SEGUIN INDEPENDENT SCHOOL DISTRICT

Accounts Payable & Purchasing

Quick Reference Guide

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Purchasing

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EDGAR Manual
Purchasing Manual

A. Skyward

a. Tips & Tricks

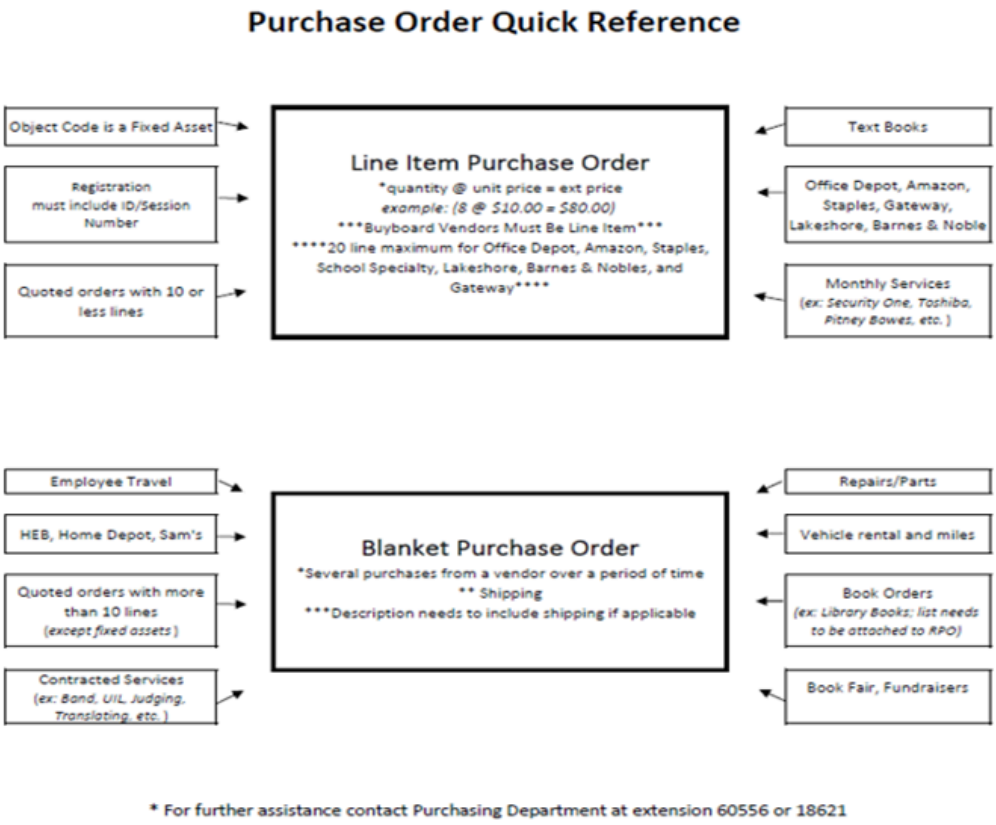
i. Do not uncheck the "Receivable" box when entering a PO request.
ii. You must check "Blanket" when entering a blanket PO request. You cannot change this after the fact.
iii. Check the "Shop Online" box for all E-procurement vendors (unless you obtained a quote from our reps).
iv. The Commodity Code must be entered in the general details screen and on the line item details screen. If you manually change it on one screen, you must manually change it on the other.
v. The "Description" box on the general details screen should be brief - two - three words max. Be more descriptive in the line item details description box.
vi. Approval Queue
    1. View under "Approvals" on left side of screen of your PO request.
    2. "Waiting for Approval" shows you everyone your PO request is available to (i.e., who all is in the approval queue).
        a. "Available" - that person has access to the PO request
        b. "Assigned" - the PO request is in that specific person's queue
    3. "Approval History" shows the approvers, status, and comments.
vii. Clicking on the cog in the top right corner will allow you to add additional fields
viii. Make sure you are choosing the correct vendor if multiple remits exist. Some vendors have a "-1, -2, etc." after the number.
ix. To delete a denied PO request, you must resubmit the request, then you will have the option to delete.
x. Printing POs
    1. You can only print them once they have been moved from "Batch" to "Open" status
    2. Two options: Business Copy (has account code) and Vendor copy (no account code)
    3. Check your filters (i.e., post date range, print status, etc.)

