

2020

Purchasing / Warehouse Handbook



115 W Allen Avenue, San Dimas, CA 91773

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# Purchasing / Warehouse

## 2 INTRODUCTION

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The purpose of this handbook is to provide information about the policies and operating procedures for procurement, competitive bidding and related services in support of the educational goals for the Bonita Unified School District (BUSD). Policies and procedures identified in the handbook comply with laws of the State of California, regulations of the District's Governing Board and best business and purchasing practices applicable to school Districts and other governmental agencies throughout California.

The following information should be used as a guide to District resources and services that are available to assist your procurement and contracting requirements. Purchasing staff members are available to help you in a variety of ways, including assisting in the preparation of purchase requisitions, sourcing products and services, publishing requests for proposal, preparing bid packages and processing competitive bids, processing warehouse stores orders, creating and reviewing specifications and establishing terms and conditions for purchased products and services, among other services.

### 3 PURCHASING & WAREHOUSE STAFF

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Director of Purchasing /Warehouse  
(909) 971-8230 ext 5250

#### PURCHASING STAFF

**Connie Gutierrez**

Buyer I

(909) 971-8230 ext 5252

[gutierrez@bonita.k12.ca.us](mailto:gutierrez@bonita.k12.ca.us)

**Deanna Salado**

Buyer II

(909) 971-8230 ext 5251

[salado@bonita.k12.ca.us](mailto:salado@bonita.k12.ca.us)

#### WAREHOUSE STAFF

**Mark Mann**

Delivery Stockperson

(909) 971-8230 ext 5253

[mann@bonita.k12.ca.us](mailto:mann@bonita.k12.ca.us)

**Matias Soto**

Delivery Stockperson

(909) 971-8230 ext 5256

[soto@bonita.k12.ca.us](mailto:soto@bonita.k12.ca.us)

## 4 BASIS FOR OPERATION

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### 4.1 AUTHORIZATION

Procurement is the responsibility of the Governing Board; the prudent expenditure of tax dollars is a major policy function. All purchase orders and formal contracts must be approved by the Governing Board, with specific approvals indicated in the official Board minutes. Each transaction between the District and any other entity or person involving property transfer or the rendering of a service is a contract, and all contracts are subject to the approval of the Governing Board.

Clear guidelines are established by the Board through the adoption of Board policies, administrative regulations and department policy. The District's Director of Purchasing guides the development and control of standards, procedures and forms that implement the purchasing policies established by the Governing Board.

### 4.2 LEGAL PROVISIONS & CORRESPONDING BOARD POLICY

Governing Boards may delegate the power to contract to the District Superintendent or to a designated agent. The delegation of power may be limited as to time, money, or subject matter or may be a blanket authorization in advance of its exercise. However, contracts pursuant to such delegation shall not be an enforceable obligation against the District until ratified by the Governing Board. *[EC §§ 17604-5, 35161, 81655-6]*

**BUSD Authorized Agents & Limits: [BP 3310, Purchasing Procedure]**

The Board delegates the power to contract (*EC 17604*) and purchase (*EC 17605*) materials, supplies, equipment, and services as follows:

Authorized Agent	Purchase Orders & Contract Authorization Levels
Superintendent	All Contracts & Purchase Orders
Assistant Superintendent Business Services	All Contracts & Purchase Orders
Senior Director Fiscal Services	All Purchase Orders
Purchasing Director	All Purchase Orders

## 5 GENERAL INFORMATION

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### 5.1 AUTHORIZED & UNAUTHORIZED PURCHASES

BUSD purchases a wide variety of merchandise through a centralized purchasing system. Procurement of supplies, materials, equipment and services are centralized in the Purchasing Department under the Director of Purchasing, operating within the Business Services Division. Please note that funds for the acquisition of goods or services may not be committed without an authorized Purchase Order. Goods and/or services purchased or ordered without proper authorization are considered unauthorized purchases for which the District has no legal liability or obligation to pay vendor claims. Accordingly, unauthorized purchases will not be honored by the District. Invoices for unauthorized purchases received by the Accounting Department will be forwarded to the Director of Purchasing for appropriate action.

To prevent personal liability for all unauthorized purchases, all District personnel and representatives are asked to follow prescribed purchasing procedures. We realize, however; there are emergency or urgent situations that occur. Accordingly, procedures to provide an immediate response to these situations have been established (see Emergency Purchase Orders or Walk-through Warehouse Requisition).

