KILLEEN ISD
PURCHASING MANUAL

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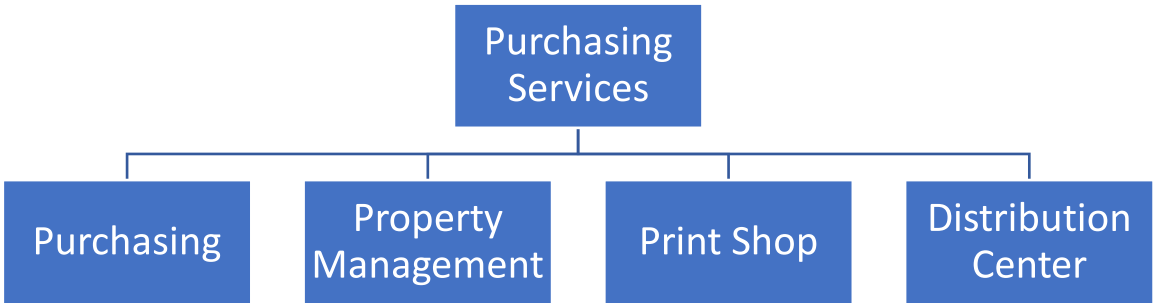
Purchasing Services Organization Chart



Introduction

The purpose of the Purchasing Manual is to provide information to Killeen ISD personnel on the correct procedures when making purchases and to allow personnel to comply with federal, state and local purchasing statutes and policies to include CH (Legal), CH (Local), and Texas Education Code 44.031. Please use this manual often as a reference for any questions relating to purchasing policies and procedures. Please feel free to call Purchasing Services with any questions or concerns regarding your requisitions/purchase orders.

When a conflict arises between federal regulations, state law, and board policy, the strictest rules shall apply.

It is the goal of Purchasing Services to assist you with policies and procedures relating to purchases of goods and services.

We encourage everyone to be familiar with the information contained in this manual.

Approved Vendor Listings

Killeen Independent School District solicits bids and proposals from numerous sources to provide commodities that support and maintain the functions of the school district. These proposals are created, solicited, and awarded throughout the year, with supplemental changes occurring periodically. A district evaluation committee is assigned to each bid or proposal that requires the selection of one vendor or when a merit ranking is warranted based on the need for a primary and or secondary vendor. These bids or proposals will include evaluation matrices outlining the grading rubric to inform each respondent of the evaluation criteria. Criteria's will be based on either Education Department General Administrative Regulations (EDGAR) and/or the Texas Department of Agriculture, for bids or proposals involving federal funds or Texas Education Code, Subchapter B, Purchasing Contracts Section 44.031 for all other funding. There is no need for an evaluation committee to evaluate bids or proposals that are considered catalog bids or proposals where all respondents providing a complete and accurate proposal will be listed as an approved vendor.

A bidder appeal process is provided in the bid electronic system "Ionwave" for bidders who need to appeal an award decision.

We have various catalog (% discount) proposals for various categories that are in the Approved Vendor Listings on the Purchasing Department website. Vendors will be added to the Approved Vendor Listings upon completion and approval of submitted proposals and can only be added at the beginning of the new bid term. The Approved Vendor Listings will list the vendors, bid number, contract end date, contact name and phone number, and a brief description of discount or shipping charges. If the vendor is not listed in the Approved Vendor Listings under the designated category for items being purchased or in the sole source listing, they cannot be used as a vendor. It is the campuses/departments responsibility to shop among the approved vendors to get the best value for the district.

If the contract field does not populate when the requisition is entered, the bid number will need to be manually entered. An example of this is the DIR contract. The DIR number will have to be manually entered on all vendors listed under the DIR contract. Additionally, the bid number will have to be entered on all check requests referencing a proposal.

- Please contact Purchasing Services for assistance with any large or unique purchase.
- All Technology and software related items and equipment must be approved by the Technology department prior to purchase. Please log onto the Approved Product list located on Technology's website for pricing information on the district approved technology items.
- Any decal or items affixed to a structure requires the approval of Facilities Director. i.e., banners or decals that are laminated to windows or walls.

- All marker boards must be approved by Martha Blount at Facilities prior to ordering. Tack boards and tack strips can be purchased through any approved vendor but must not be larger than 8 feet. Once the product has arrived on campus a work order for installation must be submitted by the campus.
- A Purchase Request form (located under the link Forms Non-Travel on the Purchasing website) is required for all appliances, furniture, classroom furniture, controlled items (that are not available in the Central Distribution Center or classroom sets), equipment, etc. Once the form is completed, please return it to the Purchasing department.

The Approved Vendor Listings are located on the Purchasing Website at:

https://livekilleenisd.sharepoint.com/sites/DeptPurchasing

Once you select "Approved Vendor List", you will have to click on the category that fits the item(s) that you are ordering.

Bid Categories for % Discount Proposal

During the opening of a bid or proposal, vendors are invited to provide a response. If a vendor does not provide a response, they will have to wait until the next proposal opening.

All proposals are initiated and processed through an e-bid system called Ionwave. Once a vendor registers for the e-bid site, it does **NOT** make them an approved vendor. What it does do is place them in a database of potential vendors. When a proposal or quote is available, an e-mail notification will be sent to the e-mail address provided by the company. If the vendor does not respond to these solicitations, they will not be awarded the proposal or quote and will not be an approved vendor.

Sole Source Purchases

The District has developed and implemented a standardized sole source affidavit form for vendors to complete to declare their sole source status. By definition, the vendor must be the only source for that item. Sole source purchases must be supported by a notarized form from the vendor, as well as a completed justification form from the requesting campus or department. This is required regardless of the amount of the purchase. **These sole source affidavits are valid for two years from the date of notarization**. If a purchase is going to be made from a vendor who claims, they are sole source, check the sole source spreadsheet located on the Purchasing website. If the company is not listed on the sole source spreadsheet, the campus or department is required to obtain a notarized sole source form from the vendor. The notarized forms and justification document must be submitted to Purchasing Services along with the W-9 for processing. If necessary, due to time constraints, the vendor's form may be received by fax (as long as the notary stamp is legible), to be followed with an original by mail. These are items that are usually protected because of the existence of a patent, copyright, secret process, or monopoly. Common examples are films, manuscripts, or books.

A sole source affidavit form may be downloaded from our District's website at:

https://livekilleenisd.sharepoint.com/sites/DeptPurchasing

Forms General Folder—>KISD Sole Source Packet

Acceptance of all sole source affidavits and determination of sole source status is at the sole discretion of the Director for Purchasing Services.

A list of approved Sole Source vendors is listed on the website at:

https://livekilleenisd.sharepoint.com/sites/DeptPurchasing

Purchasing Using Federal Funds

Purchases using federal funds must in accordance with Code of Federal Regulations 200.320

These are the procurement methods used by the District when using federal funds.

- Micro-purchase (not to exceed $49,000 in a fiscal year 1 September through 31 August)
    - Intended for incidental purchases
    - Purchases must be distributed among qualified vendors
    - User must maintain a list of purchases by category (i.e., paper, pens etc. not to exceed the yearly limit)

Self-Certification of Micro Purchase Threshold
Per § 200.320(1)(iv)(C) the Non-Federal entity may increase to the micro-purchase threshold up to $50,000. Non-Federal entities may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The non-Federal entity may self- certify a threshold up to $50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with §200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation. Section (C) allows public institutions, to increase to a higher threshold consistent with State law. In this case, Killeen ISD has increased their threshold to $49,999.99 to be compliant.

- Small Purchase (not to exceed $250,000 unless using existing District approved vendors)
    - Requires the completion of a procurement form
    - Requires 3 quotes to be obtained from qualified vendors
    - Selection made based on quotation or rate and or meeting the needs of the District
- Formal Procurement for purchases exceeding $250,000
    - Requires a cost and price analysis before a bid or proposal is initiated
    - Requires advertisement and other state procurement guidelines to include consideration to small and minority owned businesses and domestic preference
    - Selection is made by an evaluation committee after reviewing all responses

The workflow below provides steps on how to make purchases of goods and services.

Federal Fund Workflow

Goods

Determine the goods to be purchased using federal funds.

↓

Obtain three quotes for the same or comparable items.

↓

Determine which vendor meets the specifications and provides the best value.

↓

If selecting an **awarded vendor**, move on to entering requisition.