B. General Purchasing Reminders

a. POs can take up to five business days to fully process once they have reached the Business Department; please plan accordingly.

b. All contracts must be routed through the Business Department. Do NOT sign any contract. Send all contracts to Jennifer.
c. Purchasing deadlines are available on the website under Purchasing
d. Please allow five days for PO requests to be processed. If an emergency, please email all approvers.
e. All PO requests are being reviewed by the CFO
f. PO requests over $50,000 are being reviewed by the Superintendent
g. Furniture - Maintenance and Custodians are not responsible for assembling your furniture.
h. Field trips: who/what/where/when and where/when to send payment
i. Please keep in mind that we have credit limits with some vendors
j. Please be mindful that there is a budgeted amount assigned to Toshiba for copy charges. Please do not make unnecessary copies!
k. Quotes are required for shirts to ensure we are giving multiple vendors, especially local vendors, opportunities to work with the district.
l. One-time vendors are no longer an option; all payments must be made through the PO process
m. Line Item Purchase Orders
    i. Quantity @ unit price = extended price
    ii. Quotes must be attached and the respective purchasing cooperative contract listed on the quote (if applicable)
    iii. BuyBoard vendors must be in line item format
    iv. Make only one PO for orders requiring a down payment and a final payment. Do this by either entering the PO as a blanket purchase order or using two-line items (one-line item for the down payment and one-line item for the final payment).
    v. Enter applicable freight or discounts in a separate item line.
    vi. Demco orders must be $100 or more (before shipping).
n. Blanket Purchase Orders
    i. Include a general listing of the items to be purchased (i.e., food, drinks, paper goods). “Miscellaneous Supplies,” “Supplies,” “etc.,” or “items not found at Resource Center” are not acceptable descriptions, and the PO will be rejected for lack of detail.
    ii. To enter a “Blanket PO” for more than $500, attach an itemized list of the items to be purchased that supports the amount to the PO (i.e., 5 boxes of crackers, 3 boxes of cookies, etc.). Blanket POs to HEB/Sam’s should not exceed $500. If a PO is needed for an amount over $500, the secretary must request written approval and explain why the higher amount is required.

Use the following reference image when generating Requisitions for Blanket Purchase Orders.



o. E-Procurement Purchase Order Requests

i. Do not manipulate data once imported into Skyward

ii. E-Procurement orders will be limited to 20-line items or less. Should a single line item be $1000 or more, two additional quotes must be provided.

iii. Amazon PO requests must be received by the Business Department within three days of being entered, or they will be rejected.

iv. Amazon should not be used to purchase large technology items, appliances, or furniture.

v. Amazon cannot be used with Federal Funds.

vi. The purchase of gift cards is only allowable using either an 865 or 461 account. The gift card cannot be to any vendor that sells alcohol or tobacco products and cannot have a per card value greater than $10. For further clarification, please contact the Business Office.

vii. Office Depot, School Specialty, Staples, and Gateway must all be orders totaling $50 or more.

p. Purchase Order Change Orders

i. Change orders are not allowed in Skyward. The PO must be closed and a new one entered if there are errors in the quantity, dollar amount, and/or account code, or if another line item is needed.

ii. If something needs to be added to the description that will not impact the cost, quantity, or account, please contact Jennifer.