### 5.2 BIDS & QUOTES

#### 5.2.1 Quotes

Goods and services with a total cost over \$10,000 and not exceeding the threshold requiring the utilization of the formal bid process may be purchased from the lowest responsible party after obtaining written quotes from qualified vendors. *[Board Policy 3310]* Three quotes should be obtained, whenever possible, to secure the most favorable prices when formal competitive bidding is not required. Informal written bidding is generally requested for supplies, equipment, services, and public projects that approach the dollar limits specified for formal competitive bidding by law or District policy.

#### 5.2.2 Formal Bids

Solicitations using formal bids require advertising, bonds, sealed bids, and a specific date, time, and location for all bid submittals. Bids for purchases in excess of the formal competitive bid thresholds for equipment, materials, or supplies, non-construction services, and repairs including maintenance, and \$15,000 for a public project must be obtained from vendors/contractors through a formal competitive bidding process. *[PCC 20111]*

#### 5.2.3 Piggybackable Contracts

In the best interest of the District the governing board may authorize Purchasing to lease or purchase data processing equipment, or purchase materials, supplies and equipment for the District through the use of a contract that was legally awarded to a vendor by any public agency. *[PCC 20118]*

### 5.3 BUSINESS CARDS

District business cards can be ordered by submitting a buyout requisition, through Purchasing, made out to Quality Instant Printing (Vendor # 166). The current unit price for a box of 500 standard business

cards may be obtained by contacting Purchasing. Be sure to attach a PDF of the sample business card to the requisition and include the appropriate information; Name, Title, Address, Phone, Fax, & Email. The business card is a District standard and other formats or logos cannot be considered.

## 5.4 CALCARD –CREDIT CARD

The purpose of the credit card program is to streamline and simplify the requisitioning, purchasing and payment process for small supply transactions when a Purchase Order is not accepted and assist or simplify travel/conference expenses, as well as provide a wider array of vendor choices to meet school/department needs. At the same time it is of utmost importance to retain necessary controls and to ensure compliance with District procedures, as well as federal and state regulations.

## 5.5 CHANGE ORDERS

When it becomes necessary to request a change to an order that has already been placed via Purchase Order to the vendor, please contact the Purchasing Department to assist you with the change order process. **Please do not authorize any changes directly with the vendor.** Purchasing will process a change order to reflect your needs and contact the vendor in order to authorize the change. When orders are received in the warehouse, if the order change(s) are not reflected on the purchase order, it can delay delivery of your order and payment to the vendor.

If it is necessary to modify the amount of a buy-out or blanket purchase order, please contact Purchasing for assistance.

## 5.6 COMPUTER & TECHNOLOGY PURCHASES

To ensure that BUSD receives the best value on computers compatible with the District infrastructure that can be efficiently supported by the Computer Information Services (CIS) staff, technology orders require advance approval by CIS. The standard is applied to classroom/instructional as well as business computers. For assistance in obtaining quotes for technology related equipment, please contact your site designated CIS Technician.

Be sure to always attach a PDF copy of the quote obtained from CIS to your buyout requisition when submitting your order through the Purchasing system.

## 5.7 CONFERENCE / WORKSHOP REGISTRATION

### 5.7.1 Conference/Workshop Attendance

In order to attend a conference or workshop, staff must complete the “Request for Approval to Attend Conference or Workshop” form with approval by your principal/supervisor prior to being submitted to Human Resources for Board approval. *[BUSD Regulation 4131.03]*

Payment for conference/workshop attendance is accomplished with either a buyout requisition submitted through Purchasing or using the Cal Card. Be sure to include the following information in the requisition in order to ensure efficient/timely processing of a purchase order and payment:

- Conference/workshop Name



- Person(s) attending conference/workshop
- Date(s) of conference/workshop
- Location of conference/workshop
- Board approval date
- Request For Approval To Attend Conference Or Workshop form number (located in the upper right-hand corner of the form)
- Completed vendor conference registration form

It is important to always attach a PDF copy of the COMPLETED conference registration to your buyout requisition when submitting your order through the Purchasing system. The vendor's conference registration form often contains vital payment information required by either Accounting or the conference or workshop vendor.

