



GOOSE CREEK CONSOLIDATED ISD

# PURCHASING MANUAL

Revised May 2024



GOOSE CREEK CISD  DEVELOPING THE WHOLE CHILD

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## Overview

The purchasing department is responsible for the administration and organization of the district's procurement activities in accordance with state law and board policies (these policies may be found in their entirety on the GCCISD website). Purchasing issues all formal competitive solicitations, facilitates relationships with vendors, and establishes contracts so products, materials, and services may be obtained at terms that are most beneficial to the district.

Additionally, the purchasing department works closely with campuses and departments to assist and support all district staff with questions or concerns related to the purchasing function. This manual provides guidance on purchases made utilizing district funds; for specific instructions related to state/federal funds or student/faculty activity funds, please refer to those specific manuals located on the business services website.

## Organization

The purchasing department is here to help! If you have any questions or need guidance making any purchase, please call us at the numbers listed below or email us at [purchasing@gccisd.net](mailto:purchasing@gccisd.net).

Contact	Areas of Responsibility
Phillip Hill, Director (281) 707-3737   <a href="mailto:phillip.hill@gccisd.net">phillip.hill@gccisd.net</a>	Bids/co-ops, TEAMS troubleshooting, vendor issues, requisition processing, purchase orders
Heather Patt, Senior Buyer (281) 707-3869   <a href="mailto:heather.patt@gccisd.net">heather.patt@gccisd.net</a>	Bids/co-ops, general purchasing questions, quotes, vendor issues, requisitions processing, purchase orders
Danielle Martinez, Purchasing Specialist (281) 707-3735   <a href="mailto:danielle.martinez@gccisd.net">danielle.martinez@gccisd.net</a>	Maintenance of the district's procurement card program, issues credit card, travel inquires, vendor issues, vendor setup

## Purchasing Ethics

All district employees should strive to conduct themselves in a professional manner understanding that their actions directly represent the Goose Creek CISD.

Employees should:

- avoid any appearance of unethical/compromising practices in associations, actions and communications.
- always demonstrate due diligence by adhering to the procurement guidelines, procedures and policies and exercising only the authority which has been delegated to you.
- refrain from any private business or professional activity that would create a conflict between personal interests and the interests of the district.
- refrain from soliciting or accepting money, discounts, gifts, entertainment, favors or services from current or potential vendors for personal gain.
- handle confidential or proprietary information with care and proper consideration of ethical and legal ramifications and government regulations.
- Refrain from stockpiling supplies to deplete budgets.
- promote positive supplier relationships by always conducting business with professionalism and impartiality.
- be familiar with and follow established laws and guidelines that govern the purchasing function while remaining cognizant of the potential legal ramifications of all purchasing decisions. Please visit the purchasing website download the Local Government Officer Conflicts Disclosure Statement (CIS Form) and Conflict of Interest form. To review Texas statutes chapter 176, please visit (<https://statutes.capitol.texas.gov/Docs/LG/htm/LG.176.htm>).

## Legal Background

District purchases made from a category such as office, athletic or instructional supplies must be made using an awarded vendor since the aggregate amount of these purchases will exceed \$50,000 over a twelve-month period. It is important to remember that individual schools and departments are not separate entities when determining the aggregate amount spent in any category, the aggregate amount applies to all district purchases. For example,

the total amount spent for office supplies made by all departments and campuses in the district over a twelve-month period will exceed \$50,000; therefore, those items must be purchased from a vendor who has been awarded in a competitive solicitation process (i.e. district-issued CSP or co-op contract) as required by the Texas Education Code 44.031. The Texas Education Code provides for criminal penalties for persons who intentionally circumvent this requirement by making split, separate, sequential, or component purchases. **Please note:** if federal funds are to be utilized, the enduser must follow the State and Federal Grants Manual. For additional guidance with grants and general fund purchasing threshold requirements visit the purchasing website.

The following table, while not all-inclusive, provides some of the common categories that exceed the \$50,000 threshold and require the use of awarded vendors:

Alarm Equipment, Maintenance & Service	Grounds Equipment, Supplies, & Repair
Art Supplies & Equipment	Health/Nurse Supplies, Equip. & Services
Athletic Flooring (Indoor & Outdoor)	HVAC Equipment, Maintenance & Service
Athletic Supplies & Equipment	Instructional Materials
A/V Supplies & Equipment	Janitorial Supplies & Services
Automotive Parts, Supplies & Service	Kitchen Equipment, Maintenance & Service
Awards, Trophies, Medals, Ribbons	Library Books, Supplies & Service
Building Maintenance & Repair Services	Maintenance Supplies & Repair
Building Materials & Supplies	Music Instruments Equip., Supplies, & Repair
Bus Parts, Supplies & Service	Office Supplies & Equipment
Cabling Services	Playground Equipment
Catering Services/Restaurants	Plumbing Supplies & Services
Classroom Supplies	Printing Services
Clothing/Apparel	Promotional Items & Incentives
Computer Software & Site Licenses	Public Safety/Police Supplies & Equipment
Computer/Tech. Accessories & Supplies	Radio/Telephone Equipment
Computer/Tech. Hardware & Peripherals	Reading Materials (books/ebooks/magazines)
CTE Supplies, Equipment & Services	Special Needs Supplies, Equipment, Services
Custodial Supplies, Equipment & Services	Spirit Wear (Embroidery/Screen Printing)
Electrical Supplies & Repair	Telephone Services & Supplies
Fine Arts Supplies & Equipment	Testing Materials & Services
Furniture (Classroom, Library, Office)	Uniforms (Grounds/Maintenance)
General Miscellaneous Retail Goods & Services	Uniforms (Police/Security)
Grocery/Food Products	Uniforms (Student Groups & Athletics)

