



Guide to the Purchasing Department

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Definitions

Bid	An offer, as a price, whether for payment or acceptance. A quotation specifically given to a prospective purchaser upon his request, usually in competition with other offerers. Also, an offer by a buyer to a seller, as at an auction.
Competitive bidding	The offer of prices by individuals or firms competing for a contract, privilege, or right to supply specified services or merchandise.
Cooperative purchasing	The combining of requirements of two or more political entities in order to obtain the benefits of volume purchases and/or reduction in administrative expenses.
Emergency Purchase	A purchase made without following the normal purchasing procedure in order to obtain goods or services quickly to meet an <u>emergency health and safety issue</u> .
Equal, Or equal	A phrase(s) used to indicate the substitutability of products of similar or superior function, purpose, design, and/or performance characteristics.
Evaluation of bid	The process of examining a bid after opening to determine the bidder's responsibility, responsiveness to requirements, and other characteristics of the bid relating to the selection of the winning bid.
Formal advertising	The placement of a notice in a newspaper or other publication according to legal requirements to inform the public that the government is requesting bids on specific purchases that it intends to make.
Formal bid or offer	A bid which must be forwarded in a sealed envelope and in conformance with a prescribed format to be opened at a specified time.
Formal Bid/ RFP opening	The process through which the contents of bids are revealed for the first time to the government, to the other bidders, and usually to the public. See: Public bid opening.
Informal bid	An unsealed competitive offer conveyed by letter, telephone, telegram, or other means.
Invitation to Bid	A request, verbal or written, which is made to prospective suppliers requesting the submission of a bid on commodities or services. This includes all documents, whether attached or incorporated by reference, utilized for soliciting bids.
Lead time	The period of time from date of ordering to date of delivery which the buyer must reasonably allow the vendor to prepare goods for shipment.
Legal notice	The notice that is required by law. Legal notice for some purchases may be the posting of an announcement of the purchase in a public place, the notification of the appropriate bidders from the bidders list, a formal advertisement in a newspaper or newspapers, or a combination of these methods. See: Formal advertising.

Lowest responsive and responsible bidder	That bidder who is awarded a contract because his bid in unit price, total cost of operation, or value per dollar is lower than any of the bidders whose reputation, past performance, and business and financial capabilities are such that they would be judged by the appropriate government authority to be capable of satisfying the government's needs for the specific contract. Virtually the same as "lowest and best bid," "lowest responsive and responsible bidder," and "most advantageous bid, price and other factors considered."
Multiple contract Award	The award of separate contracts to two or more bidders for the same commodities but for different geographic areas, different quantities or different conditions.
No bid	A response to an Invitation for Bids stating that the respondent does not wish to submit a bid.
Nonresponsive bid	A bid that does not conform to the essential requirements of the Invitation for Bids; nonconforming bid, unresponsive bid.
Personal services	Infrequent, technical, our unique functions performed by an independent entrepreneur. Personal services contracts almost always run to individuals rather than partnerships, firms or corporations, and the services performed frequently are not the full-time occupation of the contractor. Examples of personal services contracts include translation, technical editing, and technical appraisal.
Pre-Bid or Pre-Proposal Conference	A meeting held prior to the date of bid or proposal submittal, which disseminates to all bidders or proposers in attendance information to assist them in submitting a bid or proposal including, but not limited to, information regarding the M/WBE requirements of the School District.
Purchasing	Contracting for all commodities and services; by maintaining procedures which foster fair and open competition, inspiring public confidence that all contracts are awarded equitably and economically; and by acquiring the greatest possible value and quality in the services and products purchased, with a timely delivery.
Professional service	Infrequent, technical, and/or unique functions performed by independent contractors whose occupation is the rendering of such services. While not limited to licentiates, the services are considered "professional," and the contract may run to partnerships, firms, or corporations as well as individuals. Examples of professional services include medicine and the medical arts, architectural and engineering services, management and systems consultation, research, and the performing arts.
Proprietary article	An item made and marketed by a person or persons having the exclusive right to manufacture and sell it.

Proprietary services	Work by independent contractors where the process is more important than the product, if any. Proprietary service contracts usually run to partnerships, firms, or corporations rather than individuals and are usually awarded through competition. Examples of proprietary service contracts include janitorial and custodial, protection and security, maintenance and repair, data processing service bureau.
Public bid opening	The process of opening and reading bids, conducted at the time and place specified in the Invitation for Bids and/or the advertisement, and in the view of anyone who wishes to attend. See: Formal Bid/RFP opening.
Purchase order	The Purchase Order is a computer generated document prepared by the Purchasing Department to place orders with vendors based on a purchasing process coordinated by the Purchasing Department. This document is a legally binding contract and will serve as the basis for an order, receiving report and payment voucher. It provides an audit trail for transactions processed by the Purchasing Department on behalf of all schools and departments.
Purchase requisition	Information transmitted by using agency requesting the central purchasing office to effect a contract for a particular need or group of needs. The request may include, but is not limited to, a performance or technical description of the requested item, make/manufacturer, model, item number, color, size, weight, delivery schedule, transportation mode, criteria for evaluation, suggested sources of supply, and information related to the making of any written determination required by policy or procedure. See "Requisition".
Quotation	A statement of price, terms of sale, and description of goods or services offered by a vendor to a prospective purchaser; the stating of the current price of a commodity; the price so stated.
Request for Proposals (RFP)	A solicitation of responses for goods and/or services for which the scope of work, specifications or contractual terms and conditions cannot reasonably be closely defined. Evaluation of a proposal is based on prior established criteria which may include but may or may not be totally limited to price.
Requisition	An internal document by which a using agency requests the purchasing department to initiate a purchase. See "Purchase Requisition".

Purchase Overview/General Rules

No goods or services are to be acquired without an official Board of Education purchase order.

All procurement of goods and services must follow New York State General Municipal Law 103 and Buffalo Board of Education policies.

