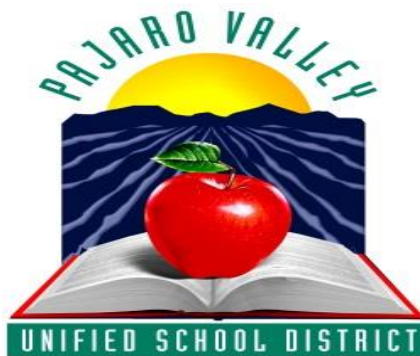




PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Purchasing Services Handbook



Revised 2018-2019

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1 General Information

1.1 Contact Information

Purchasing is responsible for obtaining requested supplies, equipment and services for the District at the best prices available, consistent with the quality of goods required, in a timely and efficient manner. Please do not hesitate to call or e-mail us.

Address

Pajaro Valley Unified School District
Purchasing Services
294 Green Valley Rd
Watsonville CA, 95076

Purchasing Services

Purchasing Services Extension (831) 786-2100 ext. 2195
Purchasing Direct Line (831) 786-2195
Purchasing Fax (831) 728-6922

Purchasing Director:	ext. 2755	Rich Arellano	e-mail: richard_arellano@pvusd.net
Adm. Secretary	ext. 2758	Delilah Macedo	e-mail: delilah_macedo@pvusd.net
Senior Buyer	ext. 2757	Carrie Marquez	e-mail: carrie_marquez@pvusd.net
Purchasing Specialist:	ext. 2756	Mary Ellen Vasquez	e-mail: mary_vasquez@pvusd.net

District Reception	(831)786-2100 ext. "O"		
District Receptionist	ext. 2760	Peggy Raymond	e-mail: peggy_raymond@pvusd.net

Print Shop	(831) 786-2100 ext. 2373		
Print shop Lead	ext. 2963	Nick Olivo	e-mail: nicolas_olivo@pvusd.net

Warehouse

Warehouse Department Extension (831) 786-2100 ext. 2320
Warehouse Fax (831) 786-2196

Lead Warehouseman:	ext. 2320	Mark Healy	e-mail: mark_healy@pvusd.net
Warehouseman:	ext. 2956	Curtis Fox	e-mail: curtis_fox@pvusd.net
Delivery Driver:	ext. 2320	Michael Maddux	

Hours

Purchasing Department: Monday through Friday, 8:00 am - 4:30 pm
Warehouse: 8am-noon, 1:00pm-4:00pm



1.2 Purchasing Services Website

Purchasing Services maintains a website dedicated to providing PVUSD schools and departments information on how to purchase the products and services they need, in a timely and cost-effective manner.

Website address: http://www.pvUSD.net/cms/page_view?d=x&piid=&vpid=1309119283916

The website can also be accessed through the main PVUSD site, <http://www.pvUSD.net>, by following the links to

DEPARTMENTS > PURCHASING >

POLICIES, CONTRACTS & FORMS

- ❖ Purchasing Handbook
- ❖ Digital Schools Manual
- ❖ Consultant Service Agreement
- ❖ Contract for Labor & Materials Info
- ❖ Fixed Asset Movement Form
- ❖ Surplus Equipment Form

SUPPLIES AND EQUIPMENT

- ❖ Stores Catalog
- ❖ Palace Office Supplies Order Forms
- ❖ Audio/Visual Standards
- ❖ Business Card Order Info
- ❖ Computer & Software Standards
- ❖ Furniture Standards
- ❖ Printer Standards
- ❖ PE Standards

Links to important Purchasing Documents

[Consultant Service Agreement](#)

[Surplus Equipment Form](#)

[Digital Schools Manual](#)

Comparative Shopping Guide (Board Policy #3311a)

To ensure that the school district is obtaining materials and services at the most competitive price, state law requires "comparative shopping" before the purchase is made. The guidelines for comparative shopping vary according to the size of the purchase, ranging from informal price quotes to official, advertised requests for sealed bids. The amount by which contracts shall be competitively bid escalate automatically based upon the annual adjustment by the Superintendent of Public Instruction. (Public Contract Code 20111a).

BIDS AND QUOTES

❖ **Informal Quotes**

Purchases from \$1 to \$5000, the district site shall provide the source of purchase to be reviewed by the Director of Purchasing. Purchases from \$1000 to \$2,500 require documentation of informal quotations from three (3) separate sources. Purchasing Services will obtain and/or assist the site with the quotes prior to actual purchase.

❖ **Formal Quotes (Public Contract Code 20111a)**

Purchases from \$5,000 to \$14,999 for services, equipment and materials will require three (3) formal written quotes. The Director of Purchasing shall obtain a formal quote that is written on company's letterhead or on a Pajaro Valley Unified School District quotation form and signed by an authorized employee of the company. The quotes are to be attached to the purchase requisition. Purchasing Services will perform and or assist the site with this task.

❖ **Advertised Bids (Public Contract Code 20111a)**

All purchases that exceed the legal bid limits must adhere to the advertised bid procedure required by the State of California. The Board of Trustees must then approve the recommended award. District funds cannot be committed prior to Board approval on purchases of this size. Purchasing Services will facilitate advertised bids. The bid process may take six to eight weeks from the time of budget approval to the final authorization of the Board of Trustees. Current legal bid limit is \$15,000 for public works projects. The bid threshold for formal bidding Under PCC 20111(a) is calculated, adjusted and effective January 1st of every calendar year through the State

❖ **Sole Source**

Any purchases of materials or services that are available from only one source, require written documentation confirming such. This written documentation would take the place of the required formal quote/bid and will be obtained and approved by Purchasing Services.

❖ **Pre-Existing Bids (Piggyback Clause, Public Contract Code 20652 / 20118)**

Purchases may also be obtained by using a Pre-Existing Bid. This type of bid must include the clause in the bid document at the time of bid opening and must be granted by the awarded vendor. Purchasing Services shall research these bids. A resolution or board agenda item is required to obtain items from a Pre-Existing Bid.

❖ **No Bid (Emergency)**

In an emergency when repairs, alterations, work or improvement is necessary to any facility of public schools to permit the continuance of existing school classes, or to avoid danger to life or property.

1.3 Authorized Purchases (Board Policy #3300a)

All expenditures using District funds must be pre-approved. Only the PVUSD Purchasing Department is authorized to make purchases and contract services using District funds. All requisitions must be approved by finance before a Purchase Order can be processed. All requisitions over \$500.00 require Board approval.

Ordering directly from the vendor without going through the approval process is a violation of Board policy.

The Board shall not recognize obligations incurred contrary to Board policy and administrative regulations.

1.4 The Responsibility of Purchasing Services (Board Policy #3300a)

Purchasing Services has been designated by the Board as the office responsible for the actions of spending District funds. The Purchasing Director has primary responsibility for signing purchase documents which are legal contracts obligating the District in matters of procurement. The term "purchase documents" includes contracts for the acquisition of all goods and services, whether by purchase, rental agreement or lease.

The District is not required to honor oral or unauthorized contracts to purchase goods or services.

1.5 The Responsibility of the Site (Board Policy #3300a)

Expenditures should be planned sufficiently in advance to allow Purchasing Services to obtain the best price and/or overall service.

Purchase Orders are based on the information and specifications shown on the requisition. Care should be taken so that specifications are adequate to allow someone with little or no knowledge of the merchandise to place the order properly.

Small orders are costly to the District and to vendors. If you are aware that you will be ordering the same items in the future or will have a need for other items from the same vendor, consolidate and order all at once. Often, significant quantity discount savings will be achieved. On occasion, Purchasing may consolidate requisitions on to one order for similar items where quantity price breaks may be reasonably obtained.



Questions regarding Purchase Orders should include:

- ❖ Purchase Order and/or Requisition Number
- ❖ Date Requested
- ❖ Vendor
- ❖ Detailed Product Description – item number, unit of issue (each, dozen, etc.)
- ❖ Delivery Terms

The more information you give us, the more likely we will be able to assist you.

1.6 Purchasing Services Goals and Objectives (Board Policy #3300a)

The overall goal of Purchasing Services is to maintain a continuous supply of goods and services for schools and administrative departments of the District, ensuring delivery of an acceptable quality of goods and services in a timely manner at the best possible price. In order to attain these goals, Purchasing will do the following:

- ❖ Purchase goods and services for the District's use at the maximum end-use value per dollar spent, securing competitive bids when appropriate.
- ❖ Develop reliable alternate sources of supply to meet District requirements.
- ❖ Maintain liaison with vendors providing goods/services to the District, including the resolution of complaints regarding those goods/services.
- ❖ Maintain stockroom inventories of purchased goods so as to meet the use requirements of the District at the lowest possible cost.
- ❖ Verify that funds are available before making a commitment to purchase goods or services.

