



RECOVERY SCHOOL DISTRICT

PURCHASING HANDBOOK  
FOR  
SCHOOLS & DEPARTMENTS

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## INTRODUCTION

This handbook is written to help you get the things you want and need in a timely manner with as few problems as possible.

We want to explain the philosophy of purchasing and give you some hints on how to take advantage of the services and expertise we can provide.

We also want you to have a better understanding of what we need from you, what to expect from us and what not to expect.

Keep in mind that we are here to provide a service - to make sure you have the necessary materials, supplies and equipment to perform your duties. The information contained in this handbook is in no way all-inclusive. The world of procurement is ever changing. Your assistance is sought whenever clarification or corrections may be in order.

We hope you will take time to review this booklet and keep it handy for future reference.

Kerry Doucette  
Procurement Director  
Office of Procurement and Contracting

## **PURCHASING PHILOSOPHY**

The Office of Procurement and Contracting (OPC) assists the entire school system in procuring required goods and services in conformance with the Louisiana Procurement Code and the Louisiana Department of Education Policies and Regulations. In addition to these minimum requirements, we attempt to procure the best product and/or service for the lowest total cost. Through better communications, we hope to help you understand the procurement process, to acquire the goods and services you need, and to avoid unnecessary delays in the purchasing and delivery of the items you need.

### **DISTRICT FUNDS**

The OPC has the responsibility to verify that RSD funds are spent in accordance with existing laws, regulations and policies. As good stewards of public funds, OPC will not tell you what you can or cannot purchase. However, we will work to assure that RSD funds are expended in the most economical way possible and in the best interest of our students and the District.

## **RESPONSIBILITIES**

### **PROCUREMENT:**

The OPC responsibilities include:

- 1) Obtaining information about and understanding the needs of the schools/ departments of the District;
- 2) Making sure the District observes good business practices;
- 3) Ensuring statutory compliance by the District with all applicable federal, state and local statutes, codes and regulations;
- 4) Securing quality products at the lowest cost within a reasonable delivery time;
- 5) Developing and maintaining reliable alternate sources of supply and a competitive atmosphere in pricing and performance by vendors;
- 6) Promoting good relations with suppliers and keeping abreast of market conditions and new products;
- 7) Coordinating and assisting with the development of specifications with respect to supplies, materials, and equipment as needed;
- 8) Taking advantage of opportunities to participate in cooperative purchasing contracts with other government agencies;
- 9) Administering contracts and processing purchase orders; and
- 10) Communicating with suppliers regarding unsatisfactory performance.

### **BUDGET OFFICE**

The Budget Office responsibilities include:

- 1) Verifying that sufficient budgeted funds are available prior to the issuance of any purchase order, contract, change order or contract modification.

### **ACCOUNTS PAYABLE**

The Accounts Payable (A/P) Office responsibilities include:

- 1) Issuing payment on properly approved and documented invoices; and
- 2) Rejecting any payment requests that are not in compliance with State laws, RSD rules and policies and DOE guidelines.

## SCHOOL/DEPARTMENT

School/Department responsibilities include:

- 1) Requisitioning items with a complete, clear and concise description of the items or services requested;
- 2) Not obligating the District for a purchase without a purchase order;
- 3) Following the appropriate procurement procedures, except for an emergency purchase, as outlined in this handbook;
- 4) Supplying the Procurement Director in advance with a list of anticipated requirements and purchases for each fiscal year;
- 5) Informing OPC of any abnormal or unusual demands;
- 6) Allowing sufficient time for OPC to issue purchase orders and the vendor to make delivery; and
- 7) Ensuring segregation of duties by not allowing one person to unilaterally perform more than two of the following functions for any one purchase or contract:
  - Initiate or approve the requisition
  - Award the purchase order or contract
  - Receive the good or manage the contract for service
  - Authorize payment.

## ORDERING PROCEDURES

### APPROVED REQUISITIONS

When we sign your order, it becomes "our" order and we must be able to defend it. We must be confident that it complies with all legal requirements and that it is the best product and/or service for the lowest total cost. We also certify the mathematical accuracy of quantities, discounts, shipping/handling and other figures on the requisition.

### THE REQUISITION

#### Purpose

Purchases made by the District shall be pursuant to a requisition from a principal or head of an office or department. The requisition form is the tool used to communicate your needs to OPC or the central warehouse. Once you determined the item you need and that funds are available within your current budget, a requisition form must be filled out to procure the item.

### PREPARING A PURCHASE REQUISITION

A purchase requisition (See Appendix A) is used for a school or department to order equipment, materials, goods and services through the district's procurement office and to authorize a specific account to be charged for the purchase.

