



# Purchasing Procedures Manual

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## **PREFACE**

This manual is designed to establish uniform procedures for the procurement of goods and services that are consistent with the policies of the DeSoto Independent School District.

These procedures apply to all goods and services procured and related activities that result in the disbursement of public funds.

It is the responsibility of each employee involved in the procurement process to understand the policies upon which these procedures are based and the meaning and intent of the procedures themselves.

# **SECTION 1 - THE PURCHASING FUNCTION, PURCHASING AUTHORITY, AND PURCHASING ETHICS**

## **1.1 THE PURCHASING FUNCTION**

### **Purpose**

The DeSoto ISD Purchasing Department's primary goal is to acquire fiscally priced goods and services for the education of the students of DeSoto ISD.

### **Goals**

- To provide quality products, services, and material to the district, at the best value, in accordance with relevant statutes and policies.
- To foster good vendor relations and a strong competitive environment.
- To build and maintain excellent customer service.

### **Objectives**

- To assist in the prudent use of district resources through efficient use of the district competitive bidding and proposals, purchase cards, and purchase order processes.
- To promote and apply ethical business practices.
- To educate and train district personnel.
- To improve processes and implement the best purchasing practices.

## **1.2 PURCHASING AUTHORITY**

Board Policy CH(LOCAL) is the primary procurement policy for DeSoto ISD and is entitled Purchasing and Acquisition.

Per Board Policy CH(LOCAL) all purchase commitments shall be made by the Superintendent in accordance with administrative procedures, including the district's purchasing procedures. Additionally, the Superintendent shall develop purchasing procedures to implement the requirements of state and federal law.

This purchasing manual represents the district's purchasing procedures and supersedes all prior publications regarding the administration of Purchases, Purchase Requisitions, and Purchase Orders.

Other statues and regulations that govern purchasing and procurement are:

- The Texas Education Code Section 44.031, Purchasing Contracts. <https://statutes.capitol.texas.gov/Docs/ED/htm/ED.44.htm>
- The Texas Education Agency (TEA) Financial Accountability System Resource Guide (FASRG) Module 5: Purchasing. [https://tea.texas.gov/system/files/fasrgv18-module5\\_0.pdf](https://tea.texas.gov/system/files/fasrgv18-module5_0.pdf)
- The 2 Code of Federal Regulations (CFR), Part 200, Subpart D, Procurement Standards. [eCFR :: 2 CFR Part 200 Subpart D - Procurement Standards](https://www.ecfr.gov/current/title-2/chapter-200/subchapter-D).
- The Texas Government Code Chapter 2269, Contracting and Delivery Procedures for Construction Projects. <https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2269.htm>
- The Texas Government Code Chapter 2254, Professional and Consulting Services. <https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2254.htm>
- The Texas Department of Agriculture (TDA) Administrator's Reference Manual (ARM) Sections 17-17c (primarily). [Policy and ARM for NSLP \(squaremeals.org\)](https://squaremeals.org)

No employee shall:

1. Purchase goods or services for the district.
2. Charge the cost of any goods or services to the district.
3. Purchase goods or services for personal use.

**Signature on a Purchase Order (PO) constitutes written approval, a purchasing commitment by the district.**

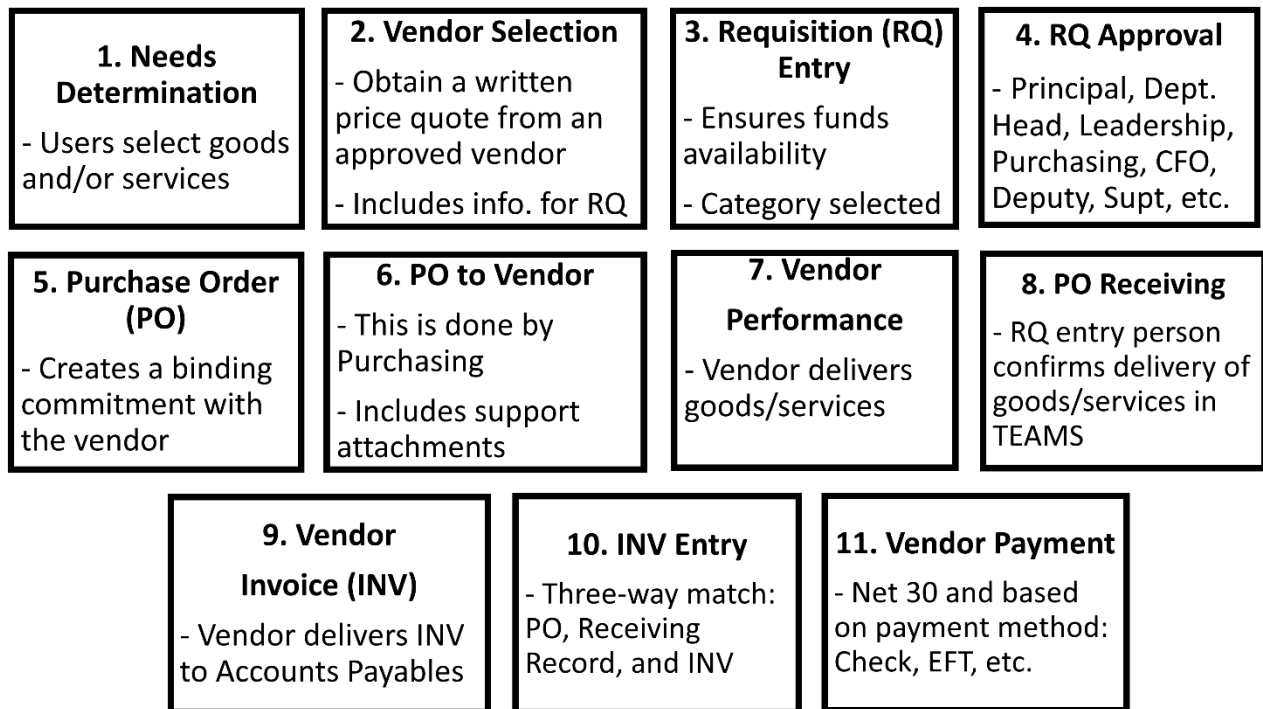
**If services are required by the district, a written contract/service agreement is required, and all contracts/service agreements must be signed by the Superintendent.**

Per Board Policy CH(LOCAL), the Board delegates to the Superintendent the authority to make budgeted purchases for goods or services. **However, any single, budgeted purchase of goods or services that costs \$25,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.** Additionally, district employees shall not be permitted to make purchases for personal use through the district's business office.

Unauthorized purchases or charges are subject to non-reimbursement of expense or charge of full purchase price to the employee. Anyone creating or authorizing a purchase commitment prior to approval may be liable to prosecution under the Texas Penal Code, Chapter 39, Abuse of Office, Section 39.01.

Students shall not be permitted to purchase items for the school district for any reason.

**The chart below explains the procurement/purchasing process and creates a strong control environment for the expenditure of public funds. A Purchase Requisition (RQ) is a request for a purchase; it is not intended to create a purchase commitment on behalf of the district. A RQ is used (if approved and funds are available) to generate/create Purchase Orders (POs).** Purchase orders will not be processed unless funds have been budgeted and are available at the time of processing for the goods or services requisitioned.



### 1.3 PURCHASING ETHICS

Public purchasing and the expenditure of public funds require that ethical standards be incorporated into every aspect of the district's purchasing function and processes. District employees face the difficult task of developing good vendor relations and encouraging vendor competition while avoiding even the appearance of favoritism or ethical misconduct.

Texas Education Code 44.032 entitled Enforcement of Purchase Procedures: Criminal Penalties; Removal; Ineligibility (a) prescribes common standards of ethics governing the conduct of employees involved in the purchasing function, which are incorporated below.

- (1) **Component purchases** mean purchases of the component parts of an item that in normal purchasing practices would be purchased in one purchase.
- (2) **Separate purchases** mean purchases, made separately, of items that in normal purchasing practices would be purchased in one purchase.
- (3) **Sequential purchases** mean purchases, made over a period, of items that in normal purchasing practices would be purchased in one purchase.

(b) An officer, employee, or agent of a school district commits an offense if the person with criminal negligence makes or authorizes separate, sequential, or component purchases to avoid the requirements of Section [44.031](#)(a) or (b). An offense under this subsection is a Class B misdemeanor and is an offense involving moral turpitude.

(c) An officer, employee, or agent of a school district commits an offense if the person with criminal negligence violates Section [44.031](#)(a) or (b) other than by conduct described by Subsection (b). An offense under this subsection is a Class B misdemeanor and is an offense involving moral turpitude.

(d) An officer or employee of a school district commits an offense if the officer or employee knowingly violates Section [44.031](#), other than by conduct described by Subsection (b) or (c). An offense under this subsection is a Class C misdemeanor.

**Gifts** - A district employee who exercises discretion in connection with contracts, purchases, payments, claims, or other pecuniary transactions shall not solicit, accept, or agree to accept any benefit from a person the public servant knows is interested in or likely to become interested in any such transactions of the district.

**Financial Interest** - District employees shall not participate directly or indirectly in procurement when the employee or the employee's family member has a financial interest pertaining to the procurement.

**Relatives** - No district employee with purchasing authority may authorize the purchase of anything from any person or from any firm that is controlled, owned, or operated by that employee or from a relative within the second degree by blood or marriage of the employee.

**Conflict of Interest** – Texas Local Government Code Chapter 176 provides information regarding conflict of interests and statements to be filed by vendors and district employees if a conflict exists. Refer to this link [Texas Ethics Commission Home \(state.tx.us\)](http://state.tx.us) for additional information and forms or this link for the actual statutes. <https://statutes.capitol.texas.gov/Docs/LG/htm/LG.176.htm>



## **SECTION 2 AGGREGATE PURCHASES, APPROVED VENDORS, AND THE FORMAL BID PROCESS, ETC.**

### **2.1 AGGREGATE PURCHASES**

Per Texas Education Code (TEC) Section 44.031(a) all school district contracts for the purchase of goods and services, except contracts for the purchase of produce or vehicle fuel, valued at \$50,000 or more in the aggregate for each 12-month period shall be made by the method, of the following methods, that provides the best value for the district; below are the four most common methods:

- Competitive bidding (also known as line-item bids or low bids)
- Competitive Sealed Proposals (CSPs) (are similar line-item bids, but seeks to obtain the best value and allows for negotiation of final price)
- Request for Proposals (RFPs) (allow vendors to propose goods and services to meet district needs)
- Inter-local contracts (better known as Purchasing Cooperative contracts and are discussed in Section 2.5)

The FASRG, paragraph 5.11.1, defines the term “aggregate,” as used in the TEC, §44.031(a), as the total sum of demand for desired or “like” goods and services that in normal purchasing practices would be made in one purchase over a 12-month period for all campuses and departments within the school district.