All expenditures greater than or equal to \$10,000 require approval of the superintendent. Expenditures greater than or equal to \$20,000 require approval of the superintendent and the Board of Education.

As a general rule, purchase requisitions received in a Buyer's MUNIS approval queue for less than \$10,000 require informal quotations which may take up to 15 business days under normal procurement procedures. Purchase requests greater than or equal to \$10,000 require a formal bid or request for proposal (RFP) which should require a window of at least 10 business days after bid or RFP has been published and/or distributed. Once bid/RFP is opened, it may take up to 10 business days to analyze and craft a bid tabulation. Once an award is determined, and if the annual aggregate spend is determined to exceed \$20,000 in a given fiscal year, a Board Recommendation must be submitted and approved by the Board of Education at a regular business meeting. The time frame for that is dependent upon the Board's meeting schedules. Bids or RFP's requiring site visits or other processes for compiling data pertinent to subject matter may require a longer window prior to bid or RFP opening.

Appendix A–Categories of Procurement

Most proposed procurements generally fit into one of the 16 categories in the following table. This table identifies whether these categories are within the requirements of General Municipal Law (GML) Section 103, or within local procurement policies and procedures required by GML Section 104-b.

	Subject to Competitive Bidding (section 103)	Local Policies and Procedures (section 104-b)
Purchase Contracts and Contracts for Public Work if No Other Exception Applies⁵⁷		
1. Purchase Contracts – In excess of the \$20,000 Threshold	X ^(a)	
2. Purchase Contracts – Below the \$20,000 Threshold		X
3. Contracts for Public Work – In excess of the \$35,000 Threshold	X ^(b)	
4. Contracts for Public Work – Below the \$35,000 Threshold		X
Procurements Exempt from the Requirements of section 103 and the Quotations/Proposals Requirement of section 104-b		
5. Preferred Sources (State Finance Law, section 162; Correction Law, sections 184, 186)		X ^(c)
6. State Contracts; certain Federal contracts (GML, section 104)		X ^(c)
7. County Contracts (GML, section 103[3])		X ^(c)
8. Additional exemptions provided for in local policies and procedures (e.g., “piggybacking” on certain other government contracts in accordance with the prerequisites in GML, section 103 [16]); other local exemptions. ⁵⁸		X ^(c)
Procurements Exempt from section 103		
9. Emergency (GML, section 103 [4])		X
10. Sole Source		X
11. Professional Service		X
12. True Leases	X ^(d)	X
13. Insurance		X
14. Surplus/Second-hand Materials, Supplies, Equipment from Certain Other Governments (GML, section 103 [6])		X
15. Certain Food and Milk Purchases (GML, section 103 [9], [10])		X ^(a)
16. Certain Municipal Hospital or Nutrition Program Purchases (GML, section 103 [8])		X

SUBJECT: PRINCIPLES OF PURCHASING

The Board subscribes to the following principles of purchasing:

- a) Requisitions - All purchases initiated by personnel shall follow the procedures for requisitions and purchases. The requisition is a formal written request from a person in the School System for the purchase of supplies or equipment. It should be remembered that the requisition is a request and not a guarantee that a purchase will actually be made.
- b) The Purchase Order - The purchase order is a document that authorizes a vendor to deliver described merchandise or materials at a specified price.
- c) Procedures - Procedures shall be developed and administered by the Chief Financial Officer for the requisitioning, purchasing, receipt, and distribution of the supplies and equipment.

8 New York Code of Rules and Regulations
(NYCRR) Section 170.2

Adopted: 4/24/02
Amended: 5/25/06
Amended: 06/08/11

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Non-Instructional/Business
Operations

SUBJECT: PURCHASING

The District's purchasing activities will be part of the responsibilities of the Business Office, under the general supervision of the Director of Purchase designated by the Board of Education. The purchasing process should enhance school operations and educational programs through the procurement of goods and services deemed necessary to meet District needs.

Competitive Bids and Quotations

As required by law, the Director of Purchase will follow normal bidding procedures in all cases where needed quantities of like items will total the maximum level allowed by law during the fiscal year, (similarly for public works-construction, repair, etc.) and in such other cases that seem to be to the financial advantage of the School District.

A bid bond may be required if considered advisable.

No bid for supplies shall be accepted that does not conform to specifications furnished unless specifications are waived by Board action. Contracts shall be awarded to the lowest responsible bidder who meets specifications. However, the Board may choose to reject any bid.

Rules shall be developed by the administration for the competitive purchasing of goods and services.

The Superintendent may authorize purchases within the approved budget without bidding if required by emergencies and are legally permitted.

The Superintendent is authorized to enter into cooperative bidding for various needs of the School District as authorized by law.

Procurement of Goods and Services

The Board of Education recognizes its responsibility to ensure the development of procedures for the procurement of goods and services not required by law to be made pursuant to competitive bidding requirements. These goods and services must be procured in a manner so as to:

- a) Assure the prudent and economical use of public moneys in the best interest of the taxpayer;
- b) Facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances; and

Guard against favoritism, improvidence, extravagance, fraud and corruption

(Continued)

SUBJECT: PURCHASING (Cont'd.)

These procedures shall contain, at a minimum, provisions which:

- a) Prescribe a process for determining whether a procurement of goods and services is subject to competitive bidding and if it is not, documenting the basis for such determination;
- b) With certain exceptions (purchases pursuant to General Municipal Law, Section 186; State Finance Law, Sections 175-a and 175-b; State Correction Law, Section 184; or those circumstances or types of procurements set forth in (f) of this section), provide that alternative proposals or quotations for goods and services shall be secured by use of written request for proposals, written quotations, verbal quotations or any other method of procurement which furthers the purposes of Section 104-b of General Municipal Law;
- c) Set forth when each method of procurement will be utilized;
- d) Require adequate documentation of actions taken with each method of procurement;
- e) Require justification and documentation of any contract awarded to other than the lowest responsible dollar offer, stating the reasons;
- f) Set forth any circumstances when, or the types of procurement for which, the solicitation of alternative proposals or quotations will not be in the best interest of the District; and
- g) Bid protest procedures.