Preparation of the requisition must be done far enough ahead of the date that the goods or services are needed to allow OPC and the vendor to do their jobs. Every space on THE FORMS MUST BE COMPLETELY FILLED OUT (See appendix A) Failure to do so breaks down the procurement process due to insufficient information and thus delays your purchase. An incomplete and/or incorrect requisition will not be approved and will be sent back to you. Also, any changes in the request after the requisition has been approved by OPC will require a written explanation and/or clarification from the requestor and approval from the procurement director or his designee. Finally, all signatures on the requisition must be original. A stamped/photocopied signature will cause the requisition to be rejected.

All requisitions should contain complete descriptions with specific and sufficient information necessary to identify the item or service. All requisitions shall contain:

Requisition Number (consist of school code-month (2 digits) day (2 digits)-sequence number (2 digits) i.e. 0007-0601-01);

Date required;  
Quantity;  
Commodity Code;  
Complete description;  
Unit of Measure;  
Price; and  
Signature of the person submitting the requisition (Requestor)  
Signature of the executive level person approving the requisition (Approver)  
Signature of the Grant/Entitlement Administrator approving the requisition when other than MFP funds are used (Approver)

The initiator of the requisition shall be responsible for providing all pertinent information about the items or services to be procured. The principal or department head must approve the requisition and confirm that sufficient unencumbered, budgeted funds are available prior to the submission of a requisition to the OPC.

A person working in any area of the RSD school system (including student activity funds) can submit to their Principal or Supervisor a purchase requisition form for goods and services needed. It is the responsibility of the person completing the requisition to ensure that the requisition is filled out completely, quantities and prices are correct and is signed by the requestor and the approver.

The school's or department's purchasing clerk (secretary or administrative staff) will be responsible for identifying the funding source and providing a justification and obtaining the Principal's/Department Head's approval before completing the purchase. Requisitions should be submitted to the Budget Office prior to OPC.

## SPECIFICATIONS

### DEFINITION

A specification is a concise description of a good or service an entity seeks to buy, and the requirements the vendor must meet in order to be considered for the award. A specification may include requirements for testing, inspection and/or preparing an item for delivery, or preparing and/or installing it for use. The specification is the total description of the purchase. Purchase requisitions may require a brief or an extensive specification.

### Purpose

The purpose of any specification is to provide OPC with clear guides to purchasing, and to provide vendors with firm criteria of minimum product or service acceptability. A good specification has four characteristics:

It sets a minimum acceptability of the good or service. The term “minimum acceptability” is key, since the vendor must know the minimum standard to determine what to provide. A standard too high means tax dollars will be wasted. A standard too low means the goods or services will not meet the expectations of the user.

It should promote competitive bidding. The maximum number of responsible vendors should be able to bid the specification. Restrictive specifications decrease competition.

It should contain provisions for reasonable tests and inspections for acceptability of the good or service. The methods and timing of testing and inspection must be indicated in the specification. Tests should refer to nationally recognized practices and standards, whenever possible.

It should provide for an equitable award to the lowest responsible bidder. The buyer obtains goods or services that will perform to expectations, and the vendor is able to provide the goods or services at an agreeable price.

#### PREPARING SPECIFICATIONS

The using/requesting school or department, OPC or a professional consultant hired by the District, may prepare specifications. All quotes or bids for purchases of \$10,000 or more require a set of complete and detailed specifications of the item(s) and/or service(s) to be purchased. The creation and submission of specifications to OPC is the responsibility of the requesting school or department. OPC will assist with this process by providing sample specifications for departments to use, but the requesting school/department is responsible for the preparation of the specifications. Final acceptance of the specifications rests with OPC to ensure proper quality control and to avoid restrictive specifications.

#### PROCESSING OF REQUISITIONS

The Office of Procurement & Contracts shall review all requisitions to insure that they are in proper form, completely filled out, all state laws and RSD policies are followed and controls on cost, quality and budgeting are being observed.

A Requestor should consult with RSD staff (i.e. Textbook Coordinator, IT Dept., etc.) for questions and assistance, if needed, with specifications for goods and services.

**All requests for IT goods or services must be approved, in writing, by the Director of Information Technology or designee.**

NOTE: All requisitions must contain a complete record listing the supplier, supplier representative’s name, email address and telephone number.

## GUIDELINES FOR SECURING PRICING

The proper procurement procedure shall be followed when purchasing supplies, equipment, goods and services for the District. Of the various purchasing methods, the District uses price quotes when competitive sealed bids are not appropriate.

ALL purchases require approval from OPC. If an RSD employee places an order without prior purchasing approval, it is a legal obligation of the RSD and shall become the personal obligation of the employee. Any questions regarding correct purchasing procedures should be directed to the OPC prior to beginning a purchase.

Price quotations should be solicited from an adequate number of vendors to ensure competition. Every attempt should be made to use existing District vendors. Procedures for obtaining price quotations are structured to the policies of RSD and the Louisiana Department of Education.

All solicitations of quotes shall comply with the following:

- Vendors should be informed that only price quotes are being solicited at this time;
- Vendors should not be privileged to quotes from other vendors;
- Vendors should be rotated to ensure competition;
- Justification for any sole source request should be documented; and
- OPC should be contacted if additional vendors for a particular product or service are needed.

