



Florham Park Public Schools Purchasing Manual

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Business Administrator/Board Secretary

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INTRODUCTION AND PURPOSE

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

- New Jersey Public School Contracts Law N.J.S.A. 18A:18A-1 et seq.;
- New Jersey Administrative Code N.J.A.C. 5:34-1 et seq.;
- Board of Education Purchasing Policies;
- Federal Procurement Code--2 CFR 200.317 et seq., when applicable;
- NJQSAC Fiscal DPR Indicator #15;
- Local Finance Notices – NJ Division of Local Government Services; and
- Other laws and administrative code when applicable.

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

1. Compliance with the law, code and board policy on purchasing;
2. Promote efficiency in the purchasing practices; and
3. Achieve savings of money through proper purchasing practices.

Proper Planning

We ask you, the user of the purchasing system, to help achieve these goals through proper planning. Please allow yourself enough leeway between generating a requisition/purchase order and the actual date materials or services are needed. Please think of purchasing in terms of a whole year. What items and services do you need on an annual basis? Through proper planning, we can eliminate much of the frustration that is encountered with all public-school purchasing procedures.

Who Should Review this Manual?

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

If you have any questions concerning the following guidelines, please do not hesitate to call Mr. John Csatlos at the Business Office, Extension 1005.



Purchases of Goods and Services is a Deliberative Process

- **Compliance with Law; Code; Board Policy**

Public school purchasing is a deliberative process, designed to ensure compliance with the Public-School Contracts Law, appropriate New Jersey Administrative Code, board of education policy and when applicable, Federal Procurement Code.

- **Limit Fraud**

The deliberative process also encompasses checks and balances and internal controls designed to limit fraudulent activities.

Public school purchasing is time-consuming; please be patient!

Mandatory Training

All school personnel involved in the requisition and purchasing process shall attend an annual mandatory training session concerning proper purchasing procedures. The training will be presented in two (2) sessions:

Session I—Purchasing Procedures

All administrators, supervisors, and principals, pursuant to N.J.A.C. 5:34-1.1 (b), shall attend this mandatory training session on purchasing procedures.

Session II—Requisition and Purchase Order Process

All school personnel involved in the preparation of requisitions and purchase orders shall attend this mandatory training session.

Recommending Purchases; Educational/Operational Rationale

Administrators who recommend purchases should be able to explain and defend the need of the purchase and why the purchase is essential to the school district. Administrators who sign off on requisitions/purchase orders may have to provide an educational or operational rationale for the purchase based on the following:

- How will students learn or benefit from the purchase?
- What educational achievement or program may be linked to the purchase?
- How is the purchase of operational value to your school/office?
- Are the goods/services purchased useful for the long term rather than immediate need?
- Have inventories been checked to determine whether there is a real need for the purchase?

Administrators may have to justify the need for the purchase and if so required, explain the need at a Board of Education meeting.

QPA Certification—Current Bid Threshold--\$44,000; Quote Threshold \$6,600

Mr. John Csatos, School Business Administrator/Board Secretary possesses a Qualified Purchasing Agent (QPA) Certificate and the board of education has set the bid and quote thresholds at the current limits of \$44,000 and \$6,600 respectively.



ETHICS AND CONDUCT IN PURCHASING; VENDOR RELATIONS

All district employees are to practice exemplary ethical behavior in the purchasing process. Employees are to avoid any action that may be considered a conflict with their district position and those dealings with vendors who provide goods and services to the district. All district employees should adhere to the following terms and conditions of the Board's policy on Ethics and Conduct in Purchasing; Vendor Relations.

Federal Code of Standards of Conduct

The board of education, pursuant to **Federal Regulation 2 CFR 200.318 (c) (1)**, hereby acknowledges the Ethics and Conduct in Purchasing section to be applicable to the selection, award and administration of contracts using federal funds. The code of conduct also applies to all purchases, notwithstanding the source of funding.

A. Financial Interest in any Contract with the Board of Education--Prohibited

No employee or Board member may have a direct interest in any contract or agreement for the sale of goods and services to the Board of Education, nor receive any benefit, compensation or reward from any contract for the sale of goods and services to the Board of Education.
Reference—N.J.S.A. 18A:6-8.

B. Solicitation/Receipt of Gifts from Vendors--Prohibited

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

C. School District Responsibility--Favoritism; Family Members; Businesses

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

School officials and employees are to avoid recommending purchases from members of their families, businesses that employ members of their families and from businesses in which the official, employee or members of their immediate family have a direct financial interest.

School officials and employees who are authorized to sign off on purchase orders and/or to recommend purchases or business transactions by virtue of their signature on the purchase order certify that their actions are consistent with this policy and all applicable statutes.

D. Vendor Responsibility--Doing Business with the Board of Education

Any vendor doing business or proposing to do business with the Florham Park Board of Education, shall neither pay, offer to pay, either directly or indirectly, any fee, commission, or compensation, nor offer any gift, gratuity, or other thing of value of any kind to any official or



employee of the Florham Park Board of Education or to any member of the official's or employee's immediate family.

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

E. Vendor Certification

Vendors will be asked to certify that no official or employee of the Florham Park Board of Education or immediate family members are directly or indirectly interested in this request or have any interest in any portions of profits thereof. The vendor participating in this request must be an independent vendor and not an official or employee of the Florham Park Board of Education.

F. Disciplinary Actions for Violations of the Policy--Sanctions

In accordance with N.J.S.A. 18A:6-8, any school district employee who violates the terms of this policy may be subject to withholding of annual increments, suspension, demotion, school ethics complaint, termination and/or revocation of license to teach or to administer.

Conflict of Interest Certification—Request for Proposals and Competitive Contracting Proposals

No employee, officer, or agent of the Florham Park Board of Education may participate in the selection, award, or administration of any contract, if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. Ref. 2 CFR 200.318 (c) (1)

School district employees who are part of an evaluation committee to review responses of Request for Proposals (RFP) and/or Competitive Contracting proposals will be required to complete a Conflict-of-Interest certification in accordance with N.J.A.C. 5:34-4.3 (e) (f).

Possible Conflict of Interest—Contact the School Business Administrator

Any school employee, who thinks there may be a potential conflict of interest with a recommendation of award with any vendor doing business with the district, is encouraged to contact the School Business Administrator for guidance.

CRIMINAL CODE CITATIONS

All school employees are reminded of the following New Jersey Criminal Code citations:

2C:27-9 Unlawful Official Business Transaction

“A public servant commits a crime of the fourth degree if, while performing his official functions on behalf of the government entity, the public servant knowingly transacts any business with himself, a member of his immediate family, or a business organization in which the public servant or an immediate family member has an interest.” (N.J.S.A. 2C:27-9)



2C:27-10 -- Acceptance or Receipt of Unlawful Benefit by Public Servant for Official Behavior

“A public servant commits a crime in the fourth degree...if the public servant directly or indirectly, knowingly solicits, accepts, or agrees to accept any benefit, whether the benefit inures to the public servant on another person, to influence the performance of an official duty or to commit a violation of an official duty.” (N.J.S.A. 2C:27-10)

PUBLIC SCHOOL PURCHASING—LEGAL AUTHORITY

Authority to Purchase—School Business Administrator/Board Secretary

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

The Purchasing Agent is the only individual in the school district that has the authority to make purchases for the board of education. The terms “Purchasing Agent” and “School Business Administrator” will be used interchangeably throughout the manual.

Authorized Purchases

All requests for purchases of goods and/or services must be made through an approved purchase order signed by the Purchasing Agent, prior to the goods or services to be received.

Purchase Order--Defined

A purchase order, pursuant to N.J.S.A. 18A:18A-2 (v), is a document issued by the Purchasing Agent authorizing goods or materials to be ordered for the school district or work/service to begin. No goods or materials may be ordered, or work/service be authorized to begin by any other individual in the school district other than the Purchasing Agent.

Unauthorized Purchases

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

Unauthorized purchases are a violation of State Law and Board Policy.

Penalties and sanctions for unauthorized purchases may be assigned by the Superintendent of Schools, which may include for the employee to pay for the unauthorized purchase.

Corrective Action for Non-compliance

1. Notice to Administrator

If the Purchasing Agent has determined that an unauthorized purchase has been made, notification will be sent to the responsible administrator advising the administrator of the unauthorized purchase.

The Superintendent of Schools shall receive notification of the act of non-compliance.



2. Notification to Superintendent

The responsible administrator shall prepare notification explaining the reasons why proper purchasing procedures were not followed. The notification will be attached to the purchase order and a copy of the notification will be sent to the Superintendent of Schools.

3. Letter to Vendor

The Purchasing Agent will also send a letter to the vendor who provided either unauthorized services or goods. The letter will advise the vendor that payment may not be made for the unauthorized purchase. The Board Attorney may be copied on the letter.

District Sanctions for Violations

All district employees are reminded that the school district may receive sanctions because of unauthorized (confirming) purchases. Employees are to note the following consequences of such actions:

1. Withholding of State Aid—N.J.A.C. 6A:23A-5.4

The Commissioner of Education may withhold State funds from any school district that fails to obey the provisions of the Public School Contracts Law—N.J.S.A. 18A:18A-1 et seq.

2. NJQSAC Fiscal DPR Indicator #15

The school district is subject to a penalty of four (4) NJQSAC points by not being in compliance with the Fiscal District Performance Review Item #15, which prohibits confirming or unauthorized orders.

3. Audit Finding and Recommendations

All financial transactions are subject to audit review. The district may receive an audit finding and recommendation for unauthorized (confirming) purchases. Repeat audit findings may lead to sanctions against the school district.

4. Employee Sanctions

The Superintendent of Schools may recommend to the Board of Education the filing of sanctions against any employee who does not comply with federal and state purchasing laws and code, board policy and district purchasing procedures. The sanctions may include, but are not limited to, paying for any unauthorized purchase, withholding of increment, suspension or tenure charges.

Purchasing Prohibitions

1. Employees Prohibited from Signing Contracts--Prohibition

Board of Education employees are prohibited from signing any contract offered by a vendor. The power to sign and execute contracts after the Florham Park Board of Education approval lies with the Board President and the Board Secretary. This includes free trial contracts signed by clicking online.



Personal Liability- Contracts signed by an employee shall be considered non-binding by the Florham Park Board of Education with the employee accepting full responsibility for the costs of the contract.

2. Reimbursements: Employee--Prohibition

The Board of Education only recognizes an employee reimbursement purchase order when it pertains to tuition reimbursement in accordance with collective bargaining agreements, pre-approved travel, meals, conferences and items and goods personally purchased by the employee with the appropriate approval of the requisition approver and SBA/QPA.

3. Student Activity Accounts--Prohibition

Purchases made through Student Activity Accounts may not be reimbursed with Board funds. Purchase orders made payable to Student Activity Accounts for the aforementioned purpose will not be signed by the Purchasing Agent.

4. Private Purchases--Prohibited

Goods and services procured by the Florham Park Board of Education are exclusively for the use of the Board and if applicable, other public and non-public schools. These goods and services are purchased through the signed purchase order process.

Employees of the Florham Park Board of Education are prohibited from purchasing privately goods and/or services off the bid prices and quotation prices offered by the vendors to the Board of Education.

Purchasing Guidance

1. Cancellation of Purchase Orders--Guidance

All requests to cancel purchase orders must be made in writing to the Business Office. Reasons explaining the need to cancel the purchase order must be outlined. The Purchasing Agent maintains the sole right to cancel purchase orders.

2. Credit Cards Prohibited

Pursuant to the New Jersey Department of Education Audit Program page I-5.9, a school district is not permitted to use a credit card for the purchase of goods and services. All purchases are to be made through the purchase order process in compliance with the Public School Contracts Law.

3. Contracts: Purchase Order Required--Guidance

The award of contract to a vendor approved by the Board of Education at a public meeting does not automatically authorize any employee to use the services of, or purchase materials from, the vendor.

All contract purchases require the issuance of a purchase order authorizing the purchase of services and/or goods and materials from the vendor. N.J.S.A. 18A:18A-2 (v).



4. Preview of Materials--Guidance

All staff members must receive permission from administrators, supervisors, or principals to preview materials. After the preview process has been completed, the item must be returned. If there is a desire to purchase the previewed item, then a purchase order must be prepared for a new item.

METHODS OF PROCUREMENT

A. Advertise for Bids (Purchases that exceed the bid threshold--\$44,000)

This method is used for procuring goods, materials, services and public work projects that exceed in the **aggregate** of the board of education approved bid threshold of \$44,000.

Examples of Bidding:

Building Services Department

Plumbing, Electrical, HVAC work
Custodial Supplies
Public Works Project

Technology

Computer Supplies/Equipment
Printers / Computer
Chromebooks/Projectors

Food Services Department*

Groceries and Canned Goods
Kitchen Equipment
Pest Control Services

Title I Testing

Test Scoring Services

District

Furniture
AV Equipment
Calculators

Athletics

Athletic Supplies/Equipment
Physical Ed Supplies/Equipment
Footwear

Award of Contract--Lowest Responsible Bidder

The common thread of all these bids is that the district has to award the contract pursuant to N.J.S.A. 18A:18A-4 (a) to the lowest responsible bidder.