- The term aggregate does not mean the sum of purchases to a particular vendor or company or the sum of purchases by a particular campus or department.
- Additionally, the term “like items” also means a particular group, category, or commodity. Examples of groups, categories, or commodities are office supplies, software, books, or promotional items, etc.
- DeSoto ISD defines each 12-month period as the district’s fiscal year (July-June).

In summary, when a school district aggregate purchases are greater than \$50,000 or anticipates spending over this amount in any area for a school year, there must be a formal competitive process (one of the four methods above) to procure that good or service.

### **2.2 APPROVED VENDORS**

Vendors that have been awarded a contract through one of the four formal purchasing processes above are considered approved vendors. Any exception to using an approved vendor must be

approved by the Superintendent or Chief Financial Officer or Purchasing Manager. See Appendix C.

### **2.3 TEAMS VENDORS**

A “TEAMS vendor” is a vendor that has been set-up in the TEAMS Financial Management System. However, all vendors in TEAMS are not necessarily Approved Vendors. Please use the Approved Vendors List to make purchases.

### **2.4 PURCHASING COOPERATIVES**

The district is a member of several purchasing cooperatives that have approved vendors that the district can use to make purchases. The vendors from these cooperatives will be part of the Approved Vendors List. Below are the DeSoto ISD approved Purchasing Cooperatives:

- 1 Government Procurement Alliance (1GPA)
- Educational Purchasing Cooperative of North Texas (EPCNT)
- Central Texas Purchasing Alliance (CTPA)
- Choice Partners Cooperative
- OMNIA Partners
- Region 6 ESC Purchasing Cooperative
- Region 10 ESC Purchasing Cooperative
- Region 18 ESC Purchasing Cooperative
- Region 19 ESC Purchasing Cooperative
- Texas SmartBuy
- The Interlocal Purchasing System (TIPS)
- The TASB BuyBoard
- The Texas Department of Informational Resources (DIR)

### **2.5 THE FORMAL BID PROCESS**

The Purchasing Office advertises formally through a local newspaper for competitive bids, and proposals for many goods and services throughout the year. The Board of Trustees must approve all DeSoto ISD bids and proposals prior to any purchases being made from these contracts. The entire process requires several weeks to complete.

This time requirement must be considered when submitting requests for bids or proposals. Prior to submitting requests for preparation of bid or proposal documents, users must determine the availability of funds and obtain approval from the appropriate administrator. Persons requesting bids or proposals are required to assist the Purchasing Department in the preparation and in evaluation of bids or proposals submitted by vendors.

<b>THE FORMAL BID PROCESS</b>		
<b>Task</b>	<b>Description</b>	<b>Who's Responsible</b>
<b>Forecasting and plan for Purchasing Needs &amp; Confirm Availability Funds.</b>	<p>Forecast or project future needs and plan for the procurement process. This can be part of the annual budget process.</p> <p>Define the needs of the district and establish the minimum acceptable requirements that the good/service must meet to satisfy the need(s).</p> <p>Ensure that funds are available to procure such goods/services needed. A grant award notice or a budget report can be used to prove the availability of funds.</p>	User department or campus
<b>Prepare Bid/Proposal Specifications</b>	<p><b>Vendors cannot prepare bid/proposal specifications. If they are provided; do not use them. If they are used, the vendor is not allowed to compete for the bid/proposal award nor be evaluated and the vendor's bid/proposal response must be rejected.</b></p> <p>Contact the Purchasing Department for assistance. They can help gather specifications from other districts and provide samples.</p> <p>Prepare detailed written specifications to define the good/service the district is seeking/soliciting. Specifications must contain adequate technical descriptions to clearly identify the type of material, equipment, or services required. Descriptions must include quantitative data such as size, weight, or volume and qualitative data such as commercial grade, texture, finish, strength, chemical analysis, or composition where required. The specifications must also include:</p> <ul style="list-style-type: none"> <li>● Detailed description that specifies the minimum acceptable requirements the user department/campus will accept. Industry standards should be used whenever possible.</li> <li>● A "brand name or equivalent" description may be used to define the performance or other requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated. Do not simply state brand names but rather identify the qualitative qualities necessary.</li> <li>● Quantity required.</li> <li>● Required delivery date and/or period of performance for the contract.</li> <li>● Any relevant prints, diagrams, and/or samples of the item requested.</li> <li>● Suggested source(s) of supply. Vendor name, address, phone number, email, etc.</li> </ul> <p>Email completed specifications to the Purchasing Department.</p>	User department or campus
<b>Procurement meeting</b>	<p>Items to be discussed during the meeting include:</p> <ul style="list-style-type: none"> <li>● Review of the goods/service specifications to determine if competitive bids/proposals can be obtained and to ensure that Federal, State, and Local laws and policies are followed.</li> <li>● Independent Cost Analysis/Price Estimate (2 CFR 200.324) <ul style="list-style-type: none"> <li>○ Current or past contracts for the same or similar products/services</li> <li>○ Historical price and costs data</li> <li>○ Vendor survey/market survey</li> </ul> </li> <li>● Determination of the type of procurement <ul style="list-style-type: none"> <li>○ Bids – Firm Fixed Price/Low Bid (2 CFR 200.320)</li> </ul> </li> </ul>	User department or campus & Purchasing Department

**THE FORMAL BID PROCESS**

<b>Task</b>	<b>Description</b>	<b>Who's Responsible</b>
	<ul style="list-style-type: none"> <li>○ CSPs/RFPs – Most advantageous/Best Value (Price/other factors) (2 CFR 200.320)</li> <li>● Evaluation/award criteria points/weights               <ol style="list-style-type: none"> <li>(1) the purchase price;</li> <li>(2) the reputation (references) of the vendor and of the vendor's goods or services;</li> <li>(3) the quality of the vendor's goods or services;</li> <li>(4) the extent to which the goods or services meet the district's needs;</li> <li>(5) the vendor's past relationship with the district;</li> <li>(6) the impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses; (2 CFR 200.321)</li> <li>(7) the total long-term cost to the district to acquire the vendor's goods or services;</li> <li><del>(8) for a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner: (2 CFR 200.319 (c))                   <ul style="list-style-type: none"> <li>(A) has its principal place of business in this state; or</li> <li>(B) employs at least 500 persons in this state; and</li> </ul> </del> </li> <li>(9) any other relevant factor(s) can be listed and weighed as well (such as technology requirements, delivery time/distribution expectations, or minimum qualifications. Etc.</li> </ol> <p><b>This is a critical step because the criteria/weights cannot be changed after the bid/proposal public opening of vendor responses.</b></p> <p><b>Note: For Bids price must be the highest of the total value depending on the total of points/weight allotted to all the criteria.</b></p> <ul style="list-style-type: none"> <li>● Determine length of the contract/optional renewals, etc.               <ul style="list-style-type: none"> <li>○ For example: 1 year, with 3 one-year renewals</li> </ul> </li> <li>● Evaluation team composition</li> <li>● Advertising dates and total amount of time for vendors to provide quality responses.</li> <li>● Pre-Bid/Proposal meeting, vendor demonstrations or interviews, etc.</li> <li>● Format of vendor responses compared to the evaluation criteria.</li> </ul> </li> </ul>	
<b>Advertise</b>	<p>Ensure bids/proposals are published once per week for at least two weeks before the deadline for receiving bids, proposals, or responses to a request for qualifications. Additionally, bids/proposals are normally published on the district's website.</p> <p>Vendor notifications are accomplished through emails to all interested or known vendors. Some districts have third-party software that includes electronic notifications.</p> <ul style="list-style-type: none"> <li>● It is customary to advertise for longer periods for more complex solicitations and to allow for more quality vendor responses.</li> </ul>	Purchasing Department
<b>Pre-Bid/Proposal Meeting</b>	<p>This is an optional procedure and if used, vendor attendance is not mandatory and may be conducted electronically. This meeting allows</p>	User department/ campus and

<b>THE FORMAL BID PROCESS</b>		
<b>Task</b>	<b>Description</b>	<b>Who's Responsible</b>
	<p>vendors to meet with district personnel to clarify specification requirements or to conduct site visits.</p> <ul style="list-style-type: none"> <li>● Document all attendees.</li> <li>● Require all questions to be submitted in writing.</li> <li>● All discussions are for information only and the district's official answers are published in an addendum to the bid/proposal and all vendors originally notified and those attending the meeting will be notified of the addendum.</li> </ul>	Purchasing Department
<b>Public Opening of Bids/Proposals and Vendor Responsiveness</b>	<p>Bids/proposals will be opened at the date, time, and place specified in the advertisement.</p> <ul style="list-style-type: none"> <li>● Create a tabulation of all vendors' responses to the solicitation.</li> <li>● Determine all responsive vendors for the evaluation process. Responsive means that all forms and requested information was properly submitted prior to the deadline.</li> </ul>	Purchasing Department
<b>Evaluate Bids/Proposals</b>	<p>Review bids/proposal responses and evaluate vendor responses against the published criteria and weights.</p> <ul style="list-style-type: none"> <li>● Normally, no less than three evaluators are needed and must be familiar with the specifications and the requested goods/services.</li> <li>● All evaluators must complete a No Conflict of Interest and Non-Disclosure Statement.</li> <li>● If there is only one vendor response a cost analysis must be done to prove cost/price reasonableness.</li> <li>● Evaluation steps: <ul style="list-style-type: none"> <li>○ Price Analysis – this may be a separate step depending on the complexity of the pricing.</li> <li>○ Vendor Bid/Proposal response evaluation – all the other criteria factors</li> <li>○ Demonstration or interview scoring (if used) – this scoring may be with a subset of the responding vendor (also called a short-list)</li> <li>○ A separate scoring system is normally used.</li> </ul> </li> </ul>	User department or campus and Purchasing Department
<b>Prepare Recommendation for Award</b>	<p>Prepare a written recommendation containing the following information and forward it to the Purchasing Department for review/audit purposes.</p> <ol style="list-style-type: none"> <li>1. Description of good/service</li> <li>2. Evaluation results and justification of the recommended vendor(s): <ul style="list-style-type: none"> <li>○ Explain how the recommendation was determined (price, quality, delivery, etc. based on the evaluation criteria in the bid/proposal.</li> <li>○ Summarize the price analysis, bid/proposal results, demonstration results, and overall justification for vendor award recommendation.</li> <li>○ If the low bid is not selected, explain why the lower bid(s) were not acceptable or proved not to be the best value.</li> </ul> </li> <li>3. Name(s) of recommended vendor(s)</li> <li>4. Annual estimated cost/expenditures</li> <li>5. Fund source/Account Code: General Fund, Special Revenue, etc.</li> <li>6. Signature of the evaluation committee chair and each member of the evaluation team.</li> </ol> <p>If all bids/proposals are to be rejected, there must be a justification that will be communicated to all the responding vendors (and a rebid process</p>	User department or campus