Any unintentional failure to fully comply with these provisions shall not be grounds to void action taken or give rise to a cause of action against the District or any District employee.

The Board of Education shall solicit comments concerning the District's policies and procedures from those employees involved in the procurement process. All policies and procedures regarding the procurement of goods and services shall be reviewed annually by the Board.

Alternative Formats for Instructional Materials

Preference in the purchase of instructional materials will be given to vendors who agree to provide materials in a usable alternative format (i.e., any medium or format, other than a traditional print textbook, for presentation of instructional materials that is needed as an accommodation for each student with a disability, including students requiring Section 504 Accommodation Plans, enrolled in the School District). Alternative formats include, but are not limited to, Braille, large print, open and closed captioned, audio, or an electronic file in an approved format as defined in Commissioner's Regulations.

(Continued)

SUBJECT: PURCHASING (Cont'd.)District Plan

The District will maintain a plan to ensure that all instructional materials to be used in the schools of the District are available in a usable alternative format for each student with a disability, including students requiring Section 504 Accommodation Plans, in accordance with his or her educational needs and course selection, at the same time as such instructional materials are available to non-disabled students. The District Plan shall include those provisions mandated by Education Law and Commissioner's Regulations.

Apparel PurchasesCompetitive Bidding Purchases

The Board of Education has authorized to only accept bids from "responsible bidders." A determination that a bidder on a contract for the purchase of apparel is not a "responsible bidder" shall be based upon either or both of the following considerations:

- a) The labor standards applicable to the manufacture of the apparel, including but not limited to employee compensation, working conditions, employee rights to form unions, and the use of child labor; or
- b) The bidder's failure to provide information sufficient for the Board of Education to determine the labor standards applicable to the manufacture of the apparel.

Non-Competitive Bidding Purchases

The Board of Education has authorized that its internal policies and procedures governing procurement of apparel, where such procurement is not required to be made pursuant to competitive bidding requirements, shall prohibit the purchase of apparel from any vendor based upon either or both of the following considerations:

- a) The labor standards applicable to the manufacture of the apparel, including but not limited to employee compensation, working conditions, employee rights to form unions, and the use of child labor; or
- b) The bidder's failure to provide information sufficient for the Board of Education to determine the labor standards applicable to the manufacture of the apparel.

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Non-Instructional/Business
Operations

SUBJECT: PURCHASING (Cont'd.)

Contracts for Goods and Services

No contracts for goods and services shall be made by individuals or organizations in the school that involve expenditures without first securing approval for such contract from the Director of Purchase.

No Board member or employee of the School District shall have an interest in any contract entered into by the Board or the School District.

Education Law Sections 305(14), 1604, 1709,
1950, 2503, 2554, and 3602
General Municipal Law, Articles 5-A and 18
8 New York Code of Rules and Regulations
(NYCRR) Sections 170.2 and
200.2(b)(10), (c)(2), and (i)

Adopted: 4/24/02
Amended: 5/25/06
Amended: 6/08/11

SUBJECT: PROCUREMENT GUIDELINES

This resolution sets forth the guidelines to meet the requirements of General Municipal Law, Section 104-b.

Procedures for Determining Whether Procurements are Subject to Bidding

The procedures for determining whether a procurement of goods and services is subject to competitive bidding and determining that competitive bidding is not required by law is as follows:

- 1) The Board is required by law to award all purchase contracts for supplies, materials and equipment involving expenditures in excess of ten thousand dollars (\$10,000) and all contracts for public works in excess of twenty thousand dollars (\$20,000) to the lowest responsible bidder after advertising for public sealed bids.
- 2) When a contract involves acquisition of both goods and services, a judgment must be made as to the primary purpose of the contract. If the services are minor, incidental or customarily provided by the vendor in connection with the goods purchased, the contract should be viewed as a purchase contract. If the service component is extensive or predominant or involves special skills, the contract should be treated as one for public works.
- 3) In determining the necessity for competitive bidding, the aggregate amount to be expended during the fiscal year on an item or those of a similar nature (a "reasonable commodity grouping") must be considered. For example, office supplies or art materials would constitute an appropriate grouping for bidding purposes.

Additionally, in determining whether the dollar requirements have been reached, allowances for any trade-in related to the purchase must be treated as an expenditure; the estimated gross cost of the item is controlling. Net cost is relevant only to the determination of the low bid.

Guidelines for Purchasing Supplies and Equipment when Competitive Bidding is not Required by Law

Goods and services which are not required by law to be procured by the District through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public moneys in the best interests of the taxpayers. Alternative proposals or quotations will be secured by requests for proposals, written or verbal quotations or any other appropriate method of procurement, as set forth below.

(Continued)

SUBJECT: PROCUREMENT GUIDELINES (Cont'd.)

Quotes when Competitive Bidding not Required: Methods of Documentation

Purchase Contracts and Contracts for Public Work

Documentation to include notations of Verbal Quotes	Verbal Quotes			Written Quotes	
	0	3	> than 3	3	> than 3
Purchase Contracts Under \$100 \$100 - \$500 \$501 - \$1,000 \$1,001 - \$5,000 \$5,001 - \$10,000	x	x	x	x	x
Contracts for Public Work Under \$1,000 \$1,001 - \$5,000 \$5,001 - \$10,000 \$10,001 - \$20,000	x	x		x	x

- 1) Verbal Quotations: The telephone log or other record will set forth, at a minimum, the date, item or service desired, price quoted, name of vendor, name of vendor's representative.
- 2) Written Quotations: Vendors will provide, at a minimum, the date, description of the item or details of service to be provided, price quoted, name of contract. For example, with regard to insurance, the District will maintain documentation that will include bid advertisements, specifications and the awarding resolution. Alternatively, written or verbal quotation forms will serve as documentation if formal bidding is not required. "Requests for Proposals" (RFPs) may also be used.
- 3) Emergencies: Requirements released to vendors in emergency situations, as defined in General Municipal Law Section 103(4), are not subject to competitive bids. A Board employee who releases an emergency requirement to a vendor will be responsible for:
 - a. Providing the Purchasing Agent with a Confirmation Requisition for the requirement at the first practical moment;

(Continued)

SUBJECT: PROCUREMENT GUIDELINES (Cont'd.)