N.J.S.A. 18A:18A-2 (l). "Aggregate" means the sums expended or to be expended for the provision or performance of any goods or services in connection with the same immediate purpose or task, or the furnishing of similar goods or services, during the same contract year through a contract awarded by a purchasing agent.

Bids and Purchasing:

1. Bid Limit -- \$44,000

The Florham Park Board of Education is restricted by New Jersey state law on how much money can be spent by the district for the entire year on materials, supplies and services.

This restriction is called the **bid threshold** or **bid limit**. The bid limit is \$44,000. This means that any specific item, class of items and/or services of a similar nature, purchased by the school district totaling in the aggregate more than \$44,000 for the entire year, must be competitively



contracted or advertised for bid. This restriction is for the entire district and not by location or schools.

School officials cannot circumvent the law by splitting purchases to be under the \$44,000 bid limit. Administrators that have purchases that may exceed the \$44,000 bid limit, are to contact the Business Office to begin planning the bid process.

The formal bidding process takes about **6-8 weeks** to complete as explained in the Appendix under Bid Process.

2. Annual Bids- N.J.S.A. 18A:18A-9

- i. The Board of Education, to be in compliance with N.J.S.A. 18A:18A-9, requests administrators/supervisors and school principals start to plan and prepare for Annual Bids. The proposed timelines are as follows:

| | |
|-----------------------|---|
| February-March | Administrators/Supervisors prepare technical specifications to be reviewed by the Purchasing Agent. |
| April | Purchasing Agent prepares final bid specifications to be drafted in a manner to encourage free, open, and competitive bidding. Bids are advertised pursuant to the Public-School Contracts Law. |
| May/June | Annual bids are received, opened, and tabulated by the Purchasing Agent. |
| May/June | Bid resolutions are prepared by the Purchasing Agent for Board of Education review and approval. |
| June | Purchase orders are generated by Administrators/Supervisors and presented to the Purchasing Agent for services to begin on July 1 st . |
| June/July | Purchase orders are generated for goods and materials to be delivered to the schools for August delivery. |

3. Bidding: Time Frame

As stated before, the formal bidding process usually takes about **6-8 weeks** from start to finish. Please plan appropriately. An outline of the bidding process is located in the Appendix.



4. Exceptions to the Bid Limit

New Jersey State Law allows for some exceptions to the bid requirements. There are approximately twenty (20) exceptions where a Board of Education does not have to go for bid for goods and services. Some of them are:

- a. Purchasing through New Jersey State Contract;
- b. Professional services as outlined by New Jersey law;
- c. Textbooks, kindergarten supplies, student produced publications, library and educational goods;
- d. Legal notices, food supplies, milk, utilities, insurance, election expenses, travel, and conferences; and
- e. Contracts with other government entities; county and state colleges.
- f. Purchasing through a district approved Cooperative Purchasing System.

* These purchases may be subject to the quotation process pursuant to N.J.S.A. 18A:18A-37(a) if practicable.

The Business Office should be contacted concerning exceptions to bidding.

B. Quotations (Purchases that fall between \$6,600 and \$43,999)

This method of procurement is used for contracts for goods, materials, services, and public works projects that in the aggregate are between \$6,600 and \$43,999.

Examples:

| | |
|---------------------------|-------------------|
| Athletic Trainer Supplies | Fitness Equipment |
| Technology Supplies | Grounds Equipment |
| Repair Services | Musical Supplies |
| Athletic Wear | |

Award of Contract—Price and Other Factors

The Board of Education is obligated to solicit at least two (2) competitive quotations and award the contract pursuant to N.J.S.A. 18A:18A-37 (a), to the vendor whose response is most advantageous, price and other factors included.

Quotations and Purchasing

1. Quotation Limits--\$6,600 through \$43,999

The quotation limit (threshold) is now \$6,600. This means that any specific item or group of items of a similar nature purchased by the school district, totaling more than \$6,600 and less than \$44,000 for the entire year, must be competitively quoted or advertised for bid at the discretion of the Purchasing Agent.

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



2. Quotation Process

All quotations shall be in writing and will be coordinated by the Business Office. When a quotation is deemed necessary, the Administrator or Principal is asked to contact the Business Office. The Business Office will review these quotation specifications to determine whether they are set up to provide open and competitive quotations.

Please note: The formal quotation process could take about **2-4 weeks** from start to finish.
There will be no telephone quotations except in a case of extreme urgency.

3. Receipt of Two (2) Quotations

Pursuant to N.J.S.A 18A:18A-37(a) the school district shall solicit two (2) quotations, if practicable. Evidence of the quotation process shall be kept on file. A copy of all quotations should be scanned, uploaded and forwarded to the business office for inclusion with the requisition/purchase order. All quotations must be from approved vendors of the district, second quotations from any company the district does not do business will only be accepted after review and approval of that vendor.

C. Request for Proposal—RFP -- This method is preferred for the following contracts:

Professional Services

Medical
Auditing; Accounting
Legal
Engineering, Architectural
Special Education Related Services

Academic/Operational Services

(Contracts less than \$44,000)
Instructional Improvement
Educational Consultants
Professional Development

Award of Contract—Evaluative Criteria

The RFP method is designed to award the contract to the vendor based upon a list of criteria which include as recommended by the New Jersey State Comptroller's Office with the

Best Practices in Awarding Service Contracts (2010)

- Technical
 - ☐ Submission of narrative how firm will provide services; planned approach; measurable results
 - ☐ Understanding how services will be provided
- Management
 - ☐ Business organization; staffing
 - ☐ Experience; and
 - ☐ Knowledge of district



- Cost
 - Fee proposal submission; cost analysis

The contract for an RFP contract does not have to be given to the respondent who submits the lowest price. The evaluative criteria process is designed to award the contract to the respondent whose response will provide the highest quality services at fair and competitive prices.

D. Competitive Contracting (Certain Contracts over \$44,000)

This procurement method is used for certain contracts over \$44,000.00.

The district can only use this method for contracts that are outlined in NJ State Law 18A:18A-4.1. Some of the examples that are permitted are

- Proprietary Computer Software for Board Use
 1. Student Data Warehousing
 2. Student Information System
 3. Business Office; Human Resources Software
- Professional Development Services
- Educational Consultant Services
- Instructional Improvement Services
- Other Services Approved by the NJ Division of Local Government Services – Substitute Staffing

The award of contract is similar to the RFP award of contract. It is based upon the same evaluative criteria which are designed to award the contract to the respondent whose response will provide the highest quality services at fair and competitive prices.

The administrative process of Competitive Contracting as outlined in N.J.S.A. 18A:18A-4.1 et seq. and N.J.A.C. 5:34-4.1 et seq. is a rather lengthy process and make take **6-8 weeks** to complete.

E. State Contract—NJ Start--Purchasing

Pursuant to N.J.S.A. 18A:18A-10 (a), a Board of Education may purchase goods and services through New Jersey Start (NJ START) contract vendors. If the purchase exceeds the bid threshold, the Board of Education must adopt a resolution awarding the contract.

It is the recommendation of the Purchasing Agent to procure the following equipment and supplies from New Jersey START (NJ START) Contract vendors.

❶ Office Supplies and School Supplies

The Purchasing Agent will distribute separate memos highlighting State Contract vendors who sell Office Supplies and School Supplies. Please review these memos with your staff.

If you plan to purchase Office Supplies and School Supplies from the State Contract vendor, please follow the instructions on the memo.



② Computers

If you plan to purchase computers, please adhere to the following process prior to completing purchase orders for computers.

- Contact **Mr. Jim Stiles**, Technology Coordinator

③ Copiers—Approvals Needed— SBA, Superintendent and Board of Education

All purchases of copiers must be pre-approved by the School Business Administrator and the Superintendent of Schools. All purchase of copiers through the State Contract GSA pricing requires Board of Education approval pursuant to the requirements of N.J.A.C. 5:34-9.7.

Other State Contract NJ START Purchasing

The School Business Administrator is required to have Board of Education approval for all NJ START Contract purchases that exceed the bid threshold. All NJ START Contract purchases will be verified by the Business Office prior to processing.

Purchase Order Requirements--State Contract

All purchase orders made through NJ START Contract vendors shall include the following:

1. State Contract Number;
2. State Contract System Identifier—1 NJCP
3. Notification of Award attached to the purchase order
4. Approved State Contract price list
5. Shipping and Handling included

OTHER PURCHASING PROCEDURES

A. Cooperative Purchasing

The Florham Park Board of Education may use the services of an authorized cooperative purchasing system to purchase goods and services. Recognized cooperative purchasing systems are, but not limited to:

- ☐ Boards of Education
- ☐ Educational Services Commissions
- ☐ Regional Services Commissions
- ☐ County Special Services Districts
- ☐ NJ Division of Purchase and Property (NJ START State Contract)
- ☐ National Cooperative Vendors



Cooperative Purchasing System Identifiers- Include on Purchase Orders

School districts are required by administrative code to identify the cooperative purchasing system and include the identification number on the purchase order. Please include the cooperative purchasing system or NJ START contract name and number within the body of the purchase order.

B. Emergency Contracts

Emergency contracts are strictly regulated by N.J.S.A. 18A: 18A-7. A situation must exist affecting the health or safety of the occupants of school property that requires the immediate delivery of articles or the performance of a service to alleviate the emergency.

The emergency contract process is reviewed in the Appendix. Please note that the Superintendent of Schools must be notified first of all emergency purchase requests. Only the School Business Administrator may award an emergency contract.

C. EUS—Extraordinary Unspecifiable Services

The EUS procurement method is used for the procurement of insurance and insurance consultant services. The School Business Administrator will coordinate all EUS activities pursuant to N.J.S.A. 18A:18A-5 (a) (10) and N.J.A.C. 5:34-2.1 et seq.

D. Federal Funds—Procuring Goods and Service When Using Federal Funds

All non-federal entities (school districts) are to follow NJ Public School Contracts Law when procuring goods and services using federal funds except where the federal standards detailed in 2 CFR Part 200.317 et seq. are in conflict or **more restrictive**. School districts, when procuring goods and services using federal funds, are to comply with the Federal Procurement Code 2 CFR 200.317 et seq. A more detailed explanation of procuring goods and services when using federal funds is found in the Appendix Section of this manual.

E. Increasing a Purchase Order Amount

There may be times where a purchase order amount must be increased to meet the needs of the district. The School Business Administrator, in accordance with N.J.A.C. 6A:23A-6.10 will identify and investigate the reason(s) for any increase to a purchase order. A request to increase a purchase order amount must be approved by the Business Office. Please use the Purchase Order Increase / Decrease form available in the Appendix.

Vendors Doing Business with the District

New Vendors

The Business Office must enter new vendor information in **System 3000** prior to using the services or goods of that new vendor. The Business Office also must receive from vendors certain legal documents prior to issuing a purchase order. Depending on the amount of the purchase order in the aggregate the following documents must be in the possession of the Business Office:

- Affirmative Action Evidence—Certificate of Employee Information Report
- State of New Jersey Business Registration Certificate



- Chapter 271 Political Contribution Disclosure form
- Russia-Belarus Activities and Iran Financial Disclosure Form
- IRS W-9 Form
- Other documents required by Federal Procurement Code

See the Appendix for the Purchase Order Requirements Chart.

Vendor Performance- Unsatisfactory

It is hoped that vendors used by the school district provide goods and services in accordance with the terms and conditions of the contract. If any school official does not receive goods or services in a satisfactory manner, it is important the Purchasing Agent be informed.

Debarment, Suspension or Disqualification– (N.J.A.C. 17:19-1.1 et seq.)

The Board of Education will not enter into a contract for work with any person, company or firm that is on the State Department of Labor and Workforce Development; Prevailing Wage Debarment List, or the State of New Jersey Consolidated Debarment Report (www.state.nj.us/treasury/revenue/debarment/index.shtml) or the Federal System for Award—SAM.gov.

Renewal of Contracts—Services

Any vendor contract for services other than professional services, may be extended or renewed by the Board of Education pursuant to the terms and conditions of N.J.S.A. 18A:18A-42 (o). The major conditions are as follows:

1. Renewal contract is awarded by Board resolution;
2. No contract shall be extended so that it exceeds five (5) consecutive years;
3. Any price increase shall not exceed the quarterly Index Rate; and
4. Terms and conditions of the contract remain substantially the same.

The Business Office will notify all administrators in March of the preceding fiscal year of any vendor contracts that are eligible for renewals.

Student Activity Account Purchases

The purpose of having student activity funds should be to finance the normal legitimate co-curricular activities of the student body organization. **Only expenditures relating to student group activities, which benefit students, may be made from student activity accounts.** Student activity funds are monies generated by students' participation, authorized to be spent by students and expended on behalf of the students.

