



FORT LEE PUBLIC SCHOOLS

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FORT LEE PUBLIC SCHOOLS

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Fort Lee Public Schools

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Dina Messery

Business Administrator/Board Secretary

June 20, 2022

To: All Personnel involved in the Fort Lee Purchasing Process

The purpose of this Purchasing Manual is to assist all school district employees with the proper purchasing practices to be in full compliance with:

- New Jersey Public School Contracts Law--N.J.S.A. 18A:18A-1 et seq.;
- New Jersey Administrative Code--N.J.A.C. 5:34-1 et seq.;
- Fort Lee Board of Education Purchasing Policies;
- Federal Procurement Code--2 CFR 200.317 et seq., when applicable;
- NJQSAC Fiscal DPR Indicator #15;
- Local Finance Notices – NJ Division of Local Government Services; and
- Other laws and administrative code when applicable.

The Purchasing Manual is designed to achieve three (3) goals:

1. Compliance with the law, code and board policy on purchasing;
2. Promote efficiency in the purchasing practices; and
3. Achieve savings of money through proper purchasing practices.

Purchasing is a deliberative process and takes time; however, with proper planning, we can achieve the above goals and eliminate much of the frustration that is encountered in the public school purchasing process. Your planning should include a review of the items you **need** on an annual and/or recurring basis. Please allow sufficient time between generating a requisition and the actual date the materials or services are needed.

This manual must be reviewed and used as a guide by all employees involved in the purchasing process. It is imperative that everyone adhere to all purchasing laws and guidelines as penalties may result to those employees who do not follow proper procedures.

If you have any questions about the guidelines in this manual or any other purchasing issues, please do not hesitate to call the Business Office.

Thank you,

Haquisha Q. Taylor, QPA
Business Administrator/Board Secretary

ETHICS AND CONDUCT IN PURCHASING; VENDOR RELATIONS

All district employees are to practice exemplary ethical behavior in the purchasing process. Employees are to avoid any action that may be considered a conflict with their position with the district and those dealings with vendors who provide goods and services to the district. All district employees should adhere to the following terms and conditions of the board’s policy on Ethics and Conduct in Purchasing; Vendor Relations.

Federal Code of Standards of Conduct

The Board of Education, pursuant to **Federal Regulation 2 CFR 200.318 (c) (1)**, hereby acknowledges the Ethics and Conduct in Purchasing section to be applicable to the selection, award, and administration of contracts using federal funds. The code of conduct also applies to all purchases, notwithstanding the source of funding.

A. Financial Interest in any Contract with the Board of Education--Prohibited

No employee or board member may have a direct interest in any contract or agreement for the sale of goods and services to the Board of Education, nor receive any benefit, compensation or reward from any contract for the sale of goods and services to the Board of Education. Reference—N.J.S.A. 18A:6-8.

B. Solicitation/Receipt of Gifts from Vendors -- Prohibited

School board members, school officials and employees, or members of their immediate family are prohibited from soliciting, receiving or agreeing to receive any compensation, reward, employment, gift, meal, honorarium, travel, reimbursement, favor, loan, service, or **other thing of value** from any person, firm, corporation, partnership, or business that is a recipient of a purchase order from the district, or a potential bidder, or an applicant for any contract with the district, based upon an understanding that what is solicited or offered was for the purpose of influencing the board member or school employee in the discharge of their official duties. This policy shall be consistent with the School Ethics Act—N.J.S.A. 18A:12-21 et seq.

C. School District Responsibility – Favoritism; Family Members; Businesses

School officials and employees who recommend purchases shall not extend any favoritism to any vendor. Each recommended purchase should be based upon the quality of the items, service, price, delivery, and other applicable factors in full compliance with N.J.S.A. 18A:18A-1 et seq.

School officials and employees are to avoid recommending purchases from members of their families, businesses that employ members of their families, and from businesses in which the official, employee or members of their immediate family have a direct financial interest.

School officials and employees who are authorized to sign off on purchase orders and/or to recommend purchases or business transactions by virtue of their signature on the purchase order certify that their actions are consistent with this policy and all applicable statutes.

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D. Vendor Responsibility – Doing Business with the Board of Education

Any vendor doing business or proposing to do business with the Board of Education, shall neither pay, offer to pay, either directly or indirectly, any fee, commission, or compensation, nor offer any gift, gratuity, or other thing of value of any kind to any official or employee of the Fort Lee Board of Education or any member of the official's or employee's immediate family.

No vendor shall cause to influence or attempt to influence, any official or employee of the Board of Education, in any manner which might tend to impair the objectivity or independence of judgment of said official or employee.

E. Vendor Certification

Vendors will be asked to certify that no official or employee of the Board of Education or immediate family members are directly or indirectly interested in this request or have any interest in any portions of profits thereof. The vendor participating in this request must be an independent vendor and not an official or employee of the Board of Education.

F. Disciplinary Actions for Violations of the Policy--Sanctions

In accordance with N.J.S.A. 18A:6-8, any school district employee who violates the terms of this policy may be subject to withholding of annual increments, suspension, demotion, school ethics complaint, termination, and/or revocation of license to teach or to administer.

Conflict of Interests

No employee, officer, or agent of the Board of Education may participate in the selection, award, or administration of any contract if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. Ref. 2 CFR 200.318 (c) (1)

School district employees who are part of an evaluation committee to review responses to Request for Proposals (RFP) and/or to Competitive Contracting proposals will be required to complete a Conflict of Interest certification in accordance with N.J.A.C. 5:34-4.3 (e) (f).

Possible Conflict of Interest—Contact the School Business Administrator

Any school employee who feels there may be a potential conflict of interest with a recommendation of the award with any vendor doing business with the district is encouraged to contact the School Business Administrator for guidance.

CRIMINAL CODE CITATIONS

All school employees are reminded of the following New Jersey Criminal Code citations:

2C:27-9 Unlawful Official Business Transaction

“A public servant commits a crime of the fourth degree if, while performing his official functions on behalf of the government entity, the public servant knowingly transacts any business with himself, a member of his immediate family, or a business organization in which the public servant or an immediate family member has an interest.” (N.J.S.A. 2C:27-9)

2C:27-10 -- Acceptance or Receipt of Unlawful Benefit by Public Servant for Official Behavior

“A public servant commits a crime in the fourth degree...if the public servant directly or indirectly, knowingly solicits, accepts or agrees to accept any benefit, whether the benefit inures to the public servant or another person, to influence the performance of an official duty or to commit a violation of an official duty.” (N.J.S.A. 2C:27-10)

AUTHORITY TO PURCHASE

Authority to Purchase—School Business Administrator/Board Secretary

The purchase of goods and/or services by a board of education is governed by state statutes, administrative code and board policy. The Purchasing Agent is the only individual in the school district that has the authority to make purchases for the Board of Education. The Fort Lee Board of Education by board resolution has authorized Ms. Haquisha Q. Taylor authority as the Purchasing Agent for the school district.

Authorized Purchases

All requests for purchases of goods and/or services must be made through an approved purchase order signed by the Purchasing Agent, **prior to the goods or services to be received**. A purchase order, pursuant to N.J.S.A. 18A:18A-2 (v), is a document issued by the Purchasing Agent, authorizing goods or materials to be ordered for the school district or work/service to begin. No goods or materials may be ordered or work/service be authorized to begin by any other individual in the school district other than the Purchasing Agent.

Unauthorized Purchases

Any school district employee who orders and/or receives any materials, supplies or services without first going through the approved purchase order process has made an unauthorized purchase.

Unauthorized purchases are a violation of State Law and Board Policy.

Penalties for Unauthorized Purchases

The Superintendent of Schools may assign penalties listed below for unauthorized purchases:

First Offense	Letter in Personnel File	Pay for Purchase
Second Offense	Suspension	Pay for Purchase
Third Offense	Loss of Increment	Pay for Purchase
Fourth Offense	Loss of Employment Tenure Charges	Pay for Purchase

Corrective Action for Non-Compliance

Employees may be required to pay for unauthorized purchases and may be subject to penalties assigned by the Superintendent of Schools, which may include verbal warning, letter of reprimand, loss of increment and or termination.

1. Memo to Administrator

If the Purchasing Agent has determined that an unauthorized purchase has been made, a memo may be sent to the responsible administrator advising the administrator of the unauthorized purchase. The Superintendent of Schools shall receive a copy of the memo.

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2. Memo to Superintendent

The responsible administrator shall prepare a memo explaining the reasons why proper purchasing procedures were not followed. The memo will be attached to the purchase order and a copy of the memo will be sent to the Superintendent of Schools.

3. Letter to Vendor

The Purchasing Agent may send a letter to the vendor who provided either unauthorized services or goods. The letter will advise the vendor that payment may not be made for the unauthorized purchase. The Board Attorney will be copied on the letter.

District Sanctions and Violations

All district employees are reminded the school district may receive sanctions because of unauthorized (confirming) purchases. Employees are to note the following consequences of such actions:

1. Withholding of State Aid—N.J.A.C. 6A:23A-5.4

The Commissioner of Education may withhold State funds from any school district that fails to obey the provisions of the Public School Contracts Law—N.J.S.A. 18A:18A-1 et seq.