The following is a description of the various categories that will determine the appropriate procurement process to use.

### Requisitions between \$0 to \$1000 (including shipping cost and all other charges)

- no competitive process is required but it is recommended and the purchaser is charged with obtaining the best price possible
- requisitions are approved by Principal/Head of department
- a written copy of the vendor's price quote must be submitted with a requisition
- requisition is reviewed and approved by the procurement director or designee
- purchases may be rejected during approval process if it is deemed the best interest of the district is not being served
- a purchase order is required to be completed by OPC

OPC will retain files on all quotes or bids.

### Less than \$5000 (Informal Quotations)

- Orders more than \$1001 and less than \$5000 do not require formal bids.
- Request must be submitted on a purchase requisition form with a minimum of 3 bona fide price quotations attached.
- Requester must identify the lowest and best bidder

Requestor must:

- obtain three or more written price quotes
- submit written request for quotes and sent out in writing to each potential bidder whenever possible.
- informal quotations shall be obtained in writing, email or facsimile quotes. (a complete record listing the vendor, its representative's name, phone number email and date quote was obtained, is required)
- the three price quotations obtained MUST be ATTACHED TO the purchase requisition
- written confirmation of the quotation from the successful vendor is required
- the requisition is reviewed and by the procurement director or designee
- upon receipt and approval, OPC will place orders directly with the vendor by telephone, fax or by a mailed copy of the purchase order

OPC is required to get at least one additional quote from a vendor on a list of certified small and emerging businesses (SEB) published by the Louisiana Department of Economic Development. A purchase order will be issued by OPC and faxed to vendor.

OPC will retain files on all quotes or bids.

### **\*Small and Emerging Businesses or Small Entrepreneurships Certified Vendors (S/E)**

Certain procurements will be designated as suitable for small businesses or small entrepreneurships. "Certified small and emerging business," means a business certified as a small and emerging business by the Division of Small and Emerging Business Development, Department of Economic Development.

"Small Entrepreneurship" means a business certified as a small entrepreneurship by the Department of Economic Development.

A list of S/E's is available on the Internet on the Louisiana Office of State Purchasing and Travel website. It can be found by going to:  
<http://www.doa.state.la.us/osp/se/secv.htm>.

There you will find a "quick reference list" of SE's, which are extracted from the Louisiana Procurement and Contract (LaPac) Network database.

### Requisitions between \$5,001 and \$25,000 (Formal Quotations)

For these purchases a purchase requisition must be submitted to OPC with all required information for bidding and required approvals.

A single quote should be attached for budget purposes only and OPC will determine the proper method of purchase and obtain bids.

OPC will:

- solicit five (5) or more written price quotes with at least two (2) made from a certified small and emerging business enterprise or small entrepreneurship and a **minimum of (3) working days will be allowed for receipt of quotations.**
- formal quotations MUST BE IN WRITING and may be made by facsimile or on the written quote form. TELEPHONE QUOTES ARE NOT ACCEPTABLE. ALL QUOTES SHALL BE WRITTEN
- solicitations at this level will be posted to LaPac
- written or faxed solicitations shall include:
  - the closing date and time;
  - all pertinent competitive specifications including quantities;
  - units of measure;
  - packaging and delivery requirements;
  - ship-to location;
  - terms and conditions; and
  - other information sufficient for a supplier to make an acceptable quotation;
- a minimum of three working days shall be allowed for receipt of quotations
- award must be made on the basis of lowest responsive price quotation received
- requisitions are approved by Principal, Supervisor or Head of department
- the five price quotations obtained MUST be ATTACHED TO the purchase requisition
- requisition is reviewed by the procurement director
- a purchase order is required to be completed by OPC

OPC will retain files on all quotes or bids.

### Requisitions of \$25,000 or more (Formal Competitive Sealed Bids/Proposals)

When a purchase exceed \$25000, formal bidding by OPC is required, which includes placing a legal notice in the newspaper, sending invitations to interested bidders and formally opening bids/proposals at a designated place and time. The advertisement must run at least (10) days prior to date set forth for the opening of bids.

Formal sealed bids or proposals are required. The competitive sealed bids or sealed proposal process will be used for this level of procurement. Goods and services may be procured by either the Invitation to Bid (ITB) process or the Request for Proposal (RFP) process.

The ITB process is used most often and when the district has a definitive need. Award is made to the lowest responsible and responsive bidder, meeting specifications.

The RFP process is an alternative procurement method used when seeking a solution to a definitive problem or highly technical equipment or complex services. The award is made to the most responsible offeror whose proposal is determined to be most advantageous to the District considering the relative importance of price and other evaluation factors included in the request.

The OPC will work closely with the school or department during either process. The requesting school or department should submit a purchase requisition and complete specifications to OPC.

