use Program Intent Code 22 for Career and Technology purchases

If a needed account code does not exist, please contact Accounting to create the correct account for your specific purchase. Remember that through the use of Control Accounts\*, it may not be necessary to transfer funds from one account to another to facilitate these purchases.

\* Control Accounts group together detail accounts that have the same fund, function, MAJOR object, & sub-object. You can spend the money available in the control account from any of the detail accounts, without having to do a budget amendment.

Campuses and Departments are strongly encouraged to study the Alief ISD Account Code Structure Flipchart found on the Accounting Dept. page of aliefisd.net and ensure each purchase is made utilizing the correct account code(s). Please call Accounting or Purchasing with additional questions.

## **VENDOR CLASSIFICATIONS**

**AWARDED or CONTRACTED VENDORS** - Vendors that have participated in Alief ISD's competitive bidding process and have been awarded either specific line items and/or a catalog discount contract. Use of these vendors within their awarded categories satisfies State Bidding Law. These vendors may also be utilized when quotations are required.

To search the listing of awarded vendors, go to the Business Plus Dashboard and click on Bid/Contract Inquiry, OR visit the Schoology Purchasing Toolkit Group page. Both databases are updated on a regular basis, so check early and often.

**REGISTERED VENDORS** - Vendors that have registered in the ePro electronic database to receive an email notification any time a bid opportunity is posted in their chosen categories.

**HISTORICALLY UNDERUTILIZED BUSINESSES (HUBS)** - A "Historically Underutilized Business" is an entity with its principal place of business in Texas and is at least 51 percent owned by an Asian Pacific American, Black American, Hispanic American, Native American and/or American woman who reside in Texas and have a proportionate interest and demonstrate active participation in the control, operations, and management of the entity's affairs.

- It is the policy of Alief ISD to make a good faith effort to utilize HUBs in the acquisition of products and services.

## FUNDRAISING VENDORS

“Fundraising” includes any activity that generates (or is intended to generate) funds, credits, discounts, materials, or services (whether received immediately, or later).

This would include items that are given to the school free of charge, but may be sold later as a fundraising activity. It is district policy that campuses only use “approved” fundraising companies. Purchasing maintains a list of companies that are available for fundraising. The firms on the list have completed the required forms intended to protect the campus, staff, & students. Prior to use, campuses should contact references for the vendor to ensure that they have been satisfactory vendors for others. These vendors can be found on the Purchasing Toolkit Schoology Group Resources page.

Anything given to a campus that does not involve an activity, and for which no funds would ever be received/generated, would be considered a donation and must route through the Communications and Public Relations Department.

Additionally, any Campus or Department may request that a vendor be added to the fundraising vendor list. To do so, please ask the vendor to fill out a Fundraising Vendor Information Packet which is available by contacting Purchasing. Purchasing will assist with the process of qualifying the vendor to become an “approved vendor”.

- Call/email Purchasing to let us know you wish to use a specific vendor.
- Once the vendor has submitted the required forms and been “approved,” we will let you know that the vendor has been added to the approved fundraising vendor list.

Please note that as a non-budgeted fund activity, Purchasing is not involved in the management and/or negotiation of commission rates. Fundraising activities and contracts are managed solely by the individual Campuses and Departments.

For questions regarding fundraising policies or procedures, please see the [Activity Fund Manual](#) located on the Accounting Department webpage(s).

## VENDOR REQUIRED FORMS

### Required of all vendors

- Effective January 1, 2006, H.B. No. 914 of the 79th Texas Legislature requires a vendor that wishes to conduct business or be considered for business with the Alief Independent School District, to file (when required) a [conflict of interest questionnaire](#). The Disclosure Act applies to all persons or businesses who conduct business with the District, including those who submit bids on district contracts, or participate in financial transactions with the district.
- A W9 Taxpayer Identification Form
- A Felony Conviction Form (does not apply to corporations)
- A SB9 Contractor Form (applies to contractors providing services to the district)
- Debarment Form
- Form 1295 where applicable (requiring board action or over \$1,000,000)