Purchasing encourages local vendors to quote on items that they are competent to supply. However, it is not our intention to give unfair advantage to such vendors. The District does not generally enter into purchasing contracts with faculty or staff. Acquisitions from a business in which an employee has an interest is prohibited unless full disclosure of the background facts are presented in writing to Purchasing Services and approved by the Associate Superintendent of Business Services.

Because the Districts' reputation and credibility are so important to maintaining good, long-term business relations, Purchasing insists on fairness and honesty in all transactions. At no time will Purchasing staff knowingly involve itself or the District with deceptive or dishonest vendors.

1.7 Competitive Bidding (Board Policy #3311a)

It is the policy of Purchasing Services to secure competitive bids or quotes on goods or services whenever possible. Bids or quotes may be solicited verbally or in writing, depending upon the dollar amount of the transactions.

Exceptions to the bidding process are made by Purchasing Services in those situations where no apparent benefit would result to the District. Such exceptions include:

- ❖ Sole Source - no other vendor supplies the products, such as replacement parts or patented products, utilities, etc. (a written sole source justification must be submitted with the purchase requisition)
- ❖ Single Authorized Distributor
- ❖ Duplication of Investment (e.g.: die cuts, negatives, plates, etc.)
- ❖ Small orders placed with vendors who have a record of competitive pricing, substantiated by periodic quotations, and a history of good service.

1.8 Sole Source (AR 3311f)

Sole source procurement involves situations in which no advantage results to the District by bidding, or when an item can only be obtained from a single source, making bidding impossible. Any requests for sole source award of a Purchase Order should include, as part of the Purchase Requisition, a written justification as to why a sole source award is necessary.

1.9 Sales Tax/Use Tax

PVUSD is not exempt from sales or use tax. For purchases made out-of-state, the State of California assesses sales tax that PVUSD must pay to the State, even when not paid to the vendor. Therefore, all purchases shall have applicable sales tax applied to their order. The only exception is when items are purchased for resale (where sales tax is collected on the final sale such as for Adult Education supplies), and then a resale permit is required from the Board of Equalization.

1.10 Supply Sources

Sites and Departments are encouraged to suggest vendors and get quotes. Purchasing Services will consider these suggestions when processing your requisition, but may change vendors if it is to the District's benefit.

Please remember when contacting vendors:



- ❖ Vendors are required to take Purchase Orders and accept PVUSD's terms.
- ❖ If vendors quote prices, have them include prices for tax, delivery, and/or installation charges. Attach the quote to your Internal Requisition. For phone quotes, note the date of quote and the name of the vendor's representative that you spoke to on the Internal Requisition.
- ❖ Determine whether or not educational or quantity discounts are available. Include any discount information on your Internal Requisition.
- ❖ Keep pricing information confidential. Do not reveal prices to competitors; give each vendor a chance to quote his or her best price.
- ❖ Never commit to purchase a product from a particular vendor. Only a signed Purchase Order, issued by Purchasing Services, will obligate the District.

1.11 Vendor's Contracts (Board Policy #3312a)

PVUSD employees should never sign a contract supplied by a Vendor (a non-PVUSD contact). If the Vendor requires a signed contract, the Director of Purchasing will review the contract for District compliance, and can sign contracts as an authorized District Designee. The signed Contract will be attached to the Purchase Order upon approval. Only the Director of Purchasing is authorized to sign contracts for the purchase of goods and services.

1.12 Vendor Selection

Vendors are selected for their capability to serve the needs of the District by providing quality products in the most economical and efficient manner possible. Past performance and service after the sale are important factors.

Factors considered when evaluating a vendor include:

- ❖ Competitive pricing
- ❖ Quality product
- ❖ Good material availability
- ❖ Geographic proximity
- ❖ Credit, freight and delivery terms
- ❖ Vendor financial stability and
- ❖ Performance with other customers

1.13 Relations with Vendors (Board Policy #3315)

No district employee or Board of Trustees member shall accept personal gifts, commissions or expense-paid trips from individuals or companies selling equipment, materials or services required in the operation of district

programs. Gifts include any gift purchased specifically for an employee which is not generally offered to other buyers.

This policy does not prohibit employees from accepting promotional or advertising items such as calendars, desk pads, and other office gadgets which are offered by business concerns free to all as part of their public relations programs.

District employees who work for or serve as consultants for potential vendors shall not participate in evaluating any equipment, materials or services of that vendor or its competitors.

This policy does not prohibit the acceptance of materials and/or services which are of use and benefit to the district.



1.14 Phone Solicitation

Many phone solicitation calls for printer toner and copier toner (even garbage bags) have proven to be scams. Please be careful of the information you give out over the phone. They might ask you to do a survey or ask what type and model of printers and copiers you are using. Once they know what kind of printer you have they usually do ship the product but bill you a very unreasonable charge, regardless of whether it is supposed to be a sample or not.

Here's what you should do if someone calls:

- ❖ Do not give out any information over the phone if you do not know who you are talking to or you do not know a Company Name, address and phone number. Ask for this information first, usually they will hang up.
- ❖ Refer them to Purchasing Services @ 831-786-2100 x2195.
- ❖ Do not buy anything from them until Purchasing Services checks out the company and the pricing.

For those of you who have copiers now from Monterey Bay Systems, we have actually had scammers calling and identifying themselves to be from MBOP to sell copier toner. MBS will not call you for supply orders (unless they are returning your call); you call them.

Printer toner is on our office supply contract.

Please make sure you only deal with legitimate vendors whom have gone through the proper process of requesting to be on the vendor list in the District Office Purchasing Department.

1.15 Choosing a Product *(Board Policy #3300b)*

Purchasing Services is always available to help you choose a product. The PVUSD has developed standards for many products. Price, quality, availability and dependability are taken into account for all purchases. Due to the heavy usage at the school sites, **PVUSD purchases commercial grade, professional quality equipment, supplies and furniture whenever possible.** Other departments should also be involved in some purchases; the Technology Department must approve computer related purchases, the Construction and Maintenance Departments must review any site improvements. When price, fitness, and quality are equal, recycled products shall be preferred when procuring materials for use in district schools and buildings.

Questions regarding sources for products and prices should include:

- ❖ Who, where and how the product will be used
- ❖ Specifications (size, color, make, model, manufacturer, ISBN #, etc...)
- ❖ Date Required

1.16 Personal Reimbursements

Personal Reimbursements are intended mostly for travel and mileage expenses. Personal reimbursements may be processed for other emergency purchases, only when prior approval was given by the Site Manager.

1.17 Fiscal Year End

The fiscal year end is June 30. To assure payment in the current year please note the following deadlines:

- ❖ All internal Purchase Requisitions must be entered by the first Friday in April.
- ❖ Personal Reimbursement and mileage claim forms must be received in the Accounting Department by June 1.
- ❖ Invoices (receipts, tags) from pick-ups, consultants etc... must be received in the Accounting Department by the last day of school.
- ❖ All Purchase Orders in Digital Schools are disencumbered June 30 and new requisitions must be created manually for the new fiscal year.

2 Purchase Orders (Board Policy #3300b)

2.1 What is a Purchase Order

A Purchase Order is a contract that obligates the District to pay the vendor for the listed goods or services. It states PVUSD's terms, conditions and instructions to the vendor. The Purchase Order is mailed or faxed to the vendor from Purchasing Services after the Internal Purchase Requisition is processed.

2.2 When to Use a Purchase Order

You should use a Purchase Order for all purchases using District funds.

Ordering directly from the vendor without going through the approval process is a violation of District policy. The District is not required to pay for purchases made without a Purchase Order. In addition the vendor is not required to adhere to the District terms and conditions when purchases are made without a Purchase Order.



2.3 Why use a Purchase Order

Before a Purchase Order is issued, the site manager, Budget Manager, finance department, and Purchasing Director must approve the funding source as well as the purchase. The Board or Trustees is part of the approval chain for all Purchase Orders over \$500.00. The laws for the expenditure of public funds require an auditable approval chain.

2.4 How to create a Purchase Order

The site or department requesting the Purchase Order creates an Internal Purchase Requisition on-line in Digital Schools. The Requisition is forwarded on-line through the approval process. The budget number, type of goods and services and dollar amount determine the approval path for a Requisition. When the Requisition completes the approval path Purchasing Services converts the Requisition to a Purchase Order.