## Purchasing Process

### Quotes

It is strongly recommended that endusers obtain three quotes from awarded vendors for any purchases that fall into any of the \$50,000 aggregate categories listed above. If a purchase does not fall under an aggregate category, endusers are required to obtain three written quotes from qualified vendors and complete the Quote Summary Sheet located on the district's purchasing website.

### Types of Requisitions

**A Traditional Requisition** is a type of requisition that is entered when a one-time purchase is being made for specific line item(s) and requires the entry of quantities, item and/or model number, description and unit cost. Endusers are required to request an itemized quote from district approved vendor. All quotes must state all goods and services to be rendered. Traditional requisitions are designed for itemized quotes with up to twenty-five (25) line items.

**A Project Requisition** is a type of requisition that is entered to encumber funds for multiple purchases that will be made throughout the fiscal year. Once a project requisition is approved; the requisition will become a "project PO or also known as an "open PO". Project requisitions can be used for large purchases such as library books, furniture outfitting projects, catering for monthly meetings, construction projects, and other monthly expenses. When entering a project requisition, endusers are to include any special instructions to vendors regarding delivery and

installation setup. For example, endusers are to include delivery location, names of staff, and a contact phone number or email address. Project requisitions are also designed for itemized quotes with twenty-five (25) line items or more.

A **Warehouse Requisitions** is a type of requisition that is entered to purchase items inventoried at the district's central receiving warehouse. Such warehouse items include but are not limited to maintenance, custodial and paper products. To view a detailed description of the central receiving warehouse inventory, visit the purchasing website and select central receiving warehouse/warehouse catalogs.

All requisitions are to be entered through the district's financial software system. **Traditional requisitions** shall include the following information:

- Awarded vendor
- Preferred shipping location
- Quotes or supporting documentation
- Contract reference
- Appropriate account number(s)
- Justification statement for purchase
- Accurate quantities/unit pricing
- Shipping charges (if applicable)

**Project requisitions** differ from traditional requisitions and shall include the following information:

- Awarded vendor
- Appropriate account number(s)
- Description of items/services
- Preferred shipping location
- Quotes or supporting documentation (if applicable)
- Important dates/personnel (if applicable)
- Contract reference
- Justification statement for purchase

Once all information has been entered in the district's financial software system, the requisition will be processed through a pre-defined workflow which begins with the approval of the campus/department administrator. Once the approval process has been completed, requisitions are received and analyzed by the purchasing department for final approval and purchase order creation. Secretaries/bookkeepers/endusers may view the status of their requisitions in the system to track workflow approvals.

Endusers shall allow ample time for requisition processing taking into account the time needed for all workflow approvals. As a general rule, endusers should allow 48 -72 hours from the time the requisition enters buyer analysis for PO creation. If any requisition is missing the information listed above or if the purchasing department has additional questions/concerns, requisitions may be returned for clarification. It is the responsibility of the enduser to promptly make necessary adjustments and resubmit the requisition for approval. **Please note:** a requisition that has been returned will encumber funds until it is resubmitted for approval. Frontline will automatically void the requisition if corrections are not resubmitted within fourteen (14) days of the initial rejection.

To review step by step instructions for creating traditional and project requisitions visit the purchasing department website under manuals/instruction sheets.

### **Purchase Orders**

Once a requisition has final approval and has been analyzed by the purchasing department, the secretary/bookkeeper/endusers will receive an email with the link to the purchase order which should be saved and forwarded to the appropriate vendor for processing. The purchasing department will not be responsible for forwarding purchase orders to vendors. **Please note:** orders should never be placed with a vendor until a purchase order has been issued. Endusers are to ensure that goods and services are not rendered prior to purchase order being created. Open POs can be revised to cover unexpected cost, other related additional goods and/or services. Endusers will need to email the purchasing department to request a PO increase. Requestors will need to "Cc" their principal/direct supervisor when submitting a request to the purchasing department. PO increase request will be limited to only three (3) request per project requisition. Endusers will be required to enter a new project requisition if PO request exceeds the three (3) request limit.