QN 01



## QUOTING

Quotes are obtained by contacting vendors and providing information regarding the product or service desired. Quotes are typically presented in written form with all vendors receiving the exact same quotation document. However, quotes may also be obtained by emailing the vendor as well. Below is a listing of elements found in a properly crafted quotation request:

1. ITEM SPECIFICATION(S).
  - a. Describe the item requested.
  - b. The specifications should include an exact product name and/or model number and/or characteristic and/or intended purpose.
  - c. Indicate if only the exact product/model number will be accepted, or if an "equal/comparable" item may be quoted for consideration.
  - d. Specify if samples or demonstrations will be required.
  - e. Request warranty information.
  - f. FOR PURCHASES INVOLVING FEDERAL FUNDS:
    - i. A clear and accurate description of the technical requirements of the materials, products, or services you are requesting must be given to the vendor in the quoting process.
    - ii. The description of the product must not un-duly restrict competition for the item. When using a specific brand and/or model of an item, the vendor must be allowed to submit an "equal/comparable" item.
2. QUANTITY.
  - a. Identify the amount needed.
3. INSTALLATION/INSIDE DELIVERY
  - a. Identify if any required installation, labor, or special handling will be required.
4. QUOTE DUE DATE.
  - a. Specify the Date & Time the quote is due back to you.
  - b. Specify how quotes should be received (fax, email, etc.)
5. FIRM PRICING.
  - a. Request the amount of time quoted price will remain in effect. (example: pricing good for 60 days).
6. DELIVERY DATE.
  - a. Specify date items are needed.
  - b. Or, request a delivery date - after receipt of order (ARO).
7. SHIPPING INSTRUCTIONS.
  - a. Indicate that the price quoted for each item shall include all shipping and handling charges; or, request that shipping charges be listed separately for consideration. Make note that our campuses do not have loading docks.
    - i. Be advised that certain large, fragile, and/or perishable items may require direct delivery to your location (not the District Warehouse).
    - ii. If items are not being shipped USPS, UPS, or Fed Ex, be advised that additional inside delivery and/or lift gate service charges may be incurred.
8. AWARD.

**QN 03**

- a. Include a notice that award of quotation will be made to the most responsive bidder offering the best value. Alief ISD reserves the right to be sole judge of suitability and best value.

**9. TAXES.**

- a. For the purchase of supplies, equipment and tangible goods, the Alief Independent School District is exempt from payment of taxes under Chapter 20, Title 122A, Article 20.04, Revised Civil Statutes of Texas.

For an Evaluation Scoresheet to compare quotes, please contact the Purchasing Department or seek that information on the Purchasing Toolkit Schoology Group.

**QN 03****AWARDING QUOTES (The most responsive vendor offering the **best value**)**

It is not the practice of Alief ISD to award quotes or bids based solely on low price. When awarding a quote or bid, Campuses and Departments will consider:

- Purchase price.
- The reputation of the vendor and of the vendor's goods and services.
- The quality of the vendor's goods or services.
- The extent to which the goods or services meet the District's needs.
- The vendor's past relationship with the District.
- The total long-term cost to the District to acquire the goods or services.

**DELIVERY OF PURCHASE ORDER MERCHANDISE**

When entering purchase requests in the computer system, the delivery location defaults to that of the district warehouse, (WH). In most cases this is the delivery address that should be used; however, items that are unusually large, heavy and/or have multiple delivery locations may require special consideration and should be delivered directly to the campus, such as:

- magazines, newspapers, and other publications that are delivered periodically,
- lumber,
- live or dead animals and plants,
- furniture and kitchen appliances,
- hazardous chemicals
- items weighing more than 50 lbs. or larger than 48" on any side,
- items that have installation fees included in the price
- large fragile items (e.g. display cases and smart boards)
- musical instruments

## **DELIVERIES TO CENTRAL DISTRIBUTION**

Central Distribution (CD) receives and verifies most orders that are entered by the various campuses and departments. Apart from orders under \$500.00 and purchase orders with “attached lists”, CD employees open and check the contents of all orders prior to redistributing the merchandise to the campus/dept. CD personnel also enter receiving information in the system for Accounting purposes.