2. NJQSAC Fiscal DPR Indicator #15

The school district is subject to a penalty of four (4) NJQSAC points for not being in compliance with the Fiscal District Performance Review Item #15, which prohibits confirming or unauthorized orders.

3. Audit Finding and Recommendations

All financial transactions are subject to audit review. The district may receive an audit finding and recommendation for unauthorized (confirming) purchases. Repeat audit findings may lead to sanctions against the school district.

4. Employee Sanctions

The Superintendent of Schools may recommend to the Board of Education the filing of sanctions against any employee who does not comply with federal and state purchasing laws and code, board policy and district purchasing procedures. The sanctions may include but are not limited to, paying for any unauthorized purchase, withholding of increment, employee suspension or tenure charges.

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Purchasing Prohibitions

1. Employees Prohibited from Signing Contracts--Prohibition

Board of Education employees are prohibited from signing any contract offered by a vendor. The power to sign and execute vendor contracts after Board of Education approval lies with the Board President and the Board Secretary.

Contracts signed by an employee shall be considered non-binding by the Board of Education with the employee accepting full responsibility for the costs of the contract.

2. Reimbursements; Employee--Prohibition

The Board of Education only recognizes an employee reimbursement purchase order when it pertains to tuition reimbursement, pre-approved travel, meals, and conferences. The Board will not reimburse employees for items and goods personally purchased by the employee.

3. Student Activity Accounts--Prohibition

Purchases made through Student Activity Accounts may not be reimbursed with Board funds. Purchase orders made payable to Student Activity Accounts for the aforementioned purpose will not be signed by the Purchasing Agent.

4. Private Purchases -- Prohibited

Goods and services procured by the Board of Education are exclusively for the use of the board and if applicable, other public and non-public schools. These goods and services are purchased through the signed purchase order process.

Employees of the Board of Education are prohibited from purchasing personal goods and/or services using bid or quotation prices offered by the vendors to the Board.

Purchasing Guidance

1. Cancellation of Purchase Orders—Guidance

All requests to cancel purchase orders must be made in writing to the Purchasing Agent. Reasons explaining the need to cancel the purchase order must be outlined. The Purchasing Agent maintains the sole right to cancel purchase orders.

2. Contracts; Purchase Order Required—Guidance

The award of contract to a vendor approved by the Board of Education at a public meeting does not automatically authorize any employee to use the services of, or purchase materials from, the vendor.

All contract purchases require the issuance of a purchase order authorizing the purchase of services and/or goods and materials from the vendor. N.J.S.A. 18A:18A-2 (v).

3. Preview of Materials—Guidance

All staff members must receive permission from administrators, directors, supervisors, or principals to sample materials. After the sampling process has been completed, the item must be returned. If there is a desire to purchase the sampled item, a purchase order must be prepared for a new item.

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METHODS OF PROCUREMENT

A. ADVERTISE FOR BIDS (Purchases that exceed the bid threshold--\$44,000)

This method is used for procuring goods, materials, services and public work projects that exceed in the **aggregate** of the Board of Education approved bid threshold of \$44,000.

Bid Limit -- \$44,000

The Board of Education is restricted by New Jersey state law on how much money can be spent by the district for the entire year on materials, supplies, and services.

This restriction is called the bid threshold or bid limit. The bid limit is \$44,000. This means that any specific item, class of items, and/or services of a similar nature, purchased by the school district totaling in the **aggregate** more than \$44,000 for the entire year, must be competitively advertised for bid. School officials cannot circumvent the law by splitting purchases to be under the \$44,000 bid limit. Administrators, directors, supervisors, and principals that have purchases that may exceed the \$44,000 bid limit, are to contact the Purchasing Office to begin planning the bid process.

Annual Bids—N.J.S.A. 18A:18A-9

The Board of Education, to be in compliance with N.J.S.A. 18A:18A-9, requests Administrators, directors, supervisors and principals to plan and prepare for Annual Bids. The proposed timelines are as follows:

- February-March** Administrators, directors, supervisors and principals prepare technical specifications to be reviewed by the School Business Administrator/Board Secretary.

- April** The SBA prepares final bid specifications to be drafted in a manner to encourage free, open, and competitive bidding. Bids are advertised pursuant to the Public School Contracts Law.

- May/June** Annual bids are received, opened and tabulated by the School Business Administrator/Board Secretary.

- June** Bid resolutions are prepared by the School Business Administrator/Board Secretary for Board approval.

- June** Purchase orders are generated by administrators, directors, supervisors and principals for services to begin on July 1st.

- June/July** Purchase orders are generated for goods and materials to be delivered to the schools for August/September delivery.

N.J.S.A. 18A:18A-2 (l). "**Aggregate**" means the sums expended or to be expended for the provision or performance of any goods or services in connection with the same immediate purpose or task, or the furnishing of similar goods or services, during the same contract year through a contract awarded by a purchasing agent.

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Award of Contract

The formal bidding process usually takes 6-8 weeks from start to finish. Please plan appropriately. An outline of the bidding process is located in Appendix A. The common thread of formal bidding is that the district has to award the contract pursuant to N.J.S.A. 18A:18A-4 (a) to the lowest responsible bidder.

Exceptions to the Bid Limit (18A:18A-5)

New Jersey State Law allows for some exceptions to the bid requirements. Below are the exceptions:

1. Professional Services
2. Extraordinary unspecifiable services which cannot reasonably be described by written specifications
3. The doing of any work by employees of the board of education
4. The printing of all legal notices; and legal briefs, records and appendices to be used in any legal proceeding in which the board of education may be a party
5. Library and educational goods and services
6. Food supplies, including food supplies for home economics classes, when purchased pursuant to rules and regulations of the State board and in accordance with the provisions of N.J.S.18A:18A-6;
7. The supplying of any product or the rendering of any service by a public utility, which is subject to the jurisdiction of the Board of Public Utilities, in accordance with the tariffs and schedules of charges made, charged and exacted, filed with said board
8. The printing of bonds and documents necessary to the issuance and sale thereof by a board of education
9. Equipment repair service if in the nature of an extraordinary unspecifiable service and necessary parts furnished in connection with such services, which exception shall be in accordance with the requirements for extraordinary unspecifiable services
10. Insurance, including the purchase of insurance coverage and consultant services, which exception shall be in accordance with the requirements for extraordinary unspecifiable services
11. Publishing of legal notices in newspapers as required by law;
12. The acquisition of artifacts or other items of unique intrinsic, artistic or historic character
13. Those goods and services necessary or required to prepare and conduct an election
14. The doing of any work by persons with disabilities employed by a sheltered workshop
15. Expenses for travel and conferences
16. The provision or performance of goods or services for the support or maintenance of proprietary computer hardware and software, except that this provision shall not be utilized to acquire or upgrade non-proprietary hardware or acquire or update non-proprietary software
17. Purchases of goods and services at rates set by the Universal Service Fund administered by the Federal Communications Commission
18. Goods and services paid with funds that: are raised by or collected from students to support the purchase of student-oriented items or materials, such as yearbooks, class rings, and a class gift; are deposited in school or student activity accounts; and require no budget appropriation from the board of education

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19. Food services provided by food service management companies pursuant to procedures established by the New Jersey Department of Agriculture, Bureau of Child Nutrition Programs
20. Vending machines providing food or drink

These purchases may be subject to the quotation process pursuant to N.J.S.A. 18A:18A-37 (a) if practicable.

B. QUOTATIONS (Purchases that fall between \$6,600 and \$43,999)

This method of procurement is used for contracts for goods, materials, services and public works projects that in the **aggregate** are between \$6,600 and \$43,999.

Award of Contract—Price and Other Factors

The Board of Education is obligated to solicit at least two (2) competitive quotations and award the contract pursuant to N.J.S.A. 18A:18A-37 (a), to the vendor whose response is most advantageous, price and other factors included.

Quotations and Purchasing

1. Quotation Limits--\$6,600 through \$43,999

The quotation limit (threshold) presently is \$6,600. This means that any specific item or group of items of a similar nature purchased by the school district, totaling more than \$6,600 and less than \$44,000 for the entire year, must be competitively quoted or advertised for bid at the discretion of the Purchasing Agent. Obtaining quotes for items below the quotation limit is strongly encouraged.

School officials cannot circumvent the law by splitting purchases to be under the quotation threshold.

2. Quotation Process

All quotations shall be in writing. The administrator/supervisor or school principal is asked to review quotation specifications. The quotation process could take 2 weeks from start to finish. Telephone quotations may only be used in extreme cases of urgency. Pursuant to N.J.S.A. 18A:18A-37 (a), the school district shall solicit two (2) quotations. Evidence of the quotation process shall be kept on file. A copy of the quotation shall be attached to the purchase order.

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C. REQUEST FOR PROPOSAL—RFP — This method is preferred for the following contracts:

Professional Services

Medical
Auditing; Accounting
Legal
Engineering, Architectural
Special Education Related Services

Academic/Operational Services

(Contracts less than \$44,000)
Instructional Improvement
Educational Consultants
Professional Development

Award of Contract—Evaluative Criteria

The RFP method is designed to award the contract to the vendor based upon a list of criteria which include as recommended by the New Jersey State Comptroller’s Office with the

Best Practices in Awarding Service Contracts

- **Technical**
 - Submission of narrative how the firm will provide services; planned approach; measurable results
 - Understanding how services will be provided
- **Management**
 - Business organization; staffing
 - Experience; and
 - Knowledge of district
- **Cost**
 - Fee proposal submission; cost analysis

The contract for an RFP contract does not have to be given to the respondent who submits the lowest price. The evaluative criteria process is designed to award the contract to the respondent whose response will provide the highest quality services at fair and competitive prices.