2.5 Types of Purchase Orders

❖ Itemized

Itemized Purchase Orders list the actual items that are being purchased. The items must be listed on the internal Requisition. We are only obligated to receive and pay for the items on the Purchase Order. We will not accept substitutions or additions without the proper approval. If there are too many items to be listed, such as a large library book order, use a Blanket Order (see below) library book order.

❖ Blanket Orders (Board Policy 3300b)

Blanket or Open Orders are open accounts with the vendor that authorize purchases up to the total dollar amount of the Purchase Order. Blanket orders should be set up July 1 and are good through June 30. Purchases are charged against the Blanket Order throughout the fiscal year. It is the sites' responsibility to maintain the balance on the account. A blanket order can be increased as needed throughout the year by processing a Change Order. Blanket Orders cannot be used for equipment or furniture purchases. Use Blanket or Open Orders for office supplies on contract, supplies to be picked up at local stores, maintenance agreements, book clubs and repair services. Blanket Orders may be tagged as Annual Orders for easy entry at the beginning of the fiscal year.

❖ Services

All Purchase Orders for contracted services, whether the service provider is an individual or a business, require a PVUSD **CONSULTANT SERVICE AGREEMENT (CSA)**. All Purchase Orders for contracted services from an individual also require an **INDEPENDENT CONTRACTOR EVALUATION (ICE)**. These forms must be completed and attached to print out of the Internal Purchase Requisition before a Purchase Order will be issued and work can start. **Consultants must comply with the ED Code 4525.1 (fingerprinting).**

Non-contracted services such as printing, machine repairs, mailing services, etc do not require a CSA, but should include a detail of the cost estimate on the Requisition.

❖ Improvements: Construction, Repairs, Landscaping etc...

When a site needs contracted work done, a Work Order shall be submitted to Maintenance and Operations. Maintenance will forward the Work Order to the appropriate department to get quotes and create contracts, either to Technology, or New Construction, Maintenance. Those departments then create quotes and contract documents which are forwarded to Purchasing. Purchasing then sends to the contractor for signature and insurance documentation, then returns signed contract to contractor, along with a Purchase Order.

❖ Maintenance Agreements

Maintenance Agreements from vendors are ordered as Blanket Purchase Orders. The Internal Purchase

Requisition must state dates of coverage, cost and serial number of the equipment covered. It is the Site's responsibility to keep Maintenance Agreements and records.

❖ **Leases**

Multi-year leases and contracts should be funded using renewable funding sources, not grants that expire before the end of the lease. The Director of Purchasing must review contracts before any commitment is made to the vendor.

❖ **Travel and Conference**

Separate requisitions are needed for the conference registration, hotel and travel. The Internal Purchase Requisitions require an attached conference brochure, as well as the names of the participant and dates of attendance and/or travel. Allow 5 weeks if prepayment is required.

❖ **Complete Orders: Goods or services received without a PO. (Board Policy 3114a)**

Goods or services received without a Purchase Order are a violation of District Policy. The district shall not be responsible for unauthorized purchases. Contact the Director of Purchasing to obtain authorization for payment for goods or services received without a Purchase Order.

2.6 Emergency Orders

Purchasing Services recognizes that emergency needs do occur and that special requirements may prevent a department from providing the normal order lead-time. An emergency involves threat to life or safety and/or serious damage or destruction to District property. In emergency situations, use your best judgment. If possible, contact Purchasing and we will act quickly and responsively to the needs of the District. Existing vendor relationships may enable speedier response to such situations. Emergency POs will be assessed using these criteria.

2.7 Purchase Order Terms and Conditions

Terms and Conditions are listed in the INSTRUCTIONS TO VENDOR printed on the back of all Purchase Orders. Some of the District's Standard Terms are:

- ❖ Net 30. This means that the vendor will receive payment within 30 days of invoicing. To meet these terms a Purchase Order must be in place before the goods or services are received.
- ❖ FOB Destination: This means that the vendor and/or trucking service is responsible for damages incurred in transit.
- ❖ Shipping: We prefer shipping costs to be included in all quotes, but will pay actual shipping costs as agreed on the Purchase Order. All District bids and quotes require that the cost of the vendor include freight.

Any document signed by a District representative can change the terms of a Purchase Order. Therefore do not sign a vendor contract. Please attach all vendor-originated contracts and documents to your requisition. The Director of Purchasing will review the documents and forward them to the vendor if they are agreeable. Additional terms and Conditions are printed on PVUSD contracts for consultants and construction.

2.8 Payments (Board Policy #3314a)

All invoices are paid by the PVUSD Accounting Department. The Accounting Department will only pay a Vendor if it has all of the following:

- ❖ An original itemized Invoice, Receipt or Tag for goods or services. Accounting will not make payments on a Statement or Service Contract..
- ❖ Proof of Receipt
 - Items received in the PVUSD Warehouse are received by the warehouse. It is not necessary to send Accounting a copy of the Receiving Sign-off.
 - If the goods or services are not received in the warehouse, the site must submit a proof of receipt to Accounting. Write on the Invoice, Packing Slip or Invoice, Receipt or Tag:
 - OK to Pay
 - The name of the person receiving the goods or service, clearly printed and signed
 - Date
 - Purchase Order Number
- ❖ The dollar amount of the Purchase Order matches the invoice. (The Accounting Department is authorized to pay over the Purchase Order amount by up to 10% of the total order, but never more than \$200.)



As checks are printed at the County Office of Education, it may take up to 30 days from the time the Invoice reaches the Accounting Department to the time the Vendor gets the check. Never promise the Vendor a check sooner than 30 days from the time the Accounting Department receives the Invoice for a valid Purchase Order. Payments for goods or services received without a Purchase Order require additional time and authorization.

PVUSD does not pre-pay for goods or services without prior approval of the Director of Purchasing.

3 Purchase Orders Requiring Contracts (Board Policy 3312)

3.1 Criminal Background Checks for Contractors and Consultants (AR 3515.6)



Whenever the district contracts out for school and classroom janitorial, school site administrative, school site grounds and landscape maintenance, student transportation, and school site food-related services, the district shall ensure that the contracting entity certifies in writing that any employees who may come into contact with students have not been convicted of a felony as defined in Education Code 45122.1, unless the employee has received a certificate of rehabilitation and a pardon. (Education Code 45125.1)

On a case-by-case basis, the district may also require a contracting entity providing school site services, other than those listed above, to comply with these requirements. (Education Code 45125.1)

These requirements shall not apply if the Superintendent or designee determines that the contracting entity is providing services in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed to make school facilities safe and habitable. (Education Code 45125.1)

In addition, these requirements shall not apply if the Superintendent or designee determines that the employees of the contracting entity will have limited contact with students.

In determining whether a contract employee has limited contact with students, the Superintendent or designee shall consider the totality of the circumstances, including the following factors: (Education Code 45125.1)

1. The length of time the contractors will be on school grounds (more than once)
2. Whether students will be in proximity with the site where the contractors will be working
3. Whether the contractors will be working by themselves or with others.

Upon a determination that an employee shall have limited contact with students, the Superintendent or designee shall take appropriate steps to protect the safety of any student who may come in contact with this employee. (Education Code 45125.1)

These steps may include, but not be limited to, ensuring that the employee is working during non-school hours, providing for regular patrols or supervision of the site from district security or personnel, ensuring that the employee is not working alone when students are present, limiting the employee's access to school grounds and/or providing the employee with a visible means of identification. AR 3515.6(b)

Other Facility Contractors

When the district contracts for construction, reconstruction, rehabilitation or repair of a school facility where the employees of the entity will have contact, other than limited contact with students, the Superintendent or designee shall ensure the safety of students by utilizing one or more of the following methods: (Education Code 45125.2)

1. The installation of a physical barrier at the worksite to limit contact with students.
2. Continual supervision and monitoring of all employees of the entity by an employee of the entity whom the Department of Justice has ascertained has not been convicted of a violent or serious felony. The supervising employee may submit his/her fingerprints to the Department of Justice pursuant to Education Code 45125.1.
3. Surveillance of employees of the entity by school personnel.