<b>THE FORMAL BID PROCESS</b>		
<b>Task</b>	<b>Description</b>	<b>Who's Responsible</b>
	will take place), the letter must contain: 1. Description of good/service. 2. Justification for recommendation to reject all bids/proposals, listing reasons for rejection of every bid. 3. Request to re-advertise or not. 4. Signature of the evaluation committee chair and each member of the evaluation team.	
<b>Obtain Board Approval (if the purchase is \$25,000 or more).</b>	Board approval is required before the successful bidder/proposer is notified of the award.	User department or campus and Purchasing Department
<b>Award Bid/Proposal</b>	Notify the successful bidder(s)/proposer(s) via an award letter that specifies the details of the solicitation, the length, and Bid/Proposal number. Some procurements will require a formal contract based on the complexity of the goods/services. The contract will need to be signed by both parties. Finally, a RQ/PO will need to be processed to set aside funds to pay for the goods/services.	Purchasing Department
<b>Monitor Performance</b>	Monitor the vendor's delivery and performance to ensure they comply with all specifications of the solicitation and/or contract. Document vendor performance when creating receiving records are created. This information should also be provided to the Purchasing Department and added to the Bid/Proposal file. This will help when there are future evaluations of the vendor's past performance with the district.  Of course, contact purchasing immediately if the vendor fails to perform.	User department or campus
<b>Bid/Proposal and Contract Management</b>	Maintain a system to prevent Bids/Proposals and/or contracts from expiring without your knowledge. Some bids/proposals have optional renewals that must be engaged or there may be pricing adjustments to be negotiated prior to certain deadlines. For large procurements annual vendor reviews may be required to ensure goods and services are acceptable for contract continuation.	Purchasing Department

## **2.6 VENDOR PRICING**

Many formal procurements are conducted on behalf of the district by the purchasing department and do not require assistance by any user department or campus. These vendors are part of the district's approved vendor list. These types of contracts are often called catalog bids or multiple award bids.

To obtain pricing and associated district discounts, contact the approved vendor from the approved vendor's list and request a written price quote. The quote will contain the information needed to create a RQ. Also attach the quote to the RQ for audit and inspection purposes.

Other approved vendors have provided the district with the exact pricing for the items they provide. These prices are available on the purchasing website or contact the purchasing department for pricing.

## 2.7 ONLINE PURCHASING

### Amazon.com

The district makes a limited number of purchases through this account because we have a limited line of credit with Amazon. The district does purchase some teacher resource books through this vendor. **All Amazon purchases must be made through the district account through the Purchasing Office.**

### Other Online Purchasing

In certain situations, online purchasing may be the only option available to obtain products needed for specific instructional settings or events. If online purchasing is the only option available, then Purchasing Cards may be utilized to the limits authorized in the Procurement Card Manual. Due to the inherent risks of circumventing the internal controls, online purchasing must be kept to a minimum and utilized only when approved procurement methods have been exhausted. Contact purchasing for more information.

## **SECTION 3 HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) AND LOCAL FIRMS**

### **3.1 GENERAL INFORMATION**

Per Board Policy CH(LOCAL), the objective of the following provisions is to increase the competition and promote the long-term competitive capacity of local firms and historically underutilized businesses (HUBs) owned or businesses operated by minorities or women by encouraging and providing information and access to compete in all facets of the district's procurement opportunities.

### **3.2 DEFINITIONS**

A HUB shall be defined as a business formed for the purpose of making a profit in which at least 51 percent of the business is owned, operated, and controlled by one or more of the following:

1. Minority-Owned Business Enterprise (MBE)
2. Minority Individual
3. Woman-Owned Business Enterprise (WBE)
4. Small Business Enterprise (SBE)

Complete definitions of the categories above are contained in Board Policy CH(Local). A vendor does not have to be certified as a HUB to participate in the district's procurement activities; however, only "certified" HUBs may be counted toward meeting the district's HUB goal at the subcontracting level. A bidder/proposer may not apply one of its subsidiary companies or its own workforce towards meeting its HUB subcontracting goals.

### **3.3 BOARD EXPECTATION**

Per Board Policy CH(LOCAL), the Board's expectation is that a minimum of 30 percent of all district work advertised for competitive procurement shall be performed by HUBs as prime contractors or as subcontractors. This expectation is applicable to any change orders, modifications, and/or revisions to the original award. However, nothing in this policy shall operate in violation of law, including the provisions of the revised civil statutes of Texas, Texas Education Code Section 44.031, or any other provision of state or federal law.

### **3.4 PROCEDURES**

The district shall develop and maintain procedures to ensure that local firms and firms owned and operated by minorities or women are afforded an equitable opportunity to compete on all district solicitations. Such procedures may include, but are not limited to:

1. Attending pre-bid and pre-proposal conferences.
2. Conducting seminars and training workshops to assist HUB vendors become active



- participants in district procurement opportunities.
3. Disseminating bidding and procurement information to HUBs.
  4. Monitoring bids for HUB program compliance.
  5. Including HUB personnel/representative as a full voting member and a participant in all pre-proposal, selection, review, and other relevant committees. Evaluations shall be inclusive of the entire bid/proposal and shall not be limited or restricted to specific areas.
  6. Preparing and presenting reports to the Board on the activities of the program and also recommending HUB goals and program changes.

The purchasing department shall actively foster relationships with HUBs to encourage participation in all phases of the district's procurement and contracting opportunities and to afford HUBs a full and fair opportunity to compete for district contracts.

The district requires all departments to make a good faith effort to ensure that HUBs receive a portion of its bid proposal dollars.

### **3.5 CERTIFICATION**

A vendor does not have to be certified as a HUB to participate in the district's procurement activities; however, only "certified" HUBs may be counted toward meeting the district's HUB goal at the subcontracting level.

A bidder/proposer may not apply one of its subsidiary companies or its own workforce towards meeting its HUB subcontracting goals. As a result, the district strongly recommends and encourages HUB certification(s).

The district shall recognize the following certifications for HUB firms:

- North Central Texas Regional Certification Agency (NCTRCA);
- State of Texas HUB;
- Small Business Administration (SBA) 8A or SDB;
- Dallas/Fort Worth Minority Supplier Development Council;
- Women's Business Council Southwest; and
- Other certifications on an individual basis.

## SECTION 4 PURCHASE REQUISITION PROCESSING

### 4.1 GENERAL INFORMATION

Each campus or department must prepare and enter its own purchase requisitions. Decisions regarding personnel authorized to execute purchase requisitions will be at the discretion of the principal or director. Because all purchase order numbers are generated electronically, it is imperative that procedures for entering the required information be followed exactly. Any requisitions submitted incorrectly delays the purchasing process.

**NOTE: No purchase orders will be processed for items or services requisitioned unless funds have been budgeted and are available at the time of processing.**

### 4.2 REQUISITION PREPARATION INSTRUCTIONS

Purchase requests should be completed in the [TEAMS](#) financial software system.

1. Select the following option from the TEAMS main menu:



2. The next screen should look like this:

A screenshot of the 'Select Requisition Type' screen in the TEAMS system. The screen has a blue header with the text 'Select Requisition Type'. Below the header is a green bar with the text 'Requisition Types'. The main area contains several fields: 'Requisition Type: \*' with radio buttons for 'Traditional (New)', 'Saved Carts', 'Not To Exceed Requisition - Maximum Amount \$300.00', and 'Blanket'; 'Fiscal Year: \*' with a dropdown menu set to '2016'; 'Process Lines Separately: \*' with radio buttons for 'Yes' and 'No'; 'Confirmation Only: \*' with radio buttons for 'Yes' and 'No'; and 'Cart Name: \*' with a text box containing 'Traditional (Your Name) (Date) Cart #1'. A green 'Continue' button is located at the bottom left.

At this point you will need to select a “Requisition Type”. Each requisition type will follow the same steps to enter. Instructions regarding Blanket Requisitions will be in Section 5.


3. After you press **Continue** you will be directed to the Requisition Header screen. This is where you will choose your Vendor, Category, Ship-To Location, and Ship-To Receiving Group. The screen should look like this:

Create Requisition **Line Items**  
**Traditional Requisition Header**  
 Category: \*  Vendor: \*   
 Contract:  Order From: \*   
 Requestor: \* LaBorde, Bobby Lee - 9009390  
 Ship-To Location: \*  Ship-To Receiving Group: \*   
**Messages**

Note: There are two options available for picking the vendor and category.

Option 1 – Choose the Category of merchandise from the drop-down menu. This option will narrow the Vendor options available and provide a drop-down menu for those selected approved vendors. Here’s an example choosing Category “Art Supplies & Equipment”:

Create Requisition **Line Items**  
**Traditional Requisition Header**  
 Category: \* Art Supplies & Equipment Vendor: \*   
 Contract:  Order From: \*   
 Requestor: \*  Ship-To Receiving Group: \*   
 Ship-To Location: \*   
**Messages**

Option 2 - Type in the name of the vendor. There is not a drop-down box for this option; however, there is a search feature using the  icon. This option will narrow the category to those items types approved for sale by that vendor. Searching for Dell, Inc. will yield the following choices:

Create Requisition **Line Items**  
**Traditional Requisition Header**  
 Category: \*  Vendor: \* Dell, Inc. (10513)  
 Contract:  Order From: \* (P) Dell, Inc. - Del Marketing Lp One Dell Way  
 Requestor: \*  Ship-To Receiving Group: \*   
 Ship-To Location: \*   
**Messages**

- Your options for Ship-To Location and Ship-To Receiving Group should typically be limited to your campus or department. If, however, you have questions about this please contact the Purchasing or Finance Department for assistance.