#### Monitored Purchases

Purchases will be monitored to determine if separate, sequential or component purchases are used to avoid the bid limits. In the absence of a good faith business basis, no purchase or procurement shall be artificially divided within a cost center, or its equivalent, to avoid the competitive process or the solicitation of competitive sealed bids. OPC may cancel bids or requisitions to combine like requirements thereby causing delays in the procurement process.

Quotes are submitted with a requisition to OPC for vendor selection, processing and ordering. The lowest price should always be accepted, all other factors being equal. The requesting department shall never place orders with a vendor unless a Purchase Order has been obtained through the procedures established in this Procurement Handbook. The OPC staff should be contacted with any concerns or questions.

#### TIME FRAME FROM REQUISITION TO RECEIPT

Although the time will vary according to purchasing workloads, schedules and the type of purchase (i.e.: major repairs), a small order under \$5000 will usually take 3-5 days to process by OPC. Fax or written quotes for purchases over \$5000 may take about 7-10 days after receipt by OPC. Formal written bids/proposals over \$25000 that require advertising will take about 4-5 weeks.

These time frames assume that your requisition has all the needed information and required approvals when it is received by OPC. Other central office reviews, revisions to specifications, complexity of commodity, etc. will extend the time frame accordingly.

In the event an unforeseen or unplanned requirement arises, the OPC can expedite the requisition by phone or fax bid. The OPC Procurement Director should be contacted with an explanation and required requisition and documentation should be submitted for competition to be sought in the shortest time period allowed by law.

IMPROPER PLANNING DOES NOT CONSTITUTE AN EMERGENCY

## THE PURCHASE ORDER

The purchase order is a crucial element in the District's purchasing and budget process. The purchase order makes it possible to track all purchases and assure that the budget is not overrun.

### Purchase Order Policy

No purchases of any merchandise or service are to be made without prior approval from OPC based on a purchase requisition and the issuance of the official purchase order. Any purchases made without a purchase order may be returned to the vendor and payment denied, or if the merchandise is received and insufficient budget exists to pay for said merchandise, the ordering party may be held financially liable for payment of said merchandise.

### Purpose

The purchase order is used to place the actual order with the vendor. The purchase order is a legal contract and gives the vendor authorization to ship the materials as specified or to perform the service. It is designed to expedite and control buying for the District and may serve as a written change order.

### Procedure

All purchase orders shall be prepared from a properly completed and approved purchase requisition. The information from the approved requisition is transferred directly to the purchase order, the purchase order is generated by the computer system and the Procurement Director signs the purchase order.

The purchase order is printed for distribution and copies are distributed as follows:

**Vendor Copy:** This copy is the original copy of the PO. When a confirming PO is required, it should be clearly marked as a "confirming order" and mailed or faxed to the vendor.

**School or Department Copy:** This copy is sent to the school or department to be held in a pending file until all of the items or services are received. A copy is also used as the receiver and is sent to accounts payable along with the vendor's packing list/invoice.

The receiver authorizes the Accounts Payable Department to pay for any items received. A copy should always be retained by the requesting school/department for their records.

Accounts Payable Copy: This copy is sent to the accounts payable section of the Finance department to be held in a pending file until an invoice is received for all of the items or services received.

Property Control Copy: This copy is sent to the property control section of the Finance department to be held in a pending file until any equipment purchased with a value greater than \$1000 is properly tagged and logged.

## SPECIAL SITUATIONS

### URGENT AND EMERGENCY PURCHASES

Purchases made in urgent and emergency situations are generally more costly than routine purchases. Therefore, they should be kept to a minimum.

#### Urgent Purchases

Urgent purchases occur when a critical situation arises that could have been avoided. Lack of proper planning, overlooked requirements or negligence may cause the need for urgent purchases, but they are not true “emergencies.” They are for items needed quickly in order to prevent costly delays, and therefore warrant the additional cost and effort to prevent the interruption of the normal work routine.

Requisitions for urgent purchases are handled differently than routine purchases.

There are two types of urgent purchases:

- Purchases required within five (5) days to prevent unacceptable work slow down or service deficiencies
- Purchases immediately required to prevent actual work stoppage or service interruption

#### Requisitioning Urgent Purchases

After the requesting school or department recognizes that an urgent situation has developed, the requesting school or department should immediately contact potential vendors for estimated cost, delivery and/or completion dates. The requesting school or department submits the requisition to the OPC and mark it as an “Urgent Request” in the justification line of the requisition. Any special comments relative to the urgent purchase should also be entered in the justification section of the requisition. The requesting school or department must contact OPC and forward the reasons and justification for the urgent purchase in writing.

OPC will determine the validity of each request. If approved, OPC will convert the requisition into a purchase order.

#### Emergency Purchases

True emergencies do exist. Emergency purchases are those needed to avoid interruption in District services, to protect the public’s health, welfare and safety or public property. Almost invariably, emergencies are circumstances or situations beyond anyone’s control which (1) affect the health, life or safety of staff and students and (2) are required to avoid financial loss.