Signing of Contracts with Vendors--Prohibited

School officials are strictly prohibited of signing any contracts with vendors, unless expressly authorized by board resolution. All contracts with vendors shall be reviewed by the School Business Administrator, who if satisfied, will affix his signature to the vendor contract.



Purchases—Bids May Be Required—Discretion of School Business Administrator

The School Business Administrator is aware of the following exception to bidding.

Goods and services paid with funds that: are raised by or collected from students to support the purchase of student-oriented items or materials, such as yearbooks, class rings, and a class gift; and are deposited in school or student activity accounts; and require no budget appropriation from the board of education; N.J.S.A. 18A:18A-5 (a) (21)

It will be the determination of the School Business Administrator, whether an advertisement for bid will be required for a Student Activities purchase, which in the aggregate exceeds the bid threshold of \$44,000.

Purchases—Quotations Required

Goods and services paid with student activity funds and require no budget appropriation from the board of education, are considered an exception to bidding under the New Jersey Public School Contracts Law. It is important to note however, that purchases less than the bid threshold may be subject to official quotations solicited by the School Business Administrator. Please alert the Business Office for any upcoming purchases that are more than \$6,600.

Purchases—Board Resolution Required Exceeding the Bid Threshold

All purchases exceeding the bid threshold, currently \$44,000, require prior board of education approval at a regularly scheduled meeting.

Board Resolution -- Pursuant to N.J.S.A. 18A:18A-5 (a) (21) all purchases from the student activity account that exceed the bid threshold must be approved by board resolution prior to the purchase being made.

Purchases of yearbooks, school rings; catering halls for proms, may fall in this category. Fund-raising contracts that exceed the bid threshold in the aggregate require a board resolution.

SELECT PURCHASING TOPICS

A. Field Trip

All employees are reminded of the following guidance as it pertains to field trips:

1. All field trips using Board of Education funds (purchase order) shall be part of the instructional program, have an educational value and shall be reasonable in cost. Field trips solely for student entertainment are prohibited when using public funds. A board resolution approving the field trip must be attached to the purchase order.
2. The cost of field trips may be borne by the pupil's parents with the exception of pupils in special education classes and pupils with financial hardship. Reference- N.J.S.A. 18A:36-21



B. Meals; Refreshments and Catering

The State of New Jersey Department of Education has provided guidance to school districts through Administrative Code N.J.A.C. 6A:23A-5.8 on Board expenditures for meals and refreshments.

The expenditure of public funds for meals and refreshments may be used for the following:

1. Permitted Activities for Meals; Refreshments; Catering

- ***Student Activities***

Reasonable costs for light meals and refreshments directly related to activities that benefit students and are part of the **instructional program** are permissible. These activities must be part of the instructional program and not solely for student entertainment.

- ***Parent Activities***

Reasonable costs* for light meals and refreshments for parent activities are permissible. It is expected that expenditures for this purpose will be minimal and infrequent.

- ***Dignitaries***

Reasonable costs* for light meals and refreshments for dignitaries as defined in State code, are permissible.

- ***Board Member Meetings -- N.J.A.C. 6A:23A-7.12(f)***

Light meals and refreshments are permitted for all Board members and for employees who are required to attend a Board of Education meeting.

*Please note that costs for light meals and refreshments are limited as follows:

| | |
|-----------|---------------------|
| Breakfast | \$ 7.00 per person |
| Lunch | \$ 10.00 per person |
| Dinner | \$15.00 per person |

(NJ OMB Circular 20-04-OMB Section XI—Letter I)

Documentation Required—Light Meals and Refreshments

Documentation must be provided to support expenditures for light meals and refreshments. The following information is to be provided on the Purchase Order:

- Description of the activity;
- Purpose/justification of the activity; goal; objectives;
- Make-up of the group receiving the meals; and
- Names of employees and Board members included in the group.

2. Prohibited Activities for Meals; Refreshments; Catering

- ***Athletic Activities***

Light meals and refreshments served to **guests** at any athletic event, game or contest are not permitted.



- **Staff and Employees of the School District**

Light meals and refreshments are not permitted for employees and staff of a school district unless the staff member or employee is essential to ***a student activity*** where light meals or refreshments are being served. N.J.A.C. 6A:23A-7.12 (d); 6A:23A-5.8 (b) (4)

- **Honoring Employees**

Receptions, dinners, or other social functions held for or honoring any employee or group of employees are not permitted when public funds are being used.

Please note: the use of public funds (purchase order) for the purchase of employee recognition awards is permitted. For example—Retirement Plaques!

Purchase of Food Supplies Guidance

1. Purchase of Food Supplies-Supermarkets

New Jersey state law and code excludes the purchase of food supplies from the bidding process if the food supplies are for the school cafeteria or home economics classes. Many schools and office have prepared purchase orders to:

Peapod, ShopRite

Food supplies purchased from the supermarkets shall follow state law and code and only for the approved list of situations. All purchase orders, including student activity account purchases, are subject to review by Department of Education (DOE) officials and auditors.

2. Food Supplies

New Jersey Administrative Code 6A:23A-16.5(b) clearly notes that food supplies include those supplies that are “eaten or drunk.” Administrators are to ensure that purchases from the supermarkets have only items listed that follow the code. The Business Office will review the register receipts and highlight those items that do not follow the code.

Textbooks; Approval and Purchase

1. Approval of Textbooks

In accordance with state law (**N.J.S.A. 18A:34-1**), all textbooks must be approved by the Board of Education prior to their use in the educational program. Purchasing textbooks that have not been approved by the Board of Education is a violation of state law. The Assistant Superintendent has set up procedures to have textbooks approved by the Board of Education.

2. Textbook Approval – Board of Education Resolution

The procedure for obtaining Board approval is:

- a. Subject Supervisors must complete the Recommendation for Textbook Approval form.
- b. Submit textbook and form to the Assistant Superintendent, who will prepare the Board resolution.



3. Purchase of Textbooks and Assistant Superintendent Review

New Jersey Administrative Code 6A:23A-9.3(c) (12) requires the purchase of textbooks to meet one of the following conditions:

- a. The purchase is in accordance with a textbook replacement plan;
- b. Textbooks have been identified as stolen or destroyed; or
- c. A change in curriculum or new edition requires a new textbook.

It is important that all purchase orders for textbooks withstand any state or district audit review. The approved Recommendation for Textbook Approval form shall be sent to Accounts Payable for each purchase order for textbooks. The reason for the purchase must be included on the purchase order.

Budget Accounts

As always, only textbooks and teacher editions of the textbooks may be purchased from the “640” object code. All other books and reading material must be purchased from the “600” or “610” series accounts.

Books: Purchasing Procedures

1. Purchase Orders Processed Once a Month

The Business Office, to ensure compliance with Public School Contracts Law and Board policy, will now process all purchase orders for books and workbooks that require Board of Education approval, not more frequently than once a month.

The Business Office will hold all purchase orders for books and workbooks to determine whether the total cost of the purchase orders exceed the bid threshold. If the total cost of the purchase orders exceeds the bid threshold, then the Business Office will prepare the appropriate Board resolution.

After the Board of Education adopts the resolution to purchase the books/workbooks, the purchase orders will be signed and processed if all the documents required are on file.

The Business Office will use the Superintendent’s deadline for agenda items for this process. Purchase orders for books and workbooks received after the deadline will be held for the next Board meeting.

2. Purchases Must be Planned

All schools/offices buying books and workbooks must now plan appropriately. Administrators and supervisors are to direct teachers and staff members to have all purchase orders ready before the deadline or otherwise they will have to wait for the next Board of Education meeting.



3. Online Pricing or Price Quotations

Supervisors and School principals are to ensure that purchase orders for books and workbooks be presented to the Assistant Superintendent/Superintendent with pricing that was obtained through the book company representative or by using online pricing.

4. Purchase Order Review--Online Pricing or Price Quotations

Each purchase order for the purchase of books and workbooks will be reviewed by the Business Office. It is expected that attached to the purchase order in System 3000 will be either:

- Copies of the price quotation received from the sales representative; or
- Copies of the online pricing obtained from the company's website.

Shipping and handling costs must be confirmed by the sales representative or the customer service number.

Any book requisition request that does not have either the price quotation from the sales representative or copies of online pricing uploaded and attached to the order in System 3000 will be rejected.

Use of Catalog Pricing--Prohibited

Using written paper catalog pricing is prohibited. All book prices must be obtained by contacting the sales representative or by obtaining the prices online.

Travel Reimbursement--Purchase Order--Conferences and Workshops

The State of New Jersey, pursuant to N.J.S.A. 18A:11-12, has adopted strict travel guidelines for school districts to follow. All school officials and employees seeking travel reimbursement must adhere to the law and travel administrative code—N.J.A.C. 6A:23A-7.1 et seq. **At a minimum**, reimbursement purchase orders for travel must meet the following requirements:

a. Written Approval of the Superintendent—prior to conference/workshop event

The travel shall be approved in writing by the Superintendent prior to the travel event. Documentation shall be provided with the purchase order for reimbursement.

b. Board of Education Approval—prior to conference/workshop event

The travel shall be approved by resolution at a public Board of Education meeting, again, prior to the travel event. The Board Approval meeting date should be in the body of the purchase order.

c. Reimbursement Procedures

Prior to conference/workshop event, a purchase order must be created for reimbursement of approved costs of conference/workshop. Purchase orders are created by the school secretaries. The following must be presented with the purchase order:

1. Request for Conference/Workshop Approval form; and
2. Conference advertisement/registration showing event date and location, (cost of registration should be included in advertisement/registration form if requesting reimbursement for registration).



The following must be presented to be reimbursed **after** attending the conference/workshop:

1. Conference Summary;
2. Reimbursement of Expenses form;
3. Receipts for hotel and meals (when applicable);
4. Receipts for registration (when applicable);
5. MapQuest or Google Maps mileage (when applicable); and
6. Other documents when requested.

The reimbursement rate as per the State of New Jersey for in district and out of district travel is \$0.47 per mile.

Fixed Assets

Generally Accepted Accounting Principles (GAAP) reporting, requires the district to maintain physical accountability over district owned assets. Fixed assets are property, plant or equipment, assets that are long-term and continued use, such as land, buildings, machinery, and equipment.

Cost Determination of Fixed Asset

For the purpose of this purchasing manual and to be in compliance with law and code, a fixed asset is a single item where the cost is \$2,000 or more.

Recording of Fixed Assets

School officials ordering and receiving a fixed asset item, shall properly record the item on the purchase order in accordance with Business Office procedures. The fixed asset item shall also be identified with the district's bar-coding system.

Disposal of Fixed Assets

All school district property must be disposed of in a manner prescribed by law as per the Records Retention Schedule prepared by the New Jersey Bureau of Records Management. The Business Office will assist all school officials with the disposal of all school property, especially those identified as fixed assets.

Purchase Order Deadline--Annual Notification

The deadline for submitting purchase orders for the current operating budget is on or about **November 30**, unless on an earlier date set by the Business Administrator. (Purchasing Freeze) Exceptions to the deadline date may be done for purchases of the following:

- End of the year activities—field trips, graduation, assemblies;
- Employee contractual obligations—tuition reimbursement;
- Emergency contracts;
- State and/or federal funded program grant programs;
- Travel reimbursements; and



- Other goods, materials or services approved by the School Business Administrator or the Superintendent.

Contracted Service Providers—Protecting Our Children

Regular Contact with Students

There may be times during the performance of a vendor contract, where a contracted service provider may come in contact with students of the school district. The district fully understands its obligation to provide to all students and staff members, a safe educational environment. To this end, the district will be requiring all contracted service vendors who come in **regular contact with students** to comply with the following requirements.

Anti-Bullying Reporting--Requirement

When applicable, the contracted service provider shall comply with all applicable provisions of the New Jersey Anti-Bullying Bill of Rights Act—N.J.S.A. 18A:37-13.1 et seq., all applicable code and regulations, and the Anti-Bullying Policy of the Board of Education. In accordance with N.J.A.C. 6A:16-7.7 (c), a contracted service provider, who has witnessed, or has reliable information that a student has been subject to harassment, intimidation, or bullying shall immediately report the incident to any school administrator or safe schools resource officer, or the School Business Administrator/Board Secretary.

Criminal History Background Checks—N.J.S.A. 18A:6-7.1--Requirement

When applicable, the contracted service provider, shall provide to the school district prior to commencement of contract, evidence or proof that each employee assigned to provide services and that comes in **regular contact with students**, has had a criminal history background check, and furthermore, that said background check indicates that no criminal history record information exists on file for that worker. Failure to provide a proof of criminal history background check for any employee coming in regular contact with students, prior to commencement of contract, may be cause for breach of contract. No employee of a contracted service provider shall commence work at a school facility without having first obtained an approval for employment from the Office of Student Protection. NJ Broadcast 9/9/2019.

Pre-Employment Requirements

When applicable, all contracted service providers, whose employees have **regular contact with students**, shall comply with the Pre-Employment Requirements in accordance with New Jersey P.L. 2018 c.5, N.J.S.A. 18A:6-7.6 et seq. Contracted service providers are to review the following New Jersey Department of Education—Pre-Employment Resource P.L. 2018 c.5 link below for guidance and compliance procedures.