In the event of a catastrophe, emergency, or natural disaster affecting a district, the board of trustees may determine that the delays posed by compliance with the purchasing requirements of the TEC, §44.031, would substantially impair the conduct of classes or other essential school activities, which exempts contracted actions from the purchasing provisions of the TEC, §44.031. This determination requires a formal board

action. Under local board policy, the board of trustees may delegate authority to the superintendent to authorize contracts in emergency contracts for the replacement, construction, or repair of school equipment or facilities. However, such contracts are still subject to procurement laws unless the board of trustees has made a formal determination to suspend procurement requirements under the TEC, §44.031(h).

### *Receiving/Releasing*

Once goods have been received or services have been rendered, purchase orders must be “received” or “released” in the district’s financial software system. If traditional purchase orders are shipped to the central receiving warehouse, items will be “received” in the system upon receipt by warehouse staff. However, if traditional purchase orders are shipped directly to campuses/departments, items must be “received” in the system immediately by the secretary/bookkeeper/enduser to avoid delays in payment of invoices. When items are shipped directly to the campus/department, extreme care and attention to detail shall be used to ensure all items ordered are actually received in acceptable condition. If damaged or otherwise unacceptable items are received, the vendor shall be notified immediately, and the enduser shall complete a Vendor Performance Evaluation to be filed in the purchasing department.

Prior to requesting payment on project/open POs, the secretary/bookkeeper/enduser must “release” funds in the district’s financial software system, attach invoice/receipt to the PO, obtain appropriate approval on the Payment Request Form and submit the information to the accounts payable department. The Payment Request Form and all receipts should be uploaded in Frontline within three days of purchase or when goods and services have been rendered.

Issues that contribute to a delayed vendor payment:

- Misplaced receipt
- Nonpayment of invoice
- Delayed delivery
- Inadequate documentation
- Not selecting “Received” in Frontline
- Invoice without PO reference
- Damaged/Duplicate orders
- Selecting a non-approved

Please visit the purchasing department webpage/ purchasing forms/manuals for guidance on receiving orders.

### *Voiding Requisitions/Closing POs*

Account funds are encumbered at the time of requisition entry in the district’s financial software system. It is the responsibility of the secretary/bookkeeper/enduser to regularly monitor their accounts to ensure there are no lingering requisitions (those that have a status of not approved or not released). In order to avoid any confusion or unnecessary encumbrances, endusers should immediately address any corrections needed on requisitions that have not been approved/released or void the item altogether. A PO will not be created in the system until all lines have been approved/released.

Accounts shall also be regularly monitored throughout the year to ensure funds are not being encumbered by old/unneeded POs. It is the responsibility of the secretary/bookkeeper/enduser to contact the purchasing department to request that a PO be force-closed. The purchasing departments recommends that endusers generate monthly PO reports to monitor monthly purchases.