5. When all required \* lines have been completed you will be ready to **Add Line Items**.

Create Requisition Line Items

**Traditional Requisition Line Items**

Show Install?:  Yes  No    Show Freight?:  Yes  No    Show Tax?:  Yes  No    Split Accounts By Type?:  Yes  No    Cart Total Amount: **\$0.00**

Save as Fav.?	Quantity	Vendor Stock Number	Unit of Measure	Long Description	Justification	Special Instructions	Unit Price	Unit Dscnt.	Total Line Amount	Accounts
<input type="checkbox"/>	1.00						0.00	0.00	0.00	(click to add an account)

**Requisition Attachments**

File Description

6. At this point you will be ready to enter the line items you wish to order. It is very important that each line is filled out entirely and accurately.
- Quantity
  - Vendor Stock Number
  - Unit of Measure (Drop Down)
  - Long Description
  - Justification
  - Special Instructions (i.e. Please deliver to library)
  - Unit Price
  - Unit Discount (some vendors will give discount off of unit price in their bid)
  - Total Line Amount (Automatically Calculated)
  - Accounts (See Step 7)

Create Requisition Line Items

**Traditional Requisition Line Items**

Show Install?:  Yes  No    Show Freight?:  Yes  No    Show Tax?:  Yes  No    Split Accounts By Type?:  Yes  No    Cart Total Amount: **\$130.05**

Save as Fav.?	Quantity	Vendor Stock Number	Unit of Measure	Long Description	Justification	Special Instructions	Unit Price	Unit Dscnt.	Total Line Amount	Accounts
<input type="checkbox"/>	3.00	ABCDEFG	BOX	Widgets with <input type="text"/>	Item needed f <input type="text"/>	Deliver aroun <input type="text"/>	45.63	2.2815	130.05	(click to add an account)

- When you are ready **(click to add an account)**. Add appropriate accounts based on information in Section 10 – Account Code Determination. No account with insufficient funds available may be used.

Fund	Func	Obj	SOBJ	Org	PIC	O1	O2	Year	Owner Prct	Amount	Available Budget Balance
									100	136.89	\$0.00
PEIMS: N/A											
										100%	\$136.89

- Requisition Attachments: The following information is recommended to be included in your attachment for a smooth transition from requisition to purchase order status.
  - Vendor Quotes: must specify the complete price (that equals the requisition total) and any cooperative information for the goods and/or services be requisitioned. An example of cooperative information would be “Buyboard contract # 653-21”.

File	Description
+	

- Submit** to begin the approval process.

### 4.3 APPROVAL OF REQUISITIONS

After the requisition has been entered into the TEAMS system it is automatically ready for approval. After workflow approvals are completed, approved requisitions are reviewed by the purchasing department for accuracy. Requisitions containing any discrepancies or questionable elements will remain on hold until all issues are resolved. Users will be notified by e-mail at any point in the approval chain if requisitions are approved or denied. All approved requisitions will be processed, and purchase orders printed and distributed to vendors.

## SECTION 5 PURCHASE ORDERS

### 5.1 PURCHASE ORDER PROCESSING

Vendors must receive a copy of all purchase orders. Purchase orders will be emailed to the vendor and requestor.

To accomplish prompt receipt of and payment for all goods and services each campus or department should:

- A. Maintain and review purchase order weekly and:
  - 1. Follow-up on all purchase orders that have not been delivered within seven (7) days.
  - 2. Past due orders are those that have not been delivered in over 30 days.
- B. Follow-up with vendors for past due orders.
- C. Email Accounts Payable if orders need to be canceled.

### 5.2 BACK-ORDERS

As a general practice, the district does not accept back-orders; however, some vendors may deliver multiple items in separate shipments, or ship from different locations with different arrival dates. Therefore, it is advisable to wait a few days before completing the receiving record for a purchase order if all items are not received in the first delivery.

NOTE: Most vendors will list items as “Back-Ordered” with an anticipated date of delivery on the invoice or packing slip.

### 5.3 CANCELLATION OF PURCHASE ORDERS

All purchase orders have a ninety (90) day cancellation clause. Flexibility of assigned cancellation dates will be considered in such situations as proximity of vendor, availability of the merchandise, and quantities required. Any merchandise not received by that deadline may be canceled, or merchandise received after that deadline may be refused.

Cancellation deadline extension may be granted by the requisitioning campus or department if extending the deadline is deemed to be in the best interest of the district. The vendor must be contacted and informed of the deadline to ensure they do not automatically cancel the order.

If a vendor has begun production of a custom-made product, or has secured delivery to the district, etc. the district may accept such costs. If this situation arises contact the purchasing department.

## 5.4 RECEIVING DELIVERIES

1. When **all** merchandise has been received by a campus or department, Accounts Payable must be notified for the invoice to be considered for payment. This is done by completing the Receive module in the TEAMS system.



2. The Receiving Search may be done by Purchase Order Number, Vendor, or Date.



A screenshot of a software interface for "Receiving Search". At the top, there are three tabs: "Receiving Search" (selected), "Purchase Order Receiving", and "Asset". Below the tabs is a "Search Criteria" section with a light green header. It contains four input fields: "Purchase Order Number:", "Description:", "Min Date:", "Vendor:", and "Part Number:". The "Purchase Order Number:", "Description:", and "Min Date:" fields are on the left, and the "Vendor:" and "Part Number:" fields are on the right. Each field has a small icon to its right. At the bottom left, there are two buttons: "Search" and "Clear".

- Enter Received Quantity when all items have been delivered and inspected.

Receiving Search Purchase Order Receiving Asset

**Receiving Details**

Show  Yes  No Received Date: \* 03-04-2016

Cancel?:  Yes  No

Configure columns

Requestor	Stock Number	Long Description	Unit of Measure	Ordered Quantity	Expected Quantity	Received Quantity
Athletics		Hydration/Nutrition Game	EACH	30.0	30.0	0.0

- Any packing slips and/or invoices included in the shipment should be noted in the appropriate location when prompted.
- Invoices given directly to campus personnel must be forwarded to Accounts Payable with the purchase order number clearly indicated on it.
- Check the delivery address before accepting any merchandise for your department or campus. Verify that the merchandise delivered matches the delivery manifest. **DO NOT** accept items if it is addressed to another campus/department, if it is damaged, or if it does not match delivery/purchase order records.

## 5.5 BLANKET/PROJECT PURCHASE ORDERS

- District personnel will use the same method of data entry as standard purchase orders, with the exception that larger amounts of funds can be encumbered for repeat purchases from the vendor over an extended period using a single purchase order.
- All blanket/project purchase orders are **closed prior to the end of fiscal year/budget year-end.**
- Monitor your balance on all blanket/project purchase orders. To ensure the PO is not overspent.
- Receipts/Invoices must be detailed, listing items and quantities purchased. Purchase order numbers must be clearly indicated on all receipts/invoices sent to Accounts Payable.
- Once encumbered funds are depleted/spent, a new requisition and purchase order will need to be completed before further purchases can be made.



## **SECTION 6 DELIVERY AND RECEIPT**

Delivery and receipt of goods and services is the goal of the purchase requisition and purchase order process discussed in Sections 4 and 5. Carefully checking deliveries and ensuring that the user(s) who ordered the goods and/or services obtain what they need is a critical step in the purchasing process.

Each campus/department should assign the receiving responsibility to an individual trained in receiving procedures. Procedures regarding the receipt of goods should address specific instructions for receiving items during campus or district closures.

### **6.1 ONLINE RECEIVING**

It is imperative that after physical delivery of goods and services, an online receiving record be created in TEAMS for the purchase order the delivery pertains to. This online receiving record communicates to Accounts Payables how much to pay and that those goods and services have been received in a satisfactory manner. Without timely online receiving, the payment process is curtailed and could jeopardize future business relations with our vendors.

### **6.2 PHYSICAL RECEIVING PROCEDURES**

1. Locate the “packing slip.” The packing slip contains the information of the items shipped from the vendor. The packing slip should list the following information:
  - Date of shipment from the vendor.
  - DeSoto ISD Purchase Order Number.
  - Quantities and descriptions of items shipped.

If the individual performing the receiving cannot locate the packing slip, he/she should immediately contact the vendor and request a copy.

2. Compare the packing slip with the requisition/purchase order and verify that the shipment is intended for your campus/department. If it is, continue the receiving procedures. If you are certain that the shipment is not intended for your location, refuse the shipment or aid in determining the proper destination.
3. Ensure that the items on the packing slip match the items on the requisition/purchase order; accept the items that were ordered and contact the vendor for instructions for handling the incorrect items.
4. Compare the number of containers delivered to the number on the carrier’s packing slip. Record any discrepancy on the carrier’s shipping documents.
5. Examine the outside of the containers for damage. Record any damage to the shipping

container(s) on the carrier's shipping document and ensure that it is signed by the delivery person before the shipment is accepted. Recording damage to containers provides added documentation if concealed damage is discovered.

### **6.3 INSPECTION PROCEDURES**

Inspect the shipment for concealed damage. Concealed damage is damage that was not evident at the time of delivery. If damage is discovered after unpacking the shipment, notify both the carrier and the vendor in writing by email.

After the shipment is unpacked, check the following against the Purchase Order:

1. Compare the quantity received with the quantity ordered.
1. Check for:
  - **Over-shipments:** An over-shipment is a shipment that contains more of an item than ordered. Contact the vendor to resolve the issue.
  - **Under-shipments:** Only receive online and authorize payment for the actual items received.
2. Compare the brand name and model number received.
3. Ensure that the items appear to be new.
4. Retain copies of all shipping documentation until any discrepancies are resolved.

### **6.4 RESOLVING DISCREPANCIES**

If there is damaged merchandise or a discrepancy exists, notify the vendor immediately and attempt to resolve the discrepancy.

Notify the vendor of all discrepancies via email or by phone. Written notification should include instructions on what action the vendor should take and the deadline for that action. Give the vendor the opportunity to make the shipment good.

Be sure to keep detailed records (dates, times, names, and phone numbers) and **contact the Purchasing Department for assistance if satisfactory results are not obtained in a timely manner.** Send copies of all documentation to the Purchasing Department for record keeping, follow-up, and vendor performance records.