When such circumstances do occur, a written justification must be submitted to the procurement director prior to approval of the requisition.

### Requisitioning Emergency Purchases

Requisitions for purchases defined as emergency purchases are handled similarly to those for urgent purchases with one major difference. If the estimated cost exceeds \$25,000, the purchases are exempt from the competitive bidding process if they meet one of the qualifications for exempt purchases. The three (3) emergency exemptions are:

- a) There is a case of public calamity and the prompt purchase of items is required to provide for the needs of the students, public or to preserve the property of the District.
- b) The item is necessary to preserve or protect the health or safety of the students, staff or residents of the District.
- c) The item is made necessary by unforeseen damage to public property.

When emergencies arise that is not covered by maintenance agreements, annual contracts, or District inventory, please notify the OPC immediately. OPC needs information regarding the vendor arrangements you made, a complete description of the item or service required and the specific costs involved. If time does not permit obtaining written quotes, quotes may be obtained by telephone or otherwise.

On emergency items, departments should make every attempt to get three or more quotes for all orders valued at \$5,000 or more. The quotes should be sent to the Office of Procurement and Contracting and must be kept in the department's purchasing files.

Emergency purchases require a confirming requisition to be sent through the ISIS system like other purchases. The confirming requisition **MUST** reference the confirming PO number if given over the telephone. All emergency purchases require prior approval by the State Superintendent. OPC should also be notified whenever practical or by the next business day.

### SOLE SOURCE PURCHASES

On a case-by-case basis, the bid or quote requirement may be waived and a sole source purchase approved. A sole source procurement is a product or service that is available from only one source. However, at a minimum, for purchases greater than \$25000, RSD will advertise Sole Source procurements on LaPac for at least five (5) days.

A written justification supported by factual data must be submitted to the Procurement Director prior to approval of the requisition. The detailed justification must establish

that the vendor is the only source available to provide the item or service required. The justification should explain and fully describe the conditions that make the supplier or vendor a sole source and must be based upon a need for some feature or characteristic that is unique to the requested product or service that cannot be provided by any other product or service.

A purchase might be practical from only one vendor for the following reasons:

- There is no competitive product. The good/service is a one-of-a-kind or patented product, a copyrighted publication available from only one source, or a unique item such as a work of art.
- The product is only available from a regulated or natural monopoly. For example: utilities.
- The product is a component of an existing system that is only available from one supplier. The replacement of a component or a repair part is only available from the original supplier and the product is not interchangeable with similar products available from another supplier.
- The product or equipment is unique. There is no other product or equipment available that meets the specialized needs of the department, or performs the intended function.

The OPC has the responsibility to research sole source requisitions to verify the sole source or identify additional sources for the item requisitioned.

#### Requisitioning a Sole Source Purchase

Sole source purchases are handled similar to other types of purchases with the following exceptions:

A completed Sole Source Justification Memo establishing that a sole source situation exists. If the expenditure is \$25,000 or more, RSD will advertise Sole Source procurements on LaPac for at least five (5) days and RSD's Attorney's Office will prepare a "Legal Opinion or Action," supported by the justification that a sole source circumstance exists.

The supplier must provide a sole source justification letter to the requesting school or department that is signed by an officer of the company. OPC will determine that the item or service is a sole source purchase based on the information provided.

The appropriate authority must approve all sole source purchases and the approval should be done before a purchase order is issued.

## CONFIRMATION PURCHASE ORDERS

Every now and then we are presented with a requisition to purchase an item or service after the actual order has been placed or the merchandise is already received. Unfortunately, it must be treated as an unauthorized purchase, and as such, you may be held personally responsible for it or the purchase may be returned to the vendor and payment denied. The Procurement Director will provide the Chief Financial Officer and Chief of Staff with an annual report of unauthorized purchases.

## COMPLETING THE ORDER

### RECEIVING AND INSPECTION

When the item you requisitioned arrives, it is your responsibility to do the following:

- a) Open and inspect the package;
- b) Using your original purchase order copy, verify the item and quantity received is what was ordered and is in good condition;
- c) Secure the invoice and/or packing slip that is with the package;
- d) Confirm and place the purchase order number on the invoice/packing slip; and
- e) Sign and date the invoice/packing slip and forward it to accounts payable.

This procedure should be completed within 48 hours after the goods or services are received to ensure prompt vendor payment.

### Discrepancies in Delivered Goods

If discrepancies are found, including missing items or non-conformance with specifications, immediately notify the vendor and OPC. OPC can compel replacement, completion of the order, cancel the order or take other appropriate action to correct the discrepancy. A corrected invoice can then be sent to accounts payable.