-attach the 3 quotes considered

Non-Awarded Vendors

If the vendor selected is **not awarded**, **complete a procurement form.**

↓

Send procurement form to DL - Purchasing Specialists.

↓

Once procurement form is approved, enter requisition in TEAMS.

-attach approved procurement form

-attach the 3 quotes considered

Services

Determine the services to be purchased using federal funds.

↓

Obtain three quotes for the same or comparable services.

↓

Determine which vendor meets the specifications and provides the best value.

↓

Complete a procurement form.

(for awarded **AND** non-awarded vendors)

↓

Send procurement form to DL- Purchasing Specialists.

↓

Once procurement form is approved, enter requisition/check request in TEAMS.

-attach approved procurement form

-attach the 3 quotes considered

Traditional Requisitions

TRADITIONAL REQUISITION ORDERS

A Traditional Requisition is used when supplies or services are being obtained from an outside vendor, and must be entered before the order is placed. Killeen ISD will not pay for purchases made unless a traditional requisition was issued first. No confirmation (after the fact) traditional requisitions will be allowed.

After the requisition has been approved by the Purchasing Department and printed, it turns into a formal purchase order and is assigned a number. As its name implies, this document serves as a formal order (contract offer) for goods, materials and/or services from a vendor and is a binding commitment for KISD to remit payment to the vendor after the district receives the items.

There are two types of purchase orders

• A **check enclosed traditional requisition** is a purchase order that is for payment purposes only. Examples are licenses, software renewals, newspaper service, etc. Please type “Check enclosed, nothing physical to be received” in the Special Instructions field of the requisition.

• A **traditional requisition** is a purchase order that is used to place an order for supplies, books, etc. This document contains the necessary information that the vendor would need to fulfill the order. If you would like your order faxed or e-mailed, please type the e-mail address or fax number in the special instructions field of the requisition.

All items ordered must be shipped to the Distribution Center. The only exceptions are live specimen and magazine orders. When ordering these items, please type your campus/department address in the special instructions field. Before the requisition is seen by the Purchasing department, it first goes through the appropriate department’s (i.e., Budget, Fine Arts, Technology, Title I, etc.) approval queue.

Purchasing is the last approver. Requisitions are reviewed by the Purchasing department for the following:

- Correct procurement category
- Correct contract
- Adequate description
- Approved vendor name and address
- Feasibility of purchase
- Authorized purchase
- Overall completeness

Once all the above are in place, the requisition is approved. **Calling a vendor to place an order over the phone, or faxing a "print screen" of the entered requisition or any other unauthorized document(s) is a violation of these administrative regulations and will be reported to the appropriate Executive Director or Superintendent.**

There may be times when an order needs to be expedited. If so, please follow the steps listed below:

- First enter the requisition in TEAMS.
- Check the requisition status in TEAMS by going to the REQUISITION SEARCH entry point to find the next approver.
- Call or e-mail each approver to ask them to review and approve the requisition.
- Finally, contact the Purchasing Department for final approval. (Unless you specify something else, Purchasing will process the purchase order based on the information listed in the special instructions field.)

Receiving Goods

All merchandise received by the District shall be checked upon delivery for contents and condition. The employee receiving the goods should sign the receipt, signify the date of delivery, and note any deviation in the content or any questions about the condition of the goods received.

Killeen ISD does not utilize on-line ordering from vendors except for Advantage Office Products, AHI, Office Depot, Perry's and Staples. All other purchases will be considered a purchasing violation.

Other items to note:

Some purchases require pre-approval prior to submittal, such as (but not limited to):

- Appliances (i.e., microwaves, refrigerators, icemakers, etc.); a Purchase Request form must be submitted to the Purchasing department
- Furniture for classroom or office
- Equipment for classroom or office (i.e., copier, fax machine)
- Electronics (i.e., televisions, DVD/VHS players, etc.)
- Controlled items (i.e., normally items over 1,000 or highly pilfer able)

Please keep in mind that ALL district purchases must follow bid guidelines regardless if expenditure of funds have been pre-approved by the KISD Board of Trustees and budget codes have been created.

Visit the Technology Acquisitions Web site for a complete listing of approved technology products.

https://livekilleenisd.sharepoint.com/sites/TechnologyAcquisitions

Please make sure a Digital Review is completed if the item falls under one of the following categories: MacBook Pro, software item, controlled item (object code 6398).

Contact Kasey Modde with questions about the Digital Review process.

If an item is not listed on the Technology Acquisition Web site, request a quote for the item by e-mailing Kasey Modde. Once you have your quote and Digital Review number (if needed), create a requisition in TEAMS.

IF IN DOUBT, PLEASE CALL PURCHASING SERVICES PRIOR TO PURCHASE

Procurement of District Owned Copier

The following steps will be used to purchase a copier for a campus or department.

Step 1

- Identify the desired copier on the technology acquisition website.
    - Office copier or
    - Workroom Copier

Step 2

- Complete a procurement form.
    - The procurement form will contain the following information
        - Make and model of the desired copier
        - The reason for the purchase
        - The procurement form must be approved by the principal and purchasing director
        - Attach a Resource Manager copier inventory report to the procurement form
            - See table below for copier allowance

Campus Copier Allowance			
January 2022			
	Owned copiers	Leased copiers	RISO
HS*	12	3	1
MS	5	2	1
ES	2	1	1
ES+	2	2	1
Specialty	2	3	1
ECHS	5	3	1
+ES > 900			

Step 3

Initiate a requisition

- Attach the approved procurement form, and campus inventory
- The executive director for technology services will review the requisition and approve before a purchase order is created

Point of contact is the Director of Purchasing.

Amazon Orders

Amazon orders will be shipped directly to a campus or department to the person placing the order.

- Under no circumstances will orders be delivered to a residence.
- Orders will be placed 5 business days prior to holidays to prevent deliveries during District closures or holidays.
  - Requisitions can be “walked through” for urgent requests.
  - The intent is to avoid delivered packages left unattended during closures.
- When placing an order.
  - An email confirmation from Amazon will be sent and serves as the quote.
  - Once you receive the quote, you may enter the requisition in FERP.
  - When the requisition has been assigned a purchase order number, the Purchasing Technician will approve your cart via Amazon.
- Financial secretaries will have five business days to receive the items in FERP.
  - Disputes related to missing or damaged orders must be addressed by the person placing the Amazon order.
    - Please retain all documents associated with an order in case of missing or defective product.
    - In the event of damage, obtain photographs and detailed information.
  - Please notify Sirena Diaz in Accounts Payable of any returns or exchanges with Amazon.
- Payments to Amazon will only be rendered once Sirena Diaz confirms the items have been received.
  - Any outstanding invoices related to unreceived items will be forwarded to the Director of Purchasing.
- Points of contacts for Amazon orders
  - Purchasing Technician, Purchasing Department, Amazon Administrator, DL-Purchasing
  - Sirena Diaz, Technician, Accounts Payable, sirena.diaz@killeenisd.org

Entering and Receiving Amazon Orders in Frontline (FERP)

Amazon orders will need to be entered and received in Frontline (FERP) by the financial secretaries.

CREATING THE REQUISITION

1. Select Create Requisitions
2. Select Traditional (New)
3. Create your cart name and click Continue
4. Select the category Coop Services – US Communities
5. Vendor name: Amazon Capital Services Inc – 110029
6. Ship to Location: Distribution Center – 937
7. Ship to Receiving Group: Distribution Center
8. Delivery Location: Your location
9. Delivery Receiving Group: Amazon

Continue your requisition as normal.

RECEIVING IN YOUR AMAZON REQUISITIONS

Financial secretaries or Amazon designee will have 5 days from receipt of items to receive the items in Frontline.

1. Click on Amazon Receiving and then Receive
2. Enter in the PO number
3. Highlight the line that you need to receive in
4. Click on Receive/Cancel
5. In the received column, type the number of items received. You must enter the number with a .0 at the end – for example 1.0, 2.0 etc. You will need to do this for each line on the PO that has been received.
6. Once you have received in all the items, click Save

Please double check to make sure the items have been received in.

