



BUSINESS OFFICE BASICS

MAKING A PURCHASE - Ask yourself the following four questions:

1. Where is the money coming from? District funds, special budgets requiring director approval? (grants, Trustlands, TSSA, CTE, etc.).
2. Which purchasing guideline is applicable? Are bids required? See attached Purchasing Guidelines, version 9/1/2021. Always review and follow the purchasing guidelines, no matter the amount or what form of payment is being used.
3. What method of purchasing should I use? Warehouse, district PO, requisition worksheet, credit card (see below for more information).
4. Where can I purchase items/services? Warehouse, online, vendors, retail store.

PURCHASING METHODS & PROCEDURES

Warehouse Order

- Create a pick ticket in Munis for instructional supplies; crayons, pencils, paper, etc. Contact Chris Jones if you need help with this process or for a list of warehouse items.

Credit Card

- When using your District approved credit card, all purchasing guidelines are applicable (see attached Purchasing Guidelines).
- As a tax exempt entity, ensure sales tax is deducted before using your credit card.
- Any credit card purchase that qualifies as a fixed asset (long-term tangible items such as: equipment, furniture, vehicles, buildings, land, hardware, tools, machinery, etc. and **costs \$1,000 or more**) should promptly be reported to Chris Jones for her fixed asset report.
- When reconciling your credit card statement, receipts, quotes/bids and any other documentation must be uploaded. **Charges need to be coded to district budgets by the 5th of each month.**

District PO (small PO)-\$0-\$999.99

- White copy - vendor, yellow copy - accounts payable, pink copy - stays in PO book for record keeping.
- Provide white copy of PO to merchants when making a purchase or placing an order.
- For payment, attach invoice to yellow copy of PO (include proper budget code and signature), and send to Business Office. This is a net 30-day payment policy.
 - Please do not submit statements, order confirmations, quotes, etc. for payment, it must be an invoice.

Requisition worksheet (large PO)-\$0-\$50,000 and above

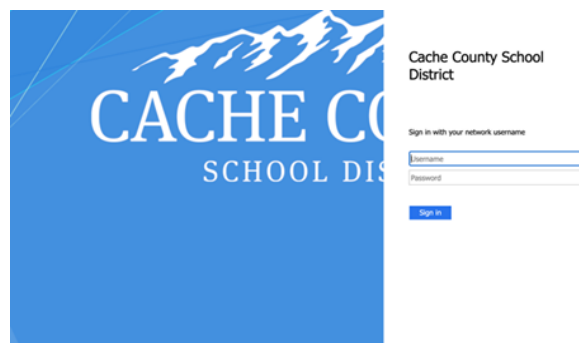
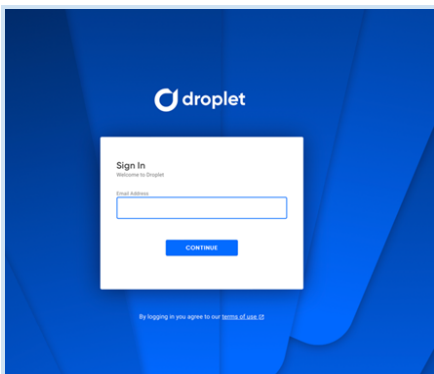
- Obtain pricing and/or quote(s) from the vendor for the items and/or services you are purchasing.
- Create a “Requisition Worksheet” in Droplet for each individual vendor (link on Business Office web page under Forms and Purchasing).
 - Scan in quote and any other documentation within the requisition worksheet as an attachment.
- Once approved, the Requisition Worksheet will be entered into Munis and converted into a formal CCSD PO.
 - A vendor copy of the PO will be sent to the vendor to place the order and a receiving copy of the PO will be given to the recipient or person that placed the order.
- Upon receipt of the item(s), promptly sign and date the receiving copy.
 - If only a portion of the order is received, make a photocopy of the PO receiving copy, check “Partial” and give to the Business Office (invoices are sent for partial orders and need to be paid before the final items are shipped and invoiced).
 - Once the final shipment has been received, check “Complete” on the original receiving copy and send it to the Business Office.
- For recurring payments from the same vendor, you can create one “standing/open” PO for an entire fiscal year. Use an estimated amount that you think you’ll need for the year as the total amount entered in the requisition. Each monthly invoice can be paid against that one PO. ie; custodial supplies, copier contract, lawn mowing, snow removal.
 - Standing PO amounts can be adjusted throughout the year if necessary and any balance at the end of the fiscal year will be released back to that budget code.