- Please remember to always describe the product in enough detail so that CD personnel can properly identify the shipment. All items must include any item number in the description line.

## **DELIVERIES WITH ATTACHED LISTS**

“Attached lists” are used to identify the contents of purchase orders and are used when the number of line items exceeds the 22 lines allowed on a purchase request (including the shipping line). An attached list is typically a vendor order form or spreadsheet detailing the items requested, complete with item number.

- Please note that CD does not receive a copy of the attached list and therefore cannot check the contents of the delivery. Please use only Blanket Purchase Orders when attaching a list, since items cannot be received individually line by line.

All “attached list” purchase orders must have a specific person designated as the campus recipient (Receiving Person) and the list must be attached to the request. In addition, the AT req code must be added to the Purchase Order Request to facilitate proper handling.

It is the responsibility of the campus recipient (Receiving Person) to physically “check in” the contents of the delivery to verify items, quantities, damages, etc. Receiving Person will then sign the packing slip and ensure the PO number is written on it. Send the packing slip and a note to Accounting, indicating that the PO can be paid and closed. \*\*\*Note - When placing very large orders, please contact CD as a courtesy to let them know of the expected shipment. Please also inform them of any special instructions that may be associated with the delivery.

## **DELIVERIES WHEN ORDERING FOR ANOTHER LOCATION**

When entering a purchase order to be delivered to the Warehouse, which will then need to be delivered to another location (not your own location), please enter the delivery location in the Receiving Person section of the purchase order. (*Ex: Warehouse/Campus Name*) If no delivery notes are placed on the PO, the PO will always be delivered to the campus/dept. placing the order.

## ENTERING PURCHASE ORDERS FOR MULTIPLE LOCATIONS

Sometimes it is necessary to order identical items for different locations. If only one purchase order is placed for all locations, the vendor will ship the contents of the order in one “mixed” shipment to one location. **To avoid “mixed” orders, entering a separate/unique purchase order for each delivery location is recommended.** Per the terms of the Alief ISD purchase order, vendors are required to package shipments by purchase order number and not mix the contents of multiple purchase orders. By entering one purchase order for each location, no “sorting” of purchase orders will be necessary by your staff. (see Business Plus User Manual for detailed instruction on how to copy an existing PO.)

## BULK DELIVERIES TO THE WAREHOUSE

If a situation arises making it necessary to place a “bulk” purchase order that will require sorting for delivery to multiple locations, it is the responsibility of the ordering campus/dept. to sort, package and label the items prior to CD staff making the delivery. Please note that all “sorting” of purchase order contents must take place at Central Distribution and that any needed supplies, such as additional boxes, etc., must be supplied by the campus/dept.

- While it may initially take more time to enter several purchase orders for multiple locations, by having the vendors deliver the purchase orders “pre-sorted”, the District will save time and labor costs during the check-in process.
- Note – Most vendors will allow multiple purchase orders to be combined for volume discounts. Call the vendor prior to placing the order for confirmation of their policy.

## VENDING MACHINES

Vending machines and vending services are utilized within District campuses and departments as a fundraising activity, and as such, are governed by all policies and procedures found within the [Activity Fund Manual](#), and Texas Public School Nutrition Policy.

As with other fundraising activities, Campuses and Departments select their own provider by:

- Choosing a vendor from the “pre-approved” fundraising vendor list  
OR
- Having a vendor added to the fundraising vendor list.
  - To have a vendor added to fundraising vendor list, please ask the vendor to fill out a [Fundraising Vendor Information Packet](#).
- Please refer to the Activity Fund Manual.

(See [Fund Raising Vendors](#))

## VENDING MACHINE PROBLEMS & RESOLUTIONS

To avoid problems with the collection of revenue from a vending machine, it is recommended that each campus/department designate an employee to:

- Count all money removed from the machine AS it is being removed (with the vendor).
- Note the items and quantities added to machine when being filled.
- Keep a monthly log of activity, or ask vendor to supply a monthly log.
  - Sign the log, and ask the vendor to sign the log also.
- If you have problems with your vendor, service or products, address the issue right away.
  - State the problem to be corrected.
  - Give the vendor a specific time frame in which to correct the problem.
  - Inform the vendor that the machine will be removed from service on a specific date if the problem is not corrected.
  - Document all of the above steps in writing.
- If the issue is not resolved after implementing these steps, send the vendor a certified letter giving them 15 days (from the receipt of the letter) to remove the machine.