Renting Bounce Houses

Please refer to the Administrative Procedure III-NN for guidance and instruction.

https://livekilleenisd.sharepoint.com/sites/AdministrativeProcedures

Traditional Requisition Manual

Creating a Requisition

1. From the TEAMS main menu, expand the Requisitions menu.
2. Select Create Requisition
3. Click on the Requisition Type radio button: *The types available will depend upon the security access setup for your position.*
    - Traditional
    - Saved Carts
    - Not to Exceed Requisition
    - Project
    - Blanket
4. Select the Fiscal Year using the drop down menu.
5. Enter a Cart Name. TEAMS default is to use the employee's name, today's date, and the next cart number or you can change this information, if necessary.
6. Process Lines Separately radio button, Yes or No. *This option allows lines to be purchased separately but will be defaulted to no.*
7. Confirmation Only radio button, Yes or No. *Selecting yes indicates that the items have already been ordered and received. Please note that normally this is a purchasing violation.*
8. Click on the Continue button.

The Category and Vendor fields are related. You have the following options.

9. Select a Category first: If you enter a category first, the vendor drop-down list is populated with those vendors that are assigned to the category you selected.
10. Select a Vendor first: If you enter a vendor first, the category drop-down list is populated with those categories that are assigned to the vendor you selected.
11. Select a Contract from the drop-down list. *Please keep in mind that if you select the DIR category, no contract will populate. You are responsible for entering the DIR # in the special instructions field of your requisition.*
12. The Requestor field defaults to your name, but you can select another one from the drop-down list. *Note: The names in this drop-down list reflect the requestors you support. To create a requisition for someone else, select his or her name from the Requestor drop-down list. Otherwise, leave your name selected.*
13. Select the Ship-To Location using the drop down menu. ***This should be Distribution Center.***
14. Select the Ship To Receiving Group if it does not fill in automatically. *This should be the Distribution Center.*

15. The Delivery Location should be defaulted to your location.
16. Select the Delivery Receiving Group from the drop-down list.
17. Click on the Add Line Items button.

Entering Line Items

The radio buttons at the top of the Line Items display:

- **Show Install**? Yes or No. Will add an Install Column to each line. *If you select yes, the Unit Install column is added to the table displaying the line items. Enter the amount the installation will cost in that cell of the appropriate line item. This should almost always be No.*
- **Show Freight**? Yes or No. Will add a Freight column to each line item. *It is recommended that you add the freight for the total order to the last line item of the requisition. If you enter your freight on the first line, TEAMS will automatically drop the freight down to every additional line added.*
- **Show Tax?** Yes or No. Will add a tax column. As a District, we do not pay tax. This will always be no.
- **Split Accounts by type?** Yes or No. This field should not be used to split fund an item

1. Save as Fav? Checkmark the box in this column to save that line item as a favorite. *The line item is added to the My Favorites tab when you click the Submit button.*
2. Enter the Quantity.
3. Enter the Item Number. *This can be a combination of letters or numbers.*
4. Select the Unit of Measure using the drop down menu.
5. Enter a Short Description, approx. 250 characters. *This field will appear on the printed Purchase Order.*
6. Enter a Justification, free form, internal message for approvers.
7. Enter Special Instructions. An example would be "Please fax PO with quote to 254-336-0111." *This field will appear on the printed purchase order.*
8. Enter the Unit Price.
9. Enter the Unit Discount. If the company gives us a discount, enter that in this field. Enter a % after the amount to have TEAMS calculate the percentage for you.
10. Click to add an account link.
11. Enter the Account number for the line item. *The budget balance will appear to the right of the account number. If you do not know the account number, click the icon to select one from the Account Numbers tab. You can complete any of the boxes and click the icon to filter the search. The percent field is 100 by default. If you are adding one account number, leave 100 in the percent field. Enter another percent if you are adding two or more accounts. Click the plus sign icon to add additional account numbers.*

12. Click the ok button. The account is then added into the Accounts column in the line items tab.

Adding Additional Lines

1. Click on the Add Line from Scratch button.
2. Enter the number of lines to be added.
3. Click on the OK button.
4. Click on the Save Cart as Incomplete button to return later and finalize the requisition. *Funds will be encumbered.*
5. Click on the Submit button if the requisition is complete. *Funds will be encumbered.*
6. Click on the Cancel button to return to the main menu.

Adding an Attachment

Attachments, such as quotes or other files that need to be included with the requisition, can be added when creating the requisition or after. Use Requisition Search to add an attachment after the requisition has already been submitted.

At the bottom of the requisition detail line items you will see Requisition Attachments

1. Click on the arrow located on the right to expand the attachment header.
2. Click on the + sign to begin the add process.
3. Click on the Browse button.
4. Locate and select the attachment.
5. Click on the Open button.
6. Enter an attachment description.

Using a Catalog and My Favorites

If ordering an item(s) from a catalog, the system will fill in the details based upon the item number entered. If you have saved Favorite line items, they will be available using Add Line from Catalog button.

1. Click on the Add Line from Catalog to bring up a catalog listing and My Favorites.
2. Click on the My Favorites tab.
3. Click on the Saved Cart, click on the Select button.
4. From the Search results display, click to select the line item. *In the above example, only one line item was saved for the cart.*

5. Click on the **Select Catalog Item(s)**.

You will be returned to the Line Items display. Notice that the entire line item has filled in, including the account number. Make any necessary changes to the quantity or account number being used. *Favorites are Vendor and Category specific.*

Delete an Unwanted Line Item

1. Scroll to the right of the entry screen using the scroll bar at the bottom of the display.
2. Click on the Trash Can icon to delete the line.

Complete a Saved Requisition

If a requisition was started, but not completed, and you selected the Save Cart as Incomplete button, then you are able to access that cart to make any necessary changes before you submit the requisition.

1. From the expanded Requisitions menu, select Create Requisition.
2. Click on the Traditional (Saved) radio button.
3. Select the Cart Name of the requisition using the drop down menu.
4. Click on the Continue button.
5. Click on the Add Line Items button.
6. Enter the line items for the requisition. Follow the steps for adding line items explained previously.
7. Click on the Submit button.

Traditional Requisition – Entering a Requisition that is tied to a Contract

All the approved vendors on bid and sole source have been tied to a contract within TEAMS. The bid number is attached to every vendor within the contract(s) and will automatically print on the purchase orders. If the contract field **DOES NOT** automatically populate on your screen, you will have to **<u>add the contract information in the special instructions field</u>**. If the contract field does automatically populate, you do NOT have to add the bid information to the special instructions field.

Bid numbers are still required for Check Requests made to the Office Supplies vendors.

Requisition Search

Requisition Search is used to not only track a requisition, but to add attachments and/or change an item on the requisition. The information can be changed as long as it has not been approved. There are many fields that a search can be based on. To see all requisitions click on the My Requisitions checkbox.

1. From the TEAMS main menu, expand the Requisition menu.
2. Select Requisition Search.
3. Click the checkbox to select the Search Types to Include
    - My Requisitions
4. Click on the Search button.

The Requisition search will display details of the requisitions that have been entered and their various stage and status. A requisition can be edited from this display by using the Maintain Requisitions button. A cart can be edited from this display by using the Maintain Cart button.

Requisition Status Meanings

- **ANALYSIS IN PROGRESS** – Awaiting approval by Purchasing
- **APPROVAL IN PROGRESS** – Awaiting approval by approver; Budget, Title I, or Fine Arts
- **ENTERED** – Not submitted for approval (saved cart)
- **NOT APPROVED WITH A PREDEFINED REASON** – The requisition was rejected by an approver other than Purchasing (After items are corrected, resubmit using the maintain cart feature)
- **NOT RELEASED WITH A PRE-DEFINED REASON** – The requisition was rejected by Purchasing (After items are corrected, submit using the maintain cart feature)
- **READY TO SEND** – The requisition was approved and assigned a P.O. #
- **RELEASED** – The requisition has been approved by Purchasing and is waiting to be printed.
- **REVISED (NOT SENT**) – Some of the requisition lines could have been deleted, modified, or received
- **SENT** – Purchase order has printed
- **VOIDED WITH A PRE-DEFINED REASON** – The requisition was cancelled and will have to be entered again

Configure Columns

Many search lists have the capability to configure columns that you view. Columns can be added, removed and reordered.

1. Click on the Configure Columns link.

The columns that are currently displayed are listed on the left and can be reordered. The available columns are displayed on the right.

2. Drag the items that you wish to see or do not wish to see to the respective column.
3. Rearrange the items on the left to display in the order you would like to see them.

Editing the Requisition

Use the Maintain Requisition option to add or remove a line item. If the requisition has been approved, you will need to resubmit for approval.