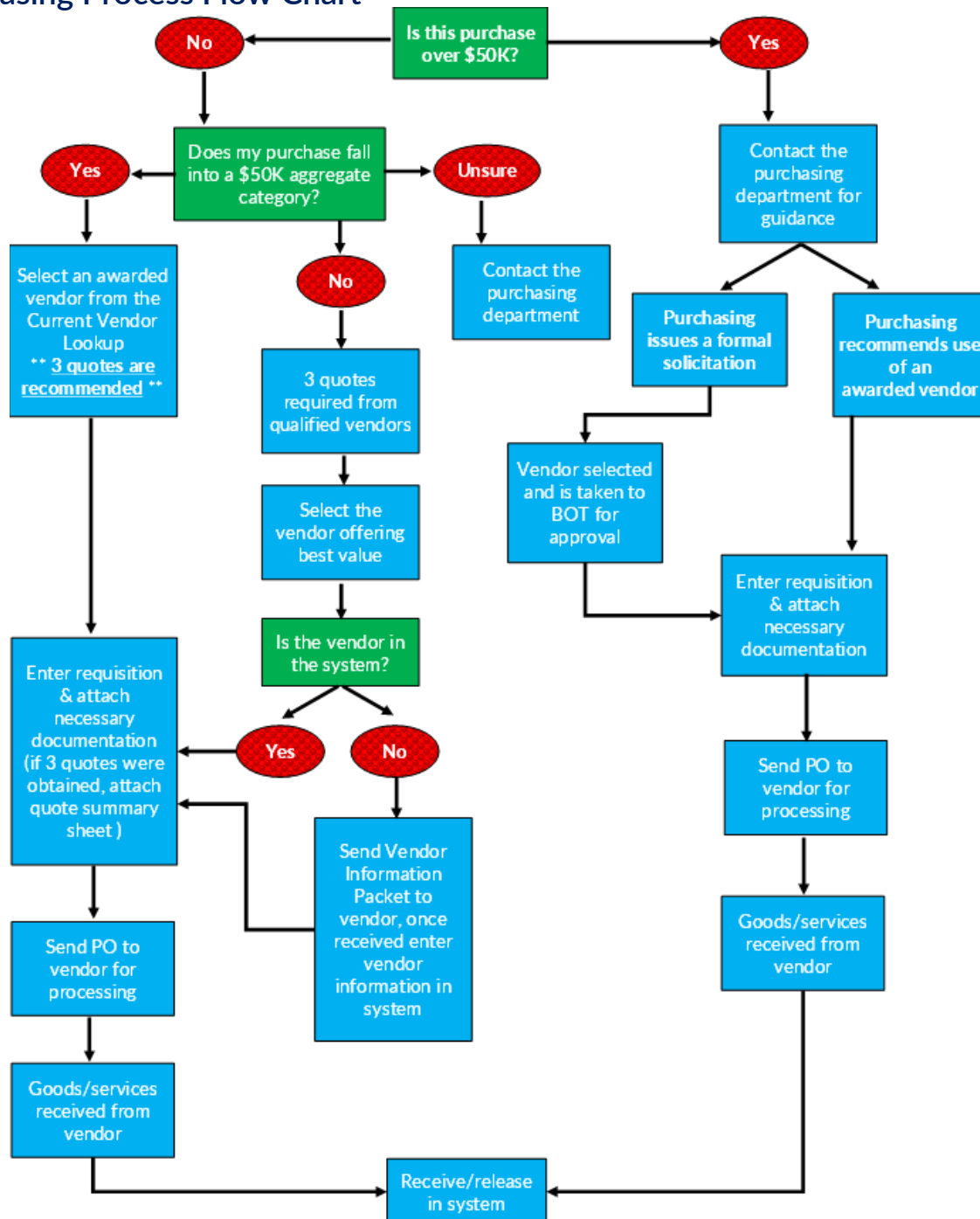
### *Credit Card Purchases*

As a convenience, the district offers several store credit cards with which purchases may be made with project/ open POs. Credit cards purchases can be made by the campus secretary or bookkeeper if campus has been issued a credit card. Credit cards can also be checked out from the purchasing department for one day purchases. Campuses/departments have the option to utilize credit card purchase with the district’s approved local retail stores (i.e Hobby Lobby, Kroger, and HEB). Endusers are to follow the purchasing procedures when deciding to make purchases with the district’s local approved retail stores.

The following will apply when using any of the district credit cards:

- Personal purchases must be kept separate and never paid using district-issued credit cards.
- Cards shall not be released overnight or over the weekend.
- No card should be released prior to ensuring funds are available on the PO and the information shall be provided to the shopper.
- All purchases made on the card must be appropriate for the account used on the PO (technology items may not be purchased using a project/open PO without prior approval from the purchasing department).
- The purchasing department will conduct an annual verification of credit cards assigned.
- Lost cards must be reported immediately to the purchasing department.
- Failure to comply with any of these established rules may result in the immediate revocation of any cards held at the campus/department.

## Purchasing Process Flow Chart



## Sole Source Purchases

For an item to be considered for purchase under a sole source justification, the purchasing department must first review the request based on the requirements set forth in Texas Education Code 44.031(j) and (k). The vendor must then be approved and added to the Current Vendor Lookup.

To be considered, the item must be available from only one source (not provided through distributors or dealers) and meet one of the following descriptions:

- an item for which competition is precluded due to the existence of a patent, copyright, secret process, or monopoly;
- a film, manuscript, or book;
- a utility service, including electricity, gas, or water; or
- a captive replacement part or component for equipment.

Vendors claiming sole source must complete a Sole Source Affidavit and have the form notarized along with a letter or listing of the items that qualify for the sole source designation. For new sole source vendor request or updating an expired affidavit, endusers will need to complete a sole source justification form located on the purchasing webpage under “purchasing forms/manuals”. If approved by the purchasing department, the vendor’s sole source status will be valid for two years from the date of notary. Prior to entering requisitions for sole source purchases, endusers will need to verify on the Current Vendor Lookup spreadsheet vendor’s affidavit status. If the affidavit is expired, the enduser shall request the vendor to complete a new Vendor Update Packet and Sole Source Affidavit; purchases will not be approved until all paperwork is current. **Please note:** a vendor who markets a product through distributors, or more than one outlet, is not considered a sole source since the products are available from more than one vendor. Additionally, care must be taken to avoid making sole source purchases based on a preference for a particular brand or product. When utilizing grant/federal funding please complete a Noncompetitive Procurement (Sole Source) approval request form and submit it to the Texas Education Agency (TEA) prior to entering a requisition. Please visit the TEA website to download approval form and review submission instructions (<https://tea.texas.gov>).

## Non-Competitive Purchases

By state law and local policy, a Texas school district is required to attempt to obtain competition for purchases that meet specific thresholds, and it is always best practice of the school district to obtain competition for all purchases no matter the dollar amount. There are times when specific purchases may not allow for competition due to the nature of the service, availability, or the individual providing the service. The Purchasing department may approve these specific purchases if determined there is no competition can be discovered. If a competition can be established, the Purchasing department will follow the guidelines for competitive purchasing.