Note: If the above PO purchasing methods were inadvertently bypassed and you have an invoice that needs to be paid for items/services already received, a requisition needs to be entered for invoices totaling \$1,000 or more (upload invoice during requisition entry process). For invoices less than \$1,000 a small PO or credit card may be used.

***All invoices must have a large or small PO associated with it; please do not submit an invoice with a budget code written on it as payment.**

ENTERING A REQUISITION WORKSHEET (DROPLET)

1. Locate link on CCSD website under Staff & Secretarial Links or Business Office.
2. Enter your district email address.
3. Enter your district network username and password.



4. Begin filling out the form.

CACHE COUNTY SCHOOL DISTRICT

REQUISITION WORKSHEET

Instructions:
1. All requisitions must be signed by Principal/Director
2. Separate requisition required for each vendor
3. Enter quantity and unit costs

Location: Date: 03/06/2024 11:42 am Created By: Spencer Jensen

Program Category: Vendor Name/Number: Requisition Number:

Receiver/Attention To:

Do you have quotes or other attachments?
 Yes No

Principal/Admin Signature: Date: Admin Assistant Approval: Amount: \$0.00

District Director Signature: Date: Purchasing Approval: Date:

Qty	Unit Cost	Total	Description of Items	Budget Code
		\$0.00		
		\$0.00		
		\$0.00		
		\$0.00		
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Submit

1. Begin by selecting your location.
2. The date is auto-fill.
3. Created By is auto-fill.
4. Program Category **"VERY IMPORTANT"**
 - a. Select the program that will be "paying the bill"
 - b. If it's your own school budgets, choose "other"
 - c. Only select Technology if tech is paying for it, not just because you are ordering a tech product.
 - i. Choose Spencer in the drop down for the req to route to him.
5. Vendor: Enter vendor name. Remember only 1 vendor on any requisition.
6. Requisition Number: USED BY PURCHASING DEPT ONLY- no need to fill out.
7. Receiver/Attention: Who at your location is receiving what you are ordering?
8. Attachment: If you have an attachment, check yes, UPLOAD your documents.
9. Signatures: No entry needed in this step. This will fill in after you submit and then approve.
10. Item entry: enter quantity, cost, description and budget code.
11. Click submit.
12. Submission will go to the email of the creator and then the director, admin assistant or principal for signature approval.
13. You will get a final email when all required approvals are met.

SURPLUS

When you have item(s) that are no longer needed, we are legally required to go through a surplus process.

- Complete a Public Surplus Auction form in Droplet (link on Business Office web page under Forms and Purchasing). Please be descriptive; make, model, year, working condition, etc. and take good photos to upload. The more info provided, the better.
- Forms will be routed to the designated director for approval, then to the Business Office.
 - The Business Office will review surplus requests and may determine that items could be offered to other departments or schools.
 - Items not distributed to other departments or schools will then be posted on a public surplus website for a minimum of seven days.
- When the auction is complete, you'll receive notification of the item's status.
 - For items sold, you will be sent a confirmation of sale to be signed by you and by the purchaser at time of pick-up to finalize the transaction.
 - For items not sold, you will be sent a notification and then may dispose of in a manner you see fit.
- Any surplus item that qualifies as a fixed asset (long-term tangible items such as: equipment, furniture, vehicles, buildings, land, hardware, tools, machinery, etc. and **costs \$1,000 or more**) should promptly be reported to Chris Jones for her fixed asset report.

FORMS - can be found on the Business Office web page under Forms.