1. Click to select the requisition line, then click on the Maintain Requisition button.

The requisition details will display for the line item. Most of the fields on this display can be changed with the exception of the vendor and the category. If changes are made to the requisition details, you must restart the Approval.

2. Click on the Save and Restart Approval button.

Adding Attachments

Create a Requisition Search to locate the requisition. Click to select the requisition. Click on the Maintain Requisition button.

1. Click on the Attachments menu located on the Navigation Bar.
2. Click on the Browse button. Locate and select the attachment.
3. Click on the Open button.
4. Enter a description for the attachment.
5. Click on the Save and Continue button.

Adding a Line to the Cart

1. With the Requisition detail displayed, click on the Cart menu, located in the navigation bar.
2. Click on the Add Line to Cart button. *This will duplicate the last line item in the cart.*

3. Make the necessary changes to the quantity, item number, and unit of measure, description and unit price.
4. Click on the Save Cart button.
5. Click on the Overview menu located in the Navigation bar.
6. Click on the Save and Restart Approval button.

Removing a Line from a Cart

The requisition has been selected from the Requisition Search menu. Click on the Maintain Cart button.

1. Click on the line item to be removed.
2. Click on the Remove Line from Cart button.

The requisition will need to be resubmitted for approval.

Organization Purchase Order Search

Use this option to locate purchase orders for the organization/campus. The Purchase Order Search display contains several fields that can be used to locate a purchase order. If the fields are left blank, all purchase orders for the organization will display.

1. From the TEAMS main menu, locate and select Organization Purchase Order Search.
2. Enter the search criteria using the fields provided; purchase order number, type, vendor, and status; or leave blank to display all purchase orders for the organization.
3. Click on the Search button.

Purchase Order Closure

In the event it is necessary to cancel a purchase order, the campus or department will need to contact the Purchasing Technician in the Purchasing Department to have one or all line items cancelled from the purchase order. Once all items on the purchase order have been received in and paid or cancelled, then the order can be force closed. The Purchasing Department will send out a report every month to each campus/department showing any purchase orders that have been open for at least 60 days. It is the end user's responsibility to review the list and check up on these orders accordingly to ensure that all items are received within the next 30 days or the order will be cancelled. Exceptions will be handled on a case by case basis

Check Requests

When you are processing multiple hotel rooms on one check request, each room should be on a separate line of the same check request, with the confirmation number listed in the invoice field. Please indicate the employee's name(s) that corresponds to that room in the description field of each respective line. Please be sure that you check mark "Need Separate Check" so that Accounts Payable will create a check for your campus and not combine it with other campuses.

When you are submitting a check request directly to a vendor for multiple registration confirmations, please process each employee on a separate line of the check request. Please be sure that you check mark "Need Separate Check" so that Accounts Payable will create a check for your campus and not combine it with other campuses.

A Check Request is the process used to remit payment for services or other items, as listed below, when a purchase order is not required to be sent to the vendor.

Check Requests will only be used for hotels, registrations, membership dues & fees, catering services, royalty fees, consulting services, etc. (non-tangible items that do not require a bid with the exception of Advantage Office, AHI, Office Depot, Perry's & Staples). Citi Bank credit card purchases will also be processed as a check request.

Membership Dues

Memberships that are part of certifications or professional development for staff members will be paid by the District providing that it benefits the interest of the District, staff member's current job performance and there is sufficient funds within the assigned department.

The District will not pay for professional liability insurance.

When multiple memberships exist for one individual, the department director or campus principal will review and determine if one membership is applicable for all services/development needed by the staff member.

Office Depot, AHI, Perry's, Staples & Advantage Office Products will require the vendor's receipt in order to process payment. This document should be attached to the Check Request or sent via interoffice mail to all the approvers.

<u>All other purchases must be processed on a traditional requisition, to include orders to local vendors prior to purchase. A notation will be required if a purchase order needs to be picked up to hand carry to vendor or if the purchase order needs to be faxed.</u>

Check Request Manual

How to Create a Check Request

1. Navigate to the TEAMS home page and locate the Business Services menu.
2. Select the Create Check Request link. The Maintain Check Request tab is displayed.
3. Select Fiscal Year from the drop-down list. The current year is the default selection, but you can change this if necessary.
4. Next, complete the Category field. Select the procurement category for the check from the drop-down list. When you select a category, the Vendor field is filtered to only display in the drop-down selection list the vendors associated with the selected category.
5. Select the appropriate Vendor.
6. The Remit To field displays information for the selected vendor. If a vendor has multiple Remit To's configured, select the appropriate one from the drop-down list.
7. In the Supporting Documentation field, select one of the following options for how the supporting documentation will be delivered with the request:
    - Attached: Select this if you will upload the supporting document to this check request.
    - Not Needed: This should NEVER be used.
    - Inter-Office Mail: Select Inter-Office Mail if it will be used to deliver supporting documents for the check request. *If you choose this option, you will have to send the supporting documents to each approver.*
8. Use the Needed By field to enter a date by which the check is needed, or click the icon to select one from the calendar.
9. The Requestor field defaults to your name. The names in the drop-down list reflect the requestors you support. To create a check request for someone else, select his or her name from the Requestor drop-down list. Otherwise, leave your name selected. *Please contact Purchasing if you would like to add an employee that is assigned to your campus/department to the drop-down list.*
10. Enter an Event Date, or click the icon to select one from the calendar.
11. In the Route Check field, select one of the following options for how the check will be routed:
    - Hold for Pickup
    - Return to Requestor
    - Send to Vendor
12. Enter a Justification for the Check Request. This should be a detailed description of what you are paying for; who, what, when, where and how.

13. Use the Need Separate Check field to indicate whether a standalone check will be created from this request.
14. In the Check Request Line Items panel, enter the Invoice Number.
15. Enter an amount for the check.
16. Enter a short description.
17. Enter the account number in the account element boxes, or click the icon to select one from the Account Numbers tab. *Complete at least one of the account element boxes, and click the icon to filter the search.*
18. Select the Year from the drop-down list.
19. Select the Owner from the drop-down list.
20. The Percentage field is 100 by default. If you are adding one account number, leave 100 in the percentage field. Enter another percent if you are adding two or more accounts. Click the icon to delete an account.
21. Click the Ok button. The account is added into the Accounts column in the Check Requests Line Items panel.
22. If you do not need to add an attachment to the check request, proceed to Step 26. To add an attachment to the check request, click the + icon in the Check Request Attachments panel. The attachment for select Invoice Number pop up box will appear as shown in the following illustration.
23. Select the Invoice Number from the drop-down list and click the Attach button. *If the invoice number is not known, select Blank Invoice.*
24. After selecting the Invoice Number, click the Choose File button to navigate to the file location, as shown in the illustration below. To add another attachment, click the + icon. To delete an attachment, click the trash can icon.
25. Optional – Select the type of attachment from the Type drop-down list.
26. Click the Submit button. The request is submitted for approval.

My Check Request Search

1. Navigate to the TEAMS home page and locate the Business Services menu.
2. Select the My Check Request link. The Check Request Search tab is displayed, as shown in the following illustration.
3. Enter information into any of the following fields to filter your search results:
    - Fiscal Year: Select an item from the drop-down list to search within another fiscal year than the current year.
    - Check Request Number: Enter the number of the check request.
    - Vendor: Enter the name of the Vendor, or click the icon to select one from the Vendor Lookup tab.

- Status: Select an item from the drop-down list to search by the status of the check request.
- Description: Enter a short description for the invoice, and select whether you want the system to return results with descriptions that include the description you enter (contains) or only the description you enter (exact).
- Account Number: Enter the account number.
- Needed by Date Min: Enter the earliest date by which the item is needed, or click the icon to select a date from the calendar.
- Needed by Date Max: Enter the latest date by which the item is needed, or click the icon to select a date from the calendar.
- Amount Min: Enter the minimum amount for which to search.
- Amount Max: Enter the maximum amount for which to search.

4. Click the Search button. The Results Tab will be displayed.

How to Work with Button Options on the Results Tab

View Button

To review details about a check request, select it and click the View button. The Maintain Check Request tab will be displayed.

You have the following button options on the Maintain Check Request tab:

- Print: To print the check request details, click the Print button.
- Notes: To view or add notes to the check request, click the Notes button to display a standard TEAMS note tab.
- Return: Click the Return button or go back to the Results tab.
- Cancel: Click the Cancel button to close the tab without saving any changes.
- Resubmit: If you selected a check request with a check request status of denied, the resubmit button is displayed on the Maintain Check Requests tab. If you want to submit the check request for approval again, click the Resubmit button.