Examples of non-competitive purchases

- When an expertise or service is available only through a government entity, local, state, federal.
- Memberships into an exclusive professional organization, registrations fees, UIL fees or other school athletic competitions.
- Conferences, seminars, workshops, training sessions related to school business or job skills when a fee is associated to attend.
- Subscription fees.
- Field trips to specific locations and events.
- Venue—Extracurricular, based on availability, rental property or facility rentals if other locations are not conducive to the needs of the district.

## Competitive Purchases

Competitive bidding is a formal process consisting of procedures to help schools secure the best service, equipment, or materials at the lowest practical price through competition. Examples of competitive solicitations include bids, competitive sealed proposals (CSP), request for proposals (RFP), request for qualification (RFQ), etc. A request for a bid contains a description of the purchase or specifications, work, services, and other terms and conditions proposed in the bid contract. The bid also includes proposed time and date of bid opening, estimated start and end date of service, and evaluation criteria to determine an award.

The competitive bid process requires that all bids are to be evaluated and awarded based on the bid specification, terms and conditions, pricing, and other criteria factors.

The following items are necessary when soliciting a bid for a product and/or service:

- Newspaper Advertisement
- Notice to Bidders
- Standard terms and conditions
- Any other special terms and conditions
- Evaluation criteria and Scoring Weights
- Specifications (Scope, requirements, applicable documents)
- Price or Response Sheet
- Compliance with Texas State Laws (HB 89, 1295, 252)
- Compliance with Federal and State funding

Under Texas Education Code 44.031 (b), the district will consider the following when awarding a contract to a vendor:

- Purchase price
- The reputation of the vendor and vendors; goods and services
- The quality of the vendor's goods and services
- The extent to which the goods and services meet the district's needs
- The vendor's past relationship with the district
- The impact of the of the district to comply with law relating to historically underutilized business (HUB)
- The total long-term cost to the district for goods and services
- Whether the vendor or the vendor's ultimate parent company or majority owner has its principal place of business in this state; or employs at least 500 persons in TX
- Any other relevant factors specifically listed in the RFP

Price is always the highest percentage in the evaluations and depending on specific circumstances pricing can be negotiated. Experience is based on references provided by bidders. Quality, relationships, and long-term cost are evaluated by the campus or department. The purchasing department will evaluate pricing, HUB, and parent company location. **Please note:** all competitive bids will be sent to the district's Board of Trustees for final approval.

## Vendor Relations

The purchasing department encourages all district staff to foster and maintain open and professional relationships with vendors. Purchases shall be made using awarded vendors ensuring that the products/services being purchased are of the best value to the district and vendor selection is impartial and unbiased.

### *Current Vendor Lookup*

The purchasing department maintains a [current vendor lookup spreadsheet](#) on the district's purchasing website that includes the names of all active/approved vendors and provides the contract information for awarded vendors. The purchasing department regularly updates the current vendor lookup; however, endusers shall be responsible for ensuring that contracts have not expired prior to entering requisitions. Endusers are to contact the purchasing department to verify all expired contracts and pending vendor status approvals.

### *Requests for New Vendor*

There are certain instances that a new vendor must be added to the district's financial software system. Some examples include:

- Vendors who have been awarded a contract (co-op or district-issued) but are not in the system.
- Sole source vendors (See sole source requirements pg. 7).
- Consultants, independent contractors, staff development presenters, etc.
- New workshop, venues, membership or conference registration.
- Vendors who will be paid using student/faculty activity funds (865 accounts).

Endusers shall be responsible for entering new vendor requests in the system. Secretaries/bookkeepers/endusers are expected to work directly with vendors to complete the vendor information packet. Once a completed packet is received, it is the end user's responsibility to enter the request for new vendor in the district's financial software system. All requests will be reviewed by the purchasing department and once approved, endusers will be provided the newly created vendor number. **Please note:** to facilitate prompt processing of vendor requests, endusers are expected to input all information provided on the packet in the system and attach the documents appropriately. For vendor creation assistance visit the purchasing website/forms manuals/instruction sheets.

### **Vendor Performance**

Monitoring vendor performance is an essential element of vendor relations. When determining best value of goods/services being provided to the district, a vendor's consistent adherence to all agreed upon terms is critical. Any vendor issues shall be documented using the Vendor Performance Evaluation form located on the purchasing website. The form shall be complete and will be used to report issues including, but not limited to the following:

- Timeliness of deliveries
- Service availability
- Completeness and accuracy of order
- Quality of products or services received
- Any other vendor performance issues

Although the form will be submitted to the purchasing department, endusers are responsible for resolving issues directly with the vendor and a record should be kept of all phone calls, including dates and what was discussed. If the problem is not resolved or continues to occur, contact the purchasing department for assistance. To submit the vendor evaluation form, download form from the purchasing website, select all fields that apply, and then select the submit icon to email completed form to the purchasing department.