## SECTION 7 CHECK REQUEST

It is understood that on rare occasions it is not feasible to complete a Purchase Order as described in Section 5. On those occasions it will be permissible, **WITH PRIOR APPROVAL** of the Chief Financial Officer, to request a check using the Check Request Module in the TEAMS system. **This option is not to be used as a substitute for a Purchase Order.**

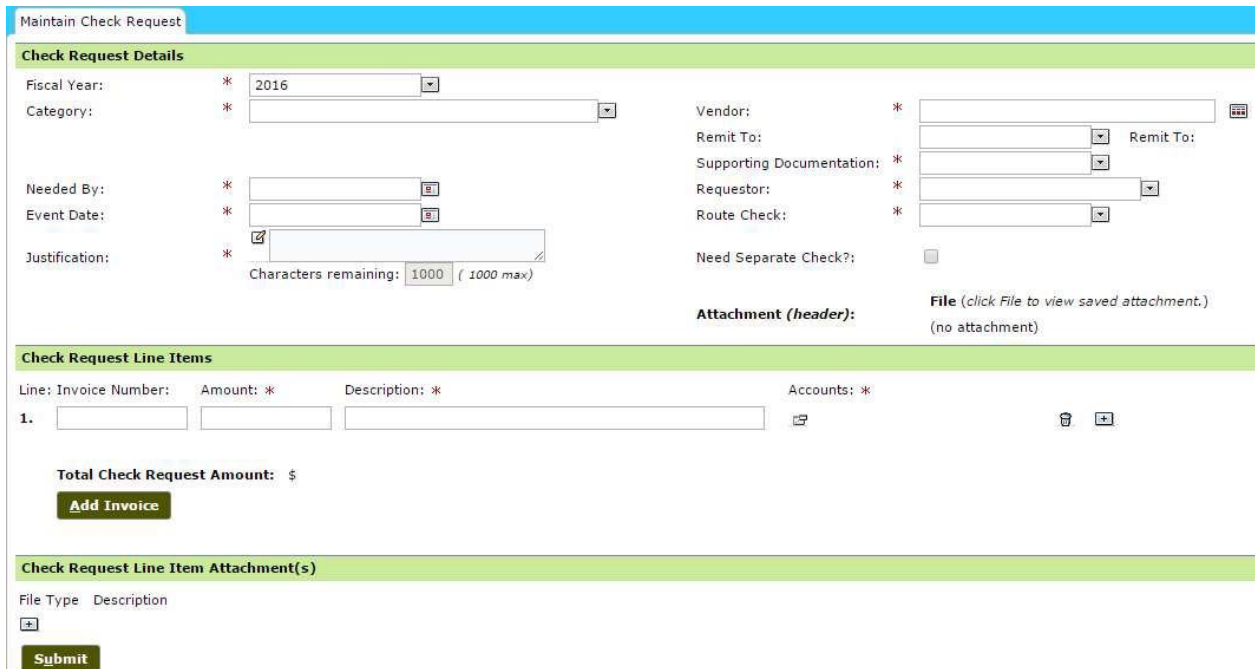
The Check Requests are for those rare instances when an approved vendor will not accept a Purchase Order, or for employee reimbursements of unforeseeable purchases or fees paid by an employee or a prior approved district expense.

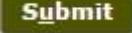
### 7.1 CHECK REQUEST PREPARATION INSTRUCTIONS

1. Select from the TEAMS Main Menu:



2. The data entry screen will look like the following:

A screenshot of the 'Maintain Check Request' data entry screen. The screen is divided into several sections. The top section is 'Check Request Details' and contains fields for Fiscal Year (2016), Category, Vendor, Remit To, Supporting Documentation, Requestor, Route Check, and Need Separate Check?. The middle section is 'Check Request Line Items' and contains a table with columns for Line, Invoice Number, Amount, Description, and Accounts. The bottom section is 'Check Request Line Item Attachment(s)' and contains a table with columns for File Type and Description. There are 'Add Invoice' and 'Submit' buttons.

3. All items marked with a \* must be completed prior to .
4. The approval process for check requests follows the same approval chain as requisitions; however, the final approval and processing is Accounts Payable.
5. Checks are typically printed each Thursday at 4:00PM for distribution on Friday. Extra time must be allowed during district check runs. Check runs is when Accounts

Payables prepares payments for all district vendors.

## SECTION 8 EMERGENCY CHECK REQUESTS

### 8.1 GENERAL PROCEDURES FOR EMERGENCY CHECK REQUESTS

From time to time, it is recognized that situations will arise when the urgency of a situation will dictate immediate processing of check requests. Emergency requests can be accommodated when a TRUE EMERGENCY exists. The following is an excerpt from the TEXAS EDUCATION AGENCY FINANCIAL ACCOUNTABILITY SYSTEM RESOURCE GUIDE, paragraph 3.2.5.7:

“Care should be taken that emergency purchases do not result from improper planning rather than from a true emergency.

It is important that the school district attempts to eliminate purchases for non-emergency situations as much as possible and requires that all emergency purchases are fully justified.”

PLEASE NOTE: **Lack of planning DOES NOT constitute grounds for approval of a “Rush Order”**. These should be those items or events where no previous knowledge of the need could be foreseen.

REMEMBER: For internal controls purposes, three employees must be available to process, print, and verify positive payment to process a check. There is no override on this internal control. Please take this into consideration when requesting emergency checks.

A campus or department may input an emergency check request into the TEAMS system and then call the finance office to explain the need for emergency processing.

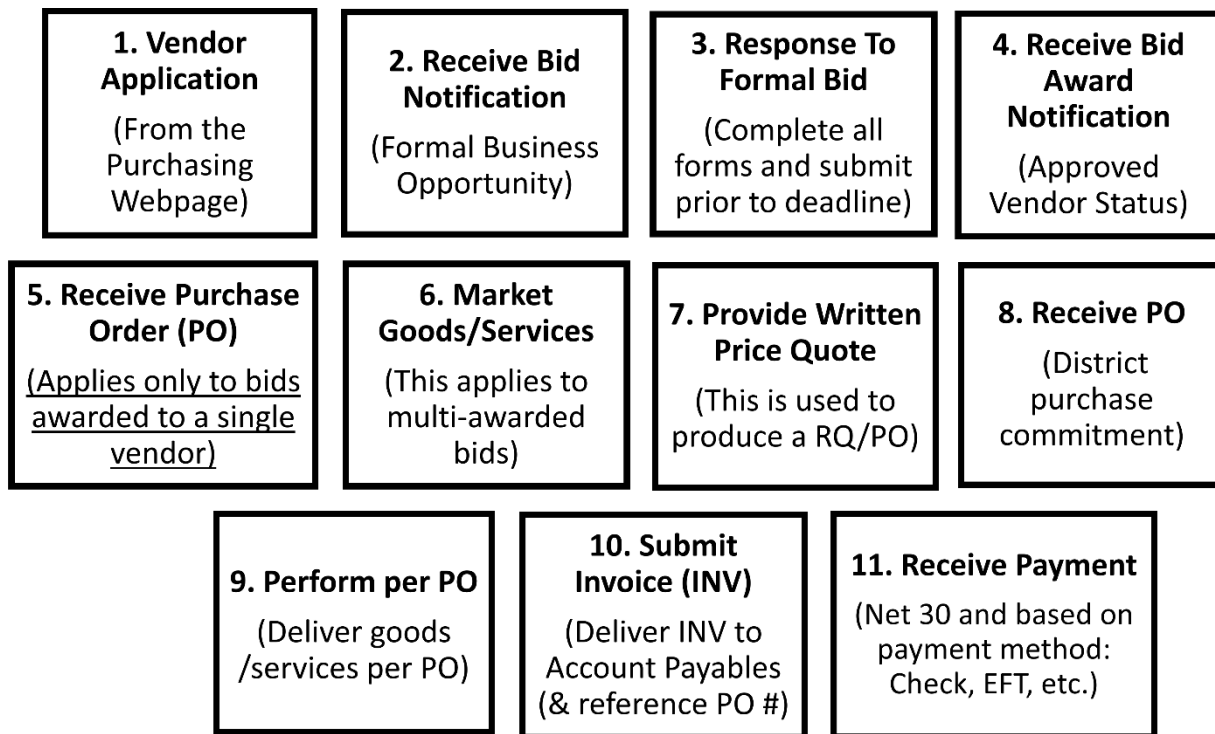
All normal approvals are required prior to the issuance of an “Emergency Check”.

## **SECTION 9 VENDOR INFORMATION**

### **9.1 GENERAL INFORMATION**

Because of state laws, the majority of district purchases will be from approved vendors (see Section 2). The primary way for a local vendor to become an approved vendor is by them responding to a formal bid solicitation. Another way to become an approved vendor is by winning a contract award from one of the district's approved purchasing cooperatives. Some "spot purchases" are made from (non-bid) vendors on a case-by-case basis. Sole source vendors are considered an exception to the formal bid process. Below is a chart that explains vendor processes.

### **9.2 DISTRICT VENDOR PROCESSES**



### **9.3 SOLE SOURCE VENDORS**

Per TEC 44.031 (j) a school district may purchase an item that is available from only one source, including:

- (1) an item for which competition is precluded because of the existence of a patent, copyright, secret process, or monopoly.
- (2) a film, manuscript, or book.
- (3) a utility service, including electricity, gas, or water; and
- (4) a captive replacement part or component for equipment.

Sole source vendors must provide the district with documentation verifying that competition is

precluded or does not exist for the good in question. This written documentation must be forwarded to the purchasing department for audit purposes. Campuses or departments may contact the purchasing office to verify that a vendor's product has been approved for a sole source purchase. **Please note that being approved for a particular purchase does not mean that all items sold by a vendor are deemed as sole source purchases.**

#### **9.4 VENDOR RELATIONS**

Our goal is to maintain and practice the highest possible standards of business ethic, professional courtesy, and competence in all of our dealings with the vendor community. In this regard, the following should be observed when dealing with vendors, suppliers, and their representatives:

1. Provide a prompt and courteous reception, as well as fair and equitable treatment.
2. Provide an opportunity for suppliers to provide price specifications and quotations.
3. Guarantee the confidentiality of all price quotations made by vendors.
4. Explain as clearly and fully as possible to suppliers the reason for any rejections of their quotations.
5. Ensure there is a clear understanding that quotations do not obligate the district in any way and that a district Purchase Order is necessary for a purchase commitment.
6. Keep informed about sources or supply, methods, services, and materials.

#### **9.5 VENDOR VISITS**

Sales calls and product demonstrations are not allowed during hours of operation without approval from the Office of the Superintendent or designee.

A signed letter of approval on district letterhead must be presented to the building principal before any sales call or product demonstration is to be granted.

#### **9.6 VENDOR PERFORMANCE**

Purchasing, maintenance, operations, accounting/finance, and transportation personnel deal with vendors on a continual basis. It is important that information be recorded about specific vendor performance.

The purchasing office welcomes any useful and constructive evaluations from campuses and departments. This information will be useful for all concerned to monitor and effectively stimulate vendor activities and performance.

#### **9.7 ETHICAL STANDARDS**

Interacting with vendors, their products and services are a natural occurrence and an important component in the operation of a school district. It is the responsibility of all employees to develop and maintain good relations with vendors, and to keep in mind that personal contacts form the vendors' and the community's opinion of the district.