- b. Providing the Purchasing Agent with written documentation which justifies why the situation was an emergency.

4) Insurance: Written quotes

Documentation will include bid advertisements, specifications and the awarding resolution. Alternatively, written or verbal quotation forms will serve as documentation if formal bidding is not required. "Requests for Proposals" (RFPs) may also be used.

5) Professional Services: RFP

Documentation will include written proposals.

6) Leases of Personal Property: Written quotes

Documentation will include written quotes, cost-benefit analysis of leasing versus purchasing, etc. The District will note that the contract is a true lease and not an installment purchase contract.

7) Second Hand Equipment from other Governments: Written quotes

Documentation will include market price comparisons (verbal or written quotes) and the name of the government.

8) Sole Source: Written or verbal quotes

Documentation will include, among other things, the unique benefits of the patented item as compared to other items available in the marketplace; that no other item provides substantially equivalent or similar benefits; and that considering the benefits received, the cost of the item is reasonable, when compared to conventional methods. Notations of verbal quotes will be conventional methods. Notations of verbal quotes will be maintained by the District. In addition, the District will document that there is no possibility of competition for the procurement of the goods.

- NOTE:
- 1) For products available under State contract, which are below the State contract price, no further quotes are required provided the product is the same brand and model number.
 - 2) When procurement can be accomplished through the following sources, competitive bidding requirements are not required.

(Continued)

SUBJECT: PROCUREMENT GUIDELINES (Cont'd.)

- a. Under State Contract;
 - b. Under a County contract;
 - c. From State Correctional Institutions (Corrections Law Sections 184 and 186);
 - d. From State agencies for the blind and severely disabled (State Finance Law, Section 175-b);
 - e. Emergencies (General Municipal Law, Section 103[4]);
 - f. Sole source, professional services, true leases and insurance;
 - g. Second-hand equipment from another government agency.
- 3) When the District purchases surplus or second-hand supplies, materials or equipment from the federal or state governments or from any other political subdivision or public benefit corporation within the state.

Documentation: The District will maintain market price comparisons (verbal or written quotes) and the name of the government entity.

- 4) When there is only one possible source from which to procure goods or services required in the public interest.

Documentation: The District will maintain written documentation of the unique benefits of the item or service purchased as compared to other items or services available in the marketplace; that no other item or service provides substantially equivalent or similar benefits; and that, considering the benefits received, the cost of the item or service is reasonable, when compared to conventional methods. In addition, the documentation will provide that there is no possibility of competition for the procurement of the goods.

Bid Protest Committee

A Bid Protest Committee will be established to respond to protests of the award of purchase contracts resulting from formal bids. Any persons who perceive themselves to be injured or aggrieved by the result of an award must submit their written protests in duplicate with one of the copies going to each of the following addresses:

(Continued)

SUBJECT: PROCUREMENT GUIDELINES (Cont'd.)

Bid Protest Committee
Buffalo Board of Education
C/O Room 801 City Hall
Buffalo, NY 14202

Audit Department
C/O Internal Auditor
Room 818 City Hall
Buffalo, NY 14202

Protests must be submitted within five (5) business days after a purchase contract is awarded. The Committee is obligated to consider protests within thirty (30) days of their receipt.

The Bid Protest Committee will consist of the Chairperson of the Board of Education's Executive Committee, the Superintendent of Schools (or a person, other than a member of the Purchasing Department Staff, who is designated by the Superintendent) and the Board's Internal Auditor. The Purchasing Agent will advise the Committee concerning the details of the bid and the circumstances surrounding its award.

The Committee will review all of the details of a bid from which a protest arises and, if necessary, seek the advice and counsel of the City of Buffalo's Corporation Counsel in its deliberations. The Committee will, by simple majority, vote to direct that the award be upheld or that the requirement be re-bid. In cases where a technical error existed in the award of the bid which was sufficient to change the outcome of the award, the Committee may direct that the award be given to the next lowest responsible bidder.

Annual Review

Comments concerning the policies and procedures shall be solicited from employees of the Buffalo City School District involved in the procurement process from time to time.

The Board shall annually review these policies and procedures. The Chief Financial Officer shall be responsible for conducting an annual review of the procurement policy and for an evaluation of the internal control structure established to ensure compliance with the procurement policy.

Unintentional Failure to Comply

The unintentional failure to fully comply with the provisions of General Municipal Law, Section 104-b, shall not be grounds to void action taken or give rise to a cause of action against the Buffalo City School District or any officer or employee thereof.