### Visible Damage

If visible damage to the packaging is present, the person receiving delivery must make a notation of the apparent damage to the packages, specifically noting the type of damage on both copies of the carrier's delivery receipt and insuring that the driver's printed name and signature are on the receipts. If the package appears as though its contents may have been damaged it should be opened immediately. Both the receiver and driver should inspect the contents together and sign a statement as to the condition of the contents. Report the damage immediately, following the process outline for concealed damage below.

### Concealed Damage

If the shipment of goods shows no outward signs of damage upon receipt, but damage to the contents is found upon opening, then concealed damage exists. The vendor and or the carrier should be contacted immediately upon discovery of the damage, and an inspection should be requested. Note the date and the person contacted. All shipping cartons and packing materials should be retained.

The vendor should be contacted to arrange a return shipment immediately after the inspection if possible. If the vendor refuses to allow a return, contact OPC for further action.

### Back Orders

Partial payments are not authorized on incomplete orders. Often, when a vendor short-ship an order, they do not intend to complete the shipment because the size of the remaining balance would be too expensive to ship, or an item has been discontinued. Verify with the vendor that the vendor intends to ship the balance. If a backorder is due, advise the vendor that a partial payment will not be made until all items are received. If the items will not be furnished, submit a change order request canceling the balance of the order. Contact OPC if there are any questions.

### Receiving Complete Orders

Invoices must be paid within thirty days after delivery and the RSD will only make payments when the order is complete. Attach all packing slips, delivery tickets or invoices to the purchase order receiver copy and submit them to Accounts Payable no later than the next working day or within 48 hours of receipt. All documents must be signed, dated and attached to the receiving copy of the PO before submitting to Accounts Payable.

### RECEIPT/RECEIVER

#### Purpose

A copy of your original purchase order is the designated receiving form to be used when a shipment is received. This is the purchase order receiving copy.

#### Procedure

The first step in setting up a receipt of goods is to make copies of the original purchase order. After inspection of the goods or the services received, circle or check any items that were received. Sign and date the receiver copy. Attach the packing slip or delivery ticket to the completed purchase order receiver copy and immediately submit the documents to Accounts Payable for processing.

RSD Accounts Payable (A/P) will only make payments after all items are received under the Purchase Order. A copy of the PO receiver should be forwarded to Accounts Payable and marked, "Order Final and Complete".

(Note: Accounts Payable should receive a signed and dated copy of the receiver when the order is "Final and Complete".)

OPC strongly suggests that one person at each school/location be responsible for the receiving function. By designating this function, deliveries, returns and the forwarding of invoices for payment will be processed more efficiently and effectively.

#### AFTER THE ORDER

The purchasing function is not always accomplished by simply placing an order with a supplier. Occasionally, satisfactory delivery requires expediting, cancellation or changes.

#### EXPEDITING

Follow-up or expediting delivery of the order is part of the procurement process. Therefore, any inquiries concerning late deliveries or long lead times may be forwarded to OPC for assistance.

#### Change Order or Cancellation

Since a purchase order is a legal document, it cannot be amended unless a change order is processed. Any modification to a purchase order requires OPC to complete a change order. For example, the vendor will occasionally over-ship an item and the school/department will decide to keep the extra, or the vendor will under-ship an item and the school/department will decide to cancel the remaining balance. In these instances, the department should make the proper notations on the receiver copy of the purchase order and send a copy to OPC so that OPC may process the change order.

The requesting school or department must inform OPC in writing, by memo or e-mail, of the need to cancel a purchase order. Forward to OPC a copy of the purchase order. OPC will notify the vendor, and if approved, the change order will be completed and processed. Copies of the change order will be distributed for confirmation.

#### VENDOR COMPLAINTS / PRODUCT RETURNS

It is the duty of the requesting school or department to inspect all items or services received. If a vendor delivers nonconforming goods or performs a service that is unsuitable or inferior to your needs promptly notify OPC in writing within 24 hours. OPC will take necessary action to obtain replacements by the vendor, otherwise assist the school or department in obtaining the correct materials or take other actions to rectify the situation.

## INVOICES

### Purpose

An invoice is an itemized statement of merchandise or service provided by the vendor. It contains the same information as the purchase order and is the means for settlement of financial obligations incurred when the purchase order issued. Vendors should be instructed to send all invoices to:

ATTN: Accounts Payable  
Recovery School District  
1641 Poland Avenue  
New Orleans, Louisiana 70117

Remind the vendors that the Purchase Order number must be on all invoices. All questions regarding payments should be directed to Accounts Payable, (504) 373-6200.

### Procedure

All invoices must be sent directly to Accounts Payable where they are held until the PO receiver copy or partial receipt receiver has been processed. A copy of the school/department purchase order will serve as a "receiver" for all purchases for goods and services. The receiver, along with the invoice or packing list, must be submitted to the Accounts Payable department prior to processing of a payment to any vendor. Payment to vendors will not be made without an authorized receiver on file in Accounts Payable. If the shipping and receiving forms agree, the invoice will be processed for payment. If there is a discrepancy between the invoice and the PO, they will be returned to the requesting department for reconciliation before any payments are made.