<https://www.state.nj.us/education/crimhist/>



The Requisition and Purchase Order Process

Roles and Responsibilities

A. Preparing a Requisition

The person who prepares the requisition has certain responsibilities before the order is sent to the administrator, supervisor, or principal for approval. He/she is to ensure the following:

1. **Requisitions**--All requisitions are to be entered in the System 3000 Accounting Module.
2. **Requisition/Purchase Order Number**--The requisition/purchase order number will be assigned by System 3000 as the next number in the series of numbers that have been allocated to the preparer.

Systems 3000
Accounting 5d (Florham Park Board of Education) System Date 04/24/2023

File Edit Budget Payables Receivables GL Inquiry Reports More Window Help

Exp Rev Vend Payor PO P Pay Inv P Pay Rpt Mgr Users

PO# 23-04242023 Date 04/24/2023 Year Current Year Affect W? Batch 3 \$0.00 S Pad

Vend 0 Recurring? Type Open Market

Print PO? Ship to: Attn: Ship++

Transactions PO Entry Preferences

| Account# | Extn | Trans Amt | Trans Desc |
|----------|------|-----------|------------|
| 0 | 0.00 | | |

Acct # Extn 0 Search

Desc Bal 0.00

Trans Amt 0.00 T Desc

Recurring Payment Amount 0.00 # of Payments left 0

Guess Trans Amt Add a Transaction Delete this Transaction

Add PO Attachments

Cancel PO Copy PO from... user specified PO# an unknown Open PO an unknown Closed PO New PO Save PO



If you are unable to ascertain the actual charges, enter an estimated shipping and handling amount of 10%.

If there is no shipping and handling charges, type on requisition/purchase order:

“Shipping or Handling Charges Included”

8. **Delivery Address--Attention of --** The delivery address should include a name of a person or a specific department responsible for receiving, identifying and inventorying the goods or services.
9. **Total Cost-System 3000** automatically totals all the lines on the purchase order.
Minimum Order -- the minimum order amount for all purchase orders is \$25.00. Please try to plan and combine orders to exceed the \$25.00 limit. Make sure the quote or pdf of online order page is sent to the SBA/Purchasing Agent with System 3000 generated PO# indicated for review and coordination.

Please verify your figures for accuracy. Please note: **The Board of Education is exempt from paying New Jersey Sales Tax.**
10. Purchases should only be made for those items included in the adopted budget of the Board of Education as prepared by the administration. In the event an unbudgeted item is requested to be purchased the following should be provided to the SBA/QPA.
Purchasing Rationale- rationale for the purchase must be included in the final lines of the requisition (you may use the memo option so that the rationale does not print on the PO):
Educational Rationale--As a result of this purchase explain what students will learn or how students will benefit. Note any educational achievement or program that may be linked to this purchase.
Operational Rationale--How is this purchase of operational value to your school/office. Note any benefits to the district. Explain whether any goods/services are being utilized on a regular basis and whether they are useful on a long-term basis.
Food Purchase Rationale--Food can only be provided for functions benefiting students, dignitaries, and other non-district employees (e.g., parents). Please give the reason for the function and date. Please name individuals or groups attending the function (include names of employees and Board Members).
11. **Grant Information--**If the purchased items/services are to be paid with grant funds, a description of the grant should be included after the rationale. ***NOTE – ESEA Title 2A Funding.***
12. **Budget Code/Account Number--**Please be sure the correct Budget Code/Account Number is included on the requisition. ***Hint-Use your Adopted Step 2 Budget Detail Report.***
13. **State Contract Orders--**When ordering through State Contract vendors (minimum order \$100.00) please include on the requisition:
 - a. State Contract Number;
 - b. **1NJCP** must be included on all State Contract requisitions and purchase orders;
 - c. Shipping and Handling Included; and



- d. Appropriate documentation when required.

Here is a link to the State Contract vendors and their pricing.

<https://www.njstart.gov/bsa/external/advsearch/advancedSearch.sdo>

14. **Purchasing Cooperative**--If ordering from a Purchasing Cooperative, the Cooperative name must be included in the body of the requisition. Also include the vendor's contract number or Bid number.



15. **Quotations**--If quotations are obtained, scan them to the SBA/QPA with the corresponding PO number noted. You will be able to select the document type as "Quotation/Proposal." Attach all quotes obtained, including quotes from non-selected vendors. Only indicate "See attached quote with quote#" within the body of the purchase order and the quote will be sent with the voucher.
16. **Bids**--If bids are obtained, the Bid Date and Bid Number must appear on the requisition/purchase order. Most items requiring bids must be ordered through Educational Data Services Inc. Contact the Business Office for login credentials. Login to order at: <http://edsiq.ed-data.com/login>



There is one bid opening in May for items needed for next school year. All subject supplies (Art, PE, Science, Language Arts, etc.) should be ordered through the Subject Supervisors. This is a change to this ordering process. The principals should be ordering general classroom supplies only. These would be supplies that are not required for curriculum purposes. All curriculum related orders should **always** be done through the Subject Supervisors jurisdiction.

17. **Multi-Page Requisitions**--The number of pages is not limited. Entering each item on the requisition will allow accurate receiving information to be entered in System 3000.
18. Incomplete or improper purchase orders/requisitions will be rejected either by the approver or the SBA/QPA. It is the requisition preparer's responsibility to check the status of their requisitions and to correct any deficiencies in rejected requisitions.
19. **New Jersey State Sales Tax—School Districts Exempt**
The Board of Education is exempt from paying New Jersey Sales Tax. New Jersey local school districts are political subdivisions of the State of New Jersey. Their purchases are exempt from New Jersey sales and use taxes. The board is not exempt from paying out of state sales and use taxes.

ST-5 Form Not Required

An exempt organization ST-5 certificate, or number is not required for the local school district, public school or board of education to make tax exempt purchases. ST-5 Exempt Organization Certificates are never issued to New Jersey government entities, including public schools. Their official letterhead or official purchase order, signed by a school official, is sufficient proof to the vendor that they are exempt from paying sales taxes. Payment must be made by a school check, including a student activity fund check, or a school voucher.

Reference—NJ Division of Taxation Tax Bulletin TB-49

20. Once the PO is completed, the requisitioner will receive a "receiving copy" and a "school copy" of the purchase order in the interoffice mail. The "school copy" should be kept in a binder as a "control" copy and the receiving copy should be signed and returned to the Executive Assistant to the SBA once the items or services are complete.



C. Responsibilities of The SBA/QPA

The SBA/QPA reviews each purchase order. Special attention is given to the following:

1. **Available Funds**--The System 3000 Accounting Module will not permit a requisition to be finalized if there are insufficient funds in the account. When preparing a purchase order, be sure to check for funds availability.
2. **What is being ordered and the cost**--The SBA/QPA reviews the technical aspects of the purchase order to ensure compliance with State Law and Board Policy.

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

| | |
|---------------------|--------------------|
| The Quotation Limit | \$ 6,600.00 |
| The Bid Limit | \$44,000.00 |

3. **Document Check – State Law**

Pursuant to various State Laws, the SBA/QPA must ensure the following documents are on file in the Business Office before the purchase order is signed and processed:

- Affirmative Action Evidence – Contracts \$44,000.00 and over (cumulative)
- Business Registration Certificate (BRC) – Purchases \$6,600.00 and over
- Chapter 271 – Political Contribution Disclosure Form (PCD)
Purchases over \$17,500.00 (cumulative)
- Russia Belarus/Iran Financial Disclosure Form
- IRS W-9 Form

4. **Review of Purchase Order** -- The purchase order is also reviewed for technical aspects such as:

- a. Account code incorrect;
- b. Shipping charges added;
- c. Proper approvals;
- d. State contract or purchasing cooperative numbers incorrect/missing;
- e. Vendor address incomplete; and
- f. Other items as listed in Section A.

Incomplete or improper purchase orders/requisitions will be rejected.

It is the requisition preparer's responsibility to check the status of their requisitions and to correct any deficiencies in rejected requisitions.



If the SBA/QPA is satisfied, the requisition and purchase order will be approved. The Business Office will then:

- Print the purchase order.
- Mail the purchase order to the vendor.
- File the Accounting Control Copy and forward the School and Receiving Copies to the location of the requisitioner.

The purchase order process, as explained, may take 5 – 10 days to complete. Please plan accordingly.

5. **Transfer of Funds**--The Business Office processes purchase orders only if there are appropriate funds to cover the purchase. If sufficient funds are not available, the preparer must request an account transfer in System 3000. An email notifying the SBA/QPA of the transfer request should be sent. Transfers of funds will be executed by the SBA/QPA if warranted and all transfers of funds must be approved by the Board of Education at a public meeting.

In certain cases, some transfer of funds requests must be sent to the State Department of Education for review. The State must approve substantive transfers of money (more than 10% of the budget line item).

D. Responsibility of the Vendor

The Business Office sends to the vendor the purchase order and the voucher. If the purchase order amount is less than \$6,600.00 (15% of the Bid Threshold per Title 18A Section 18A:19-3), the vendor is not required to sign and return the voucher. If the purchase order amount is \$6,600 or more, the vendor must sign the voucher and return it to the Executive Assistant to the SBA with an invoice. If you receive a signed voucher or invoice, send it to the Executive Assistant to the SBA. A check is prepared for the vendor once the Business Office has a:

| | |
|--|---|
| <ul style="list-style-type: none">• Signed Voucher (if required) | <ul style="list-style-type: none">• Invoice |
| <ul style="list-style-type: none">• All Packing Slips | <ul style="list-style-type: none">• Signed Receiving Copy attached to the PO and PO Received in System 3000 |

The award of a contract to a vendor approved by the Board of Education at a public meeting does not automatically authorize any employee to use the services of, or purchase materials from, the vendor.

All contract purchases require the issuance of a purchase order authorizing the purchase of services and/or goods and materials from the vendor.



□ **ACCOUNTS PAYABLE SECTION** □
□ **Receipt of Goods/Services** □

A. Processing the Requisition/Purchase Order--Design of Purchase Order

The purchase order consists of five (5) sheets. Listed below are the names and the purpose of each sheet. (A requisition becomes a purchase order after all required administrators have approved the requisition in System 3000).

| <u>Copy</u> | <u>Disposition</u> |
|--------------------|--|
| Vendor Copy | Sent to vendors to order items/provide services. |
| Voucher Copy | Sent to the vendor for signature. |
| Accounting Copy | Filed as the “control” copy in the Business Office |
| School Copy | Filed as the “control” copy in the applicable school/department |
| Receiving Copy | Signed by the requisitioner upon receipt of goods and services; returned to the Executive Assistant to the SBA upon receipt. |

B. Receipt of Goods and Services

The originator of the purchase order should follow the following process when receiving materials, goods, and services.

1. Receipt of Items Ordered

It is important that all orders be immediately checked. Please note the following:

- a. Print receiving copy of purchase order and obtain packing slip of items ordered.
- b. Open boxes and check off items received on the receiving copy and the packing slip.
- c. If all items have been received, then sign and attach the receiving copy along with the packing slip to the purchase order in CSI. Be certain to attach the document under “Packing Slip/Receiving Copy” in CSI.
- d. The originator should then receive the items in CSI.

Receipt of Goods and Services--Responsibilities of Administrators; Supervisors

Administrators and supervisors are to ensure that all goods received have been checked for accuracy by the requisitioner. If the goods received match the purchase order and the packing slip, then the administrator or requisitioner should do the following:

- Sign the Receiving Copy of the purchase order and return to the Executive Assistant to the SBA.

Accounts Payable Procedures--Notification Process--Unreturned Paperwork

There may be instances where the Executive Assistant to the SBA will need to send a courtesy reminder to school and/or office personnel that has returned the required paperwork. The SBA/QPA has approved the following procedures:



- **Thirty (30) Day Notice--Original**

The Executive Assistant to the SBA will send a reminder notice to school and/or office personnel that have not submitted their paperwork after 30 days of receipt of the invoice.

- **Second Notice--Seven (7) Days**

The Executive Assistant to the SBA will send a second reminder notice seven (7) days later if the paperwork still has not been received from school and/or office personnel.

- **Final Notice--Seven (7) Days**

The Executive Assistant to the SBA will send a final notice reminder seven (7) days later if the paperwork still has not been received from school and/or office personnel.

- **Superintendent's Office Contacted--Three (3) Days**

The School Business Administrator will contact the Superintendent of Schools after three (3) days if the paperwork still has not been received from school and/or office personnel.

All receiving copies of purchase orders and packing slips must be signed and sent to the Business Office within seven (7) days of receipt of items.

The Florham Park Board of Education has an excellent reputation for paying its bills in a timely fashion. We ask that all employees assist in maintaining this fine reputation.