### **Vendor Gifts**

School district officials and employees cannot accept anything of value from a vendor, such as personal gifts or gratuities, which may be construed to have been given to influence the purchasing process. Although such practices may be legitimate and generally accepted in the private sector, giving and receiving gifts in the public sector may constitute a violation of law. To review Texas statues chapter 176, please visit ([Texas Constitution and Statutes website](#)).

## **Guidelines for Specific Purchases**

### **Software Platforms/Program/Technology Equipment**

Software Purchases: New software platforms/programs will need to be reviewed for compatibility of Single Sign On integration and district compliance with the Data Privacy Agreement and 3rd Party Risk Analysis. Additional information can be reviewed on the following website about Data Privacy Agreements and 3rd Party Risk Analysis. <https://schools.gccisd.net/page/tms.cybersecurity?tab=Data%20Governance>

Please consider the following budget accounts when creating a traditional or project requisition:

#### **Equipment**

6396-00 = Technology items that do not need to be inventoried and typically have a unit cost of less than \$300 dollars per item. These items do not need to be shipped to the Tech Center. Under this budget, a technician is not required to configure or install them.

6396-01 = Ink cartridges\toner that will not ship to the Tech Center.

6396-02 = All printers will be shipped to the Tech Center for inventory and installation.

6396-03 = Technology items that do need to be inventoried and typically have a unit cost equal to or greater than \$300 dollars per item. These items need to be shipped to the Tech Center, which includes entry-level iPads and AppleTVs. Under this budget, a technician is required to configure or install them.

6396-04 = The initial Technology Software licensing purchase. New software platforms/programs will need to be reviewed for compatibility of Single Sign On integration and district compliance with the Data Privacy Agreement and 3<sup>rd</sup> Party Risk Analysis. Additional information can be reviewed on the following website about Data Privacy Agreements and 3<sup>rd</sup> Party Risk Analysis.

### **Contracted Services**

6249 = Any software annual subscription renewals, maintenance, upgrades, or software support renewals.

6299 = Technology purchases with installation/labor and the on-site or online training.

For additional information in relation to technology items or inquiries about equipment standards please contact the Technology Department. <https://schools.gccisd.net/page/tms.home>

### ***Hotel Reservations***

The campus/department may use general or grants funding for hotel/lodging expenses. Hotel/lodging request must be associated with a conference and/or training seminars and approved by principal, director, and area executive director. The district will not be liable for any incidental fees, recreational fees, or other cost outside intended purpose. Endusers will be responsible for contacting the preferred hotel for room rates and ensuring all travel request/expense forms are completed and approved prior to submitting a check request in Frontline. Contact the purchasing department for assistance in regards to approved state rates and submitting check request for hotel/lodging. See the federal grants manual located on the business services webpage for guidance when using grant funds. Per diem rates can be found on the [U.S. General Services Administration website](#).

### ***Meals for District Meetings***

Employees must be cognizant of budget constraints when purchasing meals and refreshments for events/meetings to ensure that all purchases are necessary and follow the guidelines below. The use of district funds to provide meals to employees during the workday shall be limited. Whenever possible, meeting organizers shall allow time on the agenda for participants to break for lunch on their own. Organizers of meetings must use discretion when scheduling events that would interfere with employee lunch breaks. When creating a requisition for events/meeting meals, endusers are to select an approved catering/eateries vendor from the vendor lookup spreadsheet. Endusers are to include the purpose of event/meeting, agenda, and the number of estimated participants.

**Allowable Expenditures:** The following guidelines will apply meal expenditures:

- When possible organizers should try to provide light refreshments rather than full meals for participants.
- Meals may not exceed \$15 per participant (to be all-inclusive of delivery fee, paper products, beverages, etc.).
- An agenda, anticipated list of participants, date/time, and purpose of the event shall be provided when entering a requisition.
- When payment requests are submitted, a finalized list of participants must be included with the vendor receipt as well as an updated agenda (if changes were made).

Examples of meetings which may qualify for meal purchases include:

- Meetings in which employees are away from their home campus and serving on a district committee.
- Meetings exceeding four (4) hours.

**Non-Allowable Expenditures:** The purchase of meals shall not be allowed under the following situations (exceptions may be considered on a case-by-case basis):

- Meetings held for less than four (4) hours.
- Any meeting scheduled to begin after 1:00 p.m.

### ***Recognition Items for Staff***

**Appreciation/Incentives:** The purpose of this type of purchase is to reward a special activity, a milestone, or recognition of some other work related achievement. Periodic purchases for staff appreciation shall be allowed throughout the year (i.e. teacher appreciation week, national library week, back to school, etc.) and may not exceed \$10 per item. The \$10 per unit price are to include any setup fees, delivery fees, installation fees, etc.

**Merit/Achievement Awards:** Awards may be provided to recognize employees for a specific accomplishment or achievement (may include plaques, pins, etc.) and may not exceed \$25 per award. Gift cards are **not** permitted for staff. Gifts for special occasions (i.e., baby showers, retirements, birthdays, etc.) cannot be made with general funds or activity funds. Please see the activity fund manual located on the Business Services webpage for additional purchasing guidelines.