### 5.7.2 Hotel Reservations

Hotel Reservations can be paid through the Purchasing System or using the Cal Card. Hotel Reservations can be submitted via the Purchasing system, only if the hotel will accept a check from a Third Party. IF the hotel will only accept a check from the guest reserving the room, the conference attendee will need to pay in advance and request reimbursement by submitting a completed Conference Workshop Itemized Expense Claim (templates/Fiscal Services) and original itemized receipts to Accounting for reimbursement. Prior to making hotel reservations, it is highly recommended that Board approval be secured.

### 5.7.3 Mileage & Meal Reimbursements

Reimbursements for conferences are NOT handled through the Purchasing System. Mileage and meal reimbursements are compensated through the Accounting Department. ***Within 10 days of returning from a conference/workshop, the conference attendee must complete a Conference/Workshop Itemized Expense Claim (templates/Fiscal Services) with original itemized receipts and submit the package to Accounting for reimbursement.***

## 5.8 CONTRACTS & AGREEMENTS

### 5.8.1 Consultant & Independent Contractor Agreements

Payment authorization for consultant/independent contractors that have been Board approved to provide product and/or services is accomplished by submitting a requisition through the Purchasing system. If the services are ongoing throughout the school year and will require more than one payment, it is recommended that a blanket requisition be submitted. If the services are for a one time service, a buyout requisition is recommended.

Be sure to include the following information in the requisition in order to ensure efficient/timely processing of a purchase order and payment:

- Scope of Work – Description of products and/or services being provided
- Date(s) of Service – What are the exact date(s) when services will be provided
- Location of Services – Where will the services be provided
- Board Approval Date

The following items are required to be attached to the requisition in order to process a purchase order:

- Completed agreement
- Contractor completed IRS form W-9 (<http://www.irs.gov/pub/irs-pdf/fw9.pdf>)
- Board Item

### 5.8.2 Maintenance Agreements

All service/maintenance and rental agreements require Board approval. Upon Board approval a buy-out requisition is submitted for processing. Copier maintenance agreements and purchase requisitions are prepared and submitted by Purchasing Staff on an annual basis for both Board approval and PO processing.

### 5.8.3 Professional Services Agreements

Pursuant to Government Code 53060, special services and advice in financial, economic, accounting, engineering, legal, or administrative matters are specifically excluded from the Public Contract Code and its bid requirements. Although special services are generally considered time specific in nature, continuing contracts for services to be done will not exceed five years including extensions. Payment authorization for professional service agreements that have been Board approved is accomplished by submitting a requisition through the Purchasing system. If the services are ongoing throughout the school year and will require more than one payment, it is recommended that a blanket requisition be submitted. If the services are for a one-time service, a buyout requisition is recommended.

Be sure to include the following information in the requisition in order to ensure efficient/timely processing of a purchase order and payment:

- Scope of Work – Detailed description of products and/or services being provided
- Date(s) of Service – What are the exact date(s) when services will be provided
- Location of Services – Where will the services be provided, including site and room number
- Board Approval Date

The following items are required to be attached to the requisition in order to process a purchase order:

- Completed agreement
- Contractor completed IRS form W-9
- Board Item

## 5.9 COPIERS

Currently, copiers are obtained at the sites discretion. Purchasing is always available to assist in contacting vendors and in the negotiation of the contract and pricing.

## 5.10 DELIVERIES

### 5.10.1 District Site Delivery Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
LaVerne Heights Elem	Ekstrand Elem	San Dimas HS	Allen Ave Elem	Grace Miller Elem
Oak Mesa Elem	Shull Elem	Gladstone Elem	Ramona MS	Roynon Elem
	Chaparral HS	Lone Hill MS	Non-District	Bonita HS
		Bonita Center for the Arts		District Office

### 5.10.2 Direct Ship, Drop Ship, or Pick-up from Vendor

On occasion there may be a direct delivery to your school site or department, or an order may be picked up from a local vendor. Once the order has been received and reviewed, please indicate on the packing slip, receipt, or invoice if all of the goods were received and in good condition. Sign, date, and indicate the PO number on the packing slip, receipt, or invoice. Send the original packing slip, receipt, or invoice via Intra-District mail to the Purchasing Department for processing. Reviewing orders should be handled with immediacy to ensure return of any damaged products, or notification to the vendor of any shortages in your order, as well as not to delay payment to the vendor.