Paying Bills in a Timely Fashion—within 30-60 days

Paying Bills Pursuant to State Law—within 90 days N.J.S.A. 18A:18A-10.1

2. Problems Encountered with Receipt of Goods

- **Problem: Back Orders**

Sometimes items ordered will not be received in the first shipment. This is known as a back order. The packing slip will have “back order” written on those particular items.

Process to Follow: Back Orders

If the order is incomplete because there is a back order, do not wait for the next shipment. Please do the following:

- Mark on your receiving copy of the purchase order those items you did not receive or record those items that you did receive as received..
- Keep a copy of your receiving copy and the packing slip.
- Return the receiving copy and packing slip to the Executive Assistant to the SBA/QPA.
- Upon receipt of the back order in the next shipment, check your copies of the receiving copy and the packing slip and return the receiving copy and packing slip to the Executive Assistant to the SBA/QPA.



- **Problem: Items Missing from Order**

Sometimes items are marked on the packing slip that they were delivered but are missing from your shipment.

Process to Follow: Items Missing

- Call the company and tell them what was missing.
- Mark on the receiving copy and packing slip what items were missing or record those items that you did receive as “received”.
- Keep a copy of your receiving copy and the packing slip.
- Return the receiving copy and packing slip to the Executive Assistant to the SBA/QPA.
- Upon receipt of the missing item in the next shipment, check your copies of the receiving copy and the packing slip and return the receiving copy and packing slip to the Executive Assistant to the SBA/QPA.

- **Problem: Items Damaged; Wrong Item**

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

Process to Follow: Items Damaged; Wrong Item

- Call the company and ask them what the procedure is for returning damaged or wrong items.
- Return the item(s) to the company.
- On the receiving copy and the packing slip, mark what items were returned and the reasons for being returned. Please note how the items were returned (UPS/PO/Vendor Pick Up).
- Attach the receiving copy and packing slip; Return to the Executive Assistant to the SBA/QPA.
- Upon receipt of the missing/wrong item in the next shipment, check your copies of the receiving copy and attach both copies returning them to the Executive Assistant to the SBA/QPA.

- **Problem: Discontinued Item**

Sometimes the items you requested have been discontinued.

Process to Follow: Discontinued Item

- Mark on the receiving copy of the purchase order “discontinued”.
- Do not call the company for a replacement item. You must complete a new purchase order.



VENDOR PAYMENT PROCESS

Contracted Services

Role of School District

Purchase Order Contract Amount—Not To Be Exceeded!

The contracted services vendor/provider (vendor) receives a purchase order from the SBA/QPA notifying the vendor that services may begin.

The purchase order has a total contract amount. This contract amount may not be exceeded unless authorized by the Board of Education in writing.

Monitoring Contract Amount—District Administrator Responsibility!

The School Business Administrator asks all district administrators to monitor all vendor bills and invoices to ensure they do not exceed the total contract amount. Administrators are asked to contact the SBA/QPA, forty-five (45) days in advance, if the total contract amount is close to being exceeded. The SBA/QPA then can begin a process to exceed the purchase order amount pursuant to administrative code.

Exceeding Contract Amount—Unauthorized Service!

If any administrator permits a vendor to exceed the contract amount, the administrator has permitted an unauthorized service, which is similar to an unauthorized purchase. Administrators are asked to monitor the dollar amount of services being provided to the district.

Monitoring Contract Amount—Vendor Responsibility!

The district asks all vendors to also monitor all bills and invoices to ensure they do not exceed the total contract amount. Vendors are asked to contact the respective administrator, forty-five (45) days in advance if the total contract amount is close to being exceeded.

Exceeding Contract Amount — Written Authorization!

Contracted vendors may only exceed the amount on the purchase order when authorized by the School Business Administrator in writing. The authorization will be in the form of an “adjusted/authorized” original purchase order or a new purchase order being issued to the contractor signed by the School Business Administrator.

Submission Deadlines – Third Thursday of Each Month

The Board of Education traditionally meets on the fourth Monday of each month. The Business Office asks that all bills and invoices for payment be submitted by the third Thursday of each month.

The Business Office cannot begin the payment process until the signed receiving copy with attachments and invoices are received by the Executive Assistant to the Business Administrator.

End of Year Billing/Cancellation of Purchase Orders



Administrators are to work with contracted service vendors so that end of the year invoices are submitted to the Business Office in a timely fashion. This is imperative. In order to comply with the State of New Jersey Department of Education requirements, the district has adopted a policy of canceling open purchase orders at the end of the fiscal year. All invoices must be billed within thirty (30) days of services to meet the State Department of Education deadline. If we are not in receipt of your invoice within the thirty (30) day deadline, we will not be able to process payment in a timely fashion and the corresponding purchase order may be cancelled, thereby causing a delay in payment.



□ **APPENDIX** □

- A. Formal Bid Process
- B. Emergency Purchases/Contracts
- C. Chart—Purchase Order Requirements
- D. Vendor Letter—Unauthorized Purchases
- E. CSI PO/Requisition Entry Screen
- F. Copy of Purchase Order
- G. Purchasing Cooperative List
- H. Federal Contracts
 - 1. Debarment and Suspension
 - 2. Federal Programs/Targeted Students
 - 3. Compliance with 2 CFR Part 200
- I. Federal Contracts—Chart of Thresholds
- J. Purchase Order Increase/Decrease Form
- K. Sales Tax Exemption Document(RESERVED)
- L. Petty Cash Rules
- M. Mileage Reimbursements
- N. Conference/Workshop Approval Instructions and Travel Reimbursement Packet
- O. Purchasing Policy List
- P. Prohibited Russia-Belarus Activities & Iran Investment Activities Disclosure Form
- Q. NJ Business Registration Certificate Requirements
- R. Chapter 271 Political Contribution Disclosure Form
- S. Concessions Procurement
- T. New State Law-Paying Vendors
- U. Return of Requisition/Purchase Order Form



(Appendix A)

□ **FORMAL BID PROCESS** □

| <u>Process</u> | <u>Timeline</u> |
|---|-----------------------------|
| Initial request to bid made by Administrator/Supervisor. Certification that funds exist. | One Day |
| Review of specifications, fully outlining items, materials, or services to be bid by the Purchasing Agent. | One Week |
| Return of reviewed specifications to Administrator/Supervisor for final approval. Administrator/Supervisor signs off final approval. | One Week |
| Bid package prepared by the School Business Administrator/Purchasing Agent. | One Week |
| Copies of bids prepared. | One Day |
| Legal advertisement sent to newspaper. | Three Day Advance Notice |
| Bid Date/Time -- must be at least 10 days after Legal Ad appears in newspaper. Bids are opened and read publicly. | 10-20 Days |
| Bid results are reviewed by: a. Administrator/Supervisor b. School Business Administrator/Purchasing Agent | One Week |
| School Business Administrator/Purchasing Agent prepares spreadsheet showing lowest bidders and recommends award of bid. Board resolution is prepared. | One-Two Weeks |
| Bids are reviewed by the Finance Committee as part of the Board Agenda for the Regular Public Meetings. | One Week |
| Purchase orders are prepared by the Administrator/Supervisor. | One Week |

The formal bidding process takes about 6-8 weeks from start to finish.

Please note: Bids for Public Works/Construction Projects take longer as a request for wage determination must be formally made to the State of New Jersey.



(Appendix B)

□ **EMERGENCY CONTRACTS (18A:18A-7)** □

A. Background

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

B. Definition of Emergency

An emergency is a situation affecting the health or safety of occupants of school property that requires the immediate delivery of the articles or performance of a service to alleviate the emergency. Federal and State of New Jersey *Declarations of Emergencies* may also apply. The School Business Administrator will contact the Board Attorney for guidance on such declarations.

C. Process in Declaring an Emergency

1. Superintendent of Schools Notified

The Superintendent of Schools is notified by the supervisor/administrator requesting a declaration of emergency.

2. Business Administrator/Purchasing Agent Notified

The official in charge of the building or facility, wherein the emergency occurred shall notify the Business Administrator/Purchasing Agent of the following:

- a. Nature of the emergency;
- b. Time of the occurrence; and
- c. The need for the performance of a contract.

Such notification shall be prepared in writing and filed with the Purchasing Agent as soon as possible.

3. Awarding of Contract by Business Administrator/Purchasing Agent

If the Business Administrator/Purchasing Agent is satisfied the emergency exists, the Business Administrator/Purchasing Agent by State Law is authorized to award the contract.

4. Filing of Documents with State and County by Board Secretary/School Business Administrator

In accordance with N.J.A.C. 5:34-6.1, the following documents must be filed with the County Superintendent within three (3) days after awarding the contract or agreement:

- a. A copy of the contract or agreement; and
- b. A copy of the written requisition.

5. Acknowledgement by Board of Education

The Board of Education, at its next regular Board of Education Public Meeting, shall review and acknowledge said emergency purchase. This may be done by board resolution.



(Appendix C)

PURCHASE ORDER REQUIREMENTS

| CONTRACT/PURCHASE ORDER THRESHOLDS (AGGREGATE) | AFFIRMATIVE ACTION EVIDENCE (AA) | BUSINESS REGISTRATION CERTIFICATE (BRC) | CHAPTER 271 PCD (PAY TO PLAY) (271) |
|---|---|--|--|
| Up to \$6,600 | (a) | No | No |
| \$ 6,600 - \$17,499 | (a) | YES | No |
| \$17,500 - \$43,999 | (a) | YES | YES |
| \$44,000 - and over | YES | YES | YES |

| Affirmative Action Evidence Exemptions | Business Registration Certificate Exemptions | Chapter 271 (PCD) Exemptions |
|--|---|--|
| <ul style="list-style-type: none"> Contracting Units Subject to Title 40A:11 State of New Jersey Contract Purchases Boards of Education including Educational Services Commissions Other contracting units, e.g. County and State Colleges and local authorities, Boards, etc. | <ul style="list-style-type: none"> Contracting Units Subject to Title 40A:11 State of New Jersey Contract Purchases Boards of Education including Educational Services Commissions Other contracting units, e.g. County and State Colleges and local authorities, Boards, etc. Non-profit Organizations <p><u>Exempt Situations</u></p> <ul style="list-style-type: none"> Emergency Purchases – No payment unless BRC is on file. Employee settlements paid to attorneys; Establishments that are out of state & business being conducted takes place out of state, e.g., hotels, band camps, seminars, theaters, etc. Purchase made entirely through School Student Activity Funds. | <ul style="list-style-type: none"> Contracting Units Subject to Title 40A:11 State of New Jersey Contract Purchases Boards of Education including Educational Services Commissions Other contracting units, e.g. County and State Colleges and local authorities, Boards, etc. Non-profit Organizations New Jersey School Boards Association Contract Renewals Public Utilities, e.g. PSE&G <p><u>Exempt Situations</u></p> <ul style="list-style-type: none"> Emergency purchases; Litigation payments to parties through court order. |

(a) It is suggested that Affirmative Action evidence be on file from vendors and contractors. It is suggested that school districts request from all vendors the Russia Belarus/Iran Disclosure Form! PCD only needed along with a new contract. Do not need this form for renewals.



(Appendix D)

Florham Park Board of Education
67 Ridgedale Avenue
Florham Park, NJ 07932

TO: All Vendors

Date: _____

UNAUTHORIZED ORDERS

Official Notification

Authorized Purchases

The Florham Park Board of Education only recognizes purchases made through the approved purchase order process. All purchases made by the Florham Park Board of Education require:

- ☐ ***Written Purchase Order;***
- ☐ ***Purchase Order Number; and an***
- ☐ ***Authorized Signature (School Business Administrator)***

Unauthorized Purchases

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

Vendors' Responsibility

● **Do NOT Honor Requests!**

Vendors are not to honor or accept any requests for goods or services unless the vendor receives a written purchase order with an authorized signature and a purchase order number.

● **Contact the Business Office!**

Please alert Mr. John Csatlos (973) 822-3880 x1005 if any Board employee attempts to place an order without an authorized purchase order.

● **You will NOT Get Paid!**

The Florham Park Board of Education will not be held responsible for any unauthorized orders or unauthorized purchases.

Authorized Signatures

The Florham Park Board of Education will only recognize purchase orders signed by:

Mr. John Csatlos
Business Administrator, Board Secretary



Florham Park Public Schools Purchasing Manual

(Appendix F)

(1) Vendor Copy

FLORHAM PARK BOARD OF EDUCATION
P.O. BOX 39 • 71 RIDGEDALE AVENUE
FLORHAM PARK, N.J. 07932
TEL (973) 822-3880 FAX (973) 822-0716
TAX EXEMPT #22-6001807
IMPORTANT INFORMATION ON REVERSE SIDE

BUDGET YEAR

PURCHASE ORDER NUMBER
THIS NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES AND CORRESPONDENCE.

VENDOR NO.