Clone Button

To create a new check request by copying details from a previous check request, select the request to be copied and click the Clone button. The Maintain Check Request tab is displayed with information from the check request to be cloned. Complete the Needed By and Event Date fields for the new check request, and modify any other information on the Maintain Check

Request tab as necessary. Click the Submit button. A message is displayed informing you that your check request has been submitted. Click the Return button to go back to the Results tab.

Hold Button

To place a hold on a check request, select it and click the Hold button. The Hold Reason box will be displayed.

Select a Hold Reason and click the Ok button. The check request remains in the Check Request Search Results list, and the Check Request Status is changed to Held. The check must be approved before a check can be printed.

Notes Button

On the Results tab, click the Notes button. The Notes tab is displayed.

Cancel Button

To cancel a check request, select it and click the Cancel button. A message is displayed that all selected checks have been cancelled. The check request remains in the Check Request Search Results list and the Check Request Status is changed to Cancelled. *If the invoice status of a check request is posted, it cannot be cancelled.*

Contracts

Contracts are required for services such as consulting, professional development, presenters, etc. Before the contract process can be started, a procurement form will need to be completed and approved. For more detail on the Procurement Form and Contract process, follow the link below for guidelines for consultant/services contracts.

https://livekilleenisd.sharepoint.com/sites/DeptPurchasing

Contracts

Contact Purchasing for any questions pertaining to contracts.

Employee Advance/Reimbursement Requests (TRAVEL)

Before employees make travel arrangements or register for conferences, the Request for Professional Leave and Transportation Form must be completed and approved by the appropriate supervisor(s) in the District finance software.

An approved request for Professional Leave & Transportation form will be completed when employees attend out-of-district conferences/meetings that require overnight stay. An Out of District Mileage form may be completed for any conferences/meetings that do not require overnight stay. A request for Professional Leave & Transportation form should be submitted for approval at least two weeks prior to departure. Keep in mind that the expense amounts are estimates. Please reference Administrative Procedure V-C.

<u>Mileage is based off of your home campus or residence, whichever is the best value for the district.</u>

Transportation expense (mileage) when traveling inside/outside the state: If an employee elects to drive their own vehicle, they may only be reimbursed up to the cost of the airline ticket as determined by Purchasing Services. When traveling outside the state, employees may need to utilize a rental car. Please contact the Purchasing Department for procedures on securing a rental car prior to travel. The most economic model available that will fit the number of employees traveling should be selected. Any special circumstances should be submitted to the Purchasing department for approval prior to booking.

The employee will be reimbursed for meals only for the days the employee would have been traveling if the employee had flown. District employees will not be reimbursed for gas, parking or any other expense related to driving their vehicle if they opt not to fly. The District will not pay for flight upgrades unless medically necessary or unless the only seat available requires an upgrade. Documentation will need to be provided to Purchasing Services so that an exception can be made. If the only seats available require an upgrade to be made, documentation will need to be provided to prove availability of seats at time of purchase. Flight rerouting will be evaluated on a case by case basis by Purchasing Services. Standard baggage fees may be reimbursed. Airline Early Check In fees are permissible. Flight insurance is purchased on a case by case basis. Any campus or department desiring to purchase flight insurance will email DL-Purchasing for approval prior to the purchase. If approved the campus/department will initiate the purchase and submit supporting document with the travel settlement.

KISD will not pay for additional car rental insurance. The contract fee we pay as a District already includes insurance.

Hotel, flight and car rental reservations must be made directly with the company. Third party agencies are not allowed to be used. If a third-party agency is used, employee will be responsible to pay for any additional taxes and fees. Hotel lodging in excess of $300 per night requires pre-approval from the purchasing department.

Purchasing will approve reimbursement of mileage from hotel to conference regardless of distance, providing the distance appears reasonable. Any unusual distance may require an explanation as to why said hotel was chosen over the availability of other hotels near the conference.

The use of Taxi, Uber, Lyft and any other public conveyance

Employees may use any public conveyance at their disposal for transportation but must provide a receipt for reimbursement. A receipt can be a snapshot of a smart phone transaction. A district credit card may be used if no tax is associated with the service.

Toll Roads

Tolls are reimbursable with receipt(s).

Air BNB

Employees may use accommodations provided by Air BNB providing the employee pays for the accommodations with their personal funds.

The District will only reimburse the employees cost of the room without the state hotel occupancy tax.

The employee is required to provide a receipt for reimbursement.

KISD will prepay for meals only when traveling out of state. If you would like to request prepayment of meals, please make the notation "OUT OF STATE TRAVEL - PREPAY" on your Employee Advance Reimbursement in the justification field. You will also need to contact the appropriate Accounts Payable clerk to alert them that prepayment is needed.

Local Area Travel Guidelines

TRAVEL ALWAYS REIMBURSABLE

Office or assigned campus to another assigned work location

Work location back to assigned campus or office

Work location to a second or other work locations and back to assigned campus or office

TRAVEL NEVER REIMBURSABLE

Home to office or assigned campus

Assigned campus or office to home

Home to office or assigned campus on weekends or holidays (this does not apply to Homebound Teachers, Homebound Teachers Aids, or Homebound Teachers Temps)

Mileage is based off of your home campus or residence, whichever is the best value for the District.

**Please note that on a holiday or non-standard work day, mileage from home to work location and work location to home may be allowable, depending on the reason for the travel. Please contact the Purchasing Director for clarification/guidance on this PRIOR to the travel happening if seeking reimbursement on a non-standard work day

KISD will pay mileage from your office to a temporary work location and back to your office. We do not pay from your home to that temporary work location unless leaving from your home would allow for less mileage than from your office. The District will only pay mileage if you are officially working.

Instructions and Professional Leave Forms can be downloaded from the Budget website:

https://www.killeenisd.org/budgetary_services_

Request for Professional Leave & Transportation Notes:

• Effective January 1, 2019, employees must print & sign the Travel Reimbursement Form along with the Principal/Director and email to Accounts.Payable@killeenisd.org. **If paying with Federal Funds, email reimbursement form to DL – Budgetary Services. Mail the original Travel Reimbursement form along with all itemized receipts to Budget within 7 days of event date.**

Any reimbursement request submitted after 60 days from the last day of event date will automatically become taxable payroll income. The time stamp in Outlook will serve as proof that the request was sent within the 60 day time frame.

For In District and Out of District Travel, Employee Advance Reimbursement (EAR) entry date into TEAMS determines the start of the 60 day time frame.

Reference: IRS Publication 463 Accountable Plans

• A Google map must be submitted to show mileage to and from using the street address of the destination. (Remember to calculate for the round trip) If the location is not available on Google Maps, you may substitute an alternate reputable map service that shows the location. (MapQuest, Bing, etc.)

• Meals are based on the time and date of departure and time and date of return; meals are only allowed for overnight stays. Meals provided without an overnight stay are subject to being classified as IRS taxable income if not part of a substantial business meeting or while traveling with students.

• Meals covered in registration costs and/or meals associated with the event or vendor socials will not be considered for reimbursement, including continental breakfast. The supervisor is responsible for monitoring and approving the employee/advancement reimbursement payment request and for any declined meals due to special dietary needs.

• Meal rates vary by location and are updated annually by Purchasing Services. Mileage rates are also adjusted annually and are based on the IRS allowance for the appropriate year. Meal and mileage rates are published yearly by Purchasing Services and posted on their website.

• Miscellaneous expenses for cab fare, parking etc. are entered in the field provided; tips are included in the per diem rates.

• Non-allowable travel expenses include: extracurricular activities associated with the conference such as tours, sporting events, etc., alcoholic beverages, employee entertainment (movies, in-room amenities, gym, etc.), and payment for spouses or other non-district employees.

• Use the comment section in TEAMS for any explanation regarding trip expenditures or for clarification of information.

• Attach the request for Professional Leave & Transportation form to the TEAMS Employee Reimbursement request. If you choose to send the request using inter office mail, make sure that you notate the TEAMS Employee Reimbursement request number on the top right of the form.

• After an employee returns from a trip, a Travel Reimbursement request form must be submitted in order to receive reimbursement.

• If miscellaneous expenses were incurred, enter the amounts and submit the receipts with the Professional Leave Reimbursement form.