BPS Purchasing Procurement Guidelines for Purchase Contracts and Contracts for Public Works									
CATEGORY	Approval of Superintendent of Schools required	Board of Education formal approval required	3 Verbal Quotes required	> than 3 Verbal Quotes required	Written or Verbal Quotes required	3 Written Quotes required	> than 3 Written Quotes required	Requests for Proposal (RFP) required	Competitive Bidding required
All vendor Agreements & Contract (incl. Professional Services)									
Under \$ 10,000 (per fiscal year)	X							X	
Over \$ 10,000	X	X						X	
Purchase Contracts (for materials, supplies and equipment)									
\$ 100 - \$ 500			X						
\$ 501 - \$ 1,000				X					
\$ 1,001 - \$ 5,000						X			
\$ 5,001 - \$ 10,000							X		
\$ 10,001 - \$ 19,999	X								X
\$ 20,000 and over	X	X					X		X
Insurance		X					X		
Leases of Personal Property (Space Rental)		X							
Procurement of Professional Services	Under \$ 10,000	Over \$ 10,000					X	X	
Second Hand Equipment from Other Governments									
Sole source (Written or Verbal Quotes)					X				
Contracts for Public Works (services, labor, or construction)									
\$ 1001 - \$ 5000	X		X						
\$ 5001 - \$ 10,000	X					X			
\$ 10,001 - \$ 20,000	X	X					X		
\$ 20,0001 - \$ 34,999	X	X							X
\$ 35,000 and over	X	X							X
NOTES: (1) All contracts & agreements need to have proper signatures, go through the Legal counsel, and have a checklist approved by the CFO									
(2) For Sole Source notations of verbal quotes will be maintained by the District. In addition, the District will document that there is no possibility of competition for the procurement of the goods									
(3) When procurement can be accomplished through the following sources, competitive bidding requirements are not required: a. Under State Contract; b. Under County Contract;									
c. From State Correctional Institutions (Corrections Law Sections 184 and 186); d. From State agencies for the blind and severely disabled (State Finance Law, Section 175-b);									
e. Emergencies (GML, Section 103 (4)); f. sole source, professional services, true leases and insurance; g. Second-hand equipment from another government agency.									

PURCHASE DEPARTMENT - COMMODITY ASSIGNMENTS

CHARLES HART	
CODE	COMMODITY DESCRIPTION
75	ARTS & CRAFTS SUPPLIES
200	AUTOMOTIVE SUPPLIES
40	CLASSROOM SUPPLIES
24	COSMETOLOGY SUPPLIES
26	HORTICULTURAL SUPPLIES
43	INSTRUCTIONAL MATERIALS
53	LIBRARY BOOKS & SUPPLIES
52	MAGAZINES & PERIODICALS
42	MICROSCOPES
21	OCCUPATIONAL EDUCATION EQUIP
20	OCCUPATIONAL EDUCATION SUPPLY
201	OIL & GASOLINE
41	SCIENCE SUPPLIES
67	TESTING MATERIALS
51	TEXTBOOKS
205	VEHICLES

MICHAEL YEATES	
CODE	COMMODITY DESCRIPTION
700	BUILDING
750	BUILDING IMPROVEMENTS
999	DO NOT USE
005	EMPLOYEE REIMBURSEMENTS
810	EMPLOYEE RETIREMENT
008	INSURANCE/BENEFITS
600	LAND
650	LAND IMPROVEMENTS
006	LEASE PAYMENTS
004L	LEGAL SERVICES
004M	MEMBERSHIP
062	MICROFILM
009	NON-EMPLOYEE EXPENSES
602	PROCUREMENT CARD PAYMENT
004	PROFESSIONAL SERVICES
001	REIMBURSEMENT PETTY CASH
888	REPAIRS
004S	SECURITY SERVICES
002	SOLE SOURCE MONOPOLY PMT
077	SPORTS OFFICIALS
004P	TRAINING HEALTH SAFETY
901	TRANSFER
997	TUITION PAYMENTS
850	WORKERS COMP CLAIMS

JOHN PALAMARA	
CODE	COMMODITY DESCRIPTION
061	A/V EQUIPMENT
049	APPLIANCES
550	AUDIO PLAYERS/RECORDERS
060	AUDIO VIDEO SUPPLIES
048	CAFETERIA EQUIPMENT
046	CAFETERIA PAPER PRODUCTS
036	CALCULATORS
037	CASH REGISTERS
028	COMPUTER COMMUNICATION EQUIP
027	COMPUTER STORAGE DEVICES
506	COMPUTER-HAND HELD PDA
505	COMPUTER-LAPTOP/TABLET
504	COMPUTER-PC
507	COMPUTER-SERVER
508	COMPUTER-SUPPLIES/PARTS
084	DELIVERY-FOOD SRVICE
551	DIGITAL CAMERAS
064	DO NOT USE
115	ELECTRONICS
031	ENVELOPES
304	FACSIMILE MACHINES
044	FOOD FOR INSTRUCTION
047	FOOD PRODUCTS
048R	FOOD SERVICE EQUIPMENT REPAIR
045	FOOD SERVICE SUPPLIES
553	MULTIMEDIA PROJECTORS
030	OFFICE SUPPLIES
554	OVERHEAD PROJECTORS
038	PAPER
063	PHOTOGRAPHY MATERIALS
076	PHYS ED/SPORTING GOODS
503	PRINTER/FACSIMILE TONER ETC
502	PRINTERS
552	PROJECTOR BULBS
501	SCANNERS
033	SMALL BUSINESS MACHINES
555	SMART BOARDS
032	SOFTWARE
556	TELEVISIONS
039	TYPEWRITERS
076U	UNIFORMS PHYS ED
557	VCR/DVD PLAYERS
558	VIDEO PLAYERS

PURCHASE DEPARTMENT - COMMODITY ASSIGNMENTS

SUSAN FAULISE	
CODE	COMMODITY DESCRIPTION
122	BLACKTOP
104	BOILER TREATMENT CHEMICALS
125	BUILDING MATERIALS
010	BUILDING REPAIR
019	BUILDINGS AND GROUNDS
120	CARPENTRY, MASONRY
123	CONCRETE
015	DUMPSTERS
111	ELECTRICAL REPAIR
110	ELECTRICAL SUPPLIES
096	ELEVATOR REPAIRS
013	ENTRANCE MATS, CARPETS
711	ENVIRONMENTAL REMEDIATION
710	ENVIRONMENTAL TESTING
016	FIRE ALARMS/DIGITAL DIALER
014	FIRE EXTINGUISHERS & SERVICE
070	FIRST AID & MEDICAL SUPPLIES
091	GLASS & PLEXIGLAS
022	HAND TOOLS
107	HVAC EQUIPMENT
106	HVAC SUPPLIES
018	JANITORIAL EQUIPMENT
012	JANITORIAL SUPPLIES
113	LAMPS (LIGHT BULBS)
121	METAL
090	PAINT & SUPPLIES
017	PAPER TOWELS & TISSUES
011	PEST MANAGEMENT
105	PLAYGROUND EQUIPMENT
100	PLUMBING
023	POWER TOOLS
073	SAFETY EQUIPMENT
074	SAFETY SUPPLIES
034	SECURITY MATERIALS
071	SWIMMING POOL MATERIALS
JENNIFER LOTEMPIO	
CODE	COMMODITY DESCRIPTION