DATE:

VENDOR:

SHIP TO:

| REQUESTION NUMBER | NAME | Partial | Complete | |
|-------------------|----------------|-----------------------------------|------------|--------------|
| QUANTITY ORDERED | CATALOG / UNIT | ITEM DESCRIPTION / ACCOUNT NUMBER | UNIT PRICE | TOTAL AMOUNT |

INSTRUCTIONS TO VENDORS

1. VERBAL ORDERS WILL NOT BE BINDING UNLESS CONFIRMED BY SIGNED ORDER ON THIS FORM.
2. INVOICES MUST BE RENDERED ON THE ENCLOSED VOUCHER FORM.
3. MAKE A SEPARATE INVOICE FOR EACH ORDER.
4. DO NOT MAKE ANY SHIPMENTS "COLLECT". INCLUDE CHARGES ON BILL, UNLESS OTHERWISE AGREED.
5. ENCLOSE SHIPPING MEMO WITH EACH SHIPMENT.
6. THE EXEMPT INSTITUTION.
7. NO CHARGES OTHER THAN THOSE SPECIFIED WILL BE ALLOWED.
8. DELIVERIES ACCEPTED DURING SCHOOL HOURS ONLY.
9. IF THERE IS A PRICE INCREASE ON ATTACHED PURCHASE ORDER, DO NOT SHIP WITHOUT AUTHORIZATION FROM FLORHAM PARK BOARD OF EDUCATION, P.O. BOX 39, FLORHAM PARK, N.J. 07932. PLEASE SEND UPDATED PRICE LIST AND/OR CATALOG TO PARTY RECEIVING SHIPMENT.

THIS ORDER IS INVALID UNLESS SIGNED BY THE SCHOOL BUSINESS ADMINISTRATOR

SCHOOL BUSINESS ADMINISTRATOR

(2) Voucher Copy

FLORHAM PARK BOARD OF EDUCATION
P.O. BOX 39 • 71 RIDGEDALE AVENUE
FLORHAM PARK, N.J. 07932
TEL (973) 822-3880 FAX (973) 822-0716
TAX EXEMPT #22-6001807
IMPORTANT INFORMATION ON REVERSE SIDE

BUDGET YEAR

PURCHASE ORDER NUMBER
THIS NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES AND CORRESPONDENCE.

VENDOR NO.

DATE:

VENDOR:

SHIP TO:

| REQUESTION NUMBER | NAME | Partial | Complete | |
|-------------------|----------------|-----------------------------------|------------|--------------|
| QUANTITY ORDERED | CATALOG / UNIT | ITEM DESCRIPTION / ACCOUNT NUMBER | UNIT PRICE | TOTAL AMOUNT |

COMPLETE, SIGN & RETURN THIS VOUCHER TO INSURE PROMPT PAYMENT

FLORHAM'S CERTIFICATION AND DECLARATION

I, the undersigned, declare and certify under the penalties of the law that the within bill is correct in all its particulars, that the articles have been furnished in conformity with the order and that the same have been paid for in full and that the same are not subject to any lien or claim of any kind and that the same are not subject to any lien or claim of any kind and that the same are not subject to any lien or claim of any kind.

CERTIFICATION APPROVED FOR PAYMENT

Having knowledge of the facts, I certify that the within bill is correct in all its particulars, that the articles have been furnished in conformity with the order and that the same have been paid for in full and that the same are not subject to any lien or claim of any kind and that the same are not subject to any lien or claim of any kind.

THIS ORDER IS INVALID UNLESS SIGNED BY THE SCHOOL BUSINESS ADMINISTRATOR

SCHOOL BUSINESS ADMINISTRATOR

(3) Accounting Copy

FLORHAM PARK BOARD OF EDUCATION
P.O. BOX 39 • 71 RIDGEDALE AVENUE
FLORHAM PARK, N.J. 07932
TEL (973) 822-3880 FAX (973) 822-0716
TAX EXEMPT #22-6001807
IMPORTANT INFORMATION ON REVERSE SIDE

BUDGET YEAR

PURCHASE ORDER NUMBER
THIS NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES AND CORRESPONDENCE.

VENDOR NO.

DATE:

VENDOR:

SHIP TO:

| REQUESTION NUMBER | NAME | Partial | Complete | |
|-------------------|----------------|-----------------------------------|------------|--------------|
| QUANTITY ORDERED | CATALOG / UNIT | ITEM DESCRIPTION / ACCOUNT NUMBER | UNIT PRICE | TOTAL AMOUNT |

INSTRUCTIONS TO VENDORS

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6. THE EXEMPT INSTITUTION.
7. NO CHARGES OTHER THAN THOSE SPECIFIED WILL BE ALLOWED.
8. DELIVERIES ACCEPTED DURING SCHOOL HOURS ONLY.
9. IF THERE IS A PRICE INCREASE ON ATTACHED PURCHASE ORDER, DO NOT SHIP WITHOUT AUTHORIZATION FROM FLORHAM PARK BOARD OF EDUCATION, P.O. BOX 39, FLORHAM PARK, N.J. 07932. PLEASE SEND UPDATED PRICE LIST AND/OR CATALOG TO PARTY RECEIVING SHIPMENT.

THIS ORDER IS INVALID UNLESS SIGNED BY THE SCHOOL BUSINESS ADMINISTRATOR

SCHOOL BUSINESS ADMINISTRATOR

(4) Receiving Copy

FLORHAM PARK BOARD OF EDUCATION
P.O. BOX 39 • 71 RIDGEDALE AVENUE
FLORHAM PARK, N.J. 07932
TEL (973) 822-3880 FAX (973) 822-0716
TAX EXEMPT #22-6001807
IMPORTANT INFORMATION ON REVERSE SIDE

BUDGET YEAR

PURCHASE ORDER NUMBER
THIS NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES AND CORRESPONDENCE.

VENDOR NO.

DATE:

VENDOR:

SHIP TO:

| REQUESTION NUMBER | NAME | Partial | Complete | |
|-------------------|----------------|-----------------------------------|------------|--------------|
| QUANTITY ORDERED | CATALOG / UNIT | ITEM DESCRIPTION / ACCOUNT NUMBER | UNIT PRICE | TOTAL AMOUNT |

RECEIVING PROCEDURES

1. PERSON ACCEPTING SHIPMENT: PLEASE CHECK NUMBER OF CARTONS AND DATE AND SIGN WHERE INDICATED.
2. REQUESTOR: PLEASE CHECK CONTENTS AND PACKING LIST(S) AGAINST ORDER AND DATE AND SIGN WHERE INDICATED.
3. PLEASE FORWARD THIS COPY ALONG WITH PACKING LIST(S), BILL(S) OF LADING AND OTHER DOCUMENTS TO BUSINESS OFFICE.

THIS ORDER IS INVALID UNLESS SIGNED BY THE SCHOOL BUSINESS ADMINISTRATOR

SCHOOL BUSINESS ADMINISTRATOR

(5) School Admin. Copy

FLORHAM PARK BOARD OF EDUCATION
P.O. BOX 39 • 71 RIDGEDALE AVENUE
FLORHAM PARK, N.J. 07932
TEL (973) 822-3880 FAX (973) 822-0716
TAX EXEMPT #22-6001807
IMPORTANT INFORMATION ON REVERSE SIDE

BUDGET YEAR

PURCHASE ORDER NUMBER
THIS NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES AND CORRESPONDENCE.

VENDOR NO.

DATE:

VENDOR:

SHIP TO:

| REQUESTION NUMBER | NAME | Partial | Complete | |
|-------------------|----------------|-----------------------------------|------------|--------------|
| QUANTITY ORDERED | CATALOG / UNIT | ITEM DESCRIPTION / ACCOUNT NUMBER | UNIT PRICE | TOTAL AMOUNT |

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THIS ORDER IS INVALID UNLESS SIGNED BY THE SCHOOL BUSINESS ADMINISTRATOR

SCHOOL BUSINESS ADMINISTRATOR



(Appendix G)

Purchasing Cooperative List

1. **ACES Cooperative Purchasing System**
<http://www.aces-nj.com/index.php/membership/how-to-become-an-aces-member>
2. **Amazon Business (National Cooperative)**
<https://www.amazon.com/>
3. **BuyBoard National Purchasing Cooperative (National Cooperative)**
<https://www.buyboard.com/home.aspx>
4. **Camden County Educational Services Commission Cooperative**
<https://www.camdenesc.org/>
5. **Choice Partners National Purchasing Cooperative (National Cooperative)**
<https://www.choicepartners.org/>
6. **Education Data Services, Inc. Cooperative Procurement Management**
<https://www.ed-data.com/>
7. **Educational Services Commission of New Jersey (Formerly Middlesex Regional Educational Services Commission)**
<https://www.escnj.us/>
8. **Edge Market Cooperative Pricing System**
<https://njedge.net/>
9. **Hunterdon County Educational Services Commission**
<http://www.hunterdonesc.org/hcesc/>
10. **Keystone Purchasing Network (National Cooperative)**
<https://www.thekpn.org/>
11. **Monmouth Ocean Educational Services Commission**
<https://www.moesc.org/>
12. **NASPO Value Point Cooperative Purchasing Program**
<http://www.naspo.org/>
13. **National Cooperative Purchasing Alliance (National Cooperative)**
<http://www.ncpa.us/>
14. **New Jersey Cooperative Purchasing Alliance**
<http://www.bergenbids.com/>



15. OMNIA Partners (Formerly National IPA and US Communities) (National Cooperative)

<https://www.omniapartners.com/>

16. PEPPM Technology Bidding and Purchasing Program (National Cooperative)

<https://www.peppm.org/>

17. Sourcwell (formerly National Joint Purchasing Alliance) (National Cooperative)

<https://www.sourcwell-mn.gov/>

Information on the New Jersey Cooperative Pricing System:

http://www.state.nj.us/dca/divisions/dlgs/programs/lpcl_docs/copurguide.doc

Information on how to use National Purchasing Cooperatives

<https://www.nj.gov/dca/divisions/dlgs/lfns/12/2012-10.pdf>



(Appendix H)

FEDERAL CONTRACTS

Examples of Federal Funding Sources—Every Student Succeeds Act (ESSA)

- Title I, Part A – Improving Basic Programs Operated by LEA's
- Title II, Part A – Teacher and Principal Training and Recruiting
- Title III– English Language Acquisition and Language Enhancement
- Title III—Immigrant Education Program
- Title IV, Part A – Student Support and Academic Enrichment Program

Other Examples of Federal Funding Sources

- I.D.E.A. Part B Handicapped
- National School Lunch Program
- National School Breakfast Program
- ESSER Act- Elementary and Secondary School Emergency Relief Act 2020
- CARES Act- Coronavirus Aid, Relief and Economic Security Act 2020

Federal Procurement Guidelines—Federal Regulations 2 CFR Part 200.318 et seq.

School districts, when procuring goods and services using federal funds, shall comply with Federal Regulations Procurement Standards 2 CFR 200.318 et seq., and the New Jersey Public School Contracts Law.

Methods of Procurement- When Using Federal Funds

All procurement transactions must be conducted in a manner providing full and open competition. (2 CFR 200.319). Examples of procurement methods to be used:

- **Micro-purchases—Purchases less than \$6,600.00**

The Purchasing Agent shall use sound business practices for purchases in the aggregate that do not exceed \$6,600.00. Reference--2 CFR 200.320 (a) and 2 CFR 200.67

- **Small Purchase Procedures—\$6,600 through \$43,999**

The Purchasing Agent shall use the competitive quotation process as outlined in N.J.S.A. 18A:18A-37 (a) or the Request for Proposal process, when applicable, in procuring goods and services in the aggregate of more than \$6,600.00 and less than \$43,999. Reference--2 CFR 200.320 (b) and 2 CFR 200.88

- **Sealed Bids—\$44,000 or more**

The Purchasing Agent shall use the competitive bid process to procure those contracts which in the aggregate exceed the \$44,000 bid threshold. The contract shall be awarded to the vendor who submits the lowest responsible bid for a firm fixed contract price—lump sum or unit cost. Reference--2 CFR 200.320 (c),



- **Competitive Proposals—\$44,000 or more**

The Purchasing Agent shall use the Request for Proposal (RFP) or competitive contracting process when procuring certain contracts which in the aggregate exceed the \$44,000 bid threshold, which are to be awarded by an evaluative process, rather than a firm fixed contract price. Reference--2 CFR 200.320 (d) and N.J.S.A. 18A:18A-4.1 et seq.

- **Non-competitive Proposals (Sole Source)**

Although the Federal government recognizes contracts may be awarded to sole source vendors through non-competitive proposals, the Purchasing Agent shall use the competitive proprietary bid process or the competitive contracting process for sole or single source contracts.

Reference 2 CFR 200.320 (f) and N.J.S.A. 18A:18A-15. The amounts listed are subject to change.

New Jersey Department of Education Guidance on Federal Spending

All grant administrators and Purchasing Agents of school districts are to comply with federal regulations and the Public-School Contracts Law and should adhere to the guidance as provided by the New Jersey Department of Education in the publication entitled *Navigating the Uniform Grant Guidance*.

Food Services Directors

The USDA and the New Jersey Department of Agriculture—Food and Nutrition, have announced through various documents and forms, new procedures for the procurement of goods and services for the Food Services program in every school district.