q. Vendors

i. Searching

1. Search in Vendor List or Vendor Profile
2. If a vendor has a DBA, they are harder to search for in Skyward. Look back in Munis or contact Purchasing. You can also search by other details in Vendor List if you have them (such as address or email)
3. In Vendor List, you can also search by category

ii. Adding new

1. Employee: email Jennifer Martinez the name of the employee and their home campus/department (i.e., where to send their check)
2. Vendor: email complete vendor packet to Jennifer Martinez

iii. **Can't find what you need?** - Contact Jennifer and Susana for suggestions or help

r. Commodity Codes

i. The Commodity Codes spreadsheet will be published at the beginning of each month on the website. An email reminder will be sent out as well.

ii. Thresholds simplified:

1. $0-49,999: no extra requirements
2. $50,000-$99,999: 3 quotes or cooperative
3. $100,000+: cooperative or bid
4. $350,000+: bid
5. See chart on page 12 for additional details

s. District Credit Cards

i. The district utilizes several credit cards for purchasing goods such as food items, instructional supplies, and maintenance supplies. Currently, the credit cards in use by the district include Visa, Chase, Sam's Club, HEB, Alexander Oil, Hobby Lobby, and Home Depot. The credit cards shall be maintained at the campus department and/or issued by Business Services upon approval of a purchase order.

ii. The campus/department secretary is responsible for the security of the cards and for reviewing the transactions made with them.

iii. The cards should only be issued to an employee using a current Purchase Order.

iv. The cards are to be used for school business purposes only.

v. The cards can only be used for in-store purchases (Chase and Visa are exceptions). They cannot be used for internet or telephone purchases.

vi. The cards can only be used to purchase items that are included on a currently approved Purchase Order.

vii. The District is a tax-exempt entity and does not pay sales tax for school-related purchases.

viii. The card log should be completed with: date the card is issued, the signature of the employee requesting the card/making the purchase, and the PO number being used for the purchase

ix. **The card, PO, and receipt should be returned to the secretary/Business Dept. within 24 hours of card checkout. Cards are not to be kept over the weekend**. The log should be completed with the date the card was returned and the receipt total.

x. The secretary is responsible for
    1. verifying the receipt items were authorized purchases
    2. initialing, dating, writing the PO number on the original receipt, & taping it to the PO copy
    3. performing the proper online receiving function
    4. forwarding the itemized receipt to Accounts Payable within five business days of the purchase

xi. If a receipt is not received from the purchaser, the purchaser may be held liable for reimbursement of the entire purchase. District credit card usage may be suspended and/or revoked if receipts are not submitted on a timely basis.

xii. At year-end, **all** campus/department cards & folders will be collected in June as part of the End-of-Year Principal Checkout, including Alexander Oil. The cards & folders will be kept in the Business Services department until the following school year.

xiii. VISA credit cards are used on a limited basis for student or Board travel and for online testing. In case of an emergency, please provide proof that the payment cannot be accepted via check or P.O. If time sensitive, please provide proof that payment must be received urgently. Hotels cannot be “reserved” using district cards.
    1. Procedures are:
    2. Requesting department contacts Business Services for a vendor number of an available card. The request is logged.
    3. After a PO is issued, the requisitioner is furnished with the card number as required to make the purchase. It will not be provided in writing. You must come by or call for the information.
    4. Complete the online receiving when the purchaser receives confirmation of the charge.
    5. Payment is made only after completion of the trip, validation of eligible expenses, confirmation of tests, etc.

xiv. Chase credit cards are currently issued on a limited basis. For additional information, see the Travel Card Policies and Procedures or contact Jennifer Martinez or Susana Rodriguez.