D. COMPETITIVE CONTRACTING (Certain Contracts over \$44,000)

This procurement method is used for certain contracts over \$44,000.00.

The district can only use this method for contracts that are outlined in NJ State Law 18A:18A-4.1. **Some** of the examples that are permitted are

- Proprietary Computer Software for Board Use
 1. Student Data Warehousing
 2. Student Information System
 3. Business Office; Human Resources Software
- Professional Development Services
- Educational Consultant Services
- Instructional Improvement Services

The award of contract is similar to the RFP award of contract. It is based upon the same evaluative criteria which are designed to award the contract to the respondent whose response will provide the highest quality services at fair and competitive prices.

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The administrative process of Competitive Contracting as outlined in N.J.S.A. 18A:18A-4.1 et seq. and N.J.A.C. 5:34-4.1 et seq. is a rather lengthy process and may take 6-8 weeks to complete.

E. STATE CONTRACTS

Pursuant to N.J.S.A. 18A:18A-10 (a), a Board of Education may purchase goods and services through New Jersey START (NJ START) contract vendors. If the purchase exceeds the bid threshold, the Board of Education must adopt a resolution awarding the contract. If you plan to purchase computers, contact the **District Technology Coordinator** for assistance. The coordinator will be able to assist you with the technical aspects and the State Contract requirements of purchasing computers.

The School Business Administrator is required to have board of education approval for all NJ START contract purchases that exceed the bid threshold. All NJ START contract purchases will be verified by the Purchasing Agent prior to processing.

Purchase Order Requirements--State Contract

All purchase orders made through NJ START Contract vendors shall include the following:

1. State Contract Number;
2. State Contract System Identifier;
3. Notification of Award attached to the purchase order;
4. Approved State Contract price list; and
5. Shipping and Handling included.

 **OTHER PURCHASING PROCEDURES** 

A. COOPERATIVE PURCHASING

The school district may utilize the services of an authorized cooperative purchasing entity to purchase goods and services. Recognized cooperative purchasing groups are, but not limited to:

- Boards of Education
- Educational Services Commissions
- Regional Services Commissions
- County Special Services Districts
- NJ Division of Purchase and Property (NJ START State Contract)
- National Cooperative Vendors
- See Appendix K for list of board approved Cooperatives

Cooperative Purchasing System Identifiers—Include on Purchase Orders

School districts are required by administrative code to identify the cooperative group and include the identification number on the purchase order.

B. EMERGENCY CONTRACTS

Emergency contracts are strictly regulated by N.J.S.A. 18A:18A-7. A situation must exist affecting the health or safety of the occupants of school property that requires the immediate delivery of articles or the performance of a service to alleviate the emergency.

The emergency contract process is reviewed in Appendix B. Please note that the Superintendent of Schools must be notified **first** of all emergency purchase requests. Only the Purchasing Agent may award an emergency contract.

C. FEDERAL FUNDS—PROCURING GOODS AND SERVICES WHEN USING FEDERAL FUNDS

All non-federal entities (school districts) are to follow NJ Public School Contracts Law when procuring goods and services using federal funds except where the federal standards detailed in 2 CFR Part 200.317 et seq. are in conflict or more restrictive.

School districts, when procuring goods and services using federal funds, are to comply with the Federal Procurement Code 2 CFR 200.317 et seq. A more detailed explanation of procuring goods and services when using federal funds is found in the Federal Procurement Guidance section of this manual.

D. INCREASING A PURCHASE ORDER AMOUNT

There may be times where a purchase order amount may need to be increased to meet the needs of the district. The administrator responsible for requesting the goods or services should investigate the need to increase a purchase order amount and make that request to the School Business Administrator. The School Business Administrator, in accordance with N.J.A.C. 6A:23A-6.10, may increase a purchase order amount.

A. Field Trip Transportation

All departments should contact the Transportation Coordinator when transportation vehicles are needed for field trips. A memo (see Appendix J) is annually issued to administrators, directors, supervisors and principals sharing the process for securing transportation for trips. All employees are reminded of the following guidance as it pertains to field trip transportation:

1. Purchase orders must be prepared and processed prior to the date of the field trip.
2. A Board of Education resolution approving the destination of the field trip and the School Trip Application form (see Appendix I) should be attached to the field trip transportation purchase order.
3. The approved list of bus companies and corresponding prices are to be used whether the field trip is paid through Board of Education funds (PO) or student activity funds.
4. All field trips using Board funds (purchase order) shall be part of the instructional program, have an educational value and shall be reasonable in cost. Field trips solely for student entertainment are prohibited when using public funds. A board resolution approving the field trip must be attached to the purchase order.
5. The cost of field trips may be borne by the pupils' parents with the exception of pupils in special education classes and pupils with financial hardship (N.J.S.A. 18A:36-21).

B. Meals, Refreshments, and Catering

The State of New Jersey Department of Education has provided guidance to school districts through Administrative Code N.J.A.C. 6A:23A-5.8 on board of education expenditures for meals and refreshments.

Permitted Activities for Meals, Refreshments, and Catering

• **Student Activities**

Reasonable costs for light meals and refreshments directly related to activities that benefit students and are part of the **instructional program** are permissible. These activities must be part of the instructional program and not solely for student entertainment.

• **Parent Activities**

Reasonable costs for light meals and refreshments for parent activities are permissible. It is expected that expenditures for this purpose will be minimal and infrequent.

• **Dignitaries**

Reasonable costs for light meals and refreshments for dignitaries are permissible.

• **Board Member Meetings (N.J.A.C. 6A:23A-7.12(f))**

Light meals and refreshments are permitted for all board members and for employees who are required to attend a board of education meeting.

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Please note that costs for light meals and refreshments are limited as follows (NJ OMB Circular 20-04-OMB):

Breakfast	\$ 7.00 per person
Lunch	\$ 10.00 per person
Dinner	\$ 15.00 per person

Documentation Required

Documentation must be provided to support expenditures for light meals and refreshments. The following information is to be provided on the Purchase Order:

- Description of the activity;
- Purpose/justification of the activity; goal; objectives;
- The make-up of the group receiving the meals; and
- Names of employees and board members included in the group.

Prohibited Activities for Meals, Refreshments, and Catering

- **Athletic Activities**

Light meals and refreshments served to *guests* at any athletic event, game or contest are not permitted.

- **Staff and Employees of the School District**

Light meals and refreshments are not permitted for employees and staff of a school district unless the staff member or employee is essential to *a student activity* where light meals or refreshments are being served. N.J.A.C. 6A:23A-7.12 (d), 6A:23A-5.8 (b)(4)

- **Honoring Employees**

Receptions, dinners or other social functions held for or honoring any employee or group of employees are not permitted when public funds are being used. Please note: the use of public funds (purchase order) for the purchase of employee recognition awards is permitted. For example—Retirement Plaques!

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Textbooks -- Approval and Purchase

Approval of Textbooks

In accordance with state law (N.J.S.A. 18A:34-1), all textbooks must be approved by the Board of Education prior to their use in the educational program. Purchasing textbooks that have not been approved by the Board of Education is a violation of state law. The District has set up procedures to have textbooks approved by the Board of Education.

Purchase of Textbooks and District Review

New Jersey Administrative Code 6A:23A-9.3 (c) (12) requires the purchase of textbooks to meet one of the following conditions:

- The purchase is in accordance with the textbook adoption cycle;
- Textbooks have been identified as stolen or destroyed; or
- A change in curriculum or new edition requires a new textbook.

Budget Accounts

Only textbooks may be purchased from the "640" object code. All other books and reading material must be purchased from the "600" or "610" object codes. Please contact the Business Office (or google) the New Jersey Uniform Minimum Chart of Accounts.

Purchases Must be Planned

All schools/offices buying books and workbooks must plan appropriately. Administrators, directors, supervisors and principals are to direct teachers and staff members to prepare purchase orders in accordance with board of education meeting dates.

Online Pricing or Price Quotations

School principals are to ensure that purchase orders for books and workbooks be prepared with pricing that was obtained through the book company representative or by using online pricing. Purchase orders should include copies of the price quotation received from the sales representative or copies of the online pricing obtained from the company's website. Shipping and handling costs must be confirmed by the sales representative or the customer service number.

Any book purchase order that does not have either the price quotation from the sales representative or copies of online pricing will be returned.

Student Activity Account Purchases

Student activity funds are used to finance co-curricular activities of the student body organization. Only expenditures relating to student group activities, which benefit students, may be made from student activity accounts. Student activity funds are monies raised/collected by students or donated to students. Student activity funds are spent by students and expended on behalf of the students.

Signing of Contracts with Vendors

School officials are strictly prohibited from signing any contracts with vendors unless expressly authorized by board resolution. All contracts with vendors shall be reviewed by the School Business Administrator, who will affix his/her signature to the vendor contract.