**Employee Achievement and Safety Awards:** Employee achievement awards, such as length-of-service or safety shall be presented to an employee as part of a meaningful presentation, i.e. End-of-the-Year Employee Recognition & Retiree Event to comply with the IRS regulations. These awards, if compliant with the IRS, are not taxable.

**Please note:** The following items may be donated by others, but may not be purchased through state or Federal grant funds:

- Gifts or items that appear to be gifts
- Souvenirs, memorabilia, or promotional items, such as T-shirts, caps, tote bags, imprinted pens, and key chains
- “Door prizes,” movie tickets, gift certificates, passes to amusement parks, and so on
- Food of any kind (snacks, beverages, refreshments, meals, and so on)

Cash prizes shall be not be awarded to staff.

**Spirit Wear/Gear:** Campuses/departments may purchase spirit items (shirts, totes, jackets, etc.) for staff once during the fiscal year. Purchases shall not exceed \$35 per item to include embroidery/screen print, setup fees, delivery, etc. All purchases for spirit wear/gear must be made through an awarded vendor. If general funds are being utilized to purchase spirit wear items, the campus/department will be responsible for inventorying the items and collecting items if staff member is no longer employed with the district. It will be determined by the district if collected spirit wear items will need to be discarded or reused. For any specialty items that exceed the \$35 per item limit, prior approval from a director/executive director will be required.

**Meals/Banquets:** Different guidelines apply to campuses and departments for meal/banquet expenditures (i.e. back to school, holiday, end of year, etc.). Campuses may provide two annual meals for staff utilizing campus activity funds. Departments may provide two annual meals for staff utilizing their departmental allotment. The cost of meals/banquets may not exceed \$15 per person to be inclusive of the facility rental, meal, paper goods, beverages, utensils and delivery/setup fees, tips, etc.

		District Funds	State or Federal	Non-District Funds
Staff Incentive Types	Description	Allowability	Funds	Allowability
Appreciation/Incentive Item not to exceed \$10	Pens, office accessories, snacks, etc.	Allowable	Not Allowable	Allowable
Merit/Achievement Awards - Items not to exceed \$25	Flash drives, small trophies certificates, plaques, desk, fidgets accessories, etc.	Allowable	Not Allowable	Allowable
Gift Cards (attendance, or participation)	Cards with prepaid dollar amount	Not Allowable	Not Allowable	Allowable
Gifts	Birthday or holiday gifts, or any gift for personal services	Not Allowable	Not Allowable	Allowable
Food (Snacks)	Cookies, chips, ice cream, drinks, candy	Allowable	Not Allowable	Allowable
Food (Meal) not to exceed \$10 per person	Pizza, Hamburgers, Hot dogs, etc.	Allowable	Not Allowable	Allowable
School Spirit items not to exceed \$35 per person	T-shirts, caps, bags, bottles, etc.	Allowable	Not Allowable	Allowable

### **Recognition Items for Students**

**Incentives:** Periodic purchases shall be allowed to acknowledge students throughout the year (i.e. back to school, red ribbon week, 100<sup>th</sup> day of school, etc.). Additionally, meals/treats may be provided to students as a

reward/incentive, may not exceed \$10 per meal and must comply with state nutrition guidelines. Campuses/departments will be responsible for ensuring all meals satisfy state nutrition guidelines.

**Merit/Achievement Awards:** Awards may be provided to students to recognize a specific accomplishment or achievement (may include plaques, pins, trophies, etc.) and may not exceed \$25 per award. Award unit price are to include any setup fees, delivery fees, installation fees, etc. Gift cards are permitted for students. **Please note:** requisitions must clearly indicate the number of gift cards purchased and the unit value.

Cash prizes shall be not be awarded students.

		District Funds	State or Federal	Non-District Funds
Student Incentive Types	Description	Allowability	Funds	Allowability
Appreciation/Incentive Item not to exceed \$10	Pens, fidgets, office accessories, snacks, etc.	Allowable	Not Allowable	Allowable
Merit/Achievement Awards - Items not to exceed \$25	Flash drives, small trophies certificates, plaques, desk, gift cards, fidgets accessories, T-shirts, bags, caps, etc.	Allowable	Not Allowable	Allowable
Gift Cards (attendance, or participation)	Cards with prepaid dollar amount	Not Allowable	Not Allowable	Allowable
Food (Snacks)	Cookies, chips, ice cream, drinks, candy	Allowable	Not Allowable	Allowable
Food (Meal) not to exceed \$10 per person	Pizza, Hamburgers, Hot dogs, etc.	Allowable	Not Allowable	Allowable
Electronics	Laptops computers, printers, cameras, iPad, phones	Not Allowable	Not Allowable	Allowable

### **Holiday/Office Décor**

Holiday/Office décor purchases can be made with General/Student Activity/Faculty funds. Campuses/departments will be responsible for providing a detailed description of goods intended purpose and selecting the proper account code. Holiday/Office Décor purchases should be instructional related or for the enhancement of a vestibule, lobby, or commons area. Campuses/departments are to refrain from using any type of décor for personal use. All purchases are required to adhere to the district’s procurement guidelines, procedures, and policies. **Please note:** any purchase using general funds is subject to public scrutiny. The purchasing department recommends all campuses/departments conduct a thorough price comparison search when purchasing décor related items.