District employees and vendors must maintain business ethical standards that will avoid real or apparent impropriety and conflicts of interest.

### **9.8 VENDOR OFFERS TO PERSONNEL**

Vendors are prohibited from offering gifts or favors that could influence, or that could be construed to influence buying decisions. An employee shall refuse any such offers and shall report such offers to his or her principal or department head and purchasing.



## **SECTION 10 STANDARDIZATION OF MATERIAL**

### **10.1 GENERAL INFORMATION**

Standardization of all supplies, materials, and equipment is to be achieved whenever possible. We can all help to save the district money by consolidating orders and taking advantage of economies-of-scale whenever possible. Consolidation and standardization are also useful for those who are primarily responsible for entering requisitions.

Try to set up lines of communication between campuses. Most reputable vendors will deliver one order to multiple locations if they know in advance, as well as, giving increased discounts for larger orders.

The purchasing office will assist in this process whenever possible.

# SECTION 11 ACCOUNT CODE DETERMINATION

## 11.1 GENERAL INFORMATION

The following information is intended for use as a general guideline only. No attempt has been made to provide all-inclusive information. Each individual requisition will need to be judged on its own merit, and a decision based on the following guidelines regarding coding will need to be made at the campus level. All decisions regarding proper coding at the administrative level will be based on this information. The ultimate responsibility for accurate coding, however, remains at the campus level with the building principal. To avoid any problems with regard to misuse of funds, all requisitions should be carefully screened for proper coding prior to submission for approval. Any questions regarding coding can be directed to the Finance or Purchasing Departments.

## 11.2 THE CODE STRUCTURE

FUND    FUNCTION    OBJECT    LOCAL ORGANIZATION    FISCAL YEAR    PROGRAM INTENT    LOCAL OPTION  
XXX -    XX    -    XXXX -    XX    -    XXX    -    X    -    XX    -    X    -    XX

## 11.3 FUNCTION CODES

A function represents a general operational area in a school district and groups together related activities.

### 11 – Instruction

This function is used for activities that deal **DIRECTLY** with the interaction between teachers and students. This function includes expenditures/expenses for direct classroom instruction and other activities that enhance or direct the delivery of learning situations to students.

#### Costs to Include

- Upkeep and repairs to instructional materials and equipment in the classroom
- Field trips
- Instructional supplies, grade books, computer labs, handbooks, etc.
- Testing materials for tests developed and administered by teachers.

#### Costs to Exclude

- Testing materials for standardized tests (Function 31)
- Office supplies (Function 23)
- Staff Development (Function 13)

## **12 – Instructional Resources and Media Services**

This function is used for expenditures/expenses that are **DIRECTLY AND EXCLUSIVELY** used for resource centers, establishing and maintaining libraries and other major facilities with educational resources and media.

### **Costs to Include**

- Building individual's ability in their use of library books and materials
- Selecting, preparing, maintaining and making available to members of the instructional staff equipment, films, transparencies, tapes, TV Programs, software, CD ROMs, and similar material.
- Library books, films, videocassettes, CD ROMs, and other materials that are maintained by a resource center or library.
- Supplies for binding and repairing books or other media contained in the resource center.
- Upkeep and repairs to media, library and resource center material and equipment.

### **Costs to Exclude**

- Reference books in the classroom (Function 11)
- Textbooks (Function 11)
- Test booklets (Function 31)
- Teaching supplies used in the classroom (Function 11)

## **13 – Curriculum Development and Instructional Staff Development**

This function is used for expenditures/expenses that are **DIRECTLY AND EXCLUSIVELY** used to aid instructional staff in planning, developing, and evaluating the process of providing learning experiences for students. Expenditures and expenses include in-service training and other staff development for instructional personnel.

### **Costs to Include**

- Staff that research or develop new or modified instruction.
- Fees for outside consultants conducting training.
- Staff who prepare and/or conduct in-service training.
- Travel and subsistence for staff attending in-service or staff development meetings.
- Supplies, materials and equipment for curriculum development or in-service training.

### **Costs to Exclude**

- Substitute pay for instructional staff attending staff development or in-service training (Function 11)

## **21 – Instructional Leadership**

This function is used for expenditures/expenses that are **DIRECTLY** used for managing, directing, supervising, and providing leadership for staff who provide general and specific

instructional services.

#### Costs to Include

- Supplies and materials related to instructional leadership.
- Upkeep and repairs to materials and equipment related to instructional leadership.
- Travel and subsistence for instructional leadership personnel

#### Costs to Exclude

- Staff development and in-service training personnel (Function 13)
- Supplies, materials, and travel for in-service or staff development (Function 13)

### **23 – School Leadership**

This function is used for expenditures/expenses that are used to direct and manage a school campus. They include the activities performed by the principal, assistant principal, and other assistants while they:

1. Supervise all operations of the campus.
2. Evaluate staff members of the campus.
3. Assign duties to staff members of the campus.
4. Coordinate school instruction activities with other administrators in the district.

#### Costs to Include

- All expenditures related to teacher appraisal.
- Upkeep and repairs to equipment related to school leadership.
- Computers used exclusively by school leadership staff.
- Design of campus improvement plans.

### **31 – Guidance, Counseling and Evaluation Services**

This function is used for expenditures/expenses that are **DIRECTLY AND EXCLUSIVELY** used for assessing and testing students' abilities, aptitudes and interests; counseling students with respect to career and educational opportunities and helping them establish realistic goals. This function includes the costs of psychological services, identification or individual characteristics, testing, educational counseling, student evaluation and occupational counseling.

#### Costs to Include

- Mental health screening
- Psychologists, Psychiatrists, and Diagnosticians
- Placement Services
- Maintaining information on home and family background
- Maintaining information on courses of study for individual students
- Testing Material for standardized tests
- Student/Parent counseling

### Costs to Exclude

- Testing materials for student tests developed and administered by teachers (Function 11)

## **33 – Health Services**

This function is used for expenditures/expenses that are **DIRECTLY AND EXCLUSIVELY** used for providing physical health services to students. This includes activities that provide students with appropriate medical, dental and nursing services.

### Costs to Include

- Contracted medical services.
- Staff and student inoculations.
- Medical and health supplies for the use of students to assist in health care.
- Medicaid administrative expenditures.

### Costs to Exclude

- Medical and health supplies to be used for athletics (Function 36, Program Intent 91)
- Speech, health, physical and occupational therapy to assist special education students in the learning process (Function 11)

## **36 – Extracurricular Activities**

This function is used for expenditures/expenses for school-sponsored activities outside of the school day. These activities are generally designed to provide students with experiences such as motivation and the enjoyment and improvement of skills in either competitive or noncompetitive settings.

*Extracurricular* activities include athletics and other activities that normally involve competition between schools. Other kinds of related activities are included (such as drill team, pep squad and cheerleading). Also included in *extracurricular* activities are other University Interscholastic League competitions such as one-act plays, speech, debate, band, etc.)

### Costs to Include

- Expenditures/expenses for insurance to cover student injuries that take place while participating in athletics.
- Medical and health supplies to be used for athletics.
- Athletic supplies and equipment, including uniforms, etc.
- Game Officials
- Travel for coaches, trainers, sponsors, and students including meals and lodging.
- Travel for band directors, sponsors of debate, science competition, etc. and students including meals and lodging for student competition and extracurricular activities.
- Gatekeepers, timers, scorekeepers, etc.

#### Costs to Exclude

- Security for co-curricular/extracurricular events (Function 52)
- Property Insurance for uniforms and equipment (Function 51)

### **41 – General Administration**

This function is for expenditures/expenses that are for the purpose of managing or governing the school district as an overall entity.

#### Costs to Include

- Costs for board of trustees, including travel, training, and legal fees.
- Costs related to the office of the superintendent.
- Costs related to budgeting, accounting, fiscal affairs, human resources, textbook custodian, PEIMS, risk management, community/public relations, records management.

#### Costs to Exclude

- Building and property insurance (Function 51)
- Management Information Services (MIS) (Function 53)
- Computer networks, mainframes, and software that serve multiple functions (Function 53)

### **51 – Facilities Maintenance and Operations**

This function is used for expenditures/expenses for activities to keep the facilities and grounds open, clean, comfortable and in effective working condition and state of repair and insured. This function is used to record expenditures/expenses for the maintenance and operation of physical facilities and grounds. This function also includes expenditures/expenses associated with warehousing and receiving services.

#### Costs to Include

- Costs related to building and appliance maintenance.
- Property/Casualty insurance, including food service operations.
- Contracted maintenance of vehicles used for maintenance and operations, including food service operations.
- Utilities for the entire school district, including food service operations.

#### Costs to Exclude

- Security and monitoring expenditures (Function 52)

### **52 – Security and Monitoring Services**

This function is used for expenditures/expenses that are for activities to keep student and staff surroundings safe, whether in transit to or from school, on a campus or participating

in school-sponsored events at another location.



#### Costs to Include

- Security guards
- Crossing guards
- Security at school sponsored events
- Supplies, equipment and contracted services for the safekeeping of students and staff, including metal detectors, drug dogs, surveillance devices, etc.

### **53 – Data Processing Services**

This function is for expenditures/expenses for data processing services, whether in-house or contracted.

#### Costs to Include

- PC networks (including hardware/software maintenance) that include student and general administrative software, license fees and serve multiple locations.
- Mainframe computers (including hardware/software maintenance) that include student and general administrative software and serve multiple locations.
- Technology network, data, or system security.

#### Costs to Exclude

- Stand alone or networked computers used by a specific functional area.
- Instructional computer labs, licensing, supplies, maintenance, etc. (Function 11)
- Library systems software/license including computers (Function 12)

## **11.4 OBJECT CODES – EXPENDITURES/EXPENSES**

There are several different types of object codes that classify transactions. The expenditure/expenses codes are distinguished from other types of codes as they always begin with the digit “6”. Only those object codes that are controlled and monitored at the campus/department level will be discussed in detail here.

### **6100 – Payroll Costs**

This major classification includes the gross salaries or wages and benefit costs for employee services. An employee is paid a salary or wage. The school district acts in a supervisory capacity over an employee and furnishes the working area and usually the equipment and materials necessary for the completion or performance of a task or service. Although an employee may work with more than one supervisor subsequent to, during, or after the normal employment period of hours, if the services or tasks performed are at the general direction of the school district, the amount paid to that employee is considered a payroll cost.

## **6200 – Professional and Contracted Services**

This major account classification is used to record expenditures/expenses for services rendered to the school district by firms, individuals and other organizations. Normally, professional and contracted services represent a complete service that is rendered for the school district, and no attempt should be made to separate labor from supplies.