Accounts Payable

AP Specialist - Abby Catoe, ext 18620, acatoe@seguin.k12.tx.us
AP Specialist - Tara Jeter, ext 18665, tajeter@seguin.k12.tx.us
AP Email: accountspayable@seguin.k12.tx.us

A. The primary function of Accounts Payable is the accurate payment for District purchases made with a properly authorized purchase order. Payment is made when the goods have been delivered, checked in by the campus/department, the online receiving has been completed, and an original invoice has been received from the vendor at accountspayable@seguin.k12.tx.us.

a. Invoices and receipts

i. Because it is illegal to make a gift of public funds by paying for something that was not received, it is important that documentation regarding receipt of goods and services be provided by Campus and Departmental personnel promptly.

ii. It is imperative that any invoice received at a campus or department location be forwarded immediately to accountspayable@seguin.k12.tx.us. Vendor invoices should come with an invoice number, invoice date, description of services rendered/items purchased, date of service, unit price, invoice total and PO number printed on each invoice. To process a reimbursement to an employee or vendor a proof of payment and/or a receipt supporting the reimbursement request must be attached to the requisition.

iii. Accounts payable checks are usually processed each week. Completed payment requests are processed at net-30 terms. If a check is needed for the current week, a General Note must be entered on the requisition and Purchasing and Accounts Payable should be notified via email. This includes travel advances. The deadline for AP payables is Tuesday at noon.

iv. If a purchase is made without an authorized purchase order from a vendor that accepts a District PO, it will be paid or reimbursed at Net 30 terms.

v. **Please be sure to attach copies of any items that need to be mailed with the payment (i.e., registration, membership forms, and proof of payment for reimbursement, field trip forms etc.) to the purchase order**.

b. Procedure

i. Require the person using the PO to return the PO, card, and receipt within 24 hours of the purchase.

ii. Review the items purchased to be sure they are authorized purchases, and no tax was charged. The reviewer should initial and date the receipt/invoice.

iii. Tape the original receipt from the purchase to a copy of the PO and note “open or close” on the PO. (example: HEB, Rosie’s Pizza, Sam’s etc.)

iv. Perform the proper online receiving function.

v. Forward the original receipt to Accounts Payable within five business days, as the purchase will appear on the Districts billing statement.

vi. Secretaries should use Seguin ISD’s AP email address accountspayable@seguin.k12.tx.us as stated on our purchase orders and website to ensure prompt payment.

vii. **Promptly check in merchandise-full and/or partial receiving online and notify Accounts Payable via AP email address.**

c. **Open Purchase Order Report**

i. Open purchase order reports should be run weekly. Follow up with vendors on back-ordered items. Promptly complete online receiving when your merchandise has been delivered and checked in. If there is a discrepancy in your open PO report, contact Accounts Payable via email. Please do not wait until the deadline to work on open purchase orders. Open purchase orders should be maintained weekly throughout the fiscal year to avoid past due payments.

****In Skyward, purchase orders will not show as closed until the invoice is actually paid in an Accounts Payable check run.**

Travel

Travel Guide

Board Operating Procedures for Board Travel

Although the manual is not all-inclusive and cannot address all situations, it provides general information to assist with district travel processes and procedures.

For exceptions to the guidelines, the Business Department must receive a written request from the budget administrator with justification for the exception. Exceptions should be submitted with the travel voucher.

A. Out-of-District Travel

Out-of-District-Travel Form

a. **Please see the Travel Guide for details.** The guidelines are intended to assist the preparer. It is the employee's responsibility to comply with the Travel Expense Reimbursement Policy DEE.
b. Travel requests are due *by 5 p.m. Monday of the week in which the check will be needed*.
c. An employee travel advance may only be requested if the employee's travel expenses are greater than $100.
d. The associated PO must be in blanket format and should be received before submitting documentation to Business Services.
e. Reconciliations and reimbursement requests *must* be submitted within five business days of the return travel date. Failure to do so will be considered a purchasing violation and may be reported to the respective supervisor.
f. Multiple employees may NOT be on one travel voucher.
g. The Superintendent must approve all out-of-state travel, and they must sign the travel voucher prior to submitting it to Business Services.