Debarment and Suspension for Federal Contracts

Debarment and Suspension (E.O. 12549 and E.O. 12689) – A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p 235). Debarment and Suspension. SAM Exclusions contains the names of parties debarred, suspended or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. (Ref. 2 CFR 200.212)

Federal Programs/Targeted Students—Include on Requisitions/Purchase Orders

Purchase orders using Federal Funds shall include on the document:

- Name of Federal Program
- Targeted Group of Students

Stevens Amendment—Statement on Bid Advertisement

The Board of Education recognizes its obligation as it pertains to the Stevens Amendment, Section 8136 of the Department of Defense Appropriations Act (P.L. 104-134, Sec.507) which requires the board of education to state clearly the percent (%) of the total cost of this project will be financed through *Name of Federal Grant*.



(Appendix I)

Federal Contracts—Chart of Thresholds

| <u>Description of Goods/Services</u> | <u>Amount</u> | <u>Procurement Method</u> |
|---|----------------------|----------------------------------|
| Goods and Services | Less than \$6,600 | Sound Business Practice |
| Goods and Services | \$6,600 - \$43,999 | Quotation or Bid |
| Goods and Services | \$44,000 or more | Bid |
| Professional Services | Less than \$6,600 | Simple Proposal |
| Professional Services | \$6,600 - \$43,999 | Request for Proposals (RFP)* |
| Professional Services | \$44,000 or more | Competitive Contracting |
| Educational Consultant Services | Less than \$6,600 | Simple Proposal |
| Educational Consultant Services | \$6,600 - \$43,999 | Request for Proposals (RFP)* |
| Educational Consultant Services | \$44,000 or more | Competitive Contracting |
| Instructional Improvement Services | Less than \$6,600 | Simple Proposal |
| Instructional Improvement Services | \$6,600 - \$43,999 | Request for Proposals (RFP)* |
| Instructional Improvement Services | \$44,000 or more | Competitive Contracting |
| Professional Development Services | Less than \$6,600 | Simple Proposal |
| Professional Development Services | \$6,600 - \$43,999 | Request for Proposals (RFP)* |
| Professional Development Services | \$44,000 or more | Competitive Contracting |
| Sole Source (Proprietary) ^(a) | Less than \$6,600 | Simple Proposal |
| Sole Source (Proprietary) ^(a) | \$6,600 - \$43,999 | Proprietary Quotation |
| Sole Source (Proprietary) ^(a) | \$44,000 or more | Proprietary Bid |
| Services Provided by Government Units/Schools | Less than \$6,600 | Simple Proposal |
| Services Provided by Government Units/Schools | \$6,600 - \$43,999 | Request for Proposals (RFP)* |
| Services Provided by Government Units/Schools | \$44,000 or more | Competitive Contracting |

The amounts on the chart are subject to change.

***RFP's must be publicized when federal funds are being used.**

(Please Note: When using NJ START contracts for purchasing you must obtain 3 quotes to be in compliance with federal rules. This does not apply to purchasing cooperatives.)



(Appendix J)



FLORHAM PARK BOARD OF EDUCATION

Purchase Order Increase / Decrease

Date _____

School / Dept. _____

Please: ☐ Increase ☐ Decrease

P.O. # _____

Amount of increase/decrease \$ _____

Vendor _____

Account _____

Reason

Requestor _____

Please email completed form to: john.csatlos@fpks.org

Questions – Please call Mr. John Csatos, Business Administrator ext. 1005



(Appendix K)

RESERVED

Note: Letter from the State of New Jersey Department of Treasury pending.



(Appendix L)

PETTY CASH

The allotment for each petty cash advance is listed below and shall be approved annually by Board resolution at the Reorganization Board meeting.

| | | | |
|----------------------------|------------|--|--|
| 1. Business Office | \$1,000.00 | | |
| 2. Ridgedale Middle School | \$ 500.00 | | |
| 3. Brooklake School | \$ 500.00 | | |
| 4. Briarwood School | \$ 500.00 | | |

All schools or offices so designated by Board Policy and Board resolution shall receive their initial cash allotment in the month of July of each fiscal year. Replenishment of funds shall not exceed the approved allotment at any time, nor the disbursement total per purchase of \$50.00. Replenishment of petty cash shall be made by the Business Office biannually, or more frequently as activity permits.

Petty cash funds may be disbursed for the following reimbursable items:

- Postage
- Immediate office/miscellaneous supplies
- UPS/Fed Ex shipments

Petty cash funds may not be disbursed for the following items:

- Personal choice items/services
- Decorative items (furniture/drapes)
- Food/beverages for employees
- Bulk office supplies (Purchased through normal purchasing process)

N.J.S.A. 2C:21-15
N.J.S.A. 18A:19-13; 18A:23-2
N.J.A.C. 6A:23-2.9 et seq.

Note: Not established by Board Resolution since May 2020.



(Appendix N)

Conference Reimbursement

Per State regulations and district policy, **PRIOR** to a staff member attending a workshop or conference, the staff member must receive Board approval to attend, and an approved purchase order must be in place.

Procedure for all Conferences, Workshops, and Seminars

1. Complete a Request for Absence to attend a Conference/Workshop and submit to Principal/Supervisor through the AESOP program for approval. Those approved will be placed on the Board Agenda by the Executive Assistant to the Chief School Administrator.
2. Upon Board Approval of the request, the staff member may register for the conference.
3. Within 10 working days after attending a conference, complete a Conference Summary, and submit to the appropriate Supervisor and the Business Administrator.

Procedure for Reimbursement of Conference Expenses

☐ **PRIOR** to attending conference

- Upon receiving Board approval for the conference/workshop, and if the staff member is requesting reimbursement for conference/workshop expenses, a requisition must be entered into the district's finance software (System 3000) for the cost of the workshop/conference.

Attached to the requisition must be the following:

- The approved Request for Conference/Workshop Approval and the conference advertisement/registration form.
- If requesting registration reimbursement, the attached document must include the cost of the conference. Only registration (not membership) fees will be reimbursed.
- If requesting mileage reimbursement, the documentation must include the location of the conference.

☐ **AFTER** attending conference

- After attending the conference, complete a Reimbursement of Expenses form. The form must be signed by the employee, principal or supervisor, and reviewed by the Business Administrator.
 - If requesting reimbursement for registration, proof of payment must be provided (credit card statement copy or a copy of the front and back of the canceled check.)
 - If requesting reimbursement for tolls, toll receipts (for cash only) or an EZPass statement must be provided.
 - If requesting mileage reimbursement, MapQuest or Google Maps showing mileage must be included.

It is the employee's responsibility to ensure that all the approved forms (Request for Conference/Workshop Approval and Reimbursement of Expenses with documentation) are submitted to the school secretary.

Paper copies of the approved forms and documentation must be submitted to Accounts Payable for payment. Payment cannot be made without all required documents.

Note:

- ❖ The budget codes to use for conference purchase orders will be on the approved Request for Conference/Workshop Approval.



- ❖ The mileage amount used for a conference on a school day should be calculated from the employee's assigned location.
- ❖ Mileage amounts used on days when school is not in session should be calculated from the employee's home address.
- ❖ The amount on the reimbursement purchase order cannot exceed the approved amount on the Request for Conference/Workshop Approval.

Documentation necessary for reimbursement includes the following:

- ☐ A copy of the approved Request for Conference/Workshop Approval
- ☐ The signed Reimbursement of Expenses form
- ☐ The advertisement/registration form for the conference
- ☐ Conference Summary
- ☐ MapQuest or Google Maps mileage, if requesting mileage reimbursement
- ☐ Proof of payment

Important: Employees using privately owned cars requesting reimbursement for mileage, tolls, or parking must submit (yearly) a copy of their driver's license, registration, and insurance card to the Budget/Accounts Coordinator.

Rev. 2023.02.01



Florham Park Public Schools
Purchasing Manual

| | | | | |
|---|--|---|--------------------|---|
| BOARD OF EDUCATION | | REQUEST FOR CONFERENCE/WORKSHOP APPROVAL | | FAIR LAWN, NEW JERSEY |
| IF ANY EXPENSES WILL BE INCURRED, THIS FORM MUST BE SUBMITTED TO THE BOARD OF EDUCATION AT LEAST 60 DAYS PRIOR TO THE DATE OF THE CONFERENCE | | | | |
| NAME _____ | | HOME SCHOOL | DATE(S) OF ABSENCE | |
| ADDRESS _____ | | <input type="checkbox"/> Check Box if Substitute Required | | |
| | | | | |
| NAME OF CONFERENCE | | LOCATION OF CONFERENCE | | <input type="checkbox"/> Check Box if Hotel is Site of Conference |
| PURPOSE FOR ATTENDING CONFERENCE: | | | | |

CONFERENCE INFORMATION MUST BE ATTACHED

List estimated expenses following state guidelines. SEE INSTRUCTIONS ON BACK OF FORM.
Receipts must be obtained for reimbursements,* failure to do so will result in non-payment.

| Registration | Airfare | Mileage | Tolls | Parking | Lodging | Meals *no meal receipts needed | TOTAL |
|--------------|---------|---------|-------|---------|---------|--------------------------------|-------|
| \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |

ONLY APPROVED AMOUNTS WILL BE REIMBURSED

| | | | |
|--|--|---|-----------------------------|
| Date _____ | | Applicant's Signature _____ | |
| <input type="checkbox"/> Recommended | <input type="checkbox"/> Recommended | | |
| <input type="checkbox"/> Not Recommended | Supervisor's Signature _____ | <input type="checkbox"/> Not Recommended | Principal's Signature _____ |
| FOR CENTRAL OFFICE USE ONLY | | | |
| BOARD APPROVAL DATE IF APPLICABLE (to be entered by Assistant Superintendent-Education) | | ACCOUNT NUMBER (to be entered by Assistant Superintendent-Education) | |
| <input type="checkbox"/> Recommended | <input type="checkbox"/> Not Recommended | Assistant Superintendent of Education's Signature _____ | |
| <input type="checkbox"/> Recommended | <input type="checkbox"/> Not Recommended | Superintendent's Signature _____ | |
| DO NOT COMMIT TO ANY EXPENSES UNTIL YOUR REQUEST HAS BEEN APPROVED | | | |
| A COPY OF THIS FORM WILL BE RETURNED TO YOU AFTER BOARD APPROVAL | | | |

AFTER CENTRAL OFFICE SIGNATURES ARE COMPLETED:
WHITE COPY- Remains at Central Office - Education
PINK COPY- Returns to School Secretary



8A

FLORHAM PARK BOARD OF EDUCATION Travel / Expense Reimbursement Request Form

Name: _____ Event _____

Event Type

Training ☐ Conference ☐ Seminar ☐ Regular School Business ☐

Date(s) of Event _____

Board meeting approval date: _____

(Not applicable for Regular School/Board Business or Federal Grant Requests)

Reimbursement Request

| Employee Request | | *** Building Office Use Only*** | | |
|--|--------|---------------------------------|--------------------------------|----------------------------|
| | Amount | Supporting Documentation | Does not exceed Board approval | Aligns with Federal limits |
| Registration Fee | | | | |
| Mileage (1) | | | | |
| Tolls/Parking (2) | | | | |
| Lodging (3) | | | | |
| Meals (4) | | n/a | | |
| Transportation (Flight, Shuttle, Cab, Bus) (5) | | | | |
| Total | | | | |

Any materials paid for must be reimbursed by separate request through the school/main office provided prior notice was given to supervisor.

Notes

- (1) Calculated using current the State reimbursement rate (currently **47** cents). Supporting documentation from a mapping program such as Mapquest is necessary for all travel
- (2) A receipt is needed for all Parking requests. Tolls can be supported by either receipt, EZ pass statement or listing of which toll plazas were used. If using the listing method, please identify the cost of each location.
- (3) A hotel invoice is required. The amount can not exceed the conference hotel rate or the Federal rates. For information on the federal rates please go to <http://www.gsa.gov> and select "Per Diem Rates".
- (4) You must stay overnight to be eligible for meal reimbursement. The first and last days of travel must be pro-rated by 75%. Reimbursement is **ONLY** at the federal per diem rates. No receipts are required. For information on the federal rates please go to <http://www.gsa.gov> and select "Per Diem Rates".
- (5) All air travel reimbursement will be for coach fares. Ground transportation will be reimbursed at the cheapest option available. For example, if a taxi is used to get from a hotel to the airport and there is a bus available that is cheaper then the employee can only be reimbursed for the bus transportation.

Narrative

Please use the other side of this form. As now required by New Jersey law (18A: 11-12, 4c), in order for a district employee to receive reimbursement for any part of attendance at a conference, convention, seminar or other training, it must be

"...directly related to and within the scope of the employee's...current responsibilities and... the district's professional development plan..." and "...critical to the instructional needs of the district or furthers the efficient operation of the school district..."

Please attach any course outline or agenda as part of your submission if applicable.



