



## SCHOOL DISTRICT OF OKALOOSA COUNTY TECHNICAL ASSISTANCE MEMORANDUM PURCHASING

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**FINANCE TAM:** 2023-001  
**CONTACT:** Vince Windham  
Program Director - Purchasing  
**TELEPHONE:** 833-7668

**TO:** All Bookkeepers  
**FROM:** Julie Perry, Chief Financial Officer  
**DATE:** July 1, 2022  
**SUBJECT:** Purchasing Reminders

*Julie A. Perry*

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 from \$5,000 to \$25,000 require request for quotations (RFQ) in writing from three (3) or more sources for any authorized purchase of any item or group of similar items or contract for services per School Board Policy 2-17(A)(7)(b) 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 # 420-420-18-1) 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 7/1/22). 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, an intent to award the sole source purchase will be posted for three (3) additional business days. If no protest is received concerning the 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 for any authorized purchase of any item or group of similar items or contract for services per School Board Policy 2-17(A)(7)(a) 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 2-17(A)(7)(c).
- 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 Contract Source Computer Equipment, Peripherals Contract #43211500-WSCA-15-ACS. Reference the contract information on your requisition when purchasing from these vendors. Contact Bill Hagan at 689-7166 (Ext 62254) for assistance with your quote.

#### 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.
- Orders can only be shipped to a district address.
- 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 unless a prior authorization form is signed by the Principal.
- Credit card purchases are funded from budgetary funds when using the District's P-Card from Bank of America.
- Credit card purchases are funded from internal funds when using the District's P-Card from Regions Bank.
- 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.
- See the [Purchasing Card Manual](#) on the Purchasing web site (Purchasing Policies & Procedures web page) for additional information concerning the District's Purchasing Card Program.

#### School Board Agenda Items (Purchases requiring School Board Approval)

- **Items must be submitted at least two (2) weeks prior to the School Board Meeting Schedules published date for "Deadline for Submitting Items" to allow time for required vetting, documents to be processed and for all required approvals for the item.**
- Contracts requiring signature should be sent to the Purchasing Dept. containing the signature of the vendor.

- Include a brief description of your purchase, the contract dates and the 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

- **Service Agreements must be submitted at least three (3) weeks prior to beginning date of service.**
- See [TAM 2019-019](#) for detailed procedures and guidelines for completing a service agreement contract.

#### Charter Bus Services:

- The Purchasing Department maintains a list of approved Charter Bus Companies on the [Charter Bus Services Contract Web Page](#) located on the Purchasing Website. All companies listed have signed Charter Bus agreements signifying their acceptance of the District's terms and conditions related to the procedures for booking trips as well as contract language protecting your school in the event there are problems associated with your trip. A copy of the contract as well as the contact information and vendor number are provided for each vendor on the Charter Bus Services contract web page. Approved Charter Bus companies have also been approved for insurance requirements by the Risk Management Department. Although all companies were vetted and approved for insurance requirements when they contracted with the District, always check the vendor system to ensure their certificate of insurance (COI) is up to date before booking your trip. You can check the vendor's insurance status by going to the vendor screen and looking at the insurance status to the right of the vendor name. You may also contact Risk Management or Purchasing for assistance with the COI status if needed.
- All schools and departments should ***always*** use an approved company on this list for all trips. If you have a company that you would like to use that is not currently approved just contact Purchasing and we will follow up with the potential vendor about becoming an approved company. Please keep in mind that all Charter Bus contracts require School Board approval before the contract is active so plan ahead to include enough time for the contract to go to the School Board for approval.

#### Other Contracts

- Principals have the 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.