Reminders on what we <u>do</u> pay taxes on:

- We do pay recovery fees and the tax associated.
- We do pay the taxes associated with airplane tickets
- We do pay state tax outside of Texas.

Reminders on what we do not pay taxes on:

- We do not pay sales tax on parking.
- We do not pay sales tax on valet parking.
- We do not pay State Occupancy Sales Tax in Texas.

Employee Advance Reimbursement Requests/Direct Deposit

Killeen ISD offers direct deposit to pay employee reimbursements.

• The employee will need to inform the financial clerk, PRIOR TO INPUT, if he/ she would like to receive their employee reimbursement as a direct deposit. (Option cannot be changed once an individual EAR has been entered into system.)

• The reimbursement will be deposited into employee's current payroll bank account.

• An employee will be able to view their reimbursements in the ESC under "My Employee Reimbursements".

Employee Reimbursements

Effective January 1, 2019, all employee reimbursement requests must be submitted within 60 days of the event date or in the case of travel, within 60 days of the last date of travel. Any reimbursement requests submitted after this time become taxable income and will be reported to the IRS as such (reference IRS Publication 463 Accountable Plans).

For Professional Leaves

- Starting January 1, 2019, all non-federal Professional Leave Reimbursement forms must be signed by all parties and e-mailed along with any necessary documentation to Accounts.Payable@killeenisd.org.

- Starting January 1, 2019, all federal Professional Leave Reimbursement forms must be signed by all parties and e-mailed to DL-Budgetary Services. All original forms and receipts must be received in the Budget Department through Inter-Office Mail within 7 days after the e-mail.

The 60-day submission timeframe is validated by using the Outlook date/time stamp.

For All Other Reimbursements

The 60-day submission timeframe is validated by the entry date/time in TEAMS.

Please Note:

**If the Professional Leave request grand total amount is zero dollars there is no requirement to enter it TEAMS. Just file the PLR on campus. **

In an effort to prevent future purchasing violations and allow flexibility to campuses/departments, the following changes have been made to the Employee Advance Reimbursement (EAR) process:

The following expenditures will be allowed up to $200 on an EAR:

6329-reading materials

6399-supplies

6499-misc expense

Allowable expenditures with no dollar limitation (other than federal/ state grant dollar limitations):

6411-travel

6419-travel non-employee (temps only **and board members**)

6495 & 6214-membership fees & dues

6412-Student Travel

These are the only expenditures that will be reimbursed using the Employee Advanced Reimbursement process. All purchases will still need to comply with our purchasing policies; they must be on the approved vendor list for the item to be purchased.

Please do not confuse this policy with the Classroom Supply Teacher Reimbursement Program. That program is entirely different and does not fall under this policy.

REIMBURSEMENT FOR THE COST OF QUARANTINE & MENTAL HEALTH FOR DISTRICT LAW ENFORCEMENT PERSONNEL

During the leave, a peace officer is entitled to receive all employment benefits and compensation for the duration of the leave and reimbursement for the reasonable cost of the quarantine such as lodging, medical treatment, and transportation.

The District Police shall process requests for reimbursement in the District's Financial Enterprise Software upon receipt of requested forms and verification of approved expenditures.

For more information see administrative procedure VI-HH

Food/Drinks Using Budgeted Funds

Starting in FY 2016, campuses and orgs are given a budgeted amount to spend on food/drinks for staff, regardless of the reason for the purchase – staff development, motivation, recognition, celebration, etc. The amount is $15 per Full Time Equivalent (FTE), not per person. Food/drinks purchased for volunteers should not exceed $15 per person unless there are special circumstances, which would require an exception granted by the Purchasing Department in advance. The Human Resources Department provides the report of FTEs to the Budget Department and the FTEs shown on that report are the figures that are used to calculate the food amounts.

Funds will be set up in codes with the following budget owners:

Food_Cent for Central Orgs

Food_Camp for Campuses

Funds cannot be moved into nor out of these codes, unless they are being moved to or from another budget code with the same budget owner. For example, campuses have two budget codes set up for budget owner "Food_Camp" – they have a code with function 13 (to be used for staff development food) and they have a code with function 23 (for motivational, celebratory, recognition events). Funds can be moved between these 2 codes.

The budget codes have the following format:

199-xx-6499-FD-XXX-99-FOD where xx is the function and XXX is the org

Utilizing these funds no longer requires submission of lists of attendees/participants nor agendas.

Once those funds have been spent, organizations cannot purchase food/drinks using their Budgeted Funds; the appropriate individual listed below can give approval to transfer funds from their food contingency funds to a requesting campus or department if they deem appropriate

Assistant Superintendent for Curriculum
Assistant Superintendent for Leadership
Deputy Superintendent
Superintendent

In the cases where approval has been given, the Budget Department will set up a code with Budget Owner "Food-Contingency" and transfer the approved funds. Those funds can only by transferred by the Budget Department.

Citibank Instructions – Procurement Card

The Citibank billing cycle runs from 4th to the 3rd of each month. You will have to get your monthly statement or unbilled transactions from the Citibank website: https://home.cards.citidirect.com/CommercialCard/ Cards.html

If you need access to the Citibank Website please send an email to DL-Purchasing with the request.

Activity Fund Instructions:

When paying any part of the charges with an Activity Fund check make the check out to: KISD Credit Card Fund. Send the check, receipts, monthly statement or unbilled transactions to Accounts Payable.

Check Requests:

Check Requests may be processed after the monthly statement has posted on the Citibank Website. Attach the monthly statement along with receipts to your Check Request. All check requests for the credit card must be paid in full in accordance with the statement.

Please contact Purchasing if you have any questions in regard to procurement card usage.

KISD Print Shop Guidelines

Print Shop – 254-336-0576

MUST HAVE A PRINT REQUEST BEFORE A JOB IS STARTED!!!

The KISD Print Shop is a vital resource that provides high-quality printing services in a timely, responsive manner at reasonable cost. The value of its services is underscored by the fact that staffing of the Print Shop has remained constant for two decades, while demands for printing have increased exponentially. In order to achieve the maximum efficiency in the delivery of printing services, we use the following procedures:

1. The Print Shop's first two priorities are (1) printing instructional materials for campuses and (2) printing district materials for the Superintendent's office.

2. All print requests will be submitted through TEAMS in the form of a Check Request. The Print Request Form can be found on the Print Shop website. You will need to save the form to your computer and then complete the form in Adobe Reader or Acrobat. The completed Print Request Form will then need to be attached as a fillable pdf to the Check Request.

3. ALL digital files should be print ready and emailed to printing.services@killeenisd.org .. **Digital files must be high quality PDF.** If you have any questions, please feel free to call ext. 0576. (see Notes for additional information)

4. High production months at the Print Shop include end of May, June, July, August, and September. Submitting requests during the lighter months would be helpful for the Print Shop and yield faster results for the requestor.

5. Requestors should plan ahead so as to reduce the frequency of printing repeat orders, better to order a full year's supply all at one time.

6. Carbonless paper has a **minimum** order of 500 sheets (equals 1 ream of paper).

7. Color Press Printing (4 color) will have a **minimum** order quantity. (See notes for breakdown of quantities).

8. Envelopes – **Minimum is 2,500.**

9. The District has developed a variety of standardized forms. These are printed in large quantities, stocked in the Warehouse, and are available for issue on much shorter notice than the turnaround time for a print job. (**The form has a WAREHOUSE KISD FORM NUMBER printed on it.**) Please do not request your own "customized" variations of these forms, as it is wasteful of our printing assets.

10. There is a standard format for Temporary ID's with 8 ID's to a sheet.

11. KISD has a standard Business Card format. Business cards are printed on an Ivory Felt paper with Black ink. **Minimum 250.**

Notes:

Color Press Printing:

1. Sheet size is 17.5” x 22.5”.

    • 4 – 8.5 x 11 (4,000 copies minimum required)

    • 2 – 11 x 17 (2,000 copies minimum required)

    • Books/Programs (1,000 copies minimum required)

2. All books must have pages that multiply by 4.

File information:

- Files must be set up in final print size. (Example: Final print size is half sheet; file needs to be set up as 5.5x8.5)
- The Print Shop will make limited changes to files. If the Print Shop does have to make changes to any files we will send a proof to the contact provided on the Print Request. Once approved the Print Shop is no longer liable for mistakes.

