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To: Administrators and Staff
From: Faith Sparks, Business Manager
Subject: Purchasing Procedures
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STEPS IN THE PURCHASING FUNCTION

To ensure internal control, the purchasing function is centralized in the position of the purchasing agent. Anything and everything a district purchases must go through the purchasing “pre-approval” purchase order process summarized below. Some of the steps may be eliminated, computerized and combined, provided an adequate system of control.

Processing the Requisition. The end-user, e.g., teacher, principal, or custodian, initiates a requisition. Processing of requisitions will be expedited by complying with the following guidelines:

1) The end-user prepares the requisition and retains the duplicate copy for reference. Requisitions must designate the requisitioner/end-user, school or department for identification and authorization purposes. Requisitions should be completed in pen. Scanned requisitions will be accepted.

a) Essential information to be included on the requisition:

- (1) Vendor name, address and phone number (if this is a new vendor, a completed [W9](#) form must be submitted with the requisition)
- (2) Description of each item or items (including – catalog number, size and color)
- (3) Quantity and unit package of each item
- (4) Quoted price

(5) Packing and marking instructions (i.e. Attn: Ms. Jones/Math)

(6) Account code(s) for item(s) purchased (if unsure, please ask the accounts payable clerk)

(7) Administrator Approval

2) The requisition is sent to the accounts payable clerk, in the business office for verification of inventory, pricing information, account code, proper approval and availability of funds (encumbrance).

3) Requisitions for which there are unencumbered/available funds are approved for processing by the Purchasing Agent electronically in nVision.

4) A purchase order is then generated, signed by the purchasing agent and the copies are disbursed:

a) Vendor copy is mailed

b) Receiving copy is sent to the end-user. The end-user must retain the receiving copy until all supplies and materials are received from a purchase order. Once all materials and supplies are examined for quality/condition, the end-user must sign the receiving copy and forward it to the Business Office. This will initiate the payment process. No invoices will be paid until the end-user signs and returns the receiving copy to the Business Office.

c) Accounting copy is retained in the Accounts Payable Dept

d) File copy is retained in the Business Office

5) Requisitions for which there are not sufficient unencumbered funds available are returned to the originator who has two options:

a) The request may be abandoned.

b) Return the requisition to the purchasing agent, along with a request for a transfer of funds. (transfer forms and process)

6) If the request for transfer of funds is denied, the requisition is returned to the originator along with an explanation.

7) If the proper authority approves the transfer request, the requisition is resubmitted to the purchasing agent (with the approved transfer request) for purchase order processing. Then steps

PURCHASING GUIDELINES SUMMARY - [See purchasing policy #6700](#)

- Anything and everything a district purchases must go through the purchasing “pre-approval” purchase order process.

- Any item and/or commodity in which we purchase \$20,000 or more is subject to competitive bidding. For public work contracts or services the dollar threshold is \$35,000.
- Purchase Contracts under \$3,000: No quotations shall be required (District Policy)
- Purchase Contracts from \$3,000 to \$7,000: minimum of three telephone, fax or written bona fide quotations must be obtained (excluding refusals to bid)
- Purchase Contracts greater than \$7,000 but less than \$20,000: minimum of three written or bona fide quotations shall be obtained (excluding refusals to bid) and attached to the purchase order or requisition
- Public Works Contracts under \$5,000: No quotations shall be required
- Public Works Contracts in between \$5,000 to \$10,000: minimum of three telephone, fax or written bona fide quotations must be obtained (excluding refusals to bid)
- Public Works Contracts greater than \$10,000 but less than \$35,000: minimum of three written or bona fide quotations shall be obtained (excluding refusals to bid) and attached to the purchase order or requisition
- Purchases may be made from existing District bids, Ed Data, BOCES cooperative bids or State Contract.
- Conferences – Purchase orders need to be generated for every conference a person attends. An approved completed conference form and registration form should be copied and attached to the purchase requisition prior to the person attending the conference. If the individual is going to pay for the conference and be reimbursed the purchase requisition should be made out to that individual.
- Contracts relating to professional services, including but not limited to, medical, instructional, legal, architectural, engineering, or auditing must be approved by the Board of Education, regardless of the dollar amount. Professional services are defined as services requiring special skill and/or training, and typically require a certification or licensure by the NYS Board of Regents/NYSED Office of the Professions. Contracts relating to non-instructional services, such as maintenance contracts, repairs, consulting (non-professional), etc. do not require Board of Education approval, provided that formal bidding procedures are not required by law and budget appropriations are adequate to cover such obligations. ([See policy #6741 contracting for professional contracts](#))
- The District Purchasing Policy can be found by clicking here [Policy 6700](#)