800N	ATTENDANCE INCENTIVE-NUTRITION
800A	ATTENDANCE INCENTIVES
302	COPIER/DUPLICATOR PARTS
301	COPIER/DUPLICATOR SUPPLIES
029	COPIERS/DUPLICATORS
093	FIELD TRIP ADMISSION
050	INACTIVE CODE
098	REFRESHMENTS-NON STAFF MTG
097	REFRESHMENTS-STAFF MTG EXPENSE
401	TRANSPORTATION, BUS & TAXI
400	TROPHIES/INCENTIVES

JASON GIGLIO	
CODE	COMMODITY DESCRIPTION
007	LEGAL NOTICE/ADVERTISING
035	MUSICAL INSTRUMENTS & SUPPLIES
068	PACKAGING SUPPLIES
080	FURNITURE
082	SHADE, BLIND & WINDOW TRMNT
092	HOTEL ACCOMODATIONS
094	CONFERENCE REGISTRATION FEES
095	DO NOT USE
402	AIR/TRAIN FARE
993	MUSIC EQUIPMENT
994	MUSICAL INSTRUMENT REPAIR

MICHAEL MORAN	
CODE	COMMODITY DESCRIPTION
996	CLEANING-DRY CLEANING
128	HANDICAP EQUIPMENT
129	IEP REQUIRED ITEMS
995	INCENTIVES-CUSTOM PRINT ITEMS
003	POSTAGE/DELIVERY
066	PRINTING EQUIPMENT
069	PRINTING SUPPLIES
065	PRINTING, FORMS, MAPS
072	UNIFORMS, ACCESSORIES - OCC ED

BOE PURCHASING DEPARTMENT STAFF	
Director - Michael Yeates 816-3726	
Asst. Director - Jennifer LoTempio 816-3523	
Charles Hart 816-3722	
Buyer - Susan Faulise 816-3583	
John Plalmara 816-4677	
Buyer - TBD 816-3604	
Junior Buyer - Jason Giglio 816-3134	
Junior Buyer - Michael Moran 816-3077	
Support Staff - Deborah Adamski 816-3078	

Issuing Requisitions

1. Open **MUNIS Web Live**. If you do not have the icon on your desktop you can find it on the IT Department's webpage.
2. Go to **Requisition Entry**. This may be in any of 3 different places
 - a. listed in your favorites, or
 - b. under Departmental Functions, or
 - c. under Financials, Purchasing, Purchase Order Processing
3. Click on the **Green Plus** on the tool bar to add a new record.
 - a. Your default Location/Department code will appear along with the fiscal year and current date.
 - b. Press **Tab** and your default ship to address will appear.
 - c. Press **Tab** a second time and MUNIS will assign the next available requisition number.
 - d. Press **Tab** a third time and this brings your cursor to the **General Commodity** field.
4. Enter the General Commodity code based on the Commodity Assignments table found on the Purchase Department's webpage
<http://www.buffaloschools.org/files/3567/commcodesalpha%20jul%202015.pdf>
If the General Commodity code is not entered, your requisition will not reach the purchasing department and cannot be converted to a Purchase Order. Press Tab again and the commodity description will appear in the next field.
5. Move your cursor down to the **Vendor** field. Enter the Vendor number here or you can use the button with the 3 periods to search by name. If you cannot find the vendor then use the General Notes field to spell out the vendor's name, address, and contact information.
6. Verify that the Ship To address is correct. Move your cursor down to the **Reference** field under the Ship To information. *The Reference field must include a name and full 10 digit phone number.* Vendors arranging delivery need contact information at the site where the delivery is to be made.
7. Hit the General Notes button if you need to add a note.
8. Use the paperclip on the toolbar at the top of the page to add attachments.

9. Hit the Green Checkmark on the toolbar at the top of the page to accept the information that you have entered. This brings you to Line Detail.
10. On the **Line Detail** you need to enter the following 4 items:
 - a. **quantity** of the item
 - b. estimated **cost** of the item
 - c. full **description** of the item including manufacturer, model, catalog number, color, size, package quantity, and any other appropriate information
 - d. under **Org**, using all capital letters, you need to enter the fund number to be charged for this purchase. Once the 8 character Org is typed, your cursor will move to **Obj**. Continue completing the fund information. If using grant funds, you will need to enter a **Project**.
11. Hit the Green Checkmark to accept the information that you have entered.
12. If you have another item to be included on this requisition, hit the Green Plus to add a new record. This will bring up a new line item. Enter the information as outlined in step 10 above.
13. If you are finished entering requisition items, then close the Line Detail window by clicking on the white x inside the red box in the upper right corner of the window.
14. You will be returned to the Main page where you began the requisition. Here you can **Release** the requisition. Releasing the requisition sends it to the appropriate approvers.