A discrepancy between the original PO and the receiving paperwork that affects the quantity ordered or unit price, results in the PO and invoice not matching, then a change order must be processed to ensure invoice payment.

### Comments

Should the requesting school/department receive an invoice, please forward it immediately to the Accounts Payable department. Vendors should be notified that all future invoices are to be sent directly to Accounts Payable.

All required parties, which include the party who receives the goods and the party who authorizes the payment, should sign the receiver. The PO receiver copy notifies the Accounts Payable Department that an actual delivery has been made against an open order. In all cases, the individual that receives the goods shall not be the same party that authorizes the payment for the goods and/or service. Any problems with the

shipment (shorted quantities, damage, etc.) should be noted on the receiver. If additional space is needed to record the problem, a separate sheet should be attached to the receiver.

## MISCELLANEOUS

### ETHICS

Doing a good purchasing job requires the ability to make objective decisions. We are governed by written regulations against accepting gifts or favors that may result, or have the appearance of resulting in a loss of our impartiality. Our impartiality allows us to make the difficult choice between two suppliers or crack down on an errant supplier. The loss of our impartiality seriously impedes our ability to make objective decisions. Thus, ethical conduct is paramount.

We must adhere to ethical standards and are governed by the Code of Governmental Ethics. R.S. 42:1101-1170. We also subscribe to the code of ethics promulgated by the Institute for Supply Management (ISM) the National Institute of Governmental Purchasing (NIGP). This covers many aspects of our business conduct and includes such matters as loyalty to our employer and fair treatment of suppliers.

### COMPLAINTS

No one likes to get complaints about the job they are doing. But we also realize that complaints are often the only way we can analyze our problems and learn from them. If we are doing something wrong, let us know. We will correct it. If we ignore your complaint, then you can feel free to work your way up the administrative ladder. If we just plain goofed - we will admit it. If the complaint suggests something is wrong with the system, help us take steps to correct it.

### OTHER PROBLEMS

You, just like us, are going to have problems with certain vendors, deliveries, pricing, slow processing, etc. There is simply no way to avoid all problems, but we will try. If you experience consistent inadequacies with certain vendors or orders, let us know about it. Remember, we cannot help you with present or future orders unless we know you need help.

## CONTACTS

Procurement Director	Kerry Doucette	504-373-6200 ext 20162
Procurement Manager	Kim Marshall	504-373-6200 ext 20095
Procurement Specialist	Christy Dixon	504-373-6200 ext 20056
Contract Coordinator	Ann Kirklin	504-373-6200 ext 20078

## LOCAL BUSINESS FIRST PRIORITY

Because the Recovery School District desires to support local businesses, any and all persons responsible for purchasing in the School District are hereby directed to first prioritize local businesses when soliciting pricing for any and all goods and/or services purchased for the School District.

It is further directed that any and all persons responsible for purchasing, document your contacts with local businesses on the order. With regard to purchases under \$1000, purchasers are to use local businesses if available and to document the unavailability of local businesses if selecting non-local businesses. With regards to quote for purchases of \$1000 to \$24,999, all contact information must be indicated on quote sheets accompanying the order.

## APPENDIX

The requisition form has been revised and updated. Due to these changes and in keeping with proper purchasing procedures, we are reminding RSD employees of the importance of filling in the form properly and completely.

We must have the complete vendor's name, address, fax number, telephone number and the vendor's contact person's name and email.

An invoice cannot be processed for payment until we have:

- a) A copy of the purchase order, and
- b) A signed/ approved and dated packing list/invoice

Please remember that a requisition is NOT authorization to order. It is only a request. The requisition must be approved and a purchase order number issued before an order can be placed.

Following the guidelines outlined in this handbook should assist you in timely acquiring the goods or services that meet your needs.

**A PURCHASE ORDER NUMBER IS REQUIRED ON ALL PAPERWORK!**

**A PURCHASE ORDER NUMBER IS REQUIRED BEFORE ANY GOOD OR SERVICE IS ORDERED.**

## **DEFINITIONS and TERMS**

Definitions known to exist in the Louisiana Revised Statutes are referenced with its locations. Other definitions and terms were collected from other sources. Existing statutory definitions supersede the definitions provided.

Back Order - that portion of an order the seller cannot deliver at the scheduled time and which has been re-entered for shipment later.

Certified Small and Emerging Business - a business certified as a small and emerging business by the Division of Small and Emerging Business Development, Department of Economic Development in accordance with the Provisions of the Small and Emerging Business Development Program R.S. 51:941, et seq.

Change Order - purchaser's written authority to the supplier to modify or add to a purchase order. These are created in the Office of Procurement and Contracting.

Concealed Damage - Damage to the contents of a package not visible on the exterior.