### **6219 – Professional Services**

This code is used to classify expenditures/expenses for professional services rendered by personnel who are not on the payroll of the school district. Government Code 2254.002 defines professional services to be the following:

- Architecture
- Optometry
- Landscape architect
- Professional Engineer
- Land surveying
- Real estate appraising
- Medicine
- Professional Nursing
- Accounting

These professionals are required to be licensed or registered with the state. Professional services are delivered by an independent contractor that offers its services to the public. Such services are paid on a fee basis for specialized services that are usually considered to be temporary or short-term in nature, normally in the areas that supplement the expertise of the school district.

### **6249 – Contracted Maintenance and Repair**

This code is used to classify expenditures/expenses for normal contracted maintenance and repair of items rendered by firms, individuals, or other organizations, other than the school district. When contracted maintenance and repair services are rendered, the total cost of the service, including labor and parts, is to be included in the contracted services account. This includes normal upkeep, repair and restoration of:

- Office Equipment
- Furniture
- Computers
- Copiers
- District Owned Telephone Systems
- Facsimile Machines
- Maintenance agreement fees

- Buildings and grounds (janitorial/landscaping, etc.)

- Vehicles
- Other Equipment

### **6269 – Rentals-Operating Leases**

This code is used to classify expenditures/expenses for other rentals – operating leases. This includes, but is not limited to, rental or lease of:

- Furniture
- Computers
- Copiers
- Telecommunications equipment
- Vehicles
- Buildings

### **6291 – Consulting Services**

This code is used to classify expenditures/expenses for consulting services. Consulting services refer to the practice of helping districts to improve performance through analysis of existing problems and developing future plans. Consultants often rely on their outsider’s perspective to provide unbiased recommendations. They generally bring formal frameworks or methodologies to identify problems or suggest more effective or efficient ways of performing tasks. Consulting services cover all function areas such as instruction, curriculum and administration.

**Consulting does not include routine service/activity that is necessary to the functioning of a school district’s programs. It also does not apply to services provided to conduct organized activities (such as training or other similar educational activities)**

### **6299 – Miscellaneous Contracted Services**

This code is used to classify expenditures/expenses for miscellaneous contracted services not specified elsewhere.

### **6300 – Supplies and Materials**

This major classification includes all expenditures/expenses for supplies and materials.

### **6319 – Supplies for Maintenance and/or Operations**

This code is used to classify expenditures/expenses for supplies and material necessary for maintenance and/or operations. Expenditures/expenses in this account include but are not limited to.

- Janitorial or custodian supplies

- Building maintenance staff supplies for minor repairs and upkeep by maintenance staff.
- Supplies for upkeep of furniture and equipment.

### **6321 – Textbooks**

This code is used to classify expenditures/expenses for textbooks purchased by the school district and furnished free to students, certain classes or grades.

### **6329 – Reading Materials**

This code is used to classify all expenditures/expenses for magazine subscriptions and newspaper subscriptions that are placed in classrooms, offices or libraries whether in print or electronic format.

### **6339 – Testing Materials**

This code is used to classify expenditures/expenses for testing materials including test booklets and study materials related to those tests.

### **6343 – Items for Sale**

This code is used to classify expenditures/expenses for such items as soft drinks, food, and other goods to be sold through vending machines, school stores, fund-raising activities, etc., not related to regular food service programs.

### **6397 & 6399 – General Supplies**

This code is used to classify expenditures/expenses for those items of relatively low unit costs, typically less than \$5,000, (even though used in large quantities) necessary for the instruction process and/or for administration. These items include:

- Consumable teaching and office supplies such as paper, workbooks, pencils, forms, postage, etc.(6399)
- Furniture and Equipment less than \$5,000 (6397)
- Audio visual aids such as films, VCR tapes, CD ROM disks, computer disks, software, etc.(6399)

### **6400 – Other Operating Costs**

This major classification is used to classify expenditures/expenses for items other than Payroll Costs, Professional and Contracted Services, Supplies and Material, and Capital Outlay.

### **6411 – Travel and Subsistence – Employee Only**

This code is used to classify the costs of transportation, meals, room and other expenses associated with traveling on official school business. The cost of employee travel also includes any registration fees associated with attending conferences, including seminars, in-service training, etc. Membership dues are classified in account 6495, Membership Dues.

### **6412 – Travel and Subsistence – Student**

This code is used to classify the cost of transportation (rental of vans, buses and other vehicles), meals, participation fees, room, and other expenses associated with students traveling for school sponsored events.

### **6419 – Travel and Subsistence – Non-Employee**

This code is used to classify the cost of transportation, meals, room and other expenses associated with traveling on official school business not specified elsewhere. This includes expenditures/expenses for the following groups:

- Travel for individuals not employed by the school district.

This includes travel expenses incurred while traveling to school district authorized activities, including transportation expenditures/expenses paid:

- Parents
- Board Members

Registration fees associated with attending conferences, including seminars in-service training, etc. are also classified in this account.

### **6495 – Dues**

This code is used to identify expenditures/expenses for dues paid to clubs, committees, or other organizations. Examples of organizations are TASA, TASP, TASB, TASBO, Lions Club, Rotary Club, local chambers of commerce and other associations. This does not include any registration fees associated with attending conferences or seminars, which are coded to 6411.

### **6499 – Miscellaneous Operating Costs**

This code is used to classify expenditures/expenses for all other operating costs not mentioned above. This account includes:

- Fees (not associate with travel)
- Awards
- Graduation Expenses

- Food/Refreshments for school related meetings
- Newspaper advertisements

### **6600 – Capital Outlay**

#### **6639 – Furniture and Equipment**

This code is used to classify expenditures/expenses for all equipment, furniture, technology equipment and capital outlay items having per-unit value of \$5,000 or more and/or a useful life of three or more years and/or can benefit from being included in the fixed asset inventory.

#### **6669 – Library Books and Media**

The library uses this code to classify all expenditures for books and films that meet the three-year useful life criteria, or have a per unit value of, equal to, or greater than \$5,000, and are to be cataloged and controlled by the library.

## **11.5 PROGRAM INTENT CODES**

These codes are used to account for the cost of instruction and other services that are directed toward a particular need of a specific set of students. The intent (the student group toward which the instructional or other service is directed) determines the program intent code, not the demographic makeup of the students served. In the case of state programs, state law may determine the intent and the permissible use of allotments.

### **11 Basic Educational Services**

The costs incurred to provide the basic services for education/instruction to students in grades PK-12 prescribed by state law as well as adult basic and secondary education services. Basic is defined as the curriculum provided for those students that are not in special education. Basic educational services include the costs to evaluate, place, and provide educational services to students in honors, college preparatory and advanced placement courses.

#### **21 Gifted and Talented**

The costs incurred to assess students for program placement and provide instructional services (which are guided by the state plan) beyond the basic educational program and that are designed to meet the needs of students in gifted and talented programs.

#### **22 Career and Technology**

The costs incurred to evaluate, place and provide educational and/or other services to prepare students for gainful employment, advanced technical training or for homemaking. This may include apprenticeship and job training activities.

### **23 Services to Students with Disabilities (Special Education)**

The costs incurred to evaluate, place and provide educational and/or other services to students who have Individual Educational Plans (IEP) approved by Admission, Review and Dismissal (ARD) committees. These plans are based on students' disabilities and/or learning needs.

### **24 Accelerated Education / Compensatory Education**

The costs incurred to use instructional strategies in accordance with campus/district improvement plans to provide services in addition to those allocated for basic services for instruction, thereby increasing the amount and quality of instructional time for students at risk of dropping out of school.

### **25 Bilingual Education and Special Language Programs**

The costs incurred to evaluate, place and provide educational and/or other services that are intended to make the students proficient in the English language, primary language literacy, composition and academic language related to required courses. These services include the bilingual basic program of instruction and special assistance to increase cognitive academic language proficiencies in English.

### **28 Disciplinary Alternative Education Program – DAEP Basic Services**

All costs incurred to provide the baseline program (non-supplemental) services to students who are separated from the regular classroom to a disciplinary alternative education program.

### **31 High School Allotment**

This program code is to be used to prepare students to go on to higher education, encourage students to take advanced academic course work, increase the rigor of academic course work, align secondary and postsecondary curriculum and support promising high school completion and success initiatives in grades 6 through 12.

### **91 Athletics and Related Activities**

The costs incurred to provide for participation in competitive athletic activities such as football, basketball, golf, swimming, wrestling, gymnastics, baseball, tennis, track, volleyball, etc. This includes costs associated with coaching as well as sponsors for drill team, cheerleaders, pep squad or any other organized activity to support athletics. However, this does not include band.



## **99 Undistributed**

All charges which are not readily distributed to program intent codes are classified here. Program intent code 99 may be used when recording substitute teachers and on-behalf teacher retirement payments in all function codes. This code may be used for costs not clearly attributable to specific program intent.

## **SECTION 12 STATE, LOCAL SALES, AND FEDERAL EXCISE TAXES**

### **12.1 TAXABLE STATUS OF PURCHASES**

Ruling No. 95-0 from the State Comptroller, effective October 1, 1969, states:

“The sale, lease or rental of tangible property directly to or for storage, use or other consumption of tangible personal property directly by an educational organization . . . which property is necessary to its function as such, and paid for by the organization is exempted from the computation of (state and local sales) taxes.”

Provisions under Article 21-023 of the Federal Statutes provide tax exemption to the school district.

In accordance with these rulings:

#### **A. TAX FREE PURCHASES**

All items purchased by a public school, school district or non-private school for the school’s own use qualify for an exemption from sales tax if the items purchased relate to the educational process. The school, school district or authorized agent should provide the seller with a Texas Sales Exemption Certificate. To be valid the certificate must state that the merchandise being purchased is for the organization’s own use in providing education is being made in the name of the organization, and that payment shall be made from the organization’s own funds.

Purchases for their own use by individuals, even though connected with a school or school organization, are not exempt from the tax. Examples – cheerleaders purchasing their own uniforms, band members purchasing their own instruments and athletic teams purchasing their own jackets.

#### **B. SCHOOL SPONSORED TRIPS**

Meals purchased by the school district for athletic teams, bands, etc. on authorized school trips are exempt from the sales tax if the school contracts for meals. The school must pay for the meals and provide the eating establishment with an exemption certificate.

Individual members of the athletic team, band, etc. **may not** claim exemption from the sales tax on meals they purchase while on a school-authorized trip.