## PROBLEMS WITH PURCHASE ORDERS & EXPEDITING

### CHECKING SHIPMENT CONTENTS

- Remember that deliveries must be verified **within 2 days** of the date received; within 24 hours is preferred.
- Failure to report a discrepancy within 2 days may void our ability to assist you in obtaining the correct items.
- Many vendors and shipping companies are very strict with reporting deadlines.
- Contact the District Expeditor, Becky Schuessler (Ext. 29186) immediately to report the problem.
- Remember to always contact the District Expeditor first. Do not contact the vendor directly.

**PRICE INCREASE APPROVALS AND SUBSTITUTIONS** - MOST PRICE INCREASE REQUESTS WILL BE ROUTED DIRECTLY TO THE DISTRICT EXPEDITOR, BECKY SCHUESSLER. THE DISTRICT EXPEDITOR WILL CONTACT YOU FOR APPROVAL (UNLESS IT'S A VERY SMALL AMOUNT).

- If you are contacted directly by a vendor regarding a price increase or substitution regarding a line item bid, please contact the Purchasing Department.
- The Purchasing Department will look at the bid requirements and contact the expeditor.
- If necessary, the Expeditor will contact you regarding any substitution on an order.

**PROBLEMS WITH ORDERS** - All of the following problems should be handled through the District Expeditor, Becky Schuessler, extension 29186.

• Returns	• Replacements
• Shortages or Overages	• Duplicate shipments
• Price increases/changes	• Substitutions
• Late shipments	• Lost shipments
• Damaged items	• Orders received in error

## **RESOURCES**

- [Accounts Payable Staff](#)
- [Activity Fund Manual](#)
- [Alief ISD Board Policy \(on-line\)](#)
- [Budget and Account Code Manual](#)
- [Fundraising Vendor Information Packet](#)
- [Purchase Order & Check Requisition Procedures](#)
- [Quote Form](#) (Generic form to be used by Campuses & Departments)
- [Records Management](#) (Guidelines & Control Schedules)
- [Technology Standards List](#)
- [Travel Policies](#)
- [Vendor Registration, Information and Forms](#)
- [Warehouse Catalog](#)

## **QUESTIONS & ANSWERS**

- Q. Why hasn't my purchase request received a purchase order number?  
A. It has not received final approval yet. Please check the request's workflow to see where in the approval process the order currently is.
- Q. Do purchase orders process at a certain time each day?  
A. Purchase orders process twice daily at approximately 10:00 a.m. & 2:00 p.m.
- Q. What happens to my purchase order request after I approve it?  
A. Click here to view a [Purchase Order Flowchart](#).
- Q. How do I place a rush/ emergency order?  
A. A true emergency occurs when there is a public safety issue present, assets of the District must be protected from clear and present danger, or if instruction will cease due to a lack of purchase. It is very rare that a true emergency occurs. However, if it is indeed an emergency, after you have approved it, watch the workflow and contact each approver as it routes to them. Once the approval level reaches the Purchasing Department, please contact Purchasing and let them know to print the request immediately.
- Q. I need to send an attachment with a purchase order. What is the proper procedure?  
A. Click on the Attachments "Quick Link" on the left of your Business Plus purchasing screen. There you can attach a document (similar to attaching documents to an email). If the attachment must be sent to the vendor, please use

the AT req code. Purchasing will print the attachment and manually send to the vendor along with the purchase order. This is a manual process, which takes additional time and manpower, so please use the AT req code ONLY in the event an attachment MUST be sent to the vendor, i.e. a list of items, or a quote that the vendor states must accompany an order.

Q. Where can I find a list of items stocked in the District warehouse?

A. Please visit the Central Distribution Web page. <https://www.aliefisd.net/Domain/93>

Q. What if the item on bid, or stocked in the warehouse, doesn't meet my needs?

A. In most instances, you will be required to use the bid item that has been awarded to the winning bidder; however, if the item needed is *substantially* different than the item awarded on a bid, please contact Purchasing.