These requirements shall not apply if the Superintendent or designee determines that the contracting entity is providing construction, reconstruction, rehabilitation or repair services in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed to make school facilities safe and habitable. (Education Code 45125.2)

3.2 Consultant Services

❖ Site Guide for Hiring Consultants

A consultant is a person, company or corporation who is not an employee of the District and is not entitled to any rights, benefits or protections that accrue to employees of the District. A consultant is hired to provide specific services for the District for a specific period of time. The authority/approval to hire a consultant is a combination District signature approval process and a governing Board Function. Accordingly, no District staff may authorize a consultant to begin work until all the paperwork has been completed and appropriately approved. **All consultant services require an approved Purchase Order prior to the commencement of services.**

❖ Purchase Order Procedure for All Consultants

The Consultant Services Agreement is required for all Purchase Orders for consultant services, both for independent contractors *and* for businesses hired to provide consultants. This includes, but is not limited to: consultants, speakers, workshop leaders, computer technicians, performers etc. Independent contractors (not hired through a business) also require a completed Independent Contractor Evaluation signed by the Principal/Manager. To be hired as an independent contractor for consultant services all the criteria on the Independent Contractor Evaluation form must be true. Construction and landscape projects do not require a Consultant service agreement, but do require the Contract for Labor and Materials available from the Construction and Maintenance Departments.

❖ Completing the Internal Requisition

The *Vendor Name* on the Internal Requisition must be the name as it will appear on the Invoice, either the consultant or the business the consultant is working for. The *Description* field must include a project name and description; start date, completion date, location of services, fees for all services and the payment plan.

❖ [The Consultant Services Agreement \(CSA\) Required for Purchase Orders](#)

The Consultant Services Agreement does not authorize the rendering of services. It is an agreement between the Consultant and PVUSD for specified services. It is not valid until the Consultant, Principal or Manager, and the Director of Purchasing signs it. In addition, the Director of Human Resources will sign all Agreements for Consultants required to be fingerprinted per Education Code Sect 45125.1. The Agreement is made out to the individual consultant if hired as an individual. If the consultant is being paid by a business, the Agreement is made out to the business. A Purchase Order authorizes the rendering of services and is required prior to any services provided.

❖ The Independent Contractor Evaluation Form (ICE)

The Independent Contractor Evaluation Form is required for IRS compliance only for independent contractors hired as consultants who are not hired through a business. To be paid as a consultant rather than hired as an employee through HR, all the criteria on the Independent Contractor Form must be true. The ICE form is signed by the Principal or Manager and submitted with Internal Requisition and the Consultant Services Agreement.

❖ Fingerprinting Required for Consultants with more than Limited Student Contact

PVUSD requires compliance with Ed Code 45125.1. If a Consultant **will** be working unsupervised with students, the Consultant will require fingerprinting and should be directed to the PVUSD Human Resources Center for instructions on how to obtain fingerprint clearance.

❖ Do Not Sign Vendor's Contracts

The Principal or Manager should not sign a contract supplied by the Consultant (a non-PVUSD contact). If the Consultant requires a signed contract, the Director Purchasing will review the contract for District compliance, sign it and attach it to the Purchase Order upon approval.

❖ PVUSD Employees (anyone who has received a PVUSD paycheck) cannot be a paid Consultant

PVUSD employees (even Subs) cannot be paid as consultants through Purchasing Services. Contact the Human Resources Department for information on how to hire a PVUSD employee for other projects.

❖ Invoices are Required for Payment to Consultants

The Consultant must submit an invoice to be paid. The Accounting Department is responsible for making payments to the consult only after they have received an invoice referencing the Purchase Order number for services rendered. The invoice must be signed with appropriate Site/Manager approval signature. It is the Site's responsibility to notify the Consultant of payment procedures.

❖ Planned Expenditures

The additional time involved in attaining signatures should be taken into account when scheduling Consultant Services. It is the Sites responsibility to notify the Consultant of PVUSD's contractual procedures.

3.3 Contract for Labor and Materials (Public Works and other Labor Contracts)



No contracted type of work may be done on any site without an approved Contract for Labor and Materials, and an approved Purchase Order. Contracted type of work includes, but is not limited to, any modification to the school site such as construction, landscaping, cabling, installations, plumbing, electrical, roofing, etc. There are many laws, regulations, and codes associated with public schools and construction. These laws apply to school property, regardless of funding, (including ASB, volunteer work, etc.).

In most cases, the Contract for Labor and Materials is created by one of the District level departments of Construction, Planning, Maintenance, Technology, or Purchasing. When a site needs contracted work done, a Work Order should be submitted to Maintenance and Operations. (An exception is if it is warranty work after Modernization, then, contact Planning.) Maintenance will forward the Work Order to the appropriate department to get quotes and create contracts, either to Technology, or New Construction, Maintenance. Those departments then create quotes and contract documents which are forwarded to Purchasing. Purchasing then sends to the contractor for signature and insurance documentation, then returns signed contract to contractor, along with a Purchase Order.

If the site is paying for the project, include the account number on your M&O work order.

No District staff may authorize a contractor to begin work until all paperwork has been completed, including the following:

Forms Required for Site Renovations, Construction, Landscaping, Cabling, and Repairs:

- ❖ M&O Work Order from site
- ❖ Purchase Requisition from M&O, Construction, Technology Dept., or Site
- ❖ Contract for Labor and Materials done by District level department
- ❖ Certificate of General Liability Insurance
- ❖ Certificate of Workers Compensation Insurance
- ❖ Affidavit of compliance with Ed. Code 45125.1 (fingerprinting)

All Public Works Contracts comply with the Davis-Bacon Act for prevailing wage

3.4 Maintenance Agreements



Equipment maintenance can be handled in one of two ways. If departments wish to cover equipment under a service contract, they should submit a Purchase Requisition prior to the expiration of the warranty or existing service contract, if any. If service is required on a piece of equipment not covered by contract, departments should complete a Purchase Requisition with a "Not-to-Exceed" amount specified. This should be the maximum amount you are willing to spend on repair. Process normally, or you may wish to walkthrough the requisition for emergency processing.

For service or repair, departments can contact:

- ❖ The Technology Department for phones, computers and printers
- ❖ The Vendor for other equipment

3.5 Leases

Purchase Orders for leases get a new PO number ever year.

Multi-year leases and contracts should be funded using renewable funding sources, not grants that expire before the end of the lease. The Director of Purchasing must review contracts before any commitment is made to the vendor.

3.6 Software Licenses

Purchase Orders for software are routed through the Technology Department for approval. All software run on District computers must have current licensing. The site is responsible for maintaining licensing records for all computers at the site. This information should be available to the Technology Department.

The District shall not enter into a contract for electronic products or services that requires the dissemination of advertising to students, unless the Board meets criteria defined by Education Code 35182.5

4 Changing a Purchase Order

A Change Order is used to make changes to a Blanket Purchase Order. Itemized Purchase Orders cannot be changed.

- ❖ Increase or Decrease an Open Purchase Order
- ❖ Cancel a Purchase Order
- ❖ Disencumber a Purchase Order
- ❖ Change a Budget Number

4.1 Increasing an Open Purchase Order

Open Purchase Orders (Blanket Orders) are assigned Purchase Order numbers for the entire fiscal year. You may increase an Open Purchase Order when it runs low.

To increase an Open Purchase Order:



The creator of the original Purchase Order is able to submit a change order by searching for the original order in Digital Schools. Only the original order will allow you to make a change. Example: Original PO# 17-00000 can be opened and changes can be made to dollar amount, funding, notes, etc. All subsequent charges and changes to this PO will have two numbers added to the end of the PO (17-00000-01, 02). Opening these versions of the PO will show you the transaction, but not allow any changes to be made. All change order requests will be assigned a new requisition number and go through the approval process. Once approved, the Change Order will be printed and sent to the vendor (if applicable).

4.2 Canceling a Purchase Order

Purchase Orders are canceled if no items or services on the Purchase Order will be received. Canceling a Purchase Order releases the funds encumbered on that PO. Cancellation of Purchase Orders are initiated by the vendor because the product (or service) is no longer available, or by the site if the product (or service) has not been received and is no longer required.

If the Vendor cancels a PO: If a product is unavailable the Vendor will contact Purchasing Services. Purchasing Services will notify the Site of the order status and cancel the Purchase Order.

If the Site cancels a PO: It is the Site's responsibility to notify the Vendor to cancel a Purchase Order.

To CANCEL a Purchase Order after the vendor has been notified:

Email Purchasing Services:

- ❖ Please cancel this PO # _____
- ❖ Date vendor notified (if applicable)
- ❖ Copy the email to the Principal/Manager

Purchasing Services will cancel the Purchase Order.