Bids May Be Required

The School Business Administrator is aware of the exception to bidding for goods and services paid with funds that: are raised by or collected from students to support the purchase of student-oriented items or materials, such as yearbooks, class rings, and a class gift; and are deposited in school or student activity accounts; and require no budget appropriation from the board of education. (N.J.S.A. 18A:18A-5(a)(21)).

The School Business Administrator will determine whether an advertisement for bid will be required for a Student Activity purchase, which, in the aggregate, exceeds the bid threshold of \$44,000.

Quotations Required

Goods and services paid with student activity funds and require no budget appropriation from the Board of Education are considered an exception to bidding under the New Jersey Public School Contracts Law. It is important to note, however, that purchases less than the bid threshold may be subject to official quotations. Please alert the Business Office for any upcoming purchases that are more than \$6,600.

Board Resolution Required Exceeding the Bid Threshold

Pursuant to N.J.S.A. 18A:18A-5(a)(21) all purchases from the student activity account that exceed the bid threshold must be approved by board resolution prior to the purchase being made. Purchases of yearbooks, school rings, and catering hall for proms may fall in this category. Fund-raising contracts that exceed the bid threshold in the aggregate require a board resolution.

Travel Reimbursement, Conferences, and Workshops

The State of New Jersey, pursuant to N.J.S.A. 18A:11-12, has adopted strict travel guidelines for school districts to follow. All school officials and employees seeking travel reimbursement must adhere to the law and travel administrative code—N.J.A.C. 6A:23A-7.1 et seq. **At a minimum**, reimbursement purchase orders for travel must meet the following requirements:

➤ **Written Approval of the Superintendent—prior to a travel event**

The travel shall be approved in writing by the Superintendent prior to the travel event. Use the Professional Trips and Conferences form (See Appendix G). Documentation shall be provided with the purchase order for reimbursement.

➤ **Board of Education Approval—prior to a travel event**

The travel shall be approved by resolution at a public board of education meeting prior to the travel event.

➤ **Reimbursement Procedures**

Prior to being reimbursed for approved costs for the travel event, the following must be presented with the purchase order when applicable

1. Approvals in writing
2. Travel Report
3. Receipts for hotel and meals (when applicable)
4. Travel Mileage Commute Deduction Worksheet (Appendix H),
5. Professional Trips and Conferences Form (Appendix G)
6. Other documents when requested (e.g. driver’s license, etc.)

All employees using privately-owned vehicles in the performance of their duties for the school district shall present a New Jersey Insurance Identification Card indicating that insurance coverage is in full force and effect with companies approved by the State Department of Banking and Insurance. The card shall be made available to the Superintendent or designee before authorization to use privately-owned vehicles (Policy 6471). All public-school employees are to review all board policy and school administrative procedures prior to planning for the travel event.

Fixed Assets

Generally Accepted Accounting Principles (GAAP) reporting, requires the district to maintain physical accountability over district-owned assets. Fixed assets are property, plant or equipment, assets that are long-term and continued use, such as land, buildings, machinery, and equipment. Fixed assets meet all the following criteria:

1. It retains its original shape, appearance, and character with use;
2. It does not lose its identity through fabrication or incorporation into a different or more complex unit or substance;
3. It is nonexpendable; that is, if the item is damaged or some of its parts are lost or worn out, it is more feasible to repair the item than to replace it with an entirely new unit; and,
4. Under normal conditions of use, including reasonable care and maintenance, it can be expected to serve its principal purpose for at least one year.

A fixed asset is a single item cost of \$2,000 or more and includes ancillary charges necessary to place the asset into its intended location and condition for use. Ancillary charges include costs that are directly attributable to asset acquisition such as freight and transportation, site preparation costs, and professional fees.

Recording of Fixed Assets

School officials ordering and receiving a fixed asset item, shall properly record the item on the purchase order in accordance with Business Office procedures. Asset purchases require the use of a fund 12 account code (12-XXX-XXX-XXX-XX-XXX). Asset purchases should be added to the fixed asset screen in the financial system (Systems 3000) when preparing the purchase order. The fixed asset item shall also be identified with the district's barcoding system. The technology and business office teams can assist.

Disposal of Fixed Assets

All school district property must be disposed of in a manner prescribed by law as per the Records Retention Schedule prepared by the New Jersey Bureau of Records Management. The Business Office will assist all school officials in the disposal of all school property, especially those identified as fixed assets.

FORT LEE PUBLIC SCHOOLS

Purchase of Food Supplies Guidance

Food Supplies

New Jersey state law and code exclude the purchase of food supplies from the bidding process if the food supplies are for the school cafeteria or home economics classes.

Food supplies purchased from the supermarkets shall follow state law and code and only for the approved list of situations. All purchase orders, including student activity account purchases, are subject to review by Department of Education (DOE) officials and auditors.

New Jersey Administrative Code 6A:23A-16.5(b) notes that food supplies include those supplies that are “eaten or drunk.” Administrators, directors, supervisors and principals are to ensure that purchases from the supermarkets have only items listed that follow the code. The Business Office will review the register receipts and highlight those items that do not follow the code.

Contracted Service Providers

Regular Contact with Students

There will be times during the performance of a vendor contract, where a contracted service provider may come in contact with students of the school district. The district fully understands its obligation to provide to all students and staff members, a safe educational environment. To this end, the district will be requiring all contracted service vendors who come in **regular contact with students** to comply with the following requirements.

Anti-Bullying Reporting

When applicable, the contracted service provider shall comply with all applicable provisions of the New Jersey Anti-Bullying Bill of Rights Act—N.J.S.A. 18A:37-13.1 et seq., all applicable code and regulations, and the Anti-Bullying Policy of the Board of Education. In accordance with N.J.A.C. 6A:16-7.7 (c), a contracted service provider, who has witnessed, or has reliable information that a student has been subject to harassment, intimidation, or bullying shall immediately report the incident to any school administrator or safe schools resource officer, or the School Business Administrator/Board Secretary.

Criminal History Background Checks (N.J.S.A. 18A:6-7.1)

When applicable, the contracted service provider shall provide to the school district prior to commencement of the contract, evidence or proof that each employee assigned to provide services and that comes in **regular contact with students** has had a criminal history background check, and furthermore, that said background check indicates that no criminal history record information exists on file for that worker. Failure to provide proof of criminal history background check for any employee coming in regular contact with students, prior to commencement of contact, may be cause for breach of contract. No employee of a contracted service provider shall commence work at a school facility without having first obtained approval for employment from the Office of Student Protection.

Pre-Employment Requirements

FORT LEE PUBLIC SCHOOLS

When applicable, all contracted service providers, whose employees have **regular contact with students**, shall comply with the Pre-Employment Requirements in accordance with New Jersey P.L. 2018 c.5, N.J.S.A. 18A:6-7.6 et seq. Contracted service providers are to review the following New Jersey Department of Education—Pre-Employment Resource P.L. 2018 c.5 link below for guidance and compliance procedures.

<https://www.nj.gov/education/crimhist/preemployment/>

The Requisition and Purchase Order Process

Roles and Responsibilities

A. Responsibilities of the Originator when Preparing a Requisition

The person who prepares the requisition has certain responsibilities before the order is sent to the administrator, supervisor, or principal for approval. The Originator should ensure the following:

1. Requisitions are entered into the financial accounting software (Systems 3000). All requisitions should be typed in detail. Requisitions should not contain typographical errors.
2. Vendor's Business Registration Certificate/W9 and any other required documents are on file in the Business Office.
3. Vendor's Name is accurately printed on the requisition. All Board checks are made payable to the vendor name (top line) listed on the purchase order/requisition.
4. Vendor's Address is accurate and complete.
5. Purchase "Type" is properly selected in the financial system (Systems 3000). Choose one of the following:
 - a. Open Market – purchases for amounts under the quote threshold (\$6,600).
 - b. State Contract - purchases from State Contracted Vendors.
 - c. Bid – purchases from awarded vendors as a result of Fort Lee Public bids.
 - d. Quote – purchases for amounts between \$6,600 and \$43,999. A minimum of two quotes needed.
 - e. Co-Op – purchases from a Fort Lee Board approved Cooperative (Appendix K).
6. Description of Items, Services, Costs, Unit amounts and Catalogue Numbers should be listed clearly from the latest available catalog.
7. Shipping and Handling Costs are to be added to all purchase orders. Please read the catalog or contact the vendor to determine the actual shipping and handling costs. If you are unable to ascertain the actual shipping and handling charges, include 10% for estimated shipping and handling".
8. Delivery Address should include a specific school delivery address and include the name of a person or a specific department.

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9. Budget Account Number should accurately reflect the purchase. Please be sure the correct Budget Account Number is chosen for the requisition. System 3000 will alert you if the account has insufficient funds. In cases where there are insufficient funds, please alert your administrator to request a transfer of funds. Do not just choose an unrelated account because it has funds.
10. State/Cooperative Contract Orders through NJ START State Contract vendors must include the following:
 - a. State Contract Number on the requisition;
 - b. Shipping and Handling Included; and
 - c. Appropriate documentation when required.
11. Quotations should include a minimum of two quotes. Please attach each quote to the purchase order in the financial system (Systems 3000). Please include the quotation date and the quotation number.
12. Requisitions should contain the Bid Date and Bid Number if the goods/services were publicly bid.
13. Purchases are exempt from New Jersey State Sales Tax. New Jersey local school districts are political subdivisions of the State of New Jersey which are exempt from paying New Jersey sales and use taxes on purchases. The board is not exempt from paying out-of-state sales and use taxes.