Q. May I buy warehouse stock items using campus activity account funds?

A. Yes, however, the activity account funds must be transferred into a "donation" account (DNT) created by the Accounting department. This account (always object code 6397) could then be used to place a warehouse requisition.

Q. May I order merchandise over the internet?

A. No.

Q. May I request quotes from a vendor that is not currently on the District vendor list?

A. Yes, but only if the item being quoted is in a non-awarded category or if other vendors that are awarded in the category cannot provide the item needed. Additionally, the vendor will need to become a [Registered Vendor](#) and submit a bid response to be considered for contract award prior to receiving an order from the District.

Q. The vendor I want to use for a purchase order request is not listed in Business Plus. How do I get them added?

A. Is the item being purchased in a non-awarded category? If yes, request a W-9 from the vendor and send it to Purchasing at [Purchasing@aliefisd.net](mailto:Purchasing@aliefisd.net) .

Q. A vendor quoted an item as FOB Houston. What does that mean?

A. FOB (Free on Board) is a term used to summarize who pays for shipping, and who is responsible for filing a claim should any damage occur. It is District policy to request that all items be shipped:

F.O.B. destination, freight prepaid (meaning:)

Seller Pays Freight charges

Seller Bears Freight charges

Seller Owns Freight in transit

Seller Files claims - if any



QN 03

Q. What if I receive identical quotes (a tie) from two or more vendors?

QN 05

A. Remember that quotes are not awarded to “lowest” bid alone, but to the vendor offering the best value. If, after evaluating “[Best Value](#)” criteria, the tie remains then:

- If one vendor has its principal place of business in Texas, and the other vendors do not, then you must award the quote to the Texas vendor.
- Otherwise, ties should be selected via a random drawing.

Q. What does the term “responsive vendor” mean?

A. A responsive bidder is a vendor which:

- Is a regular supplier or authorized dealer of the goods or services offered.
- Warranties the products and services provided.
- Can comply with the required delivery or performance schedule.
- Has a satisfactory record of performance.
- Has a satisfactory record of integrity and acceptable references.
- Complies with the terms, conditions and specifications in the proposal or quote.
- Completes and signs all required bid documents.
- Delivers products and/or services within stated timelines.
- Informs the district of any delays.
- Does not substitute products without prior approval.

**Note** - When using “Best Value” & most “Responsive Vendor” criteria to award quotes or bids, written documentation/evidence of history and performance may be required to substantiate not awarding purchases to the vendor offering the lowest price. The Purchasing Department has a form posted on the Schoology Group labeled Purchasing Toolkit to report problem vendors.

Q. May a Campus or Department purchase products or services from a family member, or from a business or person known to be affiliated with a district employee?

QN 01

A. Yes, but it is not recommended as any “appearance of impropriety” should be avoided. Additionally, all conflicts of interest must be fully disclosed and approved by Central Administration prior to conducting business with family members or where any financial interest in the business or transaction is present. See [Purchasing Ethics](#).

Q. What if the vendor will not take a P.O.?

A. If the vendor will not take a P.O., then they are not an awarded/contracted vendor, or are unwilling to accept the District’s terms of purchase. Please use an awarded/contracted vendor or a “quote” vendor that will accept a P.O.

QN 04

Q. What if there is only one place to purchase the item?

A. “[Sole Source](#)” is a very rare occurrence. The category is the most widely abused tenant in purchasing language. In the event you believe you have encountered a

**QN 04**

true sole source situation, contact Purchasing for assistance. In most cases, TEA (Texas Education Commission) must approve sole source status of a vendor.

Q. Is it possible for a vendor provide both bid items and fundraising items/services?

A. Yes, vendors can be listed within both categories.

Q. Why must I purchase bid category items only from awarded/contracted vendors?

A. Texas Education Code Section 44.031 states that contracted vendors are required when making purchases within a specific commodity where the total District-wide spend is over \$50,000. In a district the size of ours, we quickly reach the legal threshold of \$50,000 within a commodity every year. This threshold doesn't just apply to each individual campus/location, it applies District-wide. There are few instances that arise where a purchase falls into a commodity that the District-wide spend is less than \$50,000 aggregate. After bidding and awarding a contract to the vendor(s) offering the best overall value for the District, we are required to use that vendor. There may be certain specific instances where you can find a particular item for a lower price, but for the bid category overall, the awarded vendor(s) offer the best value.