4.3 Disencumbering a Purchase Order

Purchase Orders are disencumbered if some of the items or services on the Purchase Order have been received and paid, but the remainder of the order will not be received. Disencumbering a Purchase Order releases the remaining funds encumbered on a PO. Purchase Orders are disencumbered by Purchasing Services when we are notified that the PO is complete and no other charges will be made against the PO.

4.4 Correcting a Budget Number on a Purchase Order

The budget number on an Itemized Purchase Order cannot be corrected. Once the PO has been issued and a budget number needs to be changed, it is required that the PO be disencumbered and a new PO created. Make a note of the PO number that is being replaced in the internal notes of the new requisition.

5 Internal Purchase Requisition (Board Policy #3400)

5.1 What is an Internal Purchase Requisition?

The Internal Purchase Requisition is the form that Sites and Departments use to request goods and services to be purchased using District funds. The Internal Requisition is entered on-line in Digital Schools.

5.2 Digital Schools

Digital Schools is the database the District uses to purchase goods and services. District use of Digital Schools is mandated by the Santa Cruz County Office of Education. Every site and department has staff trained to enter Internal Requisitions in Digital Schools. For more information or training contact Purchasing Services.

5.3 Routing an Internal Purchase Requisition

The Requisition travels on-line through the following approval path:

- A. Site or Department enters a requisition into Digital Schools
- B. Purchasing department reviews
- C. Finance Budget Analyst
- D. Principal or Department Director
- E. Fund/Commodity Manager (only if applicable)
 - a. Federal and State Programs Director (Fed and State Programs Funding)
 - b. Director of Technology (Computers, accessories, supplies and software)
 - c. Chief Business Officer (Business Division over \$5000.00)
- F. Purchasing
 - a. Director of Purchasing
 - b. PO Printer: Converts requisition to a Purchase Order



5.4 Internal Purchase Requisition Requirements

Internal Purchase Requisitions require the following information to be approved. Incomplete Requisitions will be rejected back to the Site/Department to be resubmitted.



- ❖ Requester's name
- ❖ Delivery location
- ❖ Vendor name, contact phone number, address and fax to send Purchase Order. The Vendor must accept Purchase Orders and agree to PVUSD Terms and Conditions.
- ❖ Quote or proposal in formation including the name of person who offered the quote, date and quote number (if applicable)

- ❖ Shipping Information: Goods should be shipped to the District Warehouse except large equipment, furniture and library book orders. Services and licenses should list the site address and site contact email.
- ❖ Note Federal and State Site Plan Goal and Page # (if applicable)
- ❖ Account code to charge the expenditure
- ❖ Description of what is being purchased as follows:
 - **Itemized Orders**
For each item include: description, manufacturer name, make, model number, vendor number. In addition, furniture requires size, grade of students and color. Books require the title and ISBN number.
 - **Blanket Orders**
Blanket or Open Orders require a not to exceed amount including any tax or shipping charges, the expiration date and the name of the authorized purchasers (up to 4). The authorized purchasers will require ID to pick up orders.
 - **Library Book and other Large Orders**
Library and other large book orders are entered as Blanket Orders. Type "See Attached List" include the number of pages in the attachment, a description of what is being purchased (i.e. Library Books), quote number, date, whether there is special handling (such as Mark records) and shipping charges.
 - **Consultant Services**
Type the description of services to be performed, dates of service and method of payment on the Requisition. Attach the CONSULTANT SERVICE AGREEMENT (CSA) and INDEPENDENT CONTRACTOR EVALUATION (if required) to the requisition and submit to Purchasing.,
 - **Other Services**
Services such as printing, machine repairs, mailing services, etc. do not require a CSA, but should include a description of the services to be performed and a detail of the cost estimate on the Requisition. Ex: For print services include a description of what is being copied, the number of copies and the cost per copy
 - **Improvements: Construction, Repairs, Landscaping etc...**
Type the proposal number, description of improvements to be performed, materials to be provided, dates of service, and name of district representative to perform the inspection and acceptance of work. Attach the CONTRACT FOR LABOR AND MATERIALS to the requisition and submit to Purchasing.
 - **Maintenance Agreements**
Maintenance Agreements are entered as Blanket Purchase Orders for the total cost of the fiscal year. Include the description and serial number of the equipment covered, a detail of the cost and coverage dates.
 - **Leases**
Leases are entered as Itemized Purchase Orders for the total cost of the fiscal year. Include the serial number of the equipment covered, the lease start date, term of lease, final payment date, payment amount, and payment due dates. Attach a copy of the lease agreement to the requisition and submit to Purchasing.
 - **Travel and Conference**
Separate requisitions are needed for the conference registration, hotel and travel. The title of the conference, the names of the participants and dates of attendance and/or travel are required. Allow 4 weeks if prepayment is required. Attached conference brochure to the requisition and submit to Purchasing. The Site/Department is responsible for making all arrangements, not Purchasing Services.
 - **Complete Orders: Goods or services received without a PO. (Board Policy 3114a)**
Goods or services received without a Purchase Order are a violation of District Policy. The district shall not be responsible for unauthorized purchases. Contact the Director of Purchasing to obtain authorization for payment for goods or services received without a Purchase Order.
If you obtain authorization, enter the Requisition as follows:
 - Use the Ship to code: "Complete, Please Pay".
 - Enter as a Blanket Order for the exact invoice amount.
 - In the Description filed type a full itemized description of each item purchased, the invoice number and the date you received the product or services.

5.5 Attachments to the Internal Purchase Requisition

Any applicable documents may be attached to a requisition in Digital Schools. It is recommended that any quotes for products or services be attached when submitting for approval. Quotes are required for individual items costing more than \$500. Contact the purchasing department for assistance acquiring quotes from approved vendors.

Contracts and Agreements

Do not sign any contracts or agreements. Only Board Approve Administrators are authorized to sign documents committing District funds.

- ❖ Consultant Services Agreement and Internal Evaluator Form
- ❖ Contract For Labor and Materials
- ❖ Vendors Contracts
- ❖ Equipment and Maintenance Agreements
- ❖ Lease and Rental Agreements

The Director of Purchasing will sign the contract or agreement return it to the vendor with the Purchase Order.

5.6 Annual Requisitions

Requisitions that sites use every year can be copied from one fiscal year to the next by creating a draft copy and moving it into the current year.



Examples of annual requisitions

- ❖ Copier maintenance and lease agreements
- ❖ Blanket Purchase Orders (Open POs)
- ❖ Bottled Water Service
- ❖ Software licensing
- ❖ Subscriptions

When the requisition is copied to the new fiscal year, it will be assigned a new requisition number, and is available for editing. Once it has completed the approval process it will be assigned a new Purchase Order number.

6 Receiving

6.1 Receiving Shipments

Most orders are shipped directly to our District Warehouse where they are checked in and the paperwork is processed. The Warehouse receives the material on-line in Digital Schools. Both the Accounting Dept and Site can view the receiving information in Digital Schools.

Two copies of the Receiving Sign-off are sent to the site with the material. Sign both copies. One copy is returned to the Warehouse driver to be attached to the packing list/invoice and filed. The second copy should be filed with your original requisition. This is your proof that the material was received at your site.

Please contact the Warehouse or Purchasing with any PO related issues or concerns before contacting a vendor.

6.2 Shipped to Site

Furniture and large book orders will be delivered directly to the Site, rather than the Warehouse.

Please have a delivery plan in place for your site. Be prepared:



- ❖ Call the vendor to make delivery arrangements.
- ❖ Let your custodian know when the shipment will arrive so that arrangements can be made to receive the shipment.
- ❖ All boxes (not the merchandise) must be counted to be sure the Bill of Laden is correct before the truck driver leaves.
- ❖ The freight companies will only allow 7 days to report any shortages or damages.
- ❖ Store the boxes in a secure location until the boxes can be opened and the packing slip can be checked against the contents.
- ❖ Open the boxes within 5 days of delivery.
- ❖ Use the packing slip to check in the merchandise,
- ❖ Sign the slip and send it to the Accounting Department for payment within 5 days of receipt of delivery.
- ❖ Request a fixed asset tag for all equipment delivered directly to the site

purchased for over \$500. Send the request to the warehouse with a copy of the packing slip and PO.

6.3 Pickups Directly from the Vendor

When merchandise is picked up directly from the vendor (Home Depot, Toys "R" Us, etc...), the authorized purchaser is required to send the original itemized receipt (or invoice, or pick-up tag) to the PVUSD Accounting Department within 5 days of the pick-up.