B. Responsibilities of Administrator/Supervisor or Principal

The person authorized to approve requisitions must ensure the following is reviewed before the requisition is sent to the Business Office:

1. Fund Availability

Check to determine if *funds are available* in the budget to cover the amount of the purchase order. Systems 3000 will alert if there are insufficient funds in that budget line to cover the purchase. If funds are needed, a request for transfer of funds must be sent to the Business Office.

2. Requisition Completion

Check to determine that items previously noted (Responsibilities of the Originator) have been *properly completed*.

3. Operational or Educational Need of Purchase

Administrators, directors, supervisors and principals who approve requisitions should be able to explain why the purchase is essential to the school district. They should be able to support the purchase as an educational or operational need for the district. Of most importance they should be able to answer the following:

FORT LEE PUBLIC SCHOOLS

- a. How will students learn or benefit from the purchase?
- b. What educational achievement or program may be linked to the purchase?.
- c. How is the purchase of operational value to your school/office?

4. **Requisitions are Interofficed to the Business Office**

Requisitions are to be approved online by the appropriate administrator with a hardcopy signed by the administrator and sent (interoffice mail) to the Business Office.

5. **Originator Copy is Retained**

When preparing a requisition, please retain a copy for your files.

6. **Receiving Copy (the "Blue") is Received**

Once the requisition has been committed as a purchase order and mailed to the vendor, the Business Office will send the Receiving Copy of the purchase order to the school or office. If a Receiving Copy is not received within two (2) weeks of signing the purchase order, please contact the Business Office.

C. Responsibilities of the Superintendent of Schools

The Superintendent reviews and determines the educational or operational value of each purchase order. After Superintendent approval, the requisition is forwarded to the Purchasing Agent for review and approval.

D. Responsibilities of Business Office

The Purchasing Agent reviews each purchase order. Special attention is given to the following:

1. **Availability of Funds**

The Requisition system will not permit a requisition to be finalized if there are insufficient funds in the account. If preparing a PO, be sure to check for funds availability.

2. **What is Being Ordered and Cost**

The Purchasing Agent reviews the technical aspects of the purchase order to ensure compliance with Federal and State Law and Board Policy. The Business Office may recommend obtaining quotes from other vendors for potential cost savings. The Business Office reviews whether purchases exceed:

The Quotation Limit	\$ 6,600.00
The Bid Limit	\$44,000.00

A determination will be made by the Purchasing Agent whether the district has to solicit quotations or advertise for bid.

3. **Vendor Validity**

Pursuant to various State Laws, the Purchasing Agent must ensure the following documents are on file in the Business Office before the purchase order is signed and processed:

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- Affirmative Action Evidence – Contracts \$44,000.00 and over (cumulative)
- Business Registration Certificate (BRC) – Purchases \$6,600.00 and over
- Chapter 271 – Political Contribution Disclosure Form (PCD)
Purchases over \$17,500.00 (cumulative)
- Iran Financial Disclosure Form
- IRS W-9 Form
- Other Federal Procurement Documents.

4. **Details of the Requisition**

Technical aspects of the requisition are reviewed to confirm:

- a. Account number is correct;
- b. Shipping charges added;
- c. Signatures are affixed;
- d. State contract numbers are included;
- e. Vendor addresses are complete; and

Incomplete or improper purchase orders/requisitions will be returned explaining deficiencies. After requisition review and approval, the Purchasing Agent manually reviews and initials the complete interofficed requisition packet. The Purchasing Agent then approves the requisition in the financial system (Systems 3000). It is imperative for Originators and Administrators to plan for the complete requisition approval process. The Business Office will then:

- Issue a purchase order
- Mail the purchase order to the vendor
- Send the receiving copy to the originator

The Purchase Order Process is a deliberative process and could take five (5) to ten (10) business days. The “clock” begins when the requisition and all backup documentation is received by the Business Office and after first level approval in the financial system (Systems 3000). The public school purchasing process takes time and is not designed to save money. The public school purchasing process is designed to be in compliance with the law, to promote fair and transparent purchasing, and to prevent fraudulent activities.

5. **Potential Need to Transfer Funds**

The Business Office processes purchase orders only if there are appropriate funds to cover the purchase. If account lines do not have sufficient funds, the originator can request a transfer of funds. All transfers of funds have to be approved by the Board of Education at a public meeting.

In certain cases, some transfer of funds requests must be sent to the State Department of Education via the County Office for review. Substantive transfers of money (more than 10% of the budget line item) must be approved by the State.

E. Responsibility of the Vendor

1. **New Vendor Documentation**

The vendor must provide the Business Office the following information prior to procuring the goods or services of that new vendor:

- Affirmative Action Evidence—Certificate of Employee Information Report
- Business Registration Certificate from the State of New Jersey
- Chapter 271 Political Contribution Disclosure form
- Iran Financial Disclosure Form
- IRS W-9 Form
- Other documents required by Federal Procurement Code

2. **Vendor Performance**

Vendors are to provide satisfactory goods and services in accordance with the terms and conditions of the purchase order and/or contract.

3. **Vendor Debarment, Suspension or Disqualification (N.J.A.C. 17:19-1.1)**

The Board of Education will not enter into a contract for work with any person, company or firm that is on the State Department of Labor and Workforce Development; Prevailing Wage Debarment List, or the State of New Jersey Consolidated Debarment Report or the Federal System for Award—SAM.gov.

4. **Purchase Order Vouchers**

The Business Office sends to the vendor the purchase order and the voucher. The vendor is to sign the voucher and return it to the Business Office with an invoice.

5. **Vendor Payment**

All purchases require the issuance of a purchase order authorizing the purchase of services and/or goods and materials from the vendor. Vendor payment is initiated after the vendor provides the following: goods/services, packing slip detailing goods/services sent, a signed voucher, and an invoice.

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ACCOUNTS PAYABLE

A. Processing the Requisition/Purchase Order

A requisition becomes a purchase order after all required administrators have approved the requisition in the financial system. The purchase order is comprised of four (4) parts. Listed below are the names and the purposes of each part.

Copy	Disposition
Vendor Copy	Sent to vendor to order items/provide services (WHITE)
Voucher Copy	Sent to vendor for signature (GREEN)
Receiving Copy	Sent to school/office; returned to Business Office upon receipt of goods/services (BLUE)
Originator Copy	Remains with the office of administrator or supervisor.

B. Receipt of Goods and Services

The originator of the purchase order should follow the below process when receiving materials, goods, and services:

- a. Obtain receiving copy of purchase order and packing slip of items ordered.
- b. Open boxes and check off items received on the receiving copy and the packing slip.
- c. If all items are received, sign and attach packing slip to the receiving copy of the purchase order.
- d. Send all documentation to the Accounts Payable department for payment processing

Some items ordered will not be received in the first shipment. This is known as a backorder. The packing slip will have backorder written on those particular items. If the order is incomplete because there is a backorder, please do the following:

- a. Mark on your receiving copy of the purchase order those items you did not receive.
- b. Make and keep a copy of your receiving copy and the packing slip.
- c. Send the original receiving copy and packing slip to the Business Office.
- d. Upon receipt of the backorder in the next shipment, update the receiving copy of the purchase order to note receipt of the previously backordered item and send both updated receiving copies and packing slip to the Accounts Payable department.

When items are listed on the packing slip but not received, call the vendor and Accounts Payable department to share the discrepancy. When items received are damaged or are the wrong item, call the vendor to identify the return procedure is for returning damaged or wrong items. When items requested have been discontinued, do not call the vendor for a replacement item. A new purchase order must be generated.

VENDOR PAYMENT PROCESS

Purchase Order Contract Amount

The contracted services vendor/provider (vendor) receives a purchase order from the Purchasing Agent notifying the vendor that services may begin. The purchase order has a total contract amount. This contract amount may not be exceeded unless authorized.

Monitoring Contract Amount

District administrators, directors, supervisors and principals should monitor vendor bills and invoices to ensure they do not exceed the total contract amount. Contact the Purchasing Agent if the total purchase order/contract amount is close to being exceeded. The Purchasing Agent can begin a process to increase the purchase order amount pursuant to administrative code or can require a new purchase order.

Vendors should monitor bills and invoices to ensure they do not exceed the total purchase order/contract amount. Vendors should contact the respective administrator if the total purchase order/contract amount is close to being exceeded.

Board of Education Approvals

The Board of Education normally meets twice each month. All bills and invoices should be reviewed, approved, and forwarded to the Accounts Payable department immediately for payment. All bills and invoices submitted to the Accounts Payable department by the vendor will be sent to the appropriate school district administrator/supervisor for review and approval. The Accounts Payable department will not initiate the payment process until it receives signed invoices approved by the appropriate administrator.