Approving Requisitions

1. Open **MUNIS Web Live**. If you do not have the icon on your desktop you can find it on the IT Department's webpage.
2. Go to **Requisition Approval**. This may be in any of 3 different places
 - a. listed in your favorites, or
 - b. under Departmental Functions, or
 - c. under Financials, Purchasing, Purchase Order Processing
3. Click on the **Select** button to choose the requisition you'd like to review.
4. Click anywhere on the requisition information and then click the **View Requisition** button to open the requisition.
5. The Main page will be the first view you have. This contains the PO heading information.
 - a. Verify your delivery address and that the delivery reference includes a complete name and phone number for external orders or a name and room number for service center orders.
 - b. Review or add any **General Notes** and **Attachments**.
 - c. You may view the prior approvals and future path of the requisition by clicking on the **Approvers** button at the bottom of the page.
6. Click on the **Line Detail** button to open a window that displays the items on the requisition. You can review the quantity, estimated expenditure, and account information on this page. Use the arrows at the bottom of the page to scroll if there are multiple items.
7. Use the X in the upper right corner to close this window and return to the Main page.
8. You can Approve, Reject, or Hold using the buttons at the bottom of the Main page.
9. When finished reviewing requisitions, use the X in the upper right corner to close this window. You will be returned to the list view of the requisitions awaiting your approval.

Employee Travel Guidelines

I. GENERAL

- A. The Purchase Department is the designated District department to administer travel policies and procedures. All staff, traveling at District expense, irrespective of funding source, are required to use the most economical and appropriate means of travel. The Purchasing Department is responsible for reviewing all aspects of travel proposed by staff, ensuring prudent use of District resources.
- B. All out of District travel requests must be made using the “Travel Request Form” (found in the document library). NOTE: The form is designed to be opened in Microsoft EXCEL, filled out, printed, and then signed and dated where appropriate. Failure to provide all required information shall result in a rejection pending re-submission with required information.
- i. The Travel Request Form must be complete and include the particulars of the travel, listing attendees, their dates of birth (if travelling by air), number of days away from the office, the itemized cost budget for each attendee, and justification.
 - ii. The conference itinerary and any special instructions (i.e. departure preferences) must be attached to the Travel Request Form. All requests for accommodation shall be reviewed for appropriateness by the Purchasing Department.
 - iii. The Travel Request Form must be approved by a division head or higher authority.
 - iv. All out of State travel requires the approval of the Chief Financial Officer or Superintendent.
 - v. All travel with more than two (2) participants requires the approval of the Chief Financial Officer or Superintendent.
 - vi. The approved Travel Request Form and agenda must be attached to the requisition in MUNIS and received, at least thirty (30) calendar days prior to date of departure. Superintendent approval is required for requests within 30 calendar days of departure. No out of District travel requisitions will be processed without the proper approved Travel Request form attached.
- C. Employees will complete requisitions for all travel related charges included on the Travel Request Form with the exception of employee reimbursements (see item VII.)
- i. Separate requisitions should be entered for Hotel, Airfare/Train, and Conference Registration Fees. If the vendor proposed does not have a vendor number set up in MUNIS, the staff requesting travel services is responsible for obtaining the vendor’s IRS Form W-9 and submitting it to the Purchase Department.

D. The Purchase Department will secure the appropriate payments for conference registration, lodging and air/train tickets based on the itinerary and any special instructions received. The Purchase Department will forward the proposed travel itinerary to the travelers after finalizing, upon request.

All time spent and expenses incurred outside the approved travel timeframe are considered personal and are not reimbursable. The District shall not be responsible for lodging, meals or other expenses other than those approved and incurred within the authorized timeframe.

E. In most cases, conference registration fees, air and train tickets and lodging will be paid directly by the District.

Items such as mileage, parking, taxis, tolls and meals will be reimbursed to the employee if properly supported by receipts.

II. CONFERENCE TRAVEL

Conference registration fees will be paid by the District when deemed appropriate. Staff must register themselves online, choosing to pay by option of PO. Include Registration confirmation in attachments to Travel Requisition.

C. The Travel request form must include justification for the conference or event. Justification should include

- 1) what is expected to be learned and how it correlates to the District's goals and needs of those in attendance and
- 2) reasons for multiple attendees.

D. Upon returning from the conference, each individual in attendance is expected to submit a written narrative to both their department and division head of what was learned and how it will be applied to their work. The Audit department may request copies as part of their review.

III. AIRLINE & TRAIN TICKETS

A. Once travel has been approved, and if airfare or rail is deemed appropriate, staff members are encouraged to attach suggested departure times for Purchase to use as a guideline. The final decision on airfare and rail travel will be based on the most economical and timely option available. Return travel home will be determined by when the event ends. When time allows, it is preferred to have staff members travel home on the day the event ends. In the event staff members need to travel home the day after an event Purchase will procure airfare or rail that departs the following morning.

B. The following guidelines shall be employed in the procurement of airfare & train fare;

- i. The Purchase Department shall determine the appropriate days of travel based on the conference itinerary. The travel dates and times will be as close to the conference times as possible to limit unnecessary and expensive "travel" days before and after a conference that result in unnecessary days away from regularly assigned duties.
- ii. Nonstop flights often cost more than direct flights or those requiring a connection. Purchase may approve

nonstop itineraries depending upon cost and travel time involved. Purchase will not require staff to travel under unreasonable conditions such as more than one connection, “red eye” flights, standby status, etc. unless staff agrees to such.

- iii. Once an airline / train ticket has been purchased, changes to any part of the itinerary require the holder of the itinerary to seek Purchase Department approval in advance.
- iv. Companion travel (non-employees) is strongly discouraged. The District shall afford no considerations of companion travel when procuring airfare.
- v. If an airline or train ticket is purchased and issued to staff, it is expected that said staff use the ticket as intended. If staff does not use the ticket or any part thereof, they are required to notify the Purchase Department as soon as practicable with sufficient reason.
- vi. Staff is forbidden to use any part of any ticket for personal use. All unused portions or credits of any ticket must be remanded back to the District.
- vii. The District will not reimburse employees for in-air charges, such as drinks, internet access, movies or other services.