The receipt, invoice or tag must include:

- ❖ The Purchase Order number clearly written.
- ❖ The printed name of the person who picked up the merchandise.
- ❖ The signature of the person who picked up the merchandise
- ❖ The signature of the site manager.
- ❖ The list of purchased goods with prices must be itemized on the tag.

The Accounting Department cannot pay the invoice without the original signed receipt to verify that the authorized purchaser, and not someone else, used the PO to make legitimate purchases. The store sends a statement and/or invoice to the Accounting Department, not the signed copy of the receipt. Some stores charge \$5 - \$25 to research who signed for the merchandise. These charges will be billed against the offending Purchase Order. The delay in payment has resulted in stores refusing to honor our Purchase Orders.

6.4 Re-routing

Notify Purchasing if you wish to change the delivery location of your order. Do not re-route Purchase Order shipments directly with the vendor. Shipping information is part of the POs auditable trail maintained at the District Office. Changing the delivery location can result in duplicate shipments, lost orders, delayed payments and jeopardize our relationship with the vendor.

6.5 Returns and Exchanges

Returns and exchanges are to be routed through the Warehouse. Please attach a copy of the Receiving Sign-off indicating which item or items are being returned. Note reason for the return on the Receiving Sign-off with any pertinent information such as the return authorization number, dollar value differences, or if you have already spoken with the vendor. This information will be forwarded to the Accounting Department so that your site/budget account can be credited.

7 Receiving Donations, Gifts, Grants and Bequests



The Board of Trustees may accept any bequest or gift of money or property on behalf of the district. While greatly appreciating suitable donations, the Board discourages any gifts which may directly or indirectly impair its commitment to providing equal educational opportunities for all district students. (cf. 0410 - Nondiscrimination in District Programs and Activities)

Before accepting a gift, the Board shall consider whether the gift:

1. Has a purpose consistent with the district's vision and philosophy
2. Begins a program which the Board would be unable to continue when the donated

funds are exhausted

3. Entails undesirable or excessive costs

4. Implies endorsement of any business or product (cf. 1325 - Advertising and Promotion)

The Board shall carefully evaluate any conditions or restrictions imposed by the donor in light of district philosophy and operations. If the Board feels the district will be unable to fully satisfy the donor's conditions, the gift shall not be accepted.

Gift books and instructional materials shall be accepted only if they meet regular district criteria. (cf. 6161.1 - Selection and Evaluation of Instructional Materials) This includes computer and technology donations.

All gifts, grants and bequests shall become district property. Donors are encouraged to donate all gifts to the district rather than to a particular school. At the Superintendent or designee's discretion, a gift may be used at a particular school.

7.1 Technology Donations

Donations of technology equipment, supplies and software must have the approval of Technology Services prior to acceptance. The Technology Donation form is on the Technology website under Forms and Procedures.

7.2 Computers and Donations valued at over \$500

Donations of furniture or equipment valued at over \$500 must have a PVUSD fixed asset tag. Computers valued at under \$500 should be tagged "Donation". Request tags from the Warehouse.

8 Fixed Asset Inventory (Board Policy 3440a)

The Education Code requires that all equipment items that are valued at \$500 or more must be recorded in a District inventory. An asset valuation firm conducts a physical inventory of all equipment on a three-year cycle. In addition, the District Warehouse adds items to the site's inventory as they are received in the Warehouse. Each site will annually receive a printout of their inventory, a copy of which is to be signed and returned to the Purchasing Office.

8.1 PVUSD Fixed Asset Tags



Equipment valued at over \$500 should be shipped to the Warehouse. The Warehouse enters all equipment valued over \$500 into our fixed asset database and tags the equipment with a PVUSD tag. The PVUSD tag number can be used to find the original Purchase Order number that the equipment was purchased on by checking on your inventory print out or by calling the Warehouse. If large or installed items are shipped directly to a site instead of shipped to the Warehouse, the site must make arrangements with the Warehouse to get the tags.

Contact the Warehouse to get a PVUSD tag for any large equipment delivered directly to your site. You will also get a form to complete and return in order to have the item added to your inventory.

The Warehouse marks equipment valued at less than \$500 with "Property of PVUSD" to be inventoried by the Site or Department.

8.2 Surplus Equipment and Furniture (Board Policy #3270)

Any equipment that is tagged with a PVUSD Inventory Control Tag must be sent to the PVUSD Warehouse to be taken out of inventory before disposal. All disposal of surplus must be approved by Purchasing.

The Surplus Equipment Form is located on the Purchasing Website.

Arranging for Surplus to be picked up:

- ❖ Identify the equipment that you would like to surplus.
- ❖ If it is technology equipment, contact your Technology Liaison to make sure that no other school in the district wants the hardware.
- ❖ Collect all equipment into one, easily identifiable location.
- ❖ Write "FOR DISPOSAL" on a tag or masking tape attached to the equipment.
- ❖ Fill out the Surplus Equipment Form.
- ❖ Send the completed form to the District Office Warehouse, Attn: Mark Healy

8.3 Donating Obsolete Instructional Materials (AR 3270b)



Surplus or undistributed obsolete instructional materials (including computers) that are usable for educational purposes may be donated to any governing board, county free library or other state institution; any United States public agency or institution; any nonprofit charitable organization; or children or adults in California or foreign countries for the purpose of increasing literacy. They also may be sold to any organization that agrees to use the materials for educational purposes. (Education Code 60510)

Any organization, agency or institution receiving obsolete instructional materials from the district shall certify to the Board that it agrees to use the materials for educational purposes and make no charge to any persons to whom the materials are given or lent. (Education Code 60511)

At least 60 days before disposing of these instructional materials, the Board shall notify the public of its intention to do so through a public service announcement on a local television station, in a local newspaper, or by another means the Board believes will most effectively reach the entities described above. The Board shall also permit representatives of these entities and members of the public to address the Board regarding the distribution of these materials. (*cf.* 9323 - *Meeting Conduct*)

Contact Purchasing Services if you wish to donate obsolete instructional materials. This includes obsolete computers.

9 Stolen Equipment (AR 3515.4)

District employees shall report all damage or loss of school property to the principal or designee immediately after such damage or loss is discovered. In those instances in which insurance reimbursement may be involved, the principal or designee shall contact the appropriate district official. (AR 3515.4)

When equipment is stolen, the police or sheriff should be called and an incident number assigned by them. The Site must fill out a vandalism report. Submit a copy of the Police Report and Vandalism Report immediately to:

- ❖ Risk Management in the Business Services Office
- ❖ Maintenance Department
- ❖ Purchasing Department (for the Warehouse)

Keep a copy at the site.

9.1 Replacing Stolen Computers



The District insurance allows for replacement of stolen computer equipment. This includes desktop & laptop computers, monitors, LCD projectors, cables, software and printers only (digital cameras, and other business machines are not included).

The following forms are required for each occurrence:

- ❖ Vandalism Report with acct number to charge the deductible
- ❖ Police Report (purchased from the Police Department)
- ❖ A copy of the original Purchase Order or PO Summary for the stolen equipment.

If you do not know the Purchase Order number, contact Purchasing Services with the fixed asset tag number and they will give you the Purchase Order number. You should have a copy of all POs for computers on file. Contact Purchasing Services if the PO is not available.

Submit the required forms to Risk Management in the Business Services Office. The Business Services Office will work with Purchasing Services to create a Purchase Order for the replacement. The Site will be charged the \$250 deductible for each occurrence.

Please note the new PO number when you receive the computer from the Warehouse. You can use this PO number to print a copy of the PO from Digital Schools for your files.

10 Travel & Conference (Board Policy 3350)

When an employee is authorized to attend a conference or meeting on behalf of the school district, the following policy shall apply.



10.1T&C Approval (Board Policy 3350)

Prior approval is required for all travel beyond district boundaries for such travel (hotel and meals) is requested.

Definition of Proper Approval:

- ❖ Approval must come from the individual's administrator. For travel out of the state of California approval must come from the Superintendent. (Board Policy #3350c)
- ❖ In the case of members of the Board of Trustees travel is discussed among members and reimbursements are approved by the Superintendent.

