



**SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
PURCHASING**

FINANCE TAM: 2014-008
CONTACT: Vince Windham
Program Director - Purchasing
TELEPHONE: 833-7668

TO: All Bookkeepers

FROM: Rita Scallan, Chief Financial Officer

A handwritten signature in black ink, appearing to be "Rita Scallan", written over the printed name.

DATE: August 26, 2013

SUBJECT: Purchasing Reminders

The intent of this memorandum is to provide schools and departments with a consolidated quick reference guide to assist you with your everyday procurement needs. Included below are general tips and reminders that will help in expediting your purchase requests.

Requisitions

- When referencing a quote on your requisition, please make sure that you fax or email the quote to go with the requisition.
- When entering a requisition for travel, please make sure that you have a copy of the fully signed TDE prior to entering your requisition. Purchasing will need a copy of the completed TDE before the requisition can be approved.
- If you have a petty cash reimbursement, please wait until you put the documentation in the courier before entering the requisition.
- All requisitions over \$5,000 require request for quotations (RFQ) be issued and received through the Purchasing Department per School Board Policy 2-17 unless the purchase is otherwise exempted in D.O.E Rule 6A-1.012. If your purchase meets the requirement of an exempted purchase as defined in D.O.E. Rule 6A-1.012 the exemption must be referenced on the requisition. RFQ's are not required when purchasing through a State of Florida contract or an approved tag-on contract with another entity. Reference the State of Florida Contract number (i.e. All terms & conditions per State of Florida Contract # 420-420-10-1) when purchasing through a state contract. Reference the entity name and bid number when tagging on to another entity's approved contract (i.e. All terms & conditions per Tag-on Bid - Pinellas County Schools Bid # 12-968-162-RN, Board Approved 3/15/11). All Board approved tag-on contracts are listed on the Purchasing web site under "Awarded Bids". Sole source purchases are also exempt from quote requirements. If you believe your purchase qualifies as a sole source purchase you will need to submit a full description of the commodity or contractual service to Purchasing prior to entering your requisition. We are required by state law (D.O.E. Rule 6a-1.012 (12)(d)) to post a description of the commodity or contractual services sought for a period of at least 7 business days. If it is determined that the purchase qualifies as a sole source purchase, the purchase will be approved.

- All requisitions over \$25,000 require formal invitations to bid (ITB) be issued and received through the Purchasing Department per School Board Policy 2-17 unless the purchase is otherwise exempted in D.O.E Rule 6A-1.012. All of the same exemptions and procedures listed above for RFQ's apply to requisitions over \$25,000.00. In addition; all bid awards, exempted purchases, tag-on purchases, or sole source purchases over \$25,000.00 require School Board approval before proceeding with the purchase. Please keep this in mind when planning your large purchases as this process will take several weeks to complete.
- No purchase orders shall be split in order to avoid compliance with the quote (RFQ) and bid (ITB) requirements as stated in School Board policy.
- Dell and Apple orders must have official company quotes attached or the companies won't process the orders. All Dell and Apple quotes are based on the State of Florida Alternate Source IT Equipment Contract # 250-WSCA-10-ACS. Reference the contract information on your requisition when purchasing from these vendors.

Change Orders

- Before submitting a change order request please make sure there's funding in place to cover any increase.

Visa

- All travel receipts must be accompanied by a copy of the fully signed TDE.
- Travel charges are restricted to cardholder only, unless for students.
- Splitting an order to circumvent a single transaction limit is prohibited.
- Only the Principal/Department Head is authorized to sign the GL Monthly Memo Statement and initial the original receipts.
- Credit card purchases are funded from budgetary funds.
- Only original receipts can be accepted.
- Prior approval from Dustin Keith is required for all software/hardware or download purchases. A copy of the approval email should be attached to the original receipt.

Board Agenda Items (Purchases requiring Board Approval)

- Items must be submitted at least one (1) week prior to the School Board Meeting Schedules published date for "Deadline for Submitting Items."
- Contracts requiring signature should be sent to the Purchasing Dept. in duplicate, containing original signatures of the vendor.
- Include a brief description of purchase, contract dates and funding strip with your submittal documents.

Facility Use Agreements

- Facility Use Agreements involving renting a facility for use by a School or Department can only be signed by Vince Windham (\$5,000 or less) or the School Board (over \$5,000).
- Agreement should be signed by the vendor prior to submitting to the Purchasing Dept.

Service Agreements Contracts

- See TAM 2014-007 for detailed procedures and guidelines for completing a service agreement contract.

Other Contracts

- Principals have authority to enter into certain contractual agreements as stated in Section 1.013 of the Internal Accounting Manual. All contracts that do not meet the criteria stated in Section 1.013 of the Internal Accounting Manual must be submitted to Purchasing for legal review and signature by Vince Windham or the School Board (if applicable).

Should you have any questions or need additional information, please contact the Purchasing Department, at 833-7668.