An exemption may also be claimed by the school from the Hotel Occupancy Tax if the school contracts with and pays for the accommodations and provides the hotel with a completed Hotel Occupancy Tax Exemption Certificate.

Teachers, coaches, etc., **MAY NOT** claim exemption from sales tax on personal purchases while on school business even though they are reimbursed by the school for expenses.

**REMEMBER: THERE ARE NO TAX-EXEMPT NUMBERS.  
EXEMPTION CERTIFICATES DO NOT REQUIRE NUMBERS.**

**ANY EMPLOYEE USING SCHOOL TAX EXEMPT STATUS TO AVOID PAYMENT OF PERSONAL SALES TAX MAY BE LIABLE FOR PROSECUTION UNDER TEXAS PENAL CODE, CHAPTER 39, ABUSE OF OFFICE, SECTION 39.01 (This also applies to booster clubs, PTAs, and other outside organizations – they must apply for and receive their own tax-exempt status)**

### **TOLL FREE NUMBERS**

The State Comptroller's Office maintains a toll-free tax information number for quick response to any state tax questions you may have. You can reach the Comptroller's Office from anywhere in Texas by dialing: 1-800-252-5555.

## APPENDIX A - REFERENCES

### Websites

DISD Website	<a href="http://www.desotoisd.org">www.desotoisd.org</a>
Internal Revenue Service	<a href="http://www.irs.gov">www.irs.gov</a>
Texas State Comptroller Secretary of State	<a href="https://comptroller.texas.gov/">https://comptroller.texas.gov/</a> <a href="http://www.sos.state.tx.us">www.sos.state.tx.us</a>
Financial Accountability System Resource Guide	<a href="https://tea.texas.gov/finance-and-grants/financial-accountability/financial-accountability-system-resource-guide">https://tea.texas.gov/finance-and-grants/financial-accountability/financial-accountability-system-resource-guide</a>

### Phone Numbers

Texas State Comptroller	800-252-5555
Secretary of State	512-463-4600
Internal Revenue Service	877-829-5500
Director of Finance	972-274-8212 x-216
Director of Purchasing	972-274-8266

### Policy

PURCHASING AND ACQUISITION	CH(LEGAL)
PURCHASING AND ACQUISITION	CH(LOCAL)
PURCHASING AND ACQUISITION: VENDOR DISCLOSURES AND CONTRACTS	CHE(LEGAL)
PURCHASING AND ACQUISITION: PAYMENT PROCEDURES	CHF(LEGAL)
PURCHASING AND ACQUISITION: VENDOR RELATIONS	CHE(LEGAL)
PURCHASING AND ACQUISITION: REAL PROPERTY AND IMPROVEMENTS	CHG(LEGAL)
)	
OTHER REVENUES: GIFTS AND SOLICITATIONS	CDC(LEGAL)
OTHER REVENUES: GIFTS AND SOLICITATIONS	CDC(LOCAL)
)	

Current policy may be found at: <https://pol.tasb.org/PolicyOnline?key=362>

## **APPENDIX B – THE DESOTO ISD APPROVED VENDORS LIST**

The approved vendor list is in Microsoft Excel format and resides on the Purchasing Department webpage. The link to the approved vendor list is below.

[https://www.desotoisd.org/departments/business\\_finance\\_and\\_purchasing/purchasing](https://www.desotoisd.org/departments/business_finance_and_purchasing/purchasing)

After you access the webpage, scroll toward the bottom of the page for the approved vendor list.

The spreadsheet has two worksheets across the bottom.

1. An alphabetical list by vendor name and a
2. List by category.

The approved vendor list is updated monthly and includes the vendor's name, TEAMS ID number, Tax Identification number, physical address, phone number, and email address.

## **APPENDIX C – DISTRICT EMPLOYEE FREQUENTLY ASKED QUESTIONS**

1. Why can't I use a vendor that is not on the approved vendor list?

**Answer: The use of vendors that are not on the approved vendor list can create a situation that violates Texas Education Code 44.031(a). For this reason, it is best to use an approved vendor. Any exception to using an unapproved vendor must be approved by the Director of Business Operations. Please refer to Sections 2.1 and 2.2.**

2. How does a vendor become an approved vendor?

**Answer: The vendor will have to have received a bid award from the district or be awarded a contract through a purchasing cooperative. Please refer to Section 9.2.**

3. How long does it take to get a Purchase Order?

**Answer: The time it takes to produce a purchase order depends on several factors:**

- **The accuracy of the purchase requisition**
- **The supporting documentation**
- **The timeliness of the workflow approvals**
- **The time needed by purchasing to review and approve the purchase order**

4. How do I know when the vendor receives my Purchase Order?

**Answer: A copy of your purchase orders is sent to the person that enters the requisition when we send the purchase order to the vendor.**

5. I am new and need help creating a Purchase Requisition, who do I contact?

**Answer: Contact the Purchasing Department.**

6. My principal is out, who else can approve my Purchase Requisition?

**Answer: Contact the Purchasing Department.**

7. The vendor said they never received my PO; what do I need to do?

**Answer: Email the Purchasing Department and we will ensure that the vendor has the purchase order. We need to ensure that duplicate purchased orders are not sent to the**

**vendor in order to avoid duplicate shipments.**

8. The items I ordered never came, what do I need to do?

**Answer: Contact the vendor based on the vendor information in TEAMS (referencing your purchase order number) and request and request an update or the delivery/shipment. If you are not satisfied with the delivery/shipment date, contact the Purchasing Department.**

9. Who do I contact if I do not have enough money to complete my Purchase Requisition?

**Answer: Contact the Budget Department.**

10. How do I know which category to use for my Purchase Requisition?

**Answer: The category for each vendor is listed in the Approved Vendor List. Please refer to Appendix B.**

11. I cannot find the vendor I am looking for in TEAMS, can I request a new vendor?

**Answer: The TEAMS Vendor ID number is listed next to the vendor's name in the Approved Vendor List in Appendix B. Please use an approved vendor instead of requesting a new vendor.**

12. How do I add a vendor to the approved vendors list?

**Answer: Employees cannot add a vendor to the approved vendor list. The vendor will have to receive a bid award from the district or be awarded a contract through a purchasing cooperative to be added to the approved vendor list. Please refer to Section 9.2.**

13. The vendor delivered more items than are on my PO, can I keep the extra items?

**Answer: No. Please contact the vendor and have them retrieve the additional items. If the items are not retrieved in a timely manner, contact the Purchasing Department. Please refer to Section 6.4.**

14. The vendor will not give me a price quote, what do I do?

**Answer: If a vendor refuses to provide a written price quote, select another vendor from the approved vendor list. Also report this to the Purchasing Department.**

15. Why can't I just call the vendor and have them deliver what I need?

**Answer: This would be a violation of Board policy CH(LOCAL). Please refer to Sections 1.2.**

16. How do I renew a software subscription? Do I need approval from the technology department?

**Answer: A purchase requisition is required for the software renewal. Yes, technology needs to review and/or approve the software renewal.**

17. I have requested quotes from three suppliers, but I have only received two. Do I need to request additional quotes until I have a minimum of Three?

**Answer: Yes, unless you receive a No Bid response from the third supplier.**

18. What is E-Procurement?

**Answer: E-Procurement is a feature of TEAMS that allows online shopping with approved vendors. This function allows vendor discounted pricing to be integrated into TEAMS and creates the purchase requisition line items, descriptions, quantities, etc.**



## APPENDIX D – VENDOR FREQUENTLY ASKED QUESTIONS

1. Where do I send invoices?

**Answer: Invoices should be emailed to DeSoto ISD Administrative Office at [financeinvoice@desotoisd.org](mailto:financeinvoice@desotoisd.org)**

2. Where can I send an agreement or contract that needs to be signed?

**Answer: Please email your contract or agreement to the purchasing department. The email address is: [purchasing@desotoisd.org](mailto:purchasing@desotoisd.org)**

3. I'd like Procurement training, is it available?

**Answer: Yes, training is available. Please contact the purchasing department to schedule a meeting.**

4. How does the procurement process work?

**Answer: District vendor processes are explained in Section 9.2.**

5. How do I become a registered vendor for Desoto ISD?

**Answer: Use this link to obtain the information on how to register as a vendor. [https://www.desotoisd.org/departments/business\\_finance\\_and\\_purchasing/purchasing](https://www.desotoisd.org/departments/business_finance_and_purchasing/purchasing)**

6. How do I become certified as a M/WBE?

**Answer: DeSoto does not certify companies as a M/WBE. There are several certification agencies within the DFW area that provide minority certification. It is best to contact one of the agencies below.**

**The district recognizes the following (and other) certifications:**

- The North Central Texas Regional Certification Agency (NCTRCA)
- The State of Texas HUB Program
- The Small Business Administration
- The Dallas/Fort Worth Minority Supplier Development Council
- The Women's Business Council Southwest

7. What is the difference between a Bid and Proposal?

**Answer: A bid is a formal request for a vendor to submit pricing on specific items and quantities, whereas a proposal allows vendors to propose items or services based on a description or a scope of work.**

8. Does Desoto ISD have an approved vendor list?

**Answer: Yes.**

9. How do I get notifications on procurement solicitations?

**Answer: Use this link to obtain the vendor application and identify the commodities your company is interested in providing.**

**[https://www.desotoisd.org/departments/business\\_finance\\_and\\_purchasing/purchasing](https://www.desotoisd.org/departments/business_finance_and_purchasing/purchasing)**

10. What is an RFP?

**Answer: RFP stands for Request for Proposal. A RFP allows vendors to propose items or services based on a description or a scope of work.**

11. Why does the procurement process take so long?

**Answer: The procurement process is long because it ensures compliance with multiple federal, state, and local rules and regulations. A model of the entire process is in Section 2.5.**

12. What is a responsible Bidder?

**Answer: A responsible Bidder is a vendor's response to a formal solicitation that:**

- **Is submitted prior to the deadline.**
- **Conforms to all the terms, conditions, and certifications required.**
- **Meets the intent of the solicitation.**

13. What if I have a question filling out a bid?

**Answer: The contact person and information for each solicitation is provided in each bid/proposal.**

14. What is a pre-bid conference?

**Answer: A pre-bid conference is a meeting to ensure that all vendors/suppliers understand the requirements of the solicitation.**

15. What is a procurement schedule?

**Answer: A procurement schedule is the solicitation schedule of events that include events such as advertisements/vendor notifications, due dates for questions, pre-bid conference date, deadline for submission, vendor response evaluations, and vendor award.**

16. What is a procurement plan?

**Answer: This is the district's procurement requirements for a given school year to meet its needs for goods and services.**