Los Angeles County Office of Education claims auditors have requested the following information when submitting a packing slip, receipt, or invoice to Accounting. This is a sample stamp:

<b>APPROVED AND/OR RECEIVED</b>
NAME: _____
TITLE: _____
DATE: _____

*Receiving/Payment Approval Stamp Sample 2*

## 5.11 EMERGENCY PURCHASE ORDER

An emergency purchase order is for materials, supplies, or services which are needed immediately and there is insufficient time to go through the normal requisition process. By contacting

Purchasing directly, we can assist with the appropriate process for your particular emergency needs.

## 5.12 EQUIPMENT – PURCHASES, REPAIRS/SERVICE, SURPLUS, DISPOSAL, E-WASTE

### 5.12.1 Equipment Purchases

All non-capital (<\$5000) or capital equipment (≥\$5000) purchases must be submitted via the Purchasing system. The requisition approval process helps to 1) ensure that the equipment meets safety standards and will be compatible with the existing District systems as well as; 2) monitoring all capital equipment purchases for financial reporting as required by Governmental Accounting Standards Board Statement 34 (GASB 34).

### 5.12.2 E-Waste

Pursuant to the Electronic Waste Recycling Act of 2003 – E-Waste items may not be disposed of in the regular garbage bins as it is illegal in California. They must be taken or sent to an approved recycling facility for disposal by an authorized collector. E-Waste is identified as: electronic products nearing the end of their “useful life.” Computers, televisions, VCRs, DVD Players, cell phones, stereos, copiers, and

fax machines are common electronic products. [California Department of Resources Recycling & Recovery (CalRecycle)]

When your site/department has e-waste that is no longer needed at your site or if you have equipment that is no longer working or is at the end of its “useful life” the equipment can be removed. By completing the Surplus/ Obsolete Equipment List (template/Business Services) and follow the procedures listed below:

1. Step one for both E-Waste or Non Technology Surplus is to type up the list of all E-waste and obsolete property on the appropriate form for submittal to the Board. The list should be emailed to Margaret McDonald (mcdonald@bonita.k12.ca.us ) who will prepare the Board submittal.
2. Create a CIS work order to have the e-waste reviewed and processed for removal. Attach a copy of the list submitted to Margaret to the CIS work order. The techs will tag all items for disposal.
3. ***The warehouse will pick up E-Waste at your site the last week of the month following Board approval, on your regularly scheduled day.***
4. It is the site’s responsibility to have all approved e-waste on pallets and curbside on the date the pick-up is scheduled. Due to time constraints, the warehouse team is not responsible for packing up the e-waste or for picking it up at various spots on campus. If your e-waste is not on pallets or curbside, it will not be picked up and the site will be responsible for rescheduling the pick-up. Please make sure that nothing is added to the pallets that is not on the Board approved list.

## Surplus or Disposal

When your site/department has surplus equipment or furniture that is no longer needed at your site or if you have equipment that is no longer working or at the end of its “useful life” the equipment can be removed. By completing the Surplus / Obsolete Equipment List and submitting it for Board approval and then to the Facilities Department, to begin the multi-step process of equipment removal from your site.

### 5.12.3 Repairs / Service

When placing a service call for equipment covered under a maintenance agreement, it is recommended that you document the call and repairs by date in order to provide supporting documentation in the event you encounter difficulties with the equipment or the service provider. Equipment covered under maintenance agreements include, copiers, some printers, telephones, and typewriters.

When placing a service call for equipment not covered under a service agreement a buy-out requisition must be submitted via the Purchasing System for the repair service.

If you are unsure of the vendor to contact for your equipment repair, please contact Purchasing and we will assist you.

## 5.13 FIELD TRIPS

### 5.13.1 Entrance / Ticket / Participation Fees

A buyout requisition should be submitted through the purchasing system to pay for student, teacher, and/or chaperone entrance/ticket/participation fees.

Be sure to include the following information in the requisition in order to ensure efficient/timely processing of a purchase order and payment:

- One line item for the deposit and a separate line item for the balance owed.
- Date(s) of Event
- Detailed description of event
- Special Services – Prepayment to Vendor, Deposit, Hold check for staff, etc.