<u>Quick Reference for Pricing</u>

(For estimating pricing only)

Standard Paper- one sided- Per 8.5 x 11 sheet

- B&W – $0.03
- Color - $0.08

Cardstock/Cover- one sided- Per 8.5 x 11 sheet

- B&W - $0.05
- Color - $0.10

Business Cards

- 250 - $8.00
- 500 - $11.00
- 750 - $14.00
- 1000 - $17.00

Ordering Library Books – For Librarians Only

Sets of Books

- In the Qty field, type in the total number of sets being ordered.
- In the Vendor Stock Number field, enter the item number or ISBN number.
- In the UM field, select set.
- In the short description field, type the title of the set, quantity of books that come in the set, and the book titles. Example: Amazing Wildlife Set, 4 books, Amazing Dolphins, Gorillas, Snakes, Whales.

"See Attached List" Book Orders

This type of ordering can only be done with Vendors that have an online ordering system and are on the Approved Books vendor list. Purchasing will not fax or e-mail "See Attached List" orders directly to the vendor. If you would like Purchasing to fax an order, the books will need to be entered line by line. Please follow the directions on the next page after you have saved your cart online with the vendor.

Please do not submit the order online until the requisition has turned into a P.O. (you receive this number after the requisition has been approved by Purchasing). To find the P.O. #, you will go to the entry point Requisition Search.

Enter the P.O. # on the online site and release your order.

Entering a Requisition for Library Books (Librarians Only)

1. From the TEAMS main menu, select Create Requisition.
2. Click on the Requisition Type radio button: Traditional
3. Click on the Continue button.
4. Select the Books (All Types) Category and then the Vendor. Once you select the Category and the Vendor, the Contract should auto populate.
5. Select the Distribution Center as the Ship-to Location and your campus as the Delivery Location.
6. Click on the Add Line Items button.
7. In the Quantity field, enter the total number of books that are being ordered.
8. In the Vendor Stock Number field, type "Various Titles".
9. In the Unit of Measure field, select each.
10. The Short Description field should state: "See attached list order" "Please email (your name) when PO# is assigned."
11. In the Unit Price field, enter the average cost of the books. To calculate the average cost, divide the total amount by the quantity of books being ordered. Example: $700.32 (the total amount) divided by 48 books is $14.59.
12. If there are processing fees, enter them on a second line.
13. Click the white arrow to the right of the screen to expand the attachments header.
14. Click on the + icon to begin the add process.
15. Click on the Browse button.
16. Locate and select the attachment.
17. Click on the Open button.
18. Click the Submit button.

Vendor Problem Resolution Procedures

Whenever problems are encountered with a vendor (i.e., a vendor fails to deliver certain items or delivery does not meet specifications), it is important to document the problem, noting the date and an accurate description of the problem. This record of information about vendor performance is very important in the evaluation of the vendor and whether the district should contract with this vendor in the future. The vendor should then be contacted by telephone or fax to communicate specifically how the problem should be corrected. To assist in this documentation process and to ensure adequate documentation is kept on file, a Vendor Complaint Form will need to be completed to track your resolution efforts. If the problem is not resolved or continues, Purchasing Services will have to intervene. The Vendor Complaint form should then be submitted to Purchasing Services for appropriate action. Purchasing Services will submit written notification to the vendor in question stating the problem, the corrective action required, and notify the vendor that failure to correct the problem will be considered a breach of contract and could adversely affect future business with the school district.

If significant problems are encountered with the vendor, Purchasing Services should consult with legal counsel concerning the removal of the vendor from the approved vendor list and discontinuing any business with the vendor.

Finally, the school district should try to develop an open and professional relationship with each vendor while still maintaining total independence and objectivity.

The Vendor Complaint form can be located at:

https://livekilleenisd.sharepoint.com/sites/DeptPurchasing

Forms-General—>Vendor Complaint Form

Vendor Gifts

Reference Administrative Procedure III-F

KILLEEN INDEPENDENT SCHOOL DISTRICT OTHER GIFTS AND DONATIONS

When funds or an item becomes available to a campus/department/employee as a donation or gift from a private source, campus club, or non-appropriated funds (activity funds), or any outside organization, the following guidelines apply:

• If the item is valued at $499 or less, or is expendable, has a life expectancy of two years or less, is not a technology related item, the Principal/Department head may decide whether or not to accept the item. If the item is technology related, Technology Services must be consulted.

• If the item is valued at $500 or greater, has a life expectancy of two years or more, or is regulated by city, state or federal regulatory codes, and is not a technology related item, Purchasing Director will decide whether or not the item meets district standards and may be accepted. If the item is technology related, Technology Services must be consulted.

Items considered for acceptance as District property will be submitted on the Gift/Capital Asset Approval Form and processed as follows:

• The donor will provide make, model, serial number, estimated value and other descriptive data to the Purchasing Department via the Gift/Capital Asset Form along with a photo of the item.

• Donation/Gift Approval Form must be completed and submitted online through Eduphoria. For information regarding Eduphoria please contact Information Systems at 254-336-6861.

• The Gift/Capital Asset Form will be sent to the Purchasing Department for evaluation and determination of usefulness to the district. The Purchasing Department may forward the information to other departments, as appropriate, for further evaluation and final determination.

• If the item is accepted, the Gift/Capital Asset Form will be sent to Budgetary Services for coding and posting to the general ledger and returned to Purchasing Department.

• Property Management will make necessary entries into the Fixed Asset Ledger to officially account for the item.

The Purchasing Department will notify all parties involved whether or not an item(s) is accepted as district property.

Employee:

Employees shall declare any gift or donation received, in cash or property, exceeding $50 in value. If a District employee wins a prize with a value of less than $50 as part of a District meeting/conference, the employee may keep the prize as long as no additional funds were expended beyond the normal conference fees.

All gifts, donations or prizes over $50 received by employees become property of the Killeen Independent School District (unless the employee used their personal funds for the chance to win). The employee may retain possession of the property as long as they are a District employee and utilize the item in their work capacity.

District employees, as a rule of thumb, should not accept gifts from vendors. According to Texas Local Government Code, Section 176.001 (2-b), a “gift” means a benefit offered by a person, including food, lodging, transportation and entertainment accepted as a guest. Food offered as part of a District meeting is not considered a gift.

A KISD employee is not prohibited from accepting transportation or lodging expenses or meals in connection with a conference or similar event in which the employee renders services, such as addressing an audience, to the extent that those services are more than merely perfunctory per Texas Penal Code, Section 36.07, Acceptance of Honorarium, and District Policy DBD (Legal): Employment Requirements and Restrictions – Conflict of Interest.

Items received as part of the District wellness program are exempt from these requirements.

The required gift approval form is located on the Purchasing Department website. Complete all sections except the “CENTRAL OFFICE USE ONLY” and submit to Eduphoria.

NOTE: PERSONALLY DELIVER MONETARY DONATIONS DIRECTLY TO BUDGETARY SERVICES. The Purchasing Department will forward this form to appropriate departments as necessary for further evaluation and notify you whether the item(s) has been accepted as District property.

Donation Websites:

KISD staff are not permitted to engage independently in donation websites (e.g. Donors Choose or Go Fund Me, etc…) to fund instructional and/or related items while working within the capacity of 532.2 KISD - Rev. 08/20 a KISD Employee. Employees are encouraged to work with their principals to ensure necessary and adequate instructional materials are available. Instructional items and programs can also be awarded through the KISD Education Foundation Grant Program. KISD Staff should not set up donation websites benefiting staff, students, or their families without appropriate administrator approval. In the event of a crowdfunding site, the website administrator should be contacted by the personnel with the profile and ask that all the donations be returned to the donors. If the website administrator is unable to refund the donors directly, the personnel with the profile, should be informed that the funds will now be treated as campus activity funds.

Conflict of Interest

If a board member or member of their immediate family has a financial interest in a business entity(s), they are required to disclose this relationship through the execution of an affidavit. Board members should abstain from voting on award of contracts to businesses in which they or their immediate family members have a financial interest.

School districts should also be aware of the disclosure requirements regarding federal conflict of interest regulations that prohibit an employee (and members of the employee's immediate family) who is involved in administering, directing or authorizing federally funded transactions.

Vendors on Campus & Fundraising

Reference Administrative Procedure III-E

Killeen ISD does not allow any vendors to operate at any time on school district property except where a specific contract for services exists. Board policy also prohibits using school facilities for private commercial gain.

This prohibition includes booster clubs, organizations with an approved facility use agreement, and school district personnel. This procedure does not prohibit the sale of spirit items by booster clubs such as t-shirts, banners, buttons, etc.

