

WSD Purchasing Handbook 2021-2022



Located on WSD Website www.wellpinit.org/handbook

Wellpinit School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator/Title IX Officer, Terry Bartolino, terryb@wellpinit.org, PO Box 390, Wellpinit WA 99040. 509-258-4535. Section 504 Coordinator Julie Filer, jfiler@wellpinit.org PO Box 390, Wellpinit WA 99040. 509-258-4535

Wellpinit School District Purchasing Handbook

Authority

The purchasing regulations and procedures in this handbook are guidelines from policies adopted by the Wellpinit School District Board of Director's and in compliance with the Office of Superintendent of Public Instruction. The rules and regulations comply with the standards set by the State Accounting Manual.

Authorization and Control

The Superintendent is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year. The superintendent has established requisition and purchase order procedures as a means of monitoring expenditure of funds. Staff who obligate the district without proper prior authorization may be held personally responsible for payment of such obligations.

What is Purchasing?

Purchasing refers to the buying of goods, services, equipment, materials_ . and supplies. As long as the purchase is not made in conjunction with a public works project. Purchasing must provide for full and open competition and be conducted at the most restrictive threshold. Purchasing requirements ensure that materials and services are obtained efficiently, economically, and in compliance with applicable procurement laws.

New federal guidelines state that purchases must be aggregated for the entire year. Depending on what you know at the time or of particular circumstances, purchases cannot be split so as to avoid a procurement threshold.

What is Procurement?

Procurement Is a multi-step **process** for obtaining goods, products, and/or services, at the best possible price. The procurement process includes:

- Developing procurement procedures
- Forecasting and planning
- Selecting the proper procurement method
- Developing specifications/ solicitations
- Evaluating quotes/ bids
- Purchasing/ awarding the contract
- Receiving/ managing the contract

Bids and Contract

Board approval is required when either the cost of any furniture, equipment, or supplies (except books) is expected to exceed \$75,000 or the estimated cost of public works project exceeds \$100,000. Formal bids shall be called for by issuing public notice in .at least one newspaper of general circulation within the district, once each week for two weeks. Clear and definite specifications and plans shall be prepared and made available to all vendors interested in submitting a bid. Required bids must be in writing. All bids received will be opened and read in public on the date and place named in the notice. All bids will be on file for public inspection after opening. The board has authority

to waive bid procedures for purchases according to those defined in policy #6220.

Conflict of Interest

No district employee will engage in or have a direct financial interest in any activity which conflicts with his/her duties and responsibilities. Further, no district employee may employ or use any person, money, or school property under the employee's official supervision, control, or direction for the private gain of that employee or another. Real or perceived conflicts of interest for all employees engaged in the selection, awarding or administration of a contract will result in disciplinary action. Additional guidance can be found in policy #5251.

Procedures for Purchasing

The procedures for the procurement of any supplies, equipment, instructional materials, contractual services or travel shall be as follows: as a minimum, requisitions will provide the following information:

- A. Name of school, department, originator and date originated.
- B. Budget year and account numbers.
- C. Specifications of equipment, items or objects. If contract, details of specified objectives. If travel, who, where and when.
- D. Estimated cost based on latest pricing, shipping charges and tax if collected.
- E. Authorizing signature(s)

Upon receiving a purchase requisition, the business office will encumber the expenditure against a specific budget line item to guard against the creation of liabilities in excess of revenues. If over budget, the requisition will be denied. If approved, the requisition will be given a purchase order number and the originator will be notified, which then authorizes the purchase, service or contract.

After goods are received, the originator will notify the business office by signing and returning the purchase order, invoice, or packing slip(s).

If items requisitioned on an original purchase order have not been received within a three week period. the originator may request, by e-mail that the business office file a follow up with the vendor. The follow-up request must include purchase order number, vendor and items not yet received.

If an original purchase order has been changed or canceled for any reason, the originator must contact the business office.

Procurement using State Funds

- When the aggregated estimated cost of supplies or equipment will cost: Less than \$40,000, no competitive bidding process is required to make the purchase;
- Between \$40,000 to \$75,000, the board will follow the informal competitive bidding process by requiring quotes from at least three different sources to be obtained in writing or by telephone and recorded for the public to review;
- Over \$75,000 the board will follow the formal competitive bidding process.

Procurement using Federal Funds

When the aggregated estimated cost of **goods** will cost:

- Less than \$3,500 (micro purchase), no quotes required, but price must be reasonable and to the extent practical, distribute purchases equitably among qualified suppliers .
- Between \$3,500 to \$75,000, purchases must be procured using price or rate quotations from three or more qualified sources.
- Over \$75,00 purchases must be publically solicited using sealed bids

When the aggregated estimated cost of **services** will cost:

- Purchases of \$3,500 or less does not require quotes. However, the district must consider price to reasonable, and to the extent practical, distribute purchases equitably among suppliers.
- Purchases between \$3,500 and \$150,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of \$150,000 or more must be publicly solicited using sealed bids.

Non-competitive proposals may only be used when one of the following four circumstances applies:

- The item or service is ohly available from a single source;
- A public emergency (can only be declared by the school board)
- The awarding agency authorizes a non-competitive proposal in response to a written request from the district;
or
- After solicitation of a number of sources, competition is deemed inadequate.

The district must maintain documentation supporting the applicable circumstance for non-competitive proposals.

Suspension and Debarment:

Before entering into federally funded vendor contracts for goods and services that equal or exceed \$25,000 and any subcontract award, the district will ensure the vendor is not suspended or debarred from participating in federal assistance programs.

The superintendent will establish bidding and contract awarding procedures consistent with state and federal law.

Charge Cards

The board authorizes the issuance of district owned charge cards to administrators, board members and staff for district purchases and authorized travel. The board will also approve the credit limit, currently \$26,000. The superintendent or his designee is responsible for the authorization and control of the use of credit card funds, subject to final board approval of payments.

Within 3 business days of purchase and/or return from travel, the officer or staff member using a charge card will submit a fully itemized expense voucher including receipts or invoices supporting purchases. Any charge or expense not properly identified on the receipt or invoice will be paid by the staff member. Any administrator or staff member who has been issued a charge card will not use the card if any disallowed charges are outstanding.

Travel Expenses

The actual and necessary expenses of an administrator, staff member or designate of the district incurred in the course of performing services for the district, whether within or outside of the district, may be reimbursed for travel expense in accordance with the approval and reimbursement procedures of the district. Reimbursement for travel expenses will be made pursuant to the Federal Internal Revenue code and Internal Revenue Service regulations.

Non-reimbursable expenses include:

- Alcoholic beverages; meals or snacks other than regular meals
- Personal telephone calls, postage, & memberships
- Mileage to and from home
- Entertainment
- Expenses for travel extending beyond the time required for the meeting/business unless it is the district's best interest to extend the travel
- Expenses incurred by non-employees traveling with the staff member, including room surcharges

Additional guidance is located in the Wellpinit School District Travel Handbook and policies 6212 & 6213.

ASB Purchasing

All ASB Purchases will abide by the above guidelines. The ASB will approve all purchases in advance during the regular scheduled ASB meeting, included purchases tabled or denied. Additional ASB rules will also be in effect to insure adequate district controls are in place to monitor funds within the ASB. Guidance for these rules is located in the ASB Handbook.