The following items are required to be attached to the requisition in order to process a purchase order:

- Completed agreement and/or Terms & Conditions
- An invoice for the deposit (if applicable)

### 5.13.2 Field Trip Transportation

Transportation for Field Trips is initiated through the Tyler Munis Special Requisition (SPCLREQ) process. When District transportation is not available, the Transportation Department will contract with an outside service and will convert the SPCLREQ into a purchase requisition and Purchasing will assign a Purchase Order.

## 5.14 LIVE MATERIAL – SCIENCE

Live Material orders (arthropods, microorganisms, insects, vertebrates, plants, invertebrates, bacteria, biotech, fungi, etc.) should be clearly identified in the item description of your purchase requisition as \*LIVE MATERIALS\*. Additionally, the delivery date must be specified. Undated orders are shipped immediately by the vendor. Upon receipt of the order, the warehouse staff will make a special delivery of the live materials directly to your site.

In order to accommodate school sites and due to the vulnerability of \*Live Materials\*, Purchasing can request that the vendor ship directly to the site. For direct site delivery, a separate buy-out requisition must be submitted for processing of a \*Live Material\* product order.

## 5.15 STANDARD SCHOOL & OFFICE SUPPLIES

Through the use of competitive bidding process and the use of piggybackable contracts, the Board has authorized the purchase of office and school supplies from Office Depot. The contracts are reviewed annually and authorized annually by the Board of Education.

### 5.15.1 Office Depot

The site/department initiator can submit their order via the Office Depot (OD) online system (<https://business.officedepot.com/index.do>). Orders submitted via the online order system are routed to Purchasing for approval and release. Orders submitted by the site/department via the OD online system prior to 2:00 p.m will be delivered the next business day directly to the school site.

Office Depot orders can also be submitted by the site/department initiator completing an Office Depot Requisition Form and emailing it to the Purchasing Office. After reviewing the OD Requisition Form request, Purchasing will transmit the order via the OD online system. Once the order is received by the vendor, the order is filled and shipped directly to the site within 24 hours after the order is placed by Purchasing.

Minimum requirements for access to the online order system are: a valid Blanket Purchase Order with sufficient funds, access to the OD online system via a user name and password. The user name and password are assigned by the Purchasing Department when a user has been successfully trained on the system.

## 5.16 MATERIAL DATA SAFETY SHEETS (MSDS)

MSDS are required for all chemicals or products that contain hazardous materials. The MSDS provides important information regarding the physical and chemical properties, physical hazards, health hazards, potential routes of entry, permissible exposure limits, precautions for safe handling, use and storage, known control measures, and emergency and first aid procedures. *(T8 CCR 5194[g])*

## 5.17 OBJECT CODES

Object codes are used to identify the types of goods or services purchased or consumed. The object code is the twentieth through the twenty-third characters in the account code string.

Object Code	Description
<b>BOOKS &amp; SUPPLIES</b>	
4110	Approved Textbooks
4210	Books & Other Reference Materials (Not Approved Textbooks)
4310	Instructional/Classroom Materials & Supplies, Equipment and Furniture, Under \$500 per item*
4315	Shop Cards – Sample Projects, Student Projects & Wooden Plaques, Bags, Decals for the Projects & Wood for the Plaques. (Project Materials that will go home with the Student) Okay to use for Auto Shop Supplies. <i>** Use 4310 for the Glue, Pencils, Sand Paper and Supplies used to make the Sample Projects**</i>
4317	Food – Instructional Use (Student Involvement)
4327	Food – Non-Instructional Use (Staff Involvement)
4340	Computer Hardware, Software, and other related purchases under \$500 per item* that would pertain to your site Technology Plan. Tablets, iPads, Chromebooks, LCD Projectors, Telephones, Printers, etc.
4350	Office and Site Administration Materials and Supplies, Equipment and Furniture purchases under \$500 per item.
4410	Equipment and Furniture Purchases Between \$500 - \$4999 per item*.
4445	Computer Hardware, Software, and other related purchases between \$500 - \$4999 per item* that would pertain to your site Technology Plan. Tablets, iPads, Device Carts, LCD Projectors, Telephones, Printers, etc.
<b>SERVICES &amp; OTHER OPERATING EXPENDITURES</b>	
5220	Travel & Conferences For employees and representatives of the District
5221	Admission Fees/ Charges – Student Admission fees for Field Trips, Student Participation/Tournament Fees, Athletic League Fees, Use of Facilities, Teacher's Attending Class Reimbursements, and Mediator/Arbitrator Legal Counsel Fees
5310	Dues & Individual Membership, Institutional Membership
5610	Equipment Lease Rental
5630	Repairs under \$5,000 – Maintenance & Service Agreements, Copier Maintenance Agreements, Equipment Repairs
5631	Excess Copy Usage Fee
5640	Computer Repairs and Services under \$5,000, Telephone Lines, Computer Cable

Drops, Software Purchases, Hardware/Software Maintenance or Service Agreements, Apple Care Repair Fees, Computer devices repair fees that pertain to your site Technology Plan.