End of Year Purchase Orders Processing

The deadline for submitting purchase orders is on or about the last Friday in March, unless a different date is set. The following purchases are exempt from the submission deadline, but must be processed before the first Friday in June:

- End of the year activities—field trips, graduation, assemblies;
- Athletics Events;
- Employee contractual obligations—tuition reimbursement;
- Special Education tuition or therapy services;
- Required maintenance;
- Emergency contracts;
- State and/or federal funded program grant programs;
- Travel reimbursements; and
- Other goods, materials or services approved by the Purchasing Agent

FORT LEE PUBLIC SCHOOLS

It is the responsibility of administrators, directors, supervisors and principals to regularly follow-up with vendors so that invoices are submitted in a timely fashion. To comply with the State of New Jersey Department of Education requirements, the district has adopted a policy of canceling open purchase orders at the end of the fiscal year. All invoices must be billed within thirty (30) days of services to meet the State Department of Education deadline. If we are not in receipt of your invoice within the thirty (30) day deadline, we will not be able to process payment in a timely fashion and the corresponding purchase order may be canceled, thereby causing a delay in payment.

 **APPENDIX** 

- A. Formal Bid Process
- B. Emergency Purchases/Contracts
- C. Purchase Order Requirements
- D. Copy of Purchase Order
- E. Copy of Requisition
- F. Vendor Letter—Unauthorized Purchases
- G. Professional Trips and Conferences Form
- H. Mileage Deduction Form
- I. School Trip Application
- J. Annual Field Trip Transportation Memo
- K. Board Approved Cooperatives
- L. Federal Contracts
- M. Federal Procurement Chart of Thresholds

FORT LEE PUBLIC SCHOOLS

FORMAL BID PROCESS

<u>Process</u>	<u>TimeLine</u>
Initial request to bid made by Administrator/Supervisor. Certification that funds exist.	One Day
Review of specifications, fully outlining items, materials or services to be bid by the Purchasing Agent.	One Week
Return of reviewed specifications to Administrator/Supervisor for final approval. Administrator/Supervisor signs off final approval.	One Week
Bid package prepared by the Purchasing Agent.	One Week
Legal advertisement sent to the newspaper.	Three Day Advance Notice
Bid Date/Time -- must be at least 10 days after Legal Ad appears in the newspaper. Bids are opened and read publicly.	10-20 Days
Bid results are reviewed by: a. Administrator/Supervisor a. Purchasing Agent b. Architect/Board Attorney	One Week
Administrator/Supervisor prepares spreadsheet showing lowest bidders and recommends award of bid. Purchasing Agent reviews bids. Resolution is prepared.	One-Two Weeks
Bids are reviewed at Board Agenda, Committee of the Whole, and Regular Public Meetings.	One Week
Purchase orders are prepared by the Administrator/Supervisor.	One Week

The formal bidding process takes about 6-8 weeks from start to finish.

Please note: Bids for Public Works/Construction Projects take longer as a request for wage determination must be formally made to the State of New Jersey.

(Appendix A)

EMERGENCY CONTRACTS (18A:18A-7)

A. Background

An actual emergency must exist. An “emergency” is not to be created as a result of inadequate planning, delay, failure to take into account construction season or administrative convenience.

B. Definition of Emergency

An emergency is a situation affecting the health or safety of occupants of school property that requires the immediate delivery of the articles or performance of a service to alleviate the emergency. Federal and State of New Jersey *Declarations of Emergencies* may also apply. The school business administrator will contact the board attorney for guidance on such declarations.

C. Process in Declaring an Emergency

1. Superintendent of Schools Notified

The Superintendent of Schools is notified by the employee/supervisor/administrator requesting a declaration of emergency.

2. School Business Administrator/Purchasing Agent Notified

The official in charge of the building or facility, wherein the emergency occurred shall notify the Business Administrator/Purchasing Agent of the following:

- a. Nature of the emergency;
- b. Time of the occurrence; and
- c. The need for the performance of a contract.

Such notification shall be prepared in writing and filed with the Purchasing Agent as soon as possible.

3. Awarding of Contract by School Business Administrator/Purchasing Agent

If the School Business Administrator/Purchasing Agent is satisfied the emergency exists, the Business Administrator/Purchasing Agent by State Law is authorized to award the contract.

4. Filing of Documents with State and County by Board Secretary/School Business Administrator

In accordance with N.J.A.C. 5:34-6.1, the following documents must be filed with the County Superintendent within three (3) days after awarding the contract or agreement:

- a. A copy of the contract or agreement; and
- b. A copy of the written requisition.

5. Acknowledgment by Board of Education

The Board of Education, at its next regular Board of Education Public Meeting, shall review and acknowledge said emergency purchase. This may be done by board resolution.

FORT LEE PUBLIC SCHOOLS

PURCHASE ORDER REQUIREMENTS

CONTRACT/PURCHASE ORDER THRESHOLDS (AGGREGATE)	AFFIRMATIVE ACTION EVIDENCE (AA)	BUSINESS REGISTRATION CERTIFICATE (BRC)	CHAPTER 271 PCD (PAY TO PLAY) (271)
Up to \$ 6,600	(a)	No	No
\$ 6,600 - \$17,499	(a)	YES	No
\$17,500 - \$43,999	(a)	YES	YES
\$44,000 – and over	YES	YES	YES

Affirmative Action Evidence Exemptions	Business Registration Certificate Exemptions	Chapter 271 (PCD) Exemptions
<ul style="list-style-type: none"> Contracting Units Subject to Title 40A:11 State of New Jersey Contract Purchases Boards of Education including Educational Services Commissions Other contracting units, e.g. County and State Colleges and local authorities, boards, etc. 	<ul style="list-style-type: none"> Contracting Units Subject to Title 40A:11 State of New Jersey Contract Purchases Boards of Education including Educational Services Commissions Other contracting units, e.g. County and State Colleges and local authorities, boards, etc. Non-profit Organizations <p><u>Exempt Situations</u></p> <ul style="list-style-type: none"> Emergency Purchases – No payment unless BRC is on file. Employee settlements paid to attorneys; Establishments that are out of state & business being conducted takes place out of state, e.g. hotels, band camps, seminars, theatres, etc. Purchase made entirely through School Student Activity Funds. 	<ul style="list-style-type: none"> Contracting Units Subject to Title 40A:11 State of New Jersey Contract Purchases Boards of Education including Educational Services Commissions Other contracting units, e.g. County and State Colleges and local authorities, boards, etc. Non-profit Organizations New Jersey School Boards Association Contract Renewals Public Utilities, e.g. PSE&G <p><u>Exempt Situations</u></p> <ul style="list-style-type: none"> Emergency purchases; Litigation payments to parties through court order.

(a) It is suggested that Affirmative Action evidence be on file from vendors and contractors.

It is suggested that school districts request from all vendors the Iran Disclosure Form!

(Appendix C)

FORT LEE PUBLIC SCHOOLS
COPY OF PURCHASE ORDER

VENDOR NO.
1142

PURCHASE ORDER
FORT LEE BOARD OF EDUCATION
 231 Main Street - 3rd Floor • Fort Lee, N.J. 07024
 TEL (201) 585-4612 ext 7503 • FAX (201) 585-7997

BUDGET YEAR

2021->2022

WE ARE A TAX EXEMPT ORGANIZATION
RETURN GREEN VOUCHER
"SIGNED" WITH YOUR INVOICE

PURCHASE ORDER NUMBER
 2122-2589
 THIS NUMBER MUST APPEAR ON
 ALL PACKAGES, INVOICES AND
 CORRESPONDENCE.

DATE:
05/06/2022

VENDOR:
 ATRA JANITORIAL SUPPLY, INC.
 P.O. BOX 385
 POMPTON PLAINS, NJ 07444

SHIP TO:
 Attn To : JACK DENICHILO
 LEWIS F. COLE INTERMEDIATE
 467 STILLWELL AVE.
 FORT LEE, NJ 07024

CONTROL NUMBER		ORDER DESCRIPTION		
QUANTITY ORDERED	CATALOG / UNIT	ITEM DESCRIPTION / ACCOUNT NUMBER	UNIT PRICE	EXTENSION
70	Each	PRODUCT CODE: ATLD30371B LINER, LOW DENSITY, 30X37 BLACK 1 MIL 250/CS 20-30 GAL	34.13	2,389.10
70	Each	PRODUCT CODE: ATSH385812MB LINER, SUPER HEXENE, 38X58 BLUE 1.2 MIL 100/CS 60 GAL	35.50	2,485.00
40	Each	PRODUCT CODE: KC02001CS TOWEL, ROLL - WHITE 6/CS HAND TOWEL - 950' 1PLY CORE TAB	57.79	2,311.60
36	Each	PRODUCT CODE: KC07805CS TISSUE, TOILET-JRT JR., 2 PLY SURPASS - 1000'/ROLL - 12 ROLLS/CS	46.55	1,675.80
				\$8,861.50
QUOTE #57789 ED DATA BID 10425 7329/11-000-262-610-40-000- (\$8,861.50)				

PURCHASE ORDER WILL NOT BE PAID UNLESS YOU RETURN ATTACHED GREEN VOUCHER "SIGNED" WITH YOUR INVOICE. NO SIDEWALK DELIVERIES ACCEPTED. ALL DELIVERIES MUST BE INSIDE DELIVERIES

INSTRUCTIONS

1. All shipments must be prepaid, F.O.B. DESTINATION.
2. All claims MUST be made on our standard voucher form.
3. Purchaser is exempt from all Federal, State and Municipal Excise and State Taxes
4. This Board of Education reserves the right to cancel this order if shipment cannot be made within reasonable time
5. Valid only when signed by Secretary.