Confidential Information - any information which is available to an employee only because of the employee's status as an employee of this District and is not a matter of public knowledge or available to the public on request

Contract - all types of District agreements, regardless of what they may be called, for the procurement or disposal of supplies, services or construction. (the binding legal agreement between the District and the Vendor)

Contractor - any person having a contract with the District.

Department - any office, agency, division, commission, board or other entity of the District.

Designee - a duly authorized representative

Employee - an official or individual who receives a salary or other monetary compensation from the District. Does not include independent contractors

Emergency Purchases - emergency purchases that occur when an emergency situation arises that were unforeseen and must be remedied immediately.

F.O.B. (Free on Board) - the stated F.O.B. point is usually the location where title to the goods passes from the seller to the buyer. The seller is liable for transportation charges and the risks of loss or damage to the goods up to the point where title passes to the buyer. The buyer is liable for such charges and risks after passing of title.

Invoice - A supplier billing document that itemizes descriptions and prices for goods and services.

ISIS - Integrated Statewide Information Systems

Packing List - a document that itemizes in detail the contents of a particular package or shipment.

Point of Origin - the point at which the title passes to the buyer

Prepaid - transportation charges that have been or are to be paid at the point of shipment.

Procurement - the buying, purchasing, renting, leasing or otherwise acquiring any supplies, services or construction. It also includes all functions that pertain to the obtaining of any supply, service or construction, including description of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration.

Purchase Order (PO) - a form issued by the Purchasing Department which authorizes the placement of an order, establishes terms and conditions of delivery, incurs a financial obligation for the goods or services, and records payment activity with regard to the items ordered. Award document for goods or services between an agency and a supplier

Procurement Director - the person holding the position as the head of the District's Office of Procurement and Contracting.

Quote - A supplier's price offer for specific goods or services provided verbally or in writing depending on the dollar amount

Receiver - a copy of a school/department purchase order.

Requesting school/department - the school/department requiring the good or service

Request for Proposals (RFP) - similar to the formal bid process, except that factors other than price are used to award the contract

Requisition – an internal request generated by the requesting School/Department to the Office of Procurement and Contracting to acquire goods or services.

Sealed Bid/Proposal (Formal Bid) - an advertised solicitation for a requirement in which the cost exceeds the \$25,000 bid limit.

Service – the furnishing of labor, time or effort by a contractor

Small Entrepreneurship - a business certified as a small entrepreneurship by the Department of Economic Development in accordance with the Provisions of the Louisiana Initiative for Small Entrepreneurships. RS. 39:2006.B

Sole Source – a vendor or supplier that is the only source for the purchase of an item or service.

Solicitation – A document provided to bidders requesting prices for goods or services.

Specification - a concise description of a good or service an entity seeks to buy, and the requirements the vendor must meet in order to be considered for the award

Telephone Quote – an acceptable (method of obtaining a firm price for goods or services) if the cost is less than \$1,000 or under emergency conditions. It is a less formal means of obtaining a quote from a vendor. Information from vendor is transmitted verbally or via fax.

Urgent Purchase - purchases calling for immediate action that could have been anticipated prior to the need becoming urgent.

Vendor – Person with potential of supplying goods or services to the District.

Visible Damage - broken cartons, crushed or wet cartons or markings that indicate that the shipment of goods may have received rough treatment in transit with consequent damage to the contents.

Written Quote - required if the cost is more than \$1,000 but less than \$24,999. It is not as formal as a sealed bid, but the quotation must be in writing.





**Recovery School District  
PURCHASE REQUISITION**

**RSD-PURCHASING USE ONLY  
FISCAL YEAR 10**

Superintendent/Chief of Staff:(\$50,000 or more)	Date: _____	Requisition # (school/dept code-m/d-sequence #)
Chief Financial Officer:		
Executive Staff Member:	Date Required: _____	Purchase Order #
Principal/Department Head:	Date Processed: _____	Buyer:

Project/Grant Administrator:	<b>DELIVERY TO:</b>	<b>INFORMATION TECHNOLOGY MUST RECEIVE A COPY OF ALL REQUISITIONS THAT HAVE COMPUTER RELATED EQUIPMENT</b>
VENDOR NAME & ADDRESS, CONTACT PHONE #, EMAIL:	<b>INVOICE TO:</b> RECOVERY SCHOOL DISTRICT ATTN: ACCOUNTS PAYABLE 1641 POLAND AVENUE NEW ORLEANS, LA. 70117	

**Justification/Funding Source:**

Item No.	Description (Contract # and line #, if contract items)	Qty. Ord.	Unit	Unit Price	Amount
<b>TOTAL</b>					

RSD-BUDGET USE ONLY	Item Number	Agency Number	Exp. Org.	Object	Subject/Object	Reporting Category	Activity Code	Amount
<b>Budget Analyst:</b> _____								

Requisitioned By: \_\_\_\_\_ Date \_\_\_\_\_ Purchasing Agent: \_\_\_\_\_ Date \_\_\_\_\_