- 5810 Contracted Services, Student & Staff Workshops, On-line courses and Training conducted by a contracted service at a BUSD Site
- 5813 Parent Reimbursements for Travel/Mileage for Special Education Students
- 5817 Reimbursements for Special Education staff traveling out of state for testing of Non-Public School Students.
- 5818 Contracted Bus Services
- 5840 Computer/Technology Related License Fees, Software Purchases, Annual Computer Software and License Renewals, License Renewals, Hardware/Software Maintenance Service Agreements, Software usage & On-line Subscription Service fees.
- 5850 Independent Contractors, Consulting Services,
- 5910 Cell Phones, US Post Office, UPS, FedEx (Non District Mailroom Postage)

#### CAPITAL OUTLAY

- 6110 Site Improvements; over \$5,000
- 6210 Building & Improvements; over \$5,000
- 6240 Technology Improvements to Building; over \$5,000. Cable / Fiber, Wireless projects that pertain to the site Technology Plan.
- 6410 Equipment over \$5,000 per item\*
- 6440 Software over \$5,000 per item\*
- 6445 Computer Hardware over \$5,000 per item\*
- 6510 Equipment Replacement over \$5,000 per item\*
- 6540 Software Replacement over \$5,000 per item\*
- 6545 Computer Hardware replacement over \$5,000 per item\*

\*includes unit price, tax, shipping, handling, fees, installation

### 5.18 PREVIEW ORDERS

An approval or preview order may be used when a product requires evaluation prior to making a final purchasing commitment. It is recommended that the purchase order process be used prior to requesting the evaluation/preview/sample product. It is the responsibility of the requesting site/department to understand the terms and conditions of the preview order and to follow all return and order placement timelines. If an order is to be returned to the vendor, contact Purchasing to assist in the safe and timely return of the product.



## 5.19 REIMBURSEMENTS

### 5.19.1 Mileage & Meal Reimbursements

Reimbursements for conferences are NOT handled through the Purchasing System. Mileage and meal reimbursements are compensated through the Accounting Department. Within 10 days of returning from a conference/workshop, the conference attendee must complete a Conference/Workshop Itemized Expense Claim (template/Fiscal Services) and submit it to Accounting for reimbursement.

### 5.19.2 Materials & Supplies Reimbursements

Reimbursements for materials and supplies are submitted through the Purchasing System. A buy-out requisition is submitted charging the appropriate account numbers and following the system approval process. The employee requesting reimbursement must complete a Request for Reimbursement form (template/Fiscal Services) and attach all original itemized receipts. When the requisition is submitted for approval all signed/approved back up documentation must be submitted to Purchasing for PO processing. Upon PO processing, the PO and Request for Reimbursement form will be submitted to Accounting for payment to the employee. Delays in receipt of signed/approved back up documentation will result in delay of reimbursement to the employee.

#### 5.19.2.1 Disallowed Expenses

- Gift Cards
- Capital Equipment
- Service / Labor
- Gratuities
- Membership
- Fuel
- Licenses
- Food for Classrooms – food that does not reflect the health and nutrition concepts taught in the classroom.

## 5.20 RETURNS & EXCHANGES

If you need to return an item from an order that has already been received at the Warehouse and delivered to your site / department, **please do not contact the vendor**. Contact Purchasing with the Purchase Order Number and the reason for return. The Purchasing Department will ensure that proper return arrangements are made for replacements and credits, etc.

Please report your return information to the Purchasing Department as soon as possible. Some vendors charge a restocking fee, some will not accept returns after 30 days. Purchasing will instruct the warehouse to pick up the item to be returned on the next scheduled delivery day at your site. Write RETURN TO VENDOR and the PURCHASE ORDER NUMBER on the item to be returned.