 BOARD SECRETARY

**NO ORDER VALID UNLESS
 SIGNED BY
 BOARD SECRETARY**

Page 1

VENDOR COPY - PLEASE RETAIN FOR YOUR RECORDS

MSL PRINTING SOLUTIONS P026-02 G

(Appendix D)

FORT LEE PUBLIC SCHOOLS

COPY OF REQUISITION

va_req01_v031919

This is A Requisition, Not An Actual PO

Run on 05/23/2022 at

04:29:11 PM

2122-2649

Completed Requisition

Page 1

Fort Lee Board of Education

Vendor # 4790

Date 05/20/2022

Vendor:

TROPHY KING
309 QUEEN ANNE RD
TEANECK, NJ 07666

Ship To:

Attn To: M. Rafferty
FORT LEE HIGH SCHOOL
3000 LEN OINE AVENUE
FORT LEE, NJ 07024

Requested by HALTAMURA

PO Type = Open Market

Control #

PO Description

Qty.	Unit	Print Description	Price	Extended Price
19	Each	Trophies for 2022 Senior Sports Awards Dinner June 2, 2022, Fiesta, Wood Ridge, NJ Sports Oval with Engraving (MVP) Estimate #610	25.0000	475.00
2	Each	AOY - G 2270 with Logo and Engraving	85.0000	170.00
1	Each	Sports Oval with Engraving (Bridgeman)	25.0000	25.00
1	Each	8" x 10" with Logo and engraving (Jacovino)	60.0000	60.00
1	Each	3 Post with Logo and Engraving (Rovello)	85.0000	85.00
3	Each	Engrave Plates Supplied	6.5000	19.50
				\$834.50

7674/11-402-100-600-08-000- (\$834.50)

Administrator Approval :

Date :

This is A Requisition, Not An Actual PO

____ / ____ / ____

(Appendix E)

FORT LEE PUBLIC SCHOOLS



Central Administration Offices

231 Main Street, 3rd Floor ♦ Fort Lee, New Jersey 07024
Phone: 201.585.4612 ♦ Fax: 201.585.1305
www.FLBOE.com

Haquisha Q. Taylor

Business Administrator

Purchasing Agent

To: Fort Lee Board of Education Vendors

**From: Haquisha Q. Taylor,
Purchasing Agent**

Date: June 3, 2022

Subject: Authorized Purchases

The Fort Lee Board of Education only recognizes purchases made through the approved purchase order process. Authorized purchases made by the Fort Lee Board of Education require a purchase order which includes a purchase order number, description of specific goods and/or services requested, quantity of specific goods and/or services requested, unit prices of specific goods and/or services requested, the total amount of the purchase order, and an authorized signature.

Any Fort Lee Board of Education employee who orders and/or receives any materials, supplies or services without first going through the approved purchase order process has made an unauthorized purchase.

A vendor is not to honor or accept requests for goods or services unless the vendor receives a signed purchase order for those specific goods or services. Please alert Haquisha Q. Taylor at htaylor@flboe.com if any Fort Lee Board of Education employee attempts to place an order without an authorized purchase order. By doing business with the Fort Lee Board of Education, vendors understand that the Fort Lee Board of Education is not obligated to honor nor pay for unauthorized purchases (NJSA 18A:18A-2(v)).

Thank you for partnering with the Fort Lee Board of Education.

A handwritten signature in black ink, appearing to be 'H. Taylor', is written over a horizontal line.

**Haquisha Q. Taylor, MBA, SFO, QPA, CEFM, SHRM-CP
Business Administrator/Board Secretary/Purchasing Agent**

(Appendix F)



Fort Lee Public Schools

PROFESSIONAL TRIPS AND CONFERENCES

SUBMIT THIS REQUEST 3 WEEKS PRIOR TO THE EVENT DATE.
BE SURE TO ATTACH DOCUMENTATION THAT DESCRIBES THE TRIP.

Last Name First Name School Trip/Conference Date & Time

PLEASE PRESS FIRMLY WHEN WRITING

Name of Institution/Conference Sponsor

Location/Town



Purpose: This conference relates to (check appropriate box):

Professional Improvement Plan

District Objective

Other (describe) _____



Cost to Board of Education:

FOR TRAVEL REIMBURSEMENT, GO TO WWW.GSA.GOV

	Registration	_____
	Tolls	_____
	Parking	_____
(# of miles) miles	x 0.35 = Mileage	_____
(Cost per night x # of nights) \$	x _____ = Hotel	_____
(Cost per day x # of days) \$	x _____ = Food	_____
	Other	_____
	Grand Total	_____
	Account #	_____

Substitute required? _____



Signature of Department Head Date Signature of Business Administrator Date

Signature of Building Principal Date Signature of Assistant Superintendent Date

- Note:**
1. A SEPARATE PURCHASE ORDER MUST BE COMPLETED FOR EXPENSES.
 2. RECEIPTS FOR TOLLS, PARKING, AND REGISTRATION MUST BE ATTACHED.
 3. IF A REQUEST IS NOT PRE-APPROVED, THE APPLICANT WILL INCUR ALL COSTS.

WHITE: CENTRAL OFFICE YELLOW: BUILDING PRINCIPAL PINK: REQUESTING TEACHER

Revised: 8.24.2011



Fort Lee Public Schools

Travel

Mileage Commute Deduction Worksheet

To be completed if you are not working at the office on the travel day

All school districts must adhere to state law, state code and NJ Department of Treasury Circulars as it pertains to travel. The NJ Department of Treasury issued on July 1, 2021, NJ Circular 21-01-OMB—Travel Regulations. Of particular attention is VIII Travel Methods Section H—Travel by Personal Vehicle (Mileage Basis) -- #4 “Normal commutation expenses must be deducted when calculating mileage allowance”

Deduct Home to Work Commute Mileage

Home Address to Travel Destination Address		_____ miles
Home Address to Fort Lee, NJ	Deduct	_____ miles
One Way Mileage Total		_____ miles

You would then double the mileage traveled for round trips and enter that mileage on all forms for approval and reimbursement.

Example:

111 Sunset Place, Palisades Park, NJ to		<u>29.5</u> miles
111 N. Jefferson Rd, Whippany, NJ		
111 Sunset Place, Palisades Park, NJ to	Deduct	<u>2.5</u> miles
231 Main Street, Fort Lee		
One Way Mileage Total		27 miles

Please maintain this worksheet on file with your travel folder and make available for any auditor review.

Documentation, Supporting

All employees are to submit with this form a copy of the actual route traveled, via a copy from one of the following websites:

- Map Quest
- Google Maps
- Yahoo Maps

Name of Employee/Board Member

Date(s) of Travel

(Appendix H)

FORT LEE PUBLIC SCHOOLS

Resolution#: _____



Fort Lee Public Schools

ARTICLE IV - SCHOOL TRIP APPLICATION

Teacher(s): _____
(Please Print)
School(s): _____
Grade: _____ Department: _____

REQUEST MUST BE SUBMITTED 40 DAYS IN ADVANCE AS BOARD APPROVAL IS REQUIRED.

Name of Trip Destination: _____ *Trip Date: _____
(*Rescheduling of date(s) must be revised on original form and resubmitted for board approval)

Address/Location: _____ Phone Number: _____

Purpose of Trip: _____

Participating Groups (name of class, group or club etc.): _____

Itinerary and description of trip activities: (Attach Trip Back-up Information) _____

Names of all faculty members and other adults who will be supervising: _____

(Parent/guardian/chaperone maybe required to pay admission costs)

Type of Transportation: District Bus Outside Bus Company (P.O. must be attached with bus quote)

Place of Departure: _____ Dept. Time: _____ Return Time: _____

Signature of Nurse
[Provision has been made for medication and health issues in accordance with Policy 5330]

Signature of Requesting Teacher _____ Date of Submission _____

Approved by:

Signature: Supervisor _____ Date _____

Signature: Principal _____ Date _____

Signature: Superintendent of Schools or Designee _____ Date _____

FIELD TRIP COSTS
(All fields must be completed)

Total Cost for Transportation (Quote must be attached) _____

Total Cost for Entry/Tickets _____

of Students Attending _____

Total Cost to District _____

Total Cost to Students _____

If any cost is donated, please indicate source and amount of funding. _____

TIPS FOR BUS DRIVERS ARE PROHIBITED.

Rev. 10/16 White: Central Office Yellow: Building Principal Pink: Business Office

FORT LEE PUBLIC SCHOOLS

Field Trip Transportation Memo



Central Administration Offices

231 Main Street, 3rd Floor ⇨ Fort Lee, New Jersey 07024

Phone: 201.585.4612 ⇨ Fax: 201.585.1305

www.FLBOE.com

Haquisha Q. Taylor

Business Administrator

Purchasing Agent

To: Fort Lee Board of Education Principals

From: Haquisha Q. Taylor

Subject: Field Trip Transportation

When field trips require transportation, the Transportation Coordinator should be notified with as much advance notice as possible. The district owns a limited number of buses. The Transportation Coordinator may need to contract transportation to secure bussing. Advance planning is imperative.