Claim in Favor

- Use this form when an individual paid out-of-pocket for a purchase and they need reimbursement from district funds. This form is only for reimbursement purposes, not to pay a vendor invoice.
 - Fill out the top portion with name and address of the person to be reimbursed. Remember to have signature of appropriate person(s), budget code and receipt attached. We must have a receipt, not a statement, invoice, quote or an order confirmation, etc. Receipt must show the items purchased as well as the payment method. NOTE: Tax cannot be reimbursed.

Travel Claims

- As of 1/1/2024, the mileage reimbursement rate is .67 - please remember to use prior years rate (.655) if submitting a claim with mileage prior to 1/1/2024.
 - For out of state mileage and per diem rates, visit www.gsa.gov/travel/plan-book/per-diem-rates
- For lodging and conference registration reimbursement, be sure to include receipts.
 - Per diem receipts **do not** need to be submitted.
- Hotel tax can not be reimbursed if purchased with a personal credit card.

Overnight Travel Pre-Authorization Form

- New form that should be completed by all employees who are planning to travel overnight (link on Business Office web page under Forms).
- Send form to Chris Jones in the Business Department prior to travel date.



CACHE COUNTY SCHOOL DISTRICT

PURCHASING GUIDELINES FOR SMALL PURCHASES

Policy Updated – September 1, 2021

DISTRICT FUNDS OR SCHOOL FUNDS

LEVEL I

\$0 to \$4,999.99

1. Buy from the District Warehouse first.
2. District Bids or State Contracts should be used.
3. Competition not required, however recommended. Direct purchase with Purchasing Card, Small PO Book, or School Check.
4. Purchase may not be divided in order to avoid the next level.

LEVEL II

\$4,999.99 to \$9,999.99

1. Buy from District Warehouse first.
2. District Bids or State Contracts should be used.
3. Departments either submit or enter a District Requisition or School PO, following instructions below:

If every item is LESS than \$5,000, AND total purchase is LESS than \$10,000.	No Quote Required
If any single item is MORE than \$5,000, AND total purchase is LESS than \$10,000.	Two Competitive Written Quotes Required

4. The agency must purchase the items/service from the supplier offering the lowest quote meeting specifications.
5. Equipment \$1,000 and higher need to be recorded as Fixed Asset.
6. Purchase may not be divided in order to avoid the next level.

LEVEL III

\$10,000 to \$49,999.99

1. District funds must be entered as a Munis requisition (digital or paper). School funds must use a School Purchase Order.
2. District bids or State Contracts should be used.
3. A) Departments either submit or enter a District Requisition or School PO, with quotes attached. Two (2) written competitive quotes required.
B) If making purchase from school checking or school PO, MUST maintain their quote documentation. Two (2) written competitive quotes required.
4. Equipment \$1,000 and higher must be recorded as a Fixed Asset.
5. Purchase may not be divided in order to avoid the next level.

CACHE COUNTY SCHOOL DISTRICT
PURCHASING GUIDELINES FOR SMALL PURCHASES

Policy Updated – March 25, 2021

DISTRICT FUNDS OR SCHOOL FUNDS

LEVEL IV

\$50,000 and Above

1. Formal Bid by Purchasing Department
2. District Bids or State contracts should be used.
3. Purchases greater than \$50,000 must be approved by the Business Administrator

WAREHOUSE/STATE CONTRACTS: When purchasing from the warehouse or from a state contract, it is not necessary to use bidding and quotation guidelines. However, a person must still submit a requisition (paper or electronic) to the District Office.

EMERGENCY PURCHASES: Emergency Conditional purchases are defined under the District Procurement Policy section G-1.

ITEMS NOT REQUIRING A PURCHASE ORDER

- A. Utilities: Such as natural gas, telephone, electricity, water, etc.
- B. Travel claims
- C. Legal services such as attorney, bond council, financial advisor, etc.
- D. Insurance Premiums: medical, liability, workers compensation, etc.
- E. Vehicle fuel purchases.
- F. Other exceptions to be approved by the Business Administrator or the Director of Purchasing.