## 5.21 SUBSCRIPTIONS

Whenever possible, instructional magazines are ordered through an agency such as EBSCO, Scholastic Magazine, or Weekly Reader. All subscriptions are submitted via the Purchasing system and should indicate the Vendor Name, Magazine Title, and Beginning & Ending date of the subscription.

## 5.22 VENDORS / CONTRACTORS

### 5.22.1 New Vendors

Minimum vendor information is required when initiating an order from a vendor that is not in the Vendor database. Minimum information for vendors providing services includes: Name, Address, City, State, Zip Code, Phone, Fax, and completed W-9 (<http://www.irs.gov/pub/irs-pdf/fw9.pdf>). Minimum information for vendors providing products: Name, Address, City, State, Zip Code, Phone, Fax. An email for new vendors is always good to have, but not required unless a fax is not available.

### 5.22.2 Solicitations

Vendors and sales representatives should not interrupt the school day by contacting school sites and departments directly unless requested or authorized by the Principal, Department head or the Purchasing Department. Vendors should be instructed to make their initial introduction through Purchasing when applicable. Sites are encouraged to direct vendors or sales representatives to the Purchasing Department.

## 6 WAREHOUSE – REQUISITIONS, RECEIVING, & DELIVERY

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The purpose of the District's Central Warehouse is to provide the service of receiving orders, stocking supplies, and delivering the items necessary for the day to day operation of District offices and school sites.

### 6.1 RECEIVING

Items/orders procured from an outside vendor on a purchase order will be delivered to the central warehouse and physically received by warehouse staff. The vendor delivered orders will be verified against the approved purchase order and delivered to the site or department on the scheduled delivery day.

### 6.2 RETURNS

If you need to return an item from an order that has already been received at the Warehouse and delivered to your site / department, **please do not contact the vendor**. Contact Purchasing with the Purchase Order Number and the reason for the return. The Purchasing Department will ensure that proper return arrangements are made for replacements and credits, etc. Please report your return information to the Purchasing Department as soon as possible. Some vendors charge a restocking fee and some will not accept returns after 30 days. Purchasing will instruct the warehouse to pick up the item to be returned on the next scheduled delivery day at your site. Write RETURN TO VENDOR and the PURCHASE ORDER NUMBER on the item to be returned.

### 6.3 WAREHOUSE STOCK ORDERS

The BUSD central warehouse carries various inventory items listed in the "Stores" catalog including include paper, envelopes, flags, facial tissue and custodial supplies. These items are available to sites and departments for purchase by submitting a Pick Ticket through the Purchasing System.

### 6.3.1 Submitting a Warehouse Stores Requisitions

Warehouse orders are initiated through the Purchasing Requisition process using the PICKTICK form. Stores Orders (Pick Tickets) are different than Purchase requisitions and are entered using a modified method. Site / Department Stores Orders should contain the following information:

- Department / Location code
- Ship To – Site Location
- Quantity
- Inventory Number
- Budget Account

Once a Pick Ticket has been released and approved the Warehouse will print, fill and deliver the order. The orders are typically filled within two working days and delivered on the normal scheduled delivery day.

### 6.3.2 Emergency Stores Order– Walk Through Requisitions

An Emergency Pick Ticket is for stores orders which are needed immediately yet there is insufficient time to wait for the normal delivery date. The site/department must still submit a Stores Order (Pick Ticket) via the Purchasing system and obtain all approvals. Upon approval of the order, please contact Purchasing to coordinate and arrange for the pick-up and/or delivery of the order.

### 6.3.3 Out of Stock / Back-Ordered Items

On occasion an item may not be available when a stores order is submitted. Upon receipt of the item into stores stock the order will be filled and delivered on the normal scheduled delivery day.

## 6.4 DELIVERY – FROM CENTRAL WAREHOUSE

The central warehouse staff delivers to school sites and District office departments every week. In order to ensure the safe and efficient delivery of products, a secured location has been identified by site administration in coordination with the warehouse delivery staff. Orders will be delivered to the designated areas unless prior coordination between site administration and central warehouse staff has determined a temporary or alternate site.

Authorized staff at each site will sign the delivery manifest when presented by warehouse delivery staff for all deliveries from the District central warehouse. Sites will receive a copy of the signed delivery manifest for their receiving records.

Items ordered via the Warehouse / Stores Requisition process will be pulled against the requisition submitted. The items will be boxed and/or palletized and delivered to the site or department on their normal delivery day.