### **Uniforms**

Campuses/departments may purchase uniforms for staff as needed throughout the year. Uniforms are to be used as distinctive articles of clothing to identify staff/student association with the district. The campus/department will be responsible for maintaining their uniform inventory throughout the year.

## **Central Receiving Warehouse**

The district operates a central receiving warehouse which maintains an inventory of commonly used maintenance and custodial supplies as well as paper products used district-wide. Campuses/departments have the option of having their orders either delivered to the warehouse or directly to their location. If items are shipped to the warehouse, items will be received in the system by members of the warehouse staff and delivered according to the established delivery schedule.

### **Warehouse Requisitions**

Endusers shall create warehouse requisitions to have stocked items delivered to their campus/department. Upon submission of requisitions, warehouse staff will finalize orders and deliver.

### **Warehouse Staff**

If you have any questions regarding your warehouse requisition or delivery status, please call any of the warehouse staff listed below or email us at [central\\_receiving@gccisd.net](mailto:central_receiving@gccisd.net).

Contact	Phone Number/Email Address
Rafael Cantu, Supervisor	(281) 707-3642 rafael.cantu2@gccisd.net
Sam Chapa, Foreman	(281) 707-3757 samuel.chapa@gccisd.net
Kevin Braxton, Associate	(281)707-3792 kevin.braxton@gccisd.net
Kimberly Carr, Mail Specialist	(281) 420-4446 kimberly.carr@gccisd.net
Alvaro Cossio, Driver	(281) 420-4446
Richard Ellis, Driver	(281) 707-3810 richard.ellis@gccisd.net

## Glossary

**Active/Approved Vendor** – a vendor who has completed the vendor registration process and has been issued a vendor number in the district's financial software system. Note: active/approved status does not indicate that the vendor has been awarded a contract.

**Aggregate** – the total amount represented by all purchases made district-wide in any given category.

**Awarded Vendor** – a vendor who has participated in a competitive solicitation process, either through the district or a purchasing cooperative, and been awarded a contract. Note: a vendor status of active/approved in the district's financial software system does not necessarily indicate that a vendor is an "awarded vendor".

**Best Value** – a combination of factors which, when considered together, determines the good/service which is most beneficial to the district (not determined solely by lowest cost).

**Competitive Solicitation** – a formal document requesting submittal of bids or proposals for goods or services in accordance with the specifications. Examples of competitive solicitations include bids, competitive sealed proposals (CSP), request for proposals (RFP), request for qualification (RFQ), etc.

**Contract** – a written agreement where a vendor provides goods and/or services in accordance with established price, terms and conditions. Contracts can be established between the district and a vendor or between a cooperative purchasing organization (co-op) and a vendor.

**Cooperative Purchasing Organization (Co-op)** – an entity that facilitates the competitive solicitation process in accordance with state purchasing laws and allows member organizations to utilize the established contracts. Membership in these organizations must be approved by the board of trustees.

**End User** – for purposes of this manual, to be used interchangeably with secretary/bookkeeper.

**Purchase Order (PO)** – a document issued by the district which authorizes a purchase using district funds for goods and/or services. A purchase order is not finalized until it has been issued a number and been signed by the director of purchasing.

**Quote** – a document provided by a vendor which states information such as items to be purchased, quantity, price, contract being utilized, delivery information, etc. Quotes may include but not be limited to a formal written quote, an email, a shopping cart from an online vendor (using a district login), etc.

**Receive** – a function in the district's financial software system related to traditional POs where items are designated as having been delivered in acceptable condition and can be paid upon receipt of vendor invoice.

**Release** – a function in the district's financial software system related to project POs where end users report purchases made against available funds on the PO. This process must be completed prior to issuing a payment request to the accounts payable department.

**Requisition** – a request to make a purchase using district funds which is created in the district's financial software system. A requisition is not an authorization for purchase until appropriate approval has been obtained and a purchase order has been issued.

**Project Requisition** – a type of requisition that is entered to encumber funds for multiple purchases that will be made throughout the fiscal year; once fully approved, these become "project POs" or "open POs".

**Traditional Requisition** – a type of requisition that is entered when one-time purchases are to be made of specific line items and requires that quantities, vendor stock number, description and unit cost be entered on every line.

**Warehouse Requisition** – a type of requisition that is entered to purchase items inventoried at the district's central receiving warehouse (maintenance, custodial and paper products).