h. Travel using federal funds will be accessed on a case-by-case basis and should be approved in advance by the Federal Programs Coordinator.
i. Students should be listed with the employee travel voucher.
j. When using a district-provided vehicle (other than a rental vehicle) to transport students, no travel voucher is necessary if no advance or reimbursement is needed.
k. "Coordination of Travel" means District employees traveling together in one vehicle for the same District purpose. Coordination of travel must occur when two or more District employees employed from the same location travel on the same date with the same itinerary.
l. When coordination of travel is required, the District may reimburse only one of the District employees riding in the personally owned vehicle for mileage to the duty point.
m. Coordination of travel is not required if the employee's Principal/Administrator determines before the travel that the coordination of travel is unfeasible because of factors relating to official District business.
n. Meals:
    i. There is no meal allowance for day travel.
    ii. Per Diem Rate: **IRS standard rate (not including incidentals)**
    iii. Partial Per Diem: (Before or after overnight stay)
        1. Breakfast: (Leaving before 6 am or returning after 6 am)
        2. Lunch: (Leaving before 12 pm or returning after 12 pm)
        3. Dinner: (Leaving before 6 pm or returning after 6 pm)
    iv. Receipts are NOT required for meals using local funds.
    v. Per diem for out-of-state staff travel is the rate authorized by the IRS for the area where the activity is being held. General Services Administration.
    vi. For federal per diem guidelines, refer to the EDGAR Manual. (****Receipts are required for meals paid for with federal funds.****)
o. The mileage rate is $0.725.
    i. Miles are limited to the most cost-effective route, and coordination of travel is required.
    ii. The District will only reimburse toll road fees if there is prior approval by the employee's supervisor. The toll bill is required for reimbursement.
    iii. Mileage will not be reimbursed when using district or rental vehicles.

B. In-District Travel

In-District Travel Reimbursement Request Form

a. A PO is required for all in-district travel requests
b. The "Purpose" line should provide justification for all travel routes taken.
c. Do not merge multiple destinations into one line.
d. Requests for reimbursement are due to Business Services by the 5th of each month.
e. Travel must be paid for in the fiscal year in which the travel occurred.
f. Reimbursement for in-district travel will be processed at net 30.
g. The mileage rate is $0.725.

h. Reimbursement may not exceed the product of the number of miles traveled times the applicable mileage rate, and miles are limited to the most cost-effective route.
i. The Secretary must verify routes and mileage and initial each page on the bottom right corner.

Donations

A. Donation of Equipment

a. Procedure:

i. Prior to accepting a donation, complete the Donation Contact Form and forward it to the Purchasing Coordinator.
ii. The Purchasing Coordinator will submit a work order to the appropriate department.
iii. The respective department will evaluate the equipment and decide if it meets the district's requirements.
iv. The Purchasing Coordinator will be notified to either accept or not accept the donation.
v. The Purchasing Coordinator will notify the campus of the decision.
vi. If the equipment is accepted, the donor will arrange transport of the item to the campus if it is not delivered directly.
vii. Once the equipment has passed inspection, upgrading, or testing, the item will be added to the school's inventory, and a district inventory tag will be generated if applicable. School staff will affix the tag to the equipment.
viii. The Purchasing Coordinator will generate and mail a receipt for donated goods.

PROCUREMENT RULES AND REGULATIONS	
AMOUNT	**REQUIREMENT**
$0 - $49,999	Micro-purchase: Reasonable cost, and, as practicable, equally distributed among vendors
$50,00 - $99,999	Simplified Acquisition: Price quotes from an adequate number of vendors
$100,000 - $350,000	TEC 44.031 requirements: - Competitive bidding - Competitive sealed proposals - RFP - Interlocal contract - RFQ - Reverse auction - Formation of political subdivision corporation
$350,001 +	CFR 200.320(b)(1): Sealed bids and proposals; IFB, RFP, or RFQ only **cost price analysis on all procurements
****NON-COMPETITIVE/SOLE SOURCE**	CFR 200.320: Noncompetitive Proposal Micro-purchase Available from a single source Public exigency or emergency Prior approval by authorized agency (TEA) No competition - only one bid/proposal received after attempting competition