Florham Park Public Schools Purchasing Manual

Relates to your current responsibilities:

Addresses the instructional needs of the district or furthers the efficient operation of the district:

IMPORTANT NOTICE:

New Jersey law further requires that you submit your request for reimbursement within 30 days of the event and that you submit a brief report that includes the primary purpose for the travel and the key issues that were addressed at the event and their relevance to improving instruction or the operation of the school district. The reimbursement form is available in your office.

*****BOARD OFFICE USE ONLY*****

___ Approved as submitted
___ Adjusted to comply with guidelines
___ Returned for incomplete information
___ Supporting Documentation ___ Narrative ___ Inconsistencies



(Appendix O)

Purchasing Policies

All Board Policies are available on the Florham Park Public Schools website at the Board of Education Policy tab.

[Board Policies – Public Access Online](#)

Policy #

- 6311 Contracts for Goods or Services Funded by Federal Grants
- 6320 Purchases Subject to Bid
- 6340 Multiple Year Contracts
- 6350 Competitive Contracting
- 6360 Political Contributions
- 6362 Contributions to Board Members & Contract Awards
- 6421 Purchases Budgeted
- 6422 Budget Transfers, Emergency Purchases & Over expenditure of Funds
- 6423 Expenditures for Non-Employee Activities, Meals & Refreshments
- 6424 Emergency Contracts
- 6440 Cooperative Purchasing
- 6450 Choice of Vendor
- 6470 Payment of Claims
- 6471 School District Travel
- 6480 Purchase of Food Supplies
- 6620 Petty Cash
- 6630 Athletic Fund
- 6640 Cafeteria Fund
- 6660 Student Activity Fund



(Appendix P)

DISCLOSURE OF PROHIBITED INVESTMENT ACTIVITIES IN IRAN, RUSSIA AND BELARUS

P.L. 2022, c. 3, N.J.S.A. 52:32-55 et seq., N.J.S.A. 40A:11-2.1, N.J.S.A. 18A:18A-49.4

PART 1

COMPLETE PART 1 BY CHECKING ONE OF THE TWO BOXES BELOW

Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:
<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf> www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification. A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into.

If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be provided by law, rule, or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default, and seeking debarment or suspension of the party.

CONTRACT AWARDS AND RENEWALS/CONTRACT AMENDMENTS AND EXTENSIONS

☐ **I certify**, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf.

(Skip Part 2 and sign and complete the Certification below.)

IF UNABLE TO CERTIFY

☐ **I am unable to certify** as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. *I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.*

PART 2

PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN. You must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran in the space below and, if needed, on additional sheets provided by you.

CERTIFICATION

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there, to the best of my knowledge, are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the Township of Branchburg is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Township of Branchburg to notify the Township of Branchburg in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Township of Branchburg and that the Township of Branchburg at its option may declare any contract(s) resulting from this certification void and unenforceable.

Printed Name of Authorized Agent

Signature of Authorized Agent

Title

Date

Company Name/Person/Entity



(Appendix Q)

New Jersey Business Registration Certificate Requirements

BRC Required—15% of Bid Threshold

Pursuant to N.J.S.A. 52:32-44, a contractor (business organization) that seeks to enter into a contract with a board of education in an amount that exceeds fifteen (15%) percent of the bid threshold, shall submit to the board a valid and current New Jersey Business Registration Certificate. A business organization does not include a government agency or a nonprofit entity.

Requirement Deadline of BRC Submission—Prior to Award of Contract

A **contractor** shall provide the board of education with the business registration certificate of the contractor and that of any named subcontractor **prior to the time a contract, purchase order, or other contracting document is awarded or authorized.**

Submission with Bid, Proposal, Quotation—Board May Request; Not Require

A board of education may request; not require that a contractor submit their business registration certificate with a bid, proposal or quotation request. Boards of education are not permitted to reject bids, proposals or quotations submitted by contractors for failure of the contractor to submit the business registration certificate with the bid, proposal or quotation.

Responsibilities of the Boards of Education

1. Obtain the NJ Business Registration Certificate prior to the contract award.
2. Retain copies of the NJ Business Registration Certificate with the
 - Contract
 - Bid or proposal
3. Maintain a file of NJ BRC's in alphabetical order—N.J.S.A. 52:32-44 (c)
4. Due Diligence Process
NJ BRC's have no expiration date, however, it is incumbent upon the board of education to perform a due diligence check. It is therefore recommended that prior to signing a purchase order, the Purchasing Agent visit the **On-Line Business Registration Certificate Service of the NJ Division of Revenue and check the current status of each NJ BRC submitted. The link is as follows:**

https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp

Final Note: Geographical Borders of New Jersey

The NJ BRC is required from a contractor, where the goods that are received, services that are delivered, and construction is constructed, are within the geographic borders of the State of New Jersey. Out of state contractors providing goods to be **delivered to New Jersey schools** or **providing services to and in New Jersey schools** shall submit the NJ BRC.

HOWEVER

If students or officials of NJ schools visit out of state contractors and use the contractor's goods and services out of state, then the NJ BRC is not required.

For example

- Conference lodging in out of state hotels.
- Football or band camps held in out of state venues.



- Field trip admissions in out of state venues.

Sample Business Registration Certificates

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE
FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 252
TRENTON, NJ 08646-0252

TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT
TAXPAYER IDENTIFICATION#: 970-097-362/500
ADDRESS: 847 ROEBLING AVE
TRENTON NJ 08611
EFFECTIVE DATE: 01/01/01
FORM BRC(08-01)

TRADE NAME: CLIENT REGISTRATION
SEQUENCE NUMBER: 0107330
ISSUANCE DATE: 07/14/04

Acting Director *John S. Tully*

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REG TEST ACCOUNT
Trade Name:
Address: 847 ROEBLING AVE
TRENTON, NJ 08611
Certificate Number: 1093907
Date of Issuance: October 14, 2004

For Office Use Only:
20041014112823533



(Appendix R)
Florham Park Board of Education
Chapter 271
Political Contribution Disclosure Form
(Contracts that Exceed \$17,500.00)
Ref. N.J.S.A. 19:44-20.26

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that _____ **(Business Entity)** has made the following **reportable** political contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26 during the twelve (12) months preceding this award of contract:

Reportable Contributions

| <u>Date of Contribution</u> | <u>Amount of Contribution</u> | <u>Name of Recipient Elected Official/ Committee/Candidate</u> | <u>Name of Contributor</u> |
|------------------------------------|--------------------------------------|---|-----------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

The Business Entity may attach additional pages if needed.

☐ **No Reportable Contributions** (Please check (✓) if applicable.)

I certify that _____ **(Business Entity)** made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.

Certification

I certify, that the information provided above is in full compliance with Public Law 2005—Chapter 271.

Name of Authorized Agent _____

Signature _____ Title _____

Business Entity _____



(Appendix S)

CONCESSIONS
Procurement Process Activities

N.J.A.C. 5:34 - 9.4 (d)

The governing body shall

▪ **Obtain Legal Opinion**

The legal counsel (board attorney) shall provide an opinion of the legality of procuring a concession

▪ **Pass a Resolution**

Pass a resolution authorizing the procurement of a concession

The resolution shall include:

- Description of the public need for the concession;
- The concession to be awarded (type);
- The considerations (benefits and risks) the governing body took into account in reaching the decision to award a concession;
- An estimate value of the concession;
- An estimate of any revenue or services to be received by the governing body;
- Basis of award of the concession is based upon the most advantageous price and other factors;
- An estimate of costs to be received by the governing body;
- Any services, facilities or endorsement to be provided by the governing body;
- The method to be used to procure the concession.

Awards of Contract 5:34-9.4 (g) Methods of Procurement

- Quotations--total value of concessions less than the bid threshold
- Public Bid
- Competitive Contracting

Concession 18A:18A:2(aa)

Means the granting of a license or **right to act for on behalf on the Board of Education** or to provide a service requiring the approval of endorsement of the Board of Education and which may or may not involve



a payment of exchange, or provision of services by or to the board of education provided that the term concession shall not include vending machines.

Services 18A:18A-2 (dd)

Service or services may also include an arrangement in which a vendor compensates the board of education for the vendor's right to operate a concession.

Examples of Concessions N.J.A.C. 5:34-9.4 (b)

1. *Selling Advertisements*

Publishing a map, newsletter, directory, or calendar containing the meeting schedules and other information about the "school district" services or activities where the contractor sells advertising as full or partial payment for providing the service.

2. *Welcome to Sign*

Installation of "welcome to" signs on public property where a local organization pays a fee to the sign manufacturer, who may or may not make a payment to the contracting unit, and includes the name of the local organization on the sign.

3. *Use of Public Space*

The use of public space or facilities

Example, scoreboards, bus shelters, facility advertising for advertising in exchange for fees or services, or discounts on services.

4. *Vending Machines* (other than food and drink)

The installation of vending machines in public facilities. (Not newspaper machines) 9(c)

5. *Donations, Sale of Equipment*

The donation, sale, installation, or maintenance of equipment of facilities for use of the contracting unit.

6. *Public Pay Phones*

The choice of a local or long-distance telephone service for pay phones on public property.

7. *Copying Machines--Public Use*

8. *Selling of goods on Public Property*

9. *Other services*, rights or use as may meet the definition of concession

Exceptions to Concessions 9(c)

Public events:

Seasons recreational programs.

Holiday celebrations

Concert series.

Tourism related items

A concession shall not be deemed to include contributions of goods, services or financial support for sponsorship of public events.



Vending Machines

Vending machines providing food or drink **are not** considered concessions.

Vending machines providing food or drink are an exception to the bid threshold. Quoted if under the bid threshold. 18A:18A-5(23)

Vending machines containing other items are subject to bidding/quoting.

Concession

How do we contract for concessions?

Monies Received:

- Exceed the Bid Threshold
 1. Seek competitive bids
 2. Use competitive contracting process
- Below the Bid Threshold
 1. Formal quotation process
- Below 15% of Bid Threshold
 1. Outright Purchase



(Appendix T)

Paying the Bills of the Board of Education

The Accounts Payable is a very important part of the Business Office. Employees of Accounts Payable ensure that vendor bills are paid accurately and in a timely fashion. Vendors will not do business with school districts that do not pay their bills on time.

Timely Fashion— within 30-60 days

**State Law—within 90 days—N.J.S.A. 18A:18A-10.1
Vendors now can charge interest for late payments**

Receiving Goods and Services

The originator of the purchase order should follow the following process when receiving materials, goods, and services.

Receipt of Items Ordered—Immediately Checked for Accuracy

All items must receive be immediately checked for accuracy. The school or office shall do the following:

- Obtain the receiving copy of the purchase order and packing slip of items ordered.
- Open boxes and check off items received on the receiving copy and the packing slip.
- Sign and attach the packing slip to the receiving copy of the purchase order.
- Sign the Receiving Copy of the purchase order.
- Sign any invoices that may have been submitted with the order.

The Seven (7) Day Rule

The school principal/office supervisor should sign the receiving copy of the purchase order and send all items within **seven (7) days** of the receipt of goods to the

Accounts Payable, c/o Business Office

The Board of Education has an excellent reputation for paying its bills in a timely fashion. We ask that all employees assist in maintaining this fine reputation.



Florham Park Public Schools Purchasing Manual

(Appendix U)
Florham Park Board of Education
Business Memorandum
M E M O R A N D U M

| | |
|-------|---|
| To: | _____ |
| From: | Mr. John Csatlos, School Business Administrator/Board Secretary |
| Date: | |
| Re: | Return of Purchase Order(s) |

I am returning the attached requisition/purchase order(s) for the reason(s) checked below:

| | |
|-----|---|
| ___ | Account Number Incorrect; Missing--Please use <u>Account Code #</u> _____ |
| ___ | Bid Number, Quotation Number--Not Included |
| ___ | Board Resolution Needed--Attach to Requisition/Purchase Order |
| ___ | Conference Request Form--Not Attached; Not Approved |
| ___ | Description of Item(s), Service Needed |
| ___ | Funds; Federal/State – Title of Grant Program – Type on Purchase Order/Requisition |
| ___ | Minimum Order \$50.00 Minimum State Contract Order \$100.00 |
| ___ | Proposal/Contract Missing -- Attach to Purchase Order |
| ___ | Quotation Needed--Please contact me to discuss process |
| ___ | Rationale Form Missing; Unsigned |
| ___ | Shipping Charges Not Added |
| ___ | Shipping Charges Not Needed. Type on P.O. "Shipping and Handling Included" |
| ___ | Signature Missing--Administrator, Supervisor, Principal |
| ___ | State Contract Number Incorrect, Missing--State Contract Documentation Missing |
| ___ | Textbook Documentation Missing ___ Website Documentation / Board Resolution |
| ___ | Unauthorized Order--Please contact me to discuss procedures |
| ___ | Vendor Address Incomplete--Post Office Box Number Only |
| ___ | Vendor Check Needed? |
| ___ | As Per Attached Memo |
| ___ | Other _____ Please make the required adjustments and return a copy of the requisition/purchase order with this form to my office. |