

**Plumas Lake Elementary School District
Business Services
Purchasing**

ALL DISTRICT PURCHASING SHALL BE DONE BY THE USE OF PURCHASE ORDERS with the following exceptions:

- Payment of salaries
- Reimbursements for travel expenses
- Reimbursements for pre-approved purchases up to \$100
- Vendor will not accept purchase orders
- Vendor will not accept a check
- Extreme emergency situation involving the safety of our students and staff.

Business Services makes all purchases in accordance with the State of California *Education Code (EC)* and *Public Contract Code (PCC)*. No one other than the Superintendent or the Director of Business services is permitted to sign contracts, agreements, letters/memos of understanding, or other encumbrances in the name of a school or the district. Under no circumstances can encumbrances be made by any other person or outside organizations on behalf of the district.

All goods and services will be purchased through a purchase order. A purchase order is a contract to buy a product and/or service. It is an integral part of maintaining our budget and the financial integrity of the district. To begin the purchasing process, the requestor must submit a purchase requisition. Please make sure all your staff members are aware of this requirement.

Requisitions for supplies/equipment in excess of \$109,300 (2023 calendar year) or for a public project in excess of \$15,000.

The formal bid process (*PCC #20111*) is required for purchase requisitions submitted for equipment and/or supplies in excess of \$109,300, or for public project to be done in excess of \$15,000, the limits established by the *Education Code*. If you have a purchase requisition that requires the formal bid process, please contact the Business Services Department.

Contracts involving any work, project, service or purchase may not be split or separated into smaller work orders for the purpose of evading the competitive bid limit requirement. (*PCC* sections 20116, 20657).

Requisitions for supplies and equipment that are submitted for less than \$90,200 shall require the following:

1. Orders with costs up to \$5,000:
 - a. Require a purchase requisition with the following information:
 - i. Justification/purpose
 - ii. Budget code
 - iii. Site administrator/Department head approval
 - iv. Vendor name, address, phone number, fax number, quantity, price, sales tax, shipping date, applicable shipping and handling charges.
 - v. It is highly recommended that you obtain multiple quotes for purchases over \$1,000
2. Orders with costs from \$5,001 to \$90,200:
 - a. Require a purchase requisition with the following information:
 - i. Justification/purpose
 - ii. Budget code
 - iii. Site administrator/Department head approval
 - iv. Vendor name, address, phone number, fax number, quantity, price, sales tax, shipping date, applicable shipping and handling charges.
 - b. Obtain a minimum of three quotes and submit them electronically with your purchase request
3. Office Depot orders:
 - a. Input your orders online and print a copy of your order from the Web site.
 - b. Scan a copy of the order with the administrator's approval and the budget code to purchasing@plUSD.org.
 - i. Orders will not be processed until Business Services receives this scanned copy with appropriate approvals.
 - c. Business Services will make every attempt to process orders within 1-3 business days.
 - d. If there is an urgent item please follow up with a phone call to the Business Services office and we will do our best to accommodate your request.
4. Amazon orders:
 - a. Select your items online and print a copy of your order from the Web site.
 - b. Scan a copy of the order with the administrator's approval and the budget code to purchasing@plUSD.org.
 - i. Orders will not be processed until Business Services receives this scanned copy with appropriate approvals.
 - c. Business Services will make every attempt to process orders within 1-3 business days.

- d. If there is an urgent item please follow up with a phone call to the Business Services office and we will do our best to accommodate your request.

Open Purchase Orders

- Requisitions requesting “open” or “blanket” purchase orders may be approved for supplies or materials which are purchased on an “as needed” basis for a site or department to function properly.
 - a. Not all companies will accept an open purchase order. If you are not sure, please contact the vendor.
 - b. The purchase of equipment on open purchase orders is not allowed (i.e., televisions, VCR’s, or furniture of any kind.)
- Sites/departments must submit new requisitions each school year.
 - a. Items/Services must be received before the last day of the fiscal year, June 30.
 - b. Items/Services received after June 30 will be allocated to the new budget year.
- All open purchase orders will be closed the last day of the school year.
- It is recommended the original request for open purchase orders shall be at least \$200, but not more than \$1,000. If you have a need that exceeds this limit, please contact the Business Services Department.
- Complete a purchase requisition form and indicated “Open Purchase Order” in the description.

Please follow the steps below to purchase any goods or services:

1. Complete a purchase requisitions with supporting documentation in accordance with the procedures above.
2. Submit to the Business Services via e-mail, mpayne@plusd.org.
3. Purchase requisitions will be reviewed for proper approvals and completion (see above). Incomplete requisitions will be returned to the requestor.
4. Business Services will process purchase orders ***within five (5) business days*** of receipt of a completed purchase requisition. A copy of the purchase order will be sent to the original requestor via Inter-District mail or e-mail.
Sites/Departments are responsible for placing the orders with the vendor.
5. Upon receipt of the merchandise, the site secretary is responsible for receiving the goods and verifying that all items listed on the packing list have been received. Please note any discrepancies on the packing slip. Please initial and date the packing slip and forward original to Business Services.
 - Goods received must be confirmed within 24 hours so that any discrepancies can be reported to the vendor immediately. The site will be responsible for contacting the vendor for any discrepancies and/or damaged goods/supplies and securing a return authorization number for returns.

Other Notes:

- ✓ All orders for printing, seminars, conferences, etc must be via a purchase order.

- ✓ Travel and conference purchase orders need the following information, who, what, when, where, why, and a copy of the registration form indicating date and cost of conference.
- ✓ Sales tax is paid on all merchandise received by the district. If the vendor you order from offers no sales tax, you must still add it to your purchase requisition. If sales tax is not paid directly to the vendor we are still required to pay it to the State Board of Equalization. Confirm the tax rate with the vendor as it may be different depending on the location of the business. The sales tax rate for our county/city is 7.25% however we may be required to pay a higher rate for purchases not within our area. Sales tax rate is subject to change.
- ✓ Please add any shipping charges to the purchase requisition. Please check with the vendor on their shipping policy and charges.
- ✓ Administrators/Managers can e-mail their budget transfer needs to the Director of Business Services. Notification via e-mail will be sent to the administrator/manager when the transfer has been completed.
- ✓ If you do not receive a copy of your purchase order within a week, please call the Business Services Office for any inquiries.
- ✓ If a check (warrant) is required to accompany the purchase order, please complete the requisition as stated above and add a line "For Payment" and highlight.
- ✓ Use current catalogs or call for quotes when stating prices.
- ✓ Gift cards and flowers are inappropriate expenditures.
- ✓ **Invoices for purchases made without a purchase order will be returned without being processed for payment as an unauthorized purchase. Payment for any unauthorized purchase is the responsibility of the individual that made the purchase.**