Q. I've checked with all the awarded bid vendors & their price is much higher than a vendor I want to use.

A. If an item is listed on a [bid or within a catalog discount](#), you cannot purchase the item from the (non-awarded) vendor you want to use.

Please note that advantageous pricing does not allow the district to circumvent State purchasing regulations per the Texas Education Agency Purchasing Resource Guide. Remember that the District is "under contract" for that item/category. Purchasing will review each request on a case-by-case basis. For additional research into pricing issues, please send a copy of your quotes/pricing to the Purchasing Department.

Q. How does a vendor become [an "awarded/contracted" vendor](#)?

A. To become an awarded/contracted vendor, vendors must respond to a District Bid opportunity and be:

- Awarded specific bid line items. (E.g. 12" rulers, overhead projectors, etc.).
- Awarded a catalog discount section within a bid. (E.g. 10% off all books listed within the vendor's catalog.)

Q. How do vendors learn about District bid opportunities?

A. By any of the following:

- Registering in the ePro bid system and receiving automatic notification of current bid opportunities.
- Reading advertisements in the Houston Chronicle.
- Visiting the Alief ISD [Purchasing webpage](#).

Q. I need to cancel a purchase order or make a change. Whom do I contact?

- A. E-mail the District Expeditor, Becky Schuessler, with the purchase order number and the requested change or reason for cancellation.
- Q. Why do *most* purchase orders get shipped to the Alief ISD Warehouse and not to my campus or department?
- A. The district has a centralized receiving policy meant to:
- Satisfy “best practices” accounting guidelines by separating purchasing, receiving and payment operations.
  - Provide expertise in receiving and documenting material receipts.
  - Resolve problems and/or damage prior to receipt at campuses/departments.
  - Minimize campus interruptions by delivery personnel.
  - Expedite vendor payments.
- Q. When should a purchase order be delivered directly to a school instead of the Alief ISD Warehouse?
- A. The following items should be delivered directly to a school: magazine subscriptions, newspapers, lumber, live/dead specimens or parts of animals/plants, furniture, kitchen appliances, chemicals, items in excess of 50 lbs. or larger than 48” on any side, items that have installation fees included in the price, large fragile items (.i.e. display cases) and musical instruments. See [Delivery of Purchase Orders](#).
- Q. Is a vendor allowed to invoice for a fuel surcharge?
- A. When we request pricing for an item, always request that all charges be disclosed/included in price quote. Please remember that it is best to request a “delivered” price, which includes all shipping charges (and discuss inside delivery fees with the vendor if items are being delivered to a campus due to lack of loading dock facilities at District campuses).  
See bullets below:
- A vendor may require additional delivery/fuel/handling charges, but only if they are disclosed prior to the purchase.
  - District should never pay any “additional” charges unless agreed upon beforehand.
    - It may be that “we” sometimes forget to ask about additional charges; however, if we submit a Purchase Order to a vendor and they ship the requested items, this represents a contract because of “offer & acceptance”:
      - Meaning we made an offer to buy an item at a specific price by issuing a purchase order, and the vendor accepted the offer by shipping the items listed on our purchase order.
    - Vendors cannot add additional charges to our “offer” to buy an item at a specified price later; i.e. after they have shipped the items to us.
    - If the vendor knows there will be additional charges, such as shipping or fuel surcharges, they must contact us before shipping the item and receive written permission for the increase.

- Q. I didn't know the rules. I ordered the items on the phone/internet & have already received the items & a bill.
- A. If this is the first time it has happened? – Email the Director of Purchasing explaining that you didn't understand purchasing procedures. Small purchases may be approved.  
If this is not the first occurrence, **you will be required to return the items to the vendor, or pay from the campus *faculty* activity account.**