IV. LODGING

A. Most conferences are staged and subsequent activities presented at hotel complexes. Typically, the conference will offer a package which includes conference fees, lodging and meals. If multiple room type offerings (e.g. standard and upgraded rooms) are available, the lower grade is required. If conferences are held at non-lodging facilities such as convention centers or educational institutions, the staff member shall reserve their own lodging at the conference designated hotel at the conference rate. Staff can use a personal credit card to reserve the room. Final charges will be charged to the district card with the use of a credit card authorization form. The credit card authorization form should be obtained from the hotel by the staff member making reservations and attached to the Hotel requisition. Purchase will complete the form and fax to the hotel. When making hotel reservations staff should follow the following guidelines:

- i. Proximity to conference activities in order to minimize ground transportation costs.
- ii. Per diem limits available at www.gsa.gov/perdiem

B. When staying in any hotel in New York State, the District does not pay any taxes on the cost of the lodgings as the District is a Tax Exempt entity in NYS. Form ST129 must be filled out and submitted to hotel prior to or upon arrival.

C. District Staff is encouraged to share lodging whenever practicable, particularly at out of state conferences at resort destinations, where other expenses are often higher.

D. The District strongly discourages staff from bringing accompanying individuals (e.g. spouses, friends, and children) on business trips. Staff is personally responsible for all expenses related to accompanying individuals.

E. The only lodging charges allowed on the District credit card will be for the room itself and taxes (when

applicable). Staff is required to submit a personal credit card at the hotel to cover incidentals including but not limited to room service, laundry, mini bar, movies, internet fees, massages, equipment rentals.

F. Staff may not alter the originally reserved accommodation without Purchase Department approval in advance.

G. Staff may not add extra days to the original reservation once approved by the District.

H. Staff is responsible for obtaining a final bill or invoice (Guest Folio) and forwarding to the Purchase Department after checking out of lodging. Reimbursements for expenses will be withheld until the final bill or invoice is received in Purchase.

V. GROUND TRANSPORTATION

A. Use of personal vehicles for travel is acceptable for shorter distances (e.g. Rochester, Syracuse) Personal vehicles may be used to travel to Albany. However, in all cases carpooling is required when multiple staff is travelling to the same location.

B. Mileage reimbursement rates are established for the various bargaining units or exempt contracts. If personal automobile use is approved for travel, staff must detail route and mileage estimates (using MapQuest, Google maps, etc.) and submit it with their reimbursement request. Unnecessary “side trips” (e.g. shopping, entertainment, museums, relatives) are not reimbursable.

C. Thruway tolls and parking are reimbursable when supported by actual receipts. An EZ Pass statement is sufficient evidence in place of a toll receipt.

D. The District does NOT reimburse employees for parking tickets, speeding tickets, or any automobile related charges (e.g. gas, oil, maintenance, insurance).

E. Employees driving a personal vehicle for Travel are required to maintain adequate insurance coverage as defined by the New York State Department of Motor Vehicles.

F. Ground transportation (e.g. taxi, airport shuttle, livery, subway) necessary while attending approved District business functions shall be reimbursed. When multiple staff is travelling together, carpooling via taxi cab is required. All receipts must contain pickup point, destination, date and time of service.

G. Renting cars – The Purchase Department may determine that the most economical transportation mode for multiple travelers is a rented automobile. In such case, the Purchase Department shall arrange for and pay for the rental.

VI. MEALS

A. Actual and necessary expenses for meals may be claimed up to the maximum amount for the location per GSA (found at www.gsa.gov/mie) for breakfast, lunch and dinner. Partial day breakdown limits should be adhered to as well as full day limits. Staff is required to submit original itemized receipts for all meal expenses.

B. Employees cannot claim meal reimbursements for meals also provided as part of a conference.

C. Alcoholic beverages, snacks and incidentals such as newspapers or coffee will not be reimbursed.

VII. EMPLOYEE REIMBURSEMENT PROCESS

- A. While most travel expenses are paid directly by the District, employees may be reimbursed for eligible out-of-pocket travel expenses (e.g. meals, parking, taxi, tolls) using the “Travel Claim Form” <http://www.buffaloschools.org/DocumentLibrary.cfm?subpage=87496>
- B). NOTE: The form is designed to be opened in Microsoft EXCEL, filled out, printed, and then signed where appropriate. Requisitions are not necessary.
- i. A Travel Claim Form must be completed and signed by each employee requesting a reimbursement.
 - ii. The form must include an itemized detail of the reimbursable charges by type and day for each day a reimbursement is requested.
 - iii. Actual itemized receipts for all charges must be attached (please tape receipts to a blank sheet of 8.5 x 11 paper. (NOTE: avoid putting tape directly over the printing on the receipt, as it causes the ink to fade). Receipts without detail are not reimbursable.
 - iv. A copy of the Travel Request Form and conference itinerary must be attached.
 - v. The Travel Claim Form must be approved the claimant’s Division head or a higher authority.
- B. The completed Travel Claim form must be forwarded to the Audit Department, in 818 City Hall within twenty (20) calendar days of the return date. Incomplete forms will be returned to the preparer; late claims will be denied.
- C. Audit will communicate denied reimbursements to the employee in writing and will allow the employee to respond in writing with any additional information supporting their claim. Audit will request a meeting or additional documentation if appropriate.
- D. The Audit Department will be the final judge on the business purpose of all claimed expenses and whether or not they will be reimbursed. Any item not specifically identified in this document as being reimbursable will not be reimbursed without preapproval from Purchase or Audit.
- E. The approved reimbursement will be paid as a NON-taxable employee reimbursement as part of the employees regularly scheduled payroll.

VIII. OTHER ITEMS

- A. Non-employee travel – all non employee travel (e.g. parents and students) requires formal approval by the full Board of Education. Reimbursements for non-public school teacher travel paid through Title I or Title IIA are not subject to this requirement.
- B. Cancellation or change of travel – in rare instances where an employee must change or cancel

travel, due to unavoidable and unforeseen circumstances, the employee must appropriately document the reasons, in writing, if there is any cost to the District.

- C. Non compliance with these regulations may result in a written reprimand which will be inserted into the employee's personnel file. Multiple offenses may result in a ban from District paid travel.