If you are interested in a company that does fundraisers please have them fill out a W-9 and send the Purchasing Department your SAF-115 or CAF–115 form so they can be added to the vendor listing in TEAMS. If you are not paying with Activity Funds please send a note with a W-9 so Purchasing Services will know why the vendor needs to be set up.

Office Supply Orders

For convenience, we allow orders to be placed with Advantage Office Products, AHI, Office Depot, Perry's and Staples online. No phone orders, credit card purchases or faxing in orders are allowed. Customized stamps will have to be faxed to Perry's on a Traditional Requisition with an attachment. Special order Traditional Requisitions must state so in the Special Instructions field or will be subject to disapproval.

You cannot order any chemicals, furniture or equipment. You will be able to order anything that the vendors are on bid for.

Once you submit an order, it will come directly to Purchasing for approval. At that time, we will review the order to make sure that it meets the Purchasing guidelines. Once the order has been approved (released) by Purchasing, you will receive a confirmation email stating the order was submitted. Once the items are received, you should process your Check Request along with your invoice. **<u>In the Justification field of the Check Request, you are responsible for entering the contract #.</u>** Check Requests should be submitted within 10 days of receiving the item(s). If you are not current with the office supply vendors, your access will be taken away and no orders will be allowed from your campus/department until your outstanding invoice(s) are paid in full.

<u>Please Note:</u>

Staples charges a $5.00 delivery charge for all orders under $30.00

Office Depot charges a $7.95 delivery charge for all orders under $50.00

Keep in mind that these five vendors are the ONLY vendors which you can place online orders with.

Frequently Asked Questions

Q. How do I know if a company is an approved vendor?

A. TEAMS has many types of vendors that are used for various reasons. Please keep in mind that just because a vendor is found in TEAMS, that does not make them a current approved vendor. Vendors used for purchasing merchandise are located in the Approved Vendor Listing/Sole Source listing/Approved Buyboard listing. Killeen ISD is a member of several Purchasing Cooperatives. The Purchasing Department will assist you in identifying if a vendor is on contract with any cooperatives that we are able to use.

Q. Do I have to get a quote before I place an order?

A. Yes, all requisitions must have a quote attached in TEAMS. The quote must match what you have entered on your requisition. If you are entering a requisition for any type of subscription, the beginning and end dates for the subscription must be printed on the quote. If the exact beginning date is not available, then the verbiage “subscription begins upon receipt of purchase order” may be substituted. Any requisitions entered for items on the Technology Acquisition website must have a snapshot of the item detail page attached to the requisition in lieu of a quote. Please keep in mind that not all vendors provide formal quotes. Some will be in the form of an email from the company and that is acceptable as long as it shows item pricing along with any shipping charges. Quotes are not required for blanket and project requisitions.

Q. Can we place orders on-line?

A. Online orders are not authorized except for the vendors listed on the Office Supplies bid. Only approved employees have this access. In order to grant access for ordering, it must be approved by the principal/director and an email sent to the Purchasing Technician.

Q. How do you determine what is a supply item versus a non-supply item? (Example-bookcase, camera or fax machines.)

A. Although a supply budget code can be used, Purchasing does not consider all items under $1,000.00 to be a supply. There are various items such as bookcases, televisions, cameras and etc. that are under the $1,000.00 threshold but do not fall under a particular bid available through the bid book. Some of these items have to go through Purchasing or Technology Services for special pricing. A bookcase is considered furniture, a television is considered A/V equipment and a fax machine is considered office equipment...none of the above can be found in the Approved Vendor Listings. The best suggestion we can give, is to contact Purchasing Services. If you have an idea of what you want, present it to Purchasing Services so it can be researched for the correct vendor and the best pricing.

Q. What happens if an unauthorized purchase is made?

A. Once it is determined an unauthorized purchase is made, the department/campus is contacted via email of the purchasing violation. The violation will then be reported to the appropriate live CAAG member. It will be requested to return the item purchased or write a check to the district for the purchase made. There will be case by case situations, but the most common request is to return the item or refund the district. Purchasing has a record of violations that is available upon request by the auditor.

Q. If an urgent situation arises and a purchase needs to be processed from start to finish quickly, can it be done?

A. Yes, you may request the appropriate approving departments to approve the Traditional Requisition on an individual basis.

Q. Do we pre-pay vendors?

A. We only pre-pay for registrations to conferences/trainings, reservations of hotels, membership fees & dues, entry fees and renewal of magazine/newspapers. We do not pre-pay for merchandise or services.

Q. How do I handle software purchases?

A. All software purchases are required to be ordered from a vendor listed on the software bid. A traditional requisition should be entered to place the order. If the requisition is for access to a website or for a downloadable software, the verbiage on the requisition should state in the Special Instructions field, "Nothing physical to be received."

Q. How often is TEAMS training offered and is it for new personnel only?

A. Any personnel can attend TEAMS training. Training is offered once a month but is available upon request. Login to Eduphoria for the monthly training dates.

Q. Can we buy a Marquee?

A. A marquee is considered a controlled item. No matter what funds are used, Purchasing Services MUST be contacted with the specifications of the marquee in question. A bid/quote will be solicited to vendors to determine the best value and price for the district.

Q. What if I have an order that hasn't been received?

A. The company may be contacted to inquire on the status of the order. If the vendor has no record of the order, please contact Purchasing Services to resend a copy of the purchase order to the vendor. Campus/departments are not authorized to fax their copy. No changes can be made to the order once sent. **KISD does not authorize substitution of orders or alternate delivery locations.** Purchasing Services sends out an Open Encumbrance Report once a month which lists each organization's encumbrances in TEAMS. Items on the list need to be researched by the campus/department for receipt verification or cancellation. If there are items that need to be cancelled (discontinued, incorrect item, etc.) please email the Purchasing Technician stating which item needs to be cancelled and the reason.

Q. What is the rule on purchasing gift cards?

A. According to the Administrative Procedures VI-JJJ Motivational Incentives and Awards incentives and awards are allowed to be purchased with district funds, assuming the organization manager has budgeted for the expenditure. The unit cost of these items cannot exceed $50.00 per recipient per event. No more than $100.00 per employee per fiscal year can be spent on these incentives and/or awards. All incentives must be approved by the organization manager and the manager's supervisor. Cash awards are not allowed; however, gift certificates and gift cards are permissible. The signed Gift Card Approval form will need to be sent with receipts to the Payroll Department.

Q. What steps do I take to get a new vendor added in the system for hotels or registration? Activity Fund purchases?

A. A copy of the W-9 is needed for vendors that do not require a bid (i.e., registrations, dues, hotels, fast food, conferences, etc.). To set up Activity Fund vendors, a W-9 along with the appropriate 115 form needs to be sent to Purchasing. Once received, the vendor will be assigned a number.

Q. Does the District pay for gratuities/tips?

A. Gratuities/Tips for meals are authorized to be paid out of local funds. Gratuities/Tips may not exceed 20% of the bill, however 15% is the recommended amount. Tips wills not be paid with federal funds.

Q. Can we use FedEx?

A. FEDEX is our preferred vendor for mailing packages. Please contact the Distribution Annex for more information.

Q. How do we order TI Calculators?

A. End users may place their own orders for TI Calculators. Please contact the Purchasing Technician for more information.

Q. Are we able to purchase music through iTunes?

A. Yes. Here are the steps to purchase an iTunes card for downloading music:

- Campus/Department representative obtains approval and <u>must</u> use a <u>district credit card</u> to purchase iTunes Card from approved vendor
- Provides the iTunes Card to Technology Support Specialist or Librarian to apply the funds to the campus free iTunes account
- Campus Technology Support Specialist or Librarian launches iTunes on the respective teacher(s) computer and logs into the campus free iTunes account

- The teacher(s) will then be able to download music onto the computer
    - Because other apps/books, etc. can be purchased from the same card, the Campus Technology Support Specialist or Librarian should log back out of the free iTunes account immediately after the music has been purchased
    - Under no circumstances should any other items besides music be purchased with this credit
    - **<u>Music shall not be explicit and must be school appropriate</u>**
    - Apps and book purchases must be coordinated through the Digital Learning Department
- Should the teacher depart the campus the music remains available in the purchase history of the free iTunes account as campus property
- For assistance please contact the Digital Learning Department (digital.learning@killeenisd.org)