When field trips requiring transportation are in the beginning planning phase, please email the Transportation Coordinator at transportation@flboe.com with planned day(s), time(s), location(s) for pickup and drop off, and the total number of students and staff who will be using district provided transportation. Based on the information provided, the Transportation Coordinator will determine if district drivers and buses can be used or if transportation should be contracted. If field trip transportation requires contracting to a third party, the Transportation Coordinator will obtain quotes and coordinate with the Field Trip Coordinator to identify the best contractor for the field trip.

The School Trip Application form should include the type of transportation (district bus or contracted bus company), place of departure, departure time, and return time. The School Trip Application form should indicate how costs, including transportation, are funded (donations, student activity accounts, or district funds) and be submitted to the Board of Education for approval. Once Board approved, the Transportation Coordinator will schedule the transportation and share details for purchase order preparation. The Transportation Coordinator should, at minimum, review all transportation purchase orders. If there are any questions, do not hesitate to reach out to the Transportation Coordinator. All field trip vendor contracts including transportation contracts are signed by the Business Administrator.

Enjoy the trip!

Haquisha Q. Taylor, MBA, SFO, QPA, CEFM, SHRM-CP
Business Administrator/Board Secretary

(Appendix J)

Board Approved Cooperatives

- NJSTART
- Bergen County Registered Cooperative Pricing System
- Bergen County Special Services School District (BCSSSD)
- Educational Data Services
- Hunterdon County Educational Services Commission (HCEC)
- Educational Services Commission of New Jersey A.K.A. Middlesex County Cooperative
- Region V Council for Special Education
- South Bergen Jointure Commission
- The Cooperative Purchasing Network
- Keystone Purchasing Network
- National Joint Powers Alliance
- Federal Government General Services Administration (GSA), Contract Number GS-35F-0220R
- Fort Lee Municipality/Public Works
- U.S. Communities Cooperative Purchasing
- Elite Spiders, a Purchasing Cooperative through Lead Agency Maywood Public Schools

FORT LEE PUBLIC SCHOOLS

 FEDERAL CONTRACTS 

Examples of Federal Funding Sources—Every Student Succeeds Act (ESSA)

- Title I, Part A – Improving Basic Programs Operated by LEA’s
- Title II, Part A – Teacher and Principal Training and Recruiting
- Title III– English Language Acquisition and Language Enhancement
- Title III—Immigrant Education Program
- Title IV, Part A – Student Support and Academic Enrichment Program

Other Examples of Federal Funding Sources

- I.D.E.A. Part B Handicapped
- Perkins Vocational Education
- National School Lunch Program
- National School Breakfast Program
- ESSER Act I, II ARP ESSER—Elementary and Secondary School Emergency Relief Act
- CARES Act—Coronavirus Aid, Relief and Economic Security Act 2020

Federal Procurement Guidelines—Federal Regulations 2 CFR Part 200.318 et seq.

School districts, when procuring goods and services using federal funds, shall comply with Federal Regulations Procurement Standards 2 CFR 200.318 et seq., and the New Jersey Public School Contracts Law.

Methods of Procurement—When Using Federal Funds

All procurement transactions must be conducted in a manner providing full and open competition. (2 CFR 200.319). Examples of procurement methods to be used:

- **Micro-purchases—Purchases less than \$6,600 and not exempt under NJSA 18A-18A-5. If exempt the federal threshold of \$10,000 applies.**
The Purchasing Agent shall use sound business practices for purchases in the aggregate that do not exceed threshold. Reference--2 CFR 200.320 (a) (1), 2 CFR 200.67 and NJDOE Clarification –July 26, 2021.
- **Small Purchase Procedures—\$6,600 through \$43,999**
The Purchasing Agent shall use the competitive quotation process as outlined in N.J.S.A. 18A:18A-37 (a) or the Request for Proposal process, when applicable, in procuring goods and services in the aggregate of more than \$6,600.00 and less than \$43,999. Reference--2 CFR 200.320 (a) (2) and 2 CFR 200.88.

FORT LEE PUBLIC SCHOOLS

- **Sealed Bids—\$44,000 or more**

The Purchasing Agent shall use the competitive bid process to procure those contracts which in the aggregate exceed the \$44,000 bid threshold. The contract shall be awarded to the vendor who submits the lowest responsible bid for a firm fixed contract price—lump sum or unit cost. Reference--2 CFR 200.320 (b) (1),

- **Competitive Proposals—\$44,000 or more**

The Purchasing Agent shall use the Request for Proposal (RFP) or competitive contracting process when procuring certain contracts which in the aggregate exceed the \$44,000 bid threshold, which is to be awarded by an evaluative process, rather than a firm fixed contract price. Reference--2 CFR 200.320 (b) (2) and N.J.S.A. 18A:18A-4.1 et seq.

- **Non-competitive Proposals (Sole Source)**

Although the Federal government recognizes contracts may be awarded to sole source vendors through non-competitive proposals, the Purchasing Agent shall use the competitive proprietary bid process or the competitive contracting process for sole or single-source contracts. Reference 2 CFR 200.320 (c) and N.J.S.A. 18A:18A-15. The amounts listed are subject to change.

New Jersey Department of Education Guidance on Federal Spending

All grant administrators of the school district are to comply with federal regulations and the Public School Contracts Law and should adhere to the guidance as provided by the New Jersey Department of Education in the publication entitled *Navigating the Uniform Grant Guidance*.

National School Lunch Program Funds

Purchases made using National School Lunch Program Funds (NSLP) are regulated by the United State Department of Agriculture and the New Jersey Department of Agriculture. Districts are to comply with all rules, regulations as issued by the above agencies.

When purchasing goods and services using National School Lunch Program funds, districts are to comply with all guidance as issued by the New Jersey Department of Agriculture, especially noted in the following:

- Form #326 Procurement Procedures for School Food Authorities
- Form #187 Commercial Vendor Contract Fact Sheet
- Form #358 Federal Funds Procurement Method Selection Chart
- Webinar Federal Procurement Review December 2019

Debarment and Suspension for Federal Contracts

Debarment and Suspension (E.O. 12549 and E.O. 12689) – A contract award (see 2 CFR 180.220) will not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM.gov.) Purchase orders will be verified through SAM.gov.

FORT LEE PUBLIC SCHOOLS

Federal Programs--Include on Requisitions/Purchase Orders

Purchase orders using Federal Funds shall include on the document:

- Name of Federal Program
- Quotation, bid number, if applicable
- Name of Cooperative Purchasing Entity; if applicable
- Board approval date; if applicable
- Location(s) of equipment
- Federal funding account number easily identified if split funding
- Approved CIP Code; if required

Stevens Amendment—Statement on Bid Advertisement

The Board of Education recognizes its obligation as it pertains to the Stevens Amendment, Section 8136 of the Department of Defense Appropriations Act (P.L. 104-134, Sec.507) which requires the board of education to state clearly the percent of the total cost of this project will be financed through Name of Federal Grant.

FORT LEE PUBLIC SCHOOLS

Federal Contracts—Chart of Thresholds

<u>Description of Goods/Services</u>	<u>Amount</u>	<u>Procurement Method</u>
Goods and Services	Less than \$6,600	Sound Business Practice
Goods and Services	\$6,600-\$43,999	Quotation or Bid
Goods and Services	\$44,000 or more	Bid
Professional Services	Less than \$6,600	Simple Proposal
Professional Services	\$6,600-\$43,999	Request for Proposals (RFP)*
Professional Services	\$44,000 or more	Competitive Contracting
Educational Consultant Services	Less than \$6,600	Simple Proposal
Educational Consultant Services	\$6,600 - \$43,999	Request for Proposals (RFP)*
Educational Consultant Services	\$44,000 or more	Competitive Contracting
Instructional Improvement Services	Less than \$6,600	Simple Proposal
Instructional Improvement Services	\$6,600 - \$43,999	Request for Proposals (RFP)*
Instructional Improvement Services	\$44,000 or more	Competitive Contracting
Professional Development Services	Less than \$6,600	Simple Proposal
Professional Development Services	\$6,600 - \$43,999	Request for Proposals (RFP)*
Professional Development Services	\$44,000 or more	Competitive Contracting
Sole Source (Proprietary) ^(a)	Less than \$6,600	Simple Proposal
Sole Source (Proprietary) ^(a)	\$6,600 - \$43,999	Proprietary Quotation
Sole Source (Proprietary) ^(a)	\$44,000 or more	Proprietary Bid
Services Provided by Government Units/Schools	Less than \$6,600	Simple Proposal
Services Provided by Government Units/Schools	\$6,600 - \$43,999	Request for Proposals (RFP)*
Services Provided by Government Units/Schools	\$44,000 or more	Competitive Contracting
Construction; Public Works	Less than \$6,600	Written Proposal; PW Documents
Construction; Public Works	\$6,600-\$43,999	Quotation or Bid
Construction; Public Works	\$44,000 or more	Bid

***RFP's must be publicized when federal funds are being used.**

(Appendix M)