10.2T&C Allowable Expenses (Board Policy 3350)

Allowable Expenses include:

- ❖ Necessary transportation – mileage, airfare, cab fare, parking and tolls
- ❖ Lodging
- ❖ Registration fees – reimbursed for exact cost
- ❖ Telecommunication costs up to \$10.00 per day
- ❖ Meals
 - Meal expense will not be paid if meals are included in the cost of the conference.
 - Maximum per diem amounts:
 - Full day Per Diem: \$45.00
 - Conference schedules where only one or two meals per day are allowable:
 - Breakfast: \$10.00
 - Lunch: \$15.00
 - Dinner: \$20.00
 - No alcoholic beverage expense will be paid.

10.3T&C Documentation Required (Board Policy 3350)

Purchase Orders are the preferred method of payment for registration, lodging and airfare. Documentation must be submitted with the requisition. Allow 5-6 weeks for the process of getting requisition entered and approved for the payment of all travel & conference expenses.

If using a district credit card, make sure that the daily and monthly limits will not be exceeded. Documentation must be submitted with monthly statement.

All claims for reimbursement shall be submitted immediately upon return from such conference. No claims can be submitted after June 30. Documentation must be submitted with Personal Reimbursement form.

Documentation Required:

- ❖ Conference flyer or equivalent, showing the name, location, date, cost and nature of the conference or business (even if only claiming reimbursement for mileage).
- ❖ The Personal Reimbursement form filled out completely showing costs. All back up documents need to be attached and the form must be signed by the claimant and approved by supervisor/principal and sent to Accounts Payable in Business Services.
- ❖ Original receipts are required for the following:
 - Registration, when paid by employee or district credit card
 - Lodging, when paid by employee or district credit card. Include itemized hotel invoice or statement
 - Airfare, when paid by employee or district credit card
 - Car rental
 - Parking fees

Travel and Conference accommodations and registrations are arranged by the Site. Attach the completed forms to the requisition and submit to Purchasing Services. The completed forms will be attached to the Purchase Order and sent to the vendor with a check (if required). Purchasing Services is not responsible for completing any registration documentation.

Mileage can be paid on a Purchase Order.

Mileage Reimbursement:

- ❖ Mileage reimbursement will be at IRS-approved rate for business travel or the airfare; whichever is less, unless otherwise approved.

If the regular airfare cost is deemed to be lesser than the mileage for using a personal vehicle, the employee shall be paid at the lesser prevailing airfare rate.

11 Gifts of Public Funds

The following is a synopsis of the Tulare County Counsel School Team “School Districts May Not Make Gifts of Public Funds June” by Harold W. Wood, Jr., Deputy County Counsel, June 2006 and the FCMAT website [http://www.fcmat.org/stories/storyReader\\$.](http://www.fcmat.org/stories/storyReader$.) “Allowable ASB expense or 'gift of public funds'?” Feb 2007
The complete reports are available from Purchasing Services.

11.1 Gifts of Public Funds are Prohibited

The California Constitution prohibits the gift of public funds to any individual, corporation, or even to another government agency. Expenditures of school funds must be for a direct and primary public purpose to avoid being a gift.



11.2 Faulty Rationales for Making Gifts of Public Funds

We are sometimes offered faulty rationales (“Myths”) for making expenditures which violate the prohibition against the gift of public funds. None of these proposed rationales serve to authorize an expenditure in violation of the constitutional prohibition against the gift of public funds.

Goodwill

Myth: “Our public purpose is ‘goodwill’ or ‘public relations.’”

Reality:

- ❖ School districts cannot justify the expenditure of public funds for gifts to individuals based on the abstract concept of “goodwill.” The California Attorney General considered this rationale and concluded that “goodwill” is not an “actual and necessary” expenditure. A nebulous concept such as “public relations” may not be used to justify the expenditure of public funds for food or personal items.
- ❖ School districts are indeed authorized to “inform and make known to the citizens of the district” its educational programs and activities. But due to the constitutional prohibition and the public nature of school districts, this authority cannot be interpreted to authorize the kind of personal gifts or perks promoting a brand name or firm loyalty which may be accepted in the private business world. Instead, school boards should determine with some thoughtfulness what legitimate public purpose may justify an expenditure.

Professional Enhancement Confused for Public Benefit

Myth: “It is our people (staff, teachers, consultants, donors, etc.) that build our reputation; our gifts to them build relationships.”

Reality:

- ❖ School officials sometimes confuse a benefit to the school district with what is more objectively a benefit to themselves. They rationalize that anything that enhances the reputation of the school district is necessarily dependent on the esteem and reputation of its board members, administrators, teachers, and other staff. But this rationalization is not a legitimate excuse to expend public funds for things of personal benefit.
- ❖ California law strictly requires public officers to avoid placing themselves in a position in which personal interest may come into conflict with their duty to the public.
- ❖ This conflict of interest doctrine applies to situations involving any kind of personal interests, and not only financial interests. Even if motives are pure, members of the public may perceive the situation from a cynical perspective, believing that their taxpayer dollars are being misused to advance the personal interests of school officials rather than the welfare of the students.
- ❖ School officials should understand and follow these guidelines:
 - A public officer is bound to exercise her conferred powers with disinterested skill, zeal, and diligence and primarily for the benefit of the public, and to that end, an official must not place herself in a position where she might be tempted to serve her own purposes.
 - Public officials, by virtue of their office, must avoid enhancing their private interests through their official action.
 - Under California common law, public officials should avoid even the appearance of impropriety.
 - While school district administrators or board members may feel that the school district derives benefit from positive relationships by sending gifts to students, parents, consultants, board members, donors, other public officials, etc., the real “public relations value” is of primary benefit to the respective individual leaders involved, not the school district itself as an institution. If you want to send gifts, use private funds, not public funds.

GIFTS OF PUBLIC FUNDS - CONTINUED

Awards

Myth: "Since we can give awards, we're allowed to recognize birthdays, weddings, and the like to employees and community members."

Reality:

- ❖ Awards to employees for exceptional contributions, and to students for excellence, are authorized by statute. Awards to community members are not.
- ❖ Pursuant to statute, a district can recognize superior accomplishments of an employee, within specified guidelines. Life transition events like birthdays, weddings, and the like, occur to everyone, so cannot be considered superior accomplishments.
- ❖ Awards are often signified by letters of commendation, board resolutions, trophies, certificates, plaques, medals, badges, pins and the like, but may also be in the form of a cash award, gift certificate, or a scholarship, within the statutory monetary limits and subject to IRS reporting requirements. Since a cash award is allowable, the board may also approve expenditure for flowers, candy, etc., as part of an award, so long as the school district's adopted awards policy complies with Education Code and IRS regulations.
- ❖ Notwithstanding this rule, giving gift items for the recognition of funerals, personal birthdays, weddings, holidays, and the like cannot be justified as a form of "award" because the statute sets forth only certain kinds of "special acts or services" to public education for which awards may be granted.
- ❖ Awards may be given to recognize years of service at the time of retirement, but the statutory authority to make awards does not authorize paying for a "retirement party." (However, a school district may adopt a policy to hold an appropriate public awards event or ceremony using public funds.)

Virtuous Nature of a Gift or Moral Obligation

Myth: "But a student died; it seems immoral not to buy flowers for his funeral!"

Reality:

- ❖ A gift is a gift even though the purpose may be noble; for example, a school district may not give flowers for a funeral of a student or employee using public funds, even though the district leadership, students, and parents may feel the expenditure to be a virtuous one."
- ❖ Such "noble" or virtuous purposes are what is known legally as a "moral" or "equitable" obligation." A "moral obligation" is not a "legal consideration" that justifies a school district expenditure. Try not to confuse these two opposing concepts, though the commendable caring qualities of most educators make it easy to do so.
- ❖ Examples of "moral obligations" include a desire to convey gratitude, or perhaps sympathy to someone suffering a personal misfortune. Moral obligations may also motivate you to recognize close relationships of others to honor and celebrate such things as birthdays or other significant life events.
- ❖ In such situations, use privately - raised funds instead of public funds.

"Trifling" Expenditures

Myth: "Our gift should be overlooked because it's only a few dollars."

Reality:

- ❖ The concept of a "trifling" amount which can be disregarded in some contexts, known as the de minimis doctrine, does not logically apply to the expenditure of public funds.
- ❖ Given modern governmental accounting practices and regulations, conflict of interest law, and criminal law, expenditures of public funds or use of public funds for which a monetary value may be estimated can never be considered trifling or de minimis. In fact, the law clearly holds the misappropriation of public funds to be a criminal act, with no minimum monetary limit specified.
- ❖ Expenditures involving inherent, measurable value are never logically trifling or de minimis even if the price is only a few cents or dollars. The de minimis doctrine applies only to amounts which are purely incidental compared to a substantive lawful action – and are usually difficult or impossible to quantify.

11.3 Examples of Prohibited Gifts of Public Funds

Flowers

- ❖ **Public Purpose Flowers.** Flowers purchased as part of an awards ceremony or as decorations at a public event have a public as opposed to a personal character. These purchases are allowed.
- ❖ **Private Purpose Flowers.** By contrast, a gift of flowers to show sympathy due to illness or death, or to express joy or congratulations for achieving personal milestones such as a birthday or a wedding, is a very personal gift of primarily individual benefit. Such gifts, if paid for with public funds, are an unlawful gift of public funds.

Mugs, Cards, Candy

- ❖ **Gifts** to promote good will/positive relations between either the district and its employees, or staff and students, are not considered awards. The expenditure of public funds to promote positive employer/employee and/or staff/student relations does not serve as a "direct" and/or "substantial" public purpose, so would likely violate the gift of public funds provisions contained in the California Constitution. (Per FCMAT). These gifts, if paid for with public funds, are an unlawful gift of public funds. .

- ❖ **Awards** to employees for exceptional contributions and to students for excellence are authorized by Education Code section. Awards are allowed, gifts are not.

Employee and/or Parent Appreciation Meals

Employee and/or Parent Appreciation Meals

In a legal opinion issued by the California Attorney General, it was concluded that a governing board is not authorized by Education Code section to provide for reimbursement to its employees of the cost of meals purchased for community leaders, including public officials, irrespective of whether such acts are deemed to be in the best interest of the school district. The Attorney General concluded that the foregoing expenditures were not "actual and necessary" expenses within the meaning of Education Code section and thus, could not be reimbursed. Absent special circumstance, then, it is unlikely a court would conclude that an expenditure for employee and/or parent appreciation meals which do not qualify as awards would serve a "direct" and/or "substantial" public purpose. (Per FCMAT)

Gift Certificates

- ❖ **Gift Certificates to Individuals.** When purchased with public funds, gift certificates are ordinarily going to be characterized as gifts of public funds, even when purchased for an event with a public purpose, because they confer a tangible private benefit on an individual.
- ❖ **Gift Certificates from Outside Organizations.** To avoid making a gift of public funds, gift certificates may be donated by merchants or individuals, such as for raffles and door prizes.

Advertisements in Private Award Ceremonies

- ❖ Schools cannot purchase advertisements in private community and educational organizations award ceremony programs. These are sometimes solicited as donations. Even if the individuals honored include your own school employees, it is improper to use public funds to financially support the organization for this purpose, despite the link between the employment and the contributions the employee may make to advance public education.

Charity

- ❖ School Districts may not donate public funds for charitable purposes, no matter how worthy the cause. For instance, a district may not donate funds to an individual needy student, or use school equipment for a charity fund-raising drive. This rule does not prohibit a school from providing students with essentials needed at school (e.g. pencil, pens, paper), because this is expressly authorized by statute and serves the educational mission of the schools.

Student Body Funds

- ❖ Student body funds may be expended on activities on behalf of the students approved by the school authorities and not in conflict with the authority and responsibility of the public school officials. Student body funds are public funds, subject to the constitutional prohibition against the gift of public funds. This rule does not prohibit giving a scholarship or award to an identified class of students under statutory guidelines, as these are specifically authorized by statute as a public purpose.

Sympathy Benefits

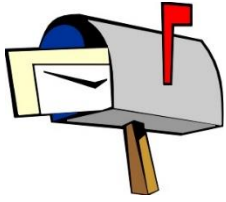
- ❖ District Paid Health Insurance Coverage provides or offers health benefits to resigning, retiring, or deceased employees in compliance with the state law and consistent with COBRA. Providing a special additional benefit beyond this to someone individually, motivated by sympathy, is an unlawful gift of public funds.

11.4 Conclusion

- ❖ The legislature has no power "to make any gift or authorize the making of any gift, of any public money or thing of value to any individual, municipal or other corporation Calif. Const. Art. 16, section 6. This constitutional prohibition was designed to halt the misuse of public money.
- ❖ By law, the County Superintendent is required to examine each order on school district funds, and may approve only warrants "properly drawn for the payment of legally authorized expenses against the proper funds of the district." Such items as flowers, candy, or gift certificates by their nature raise the question of whether their purchase constitutes a gift of public funds.
 - ❖ School districts face potential liability, taxpayer lawsuits, loss of public confidence, and even possible criminal sanctions for violation of conflict of interest and embezzlement laws when there are allegations of the misuse of public funds.
 - ❖ Because public officers have a special duty to uphold the public trust and to use public funds strictly for public purposes, school officials should avoid any expenditure which creates even an appearance of impropriety.
 - ❖ School administrators should seek to uphold the spirit of the law, not just the letter of the law, to avoid allegations that they have misused public funds.



12 PVUSD Mailroom Procedures



A completed Request for Mail Service form is required for all mail sent through the Mailroom. Include your Department or School Name, Date, and Account Number the mail is to be charged to. If you do not send a Request for Mail Service form, your mail will be held until we receive the form.

- ❖ Note your school or department name near the PVUSD return address on the front of the envelope.
- ❖ Rubber band, tape or simply insert the Request for Mail Service form in the pony envelope with the mail. Please, no staples.
- ❖ Unsealed envelopes should be boxed or rubber-banded with flaps DOWN.
- ❖ Seal all oversized or extra fat envelopes (with tape if necessary), as they will not go through our postage machine sealer.
- ❖ When sealing manila clasp envelopes, tape completely across the back, covering over the clasp. This prevents the clasp from getting caught in the Post Office machinery.
- ❖ You no longer need to sort the out going mail by zip codes. The Watsonville Post Office sends all the mail they receive to the San Jose Post Office to be sorted.

Postage for mailings:

- ❖ First check with the district mail room if they can do the mailing for you.
 - Be sure you have an account number to give the receptionist for your mailing.
 - After the mailing is done, that account number will be given to the Accounting office for charging out.
- ❖ If the mailroom advises you to mail through the Post Office
 - Enter a requisition to the Post Office for mailings. It is recommended if you have several mailings for the year to do an open purchase order for the annual estimated amount.
 - As long as your mailing is approx. under \$800.00, take your mailing to the Post Office, get the receipt. If the mailing is estimated to be over \$800.00, you will need to request a prepaid check for the estimated amount (showing how that estimate was arrived) and hand carry the check with you to the Post Office. Please be sure to get a receipt!
 - Turn the receipt into Accounting with the purchase order number on it and the permit will be reimbursed for the amount of the mailing or if it was a prepaid check we can journal any differences.
- ❖ If you have just a few letters to send out, you may request stamps from the district mailroom.
 - Fill out the stamp request form including account number. If you need more than one roll of stamps, please include a justification.
 - Turn the form into the district mailroom.
 - Your account will be charged.
- ❖ Please do not put personal mail in the pony bags. **ANY PERSONAL ITEMS SENT THROUGH THE DISTRICT PONY MAIL WILL BE RETURNED TO YOUR SITE.** US Mail is picked up from school sites daily, check with office staff for individual site policies and procedures.

13 Statement on Conflict of Interest

Government Code section 1090

. . . employees shall not be financially interested in any contract made by them in their official capacity, or by any body or board of which they are members. Nor shall . . . employees be purchasers at any sale or vendors at any purchase made by them in their official capacity.

Government Code section 1126

(a) . . . an employee shall not engage in any employment, activity, or enterprise for compensation which is inconsistent, incompatible, in conflict with, or inimical to his or her duties as a local agency officer or employee or with the duties, functions, or responsibilities of his or her appointing power or the agency by which he or she is employed. The officer or employee shall not perform any work, service or counsel for compensation outside of his or her local agency employment where any part of his or her efforts will be subject to approval by any other officer, employee, board, or commission of his or her employing body. . .

(b) [employees may not participate in activities or outside employment that] . . . involve the use for private gain or advantage of his or her local agency time, facilities, equipment and supplies; or the badge, uniform, prestige, or influence of his or her local agency office or employment.

Education Code section 44421.1

Certified personnel can be disciplined by the CTC if the “knowingly and willfully use school records of pupil data in connection with, or implicitly or explicitly attempt to recruit a pupil to be a customer for any business owned by the credential holder or in which the credential holder is an employee.

Government Code section 87100

Section 87100. No public official at any level of state or local government shall make, participate in making, or in any way attempt to use his official position to influence a governmental decision in which he knows or has a financial interest.