

# Conroe Independent School District

## Finance Manual

### Section IV

#### Purchasing and Warehouse Guidelines

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## Preface

The Conroe Independent School District's *Purchasing and Warehouse Guidelines* are intended to be a guide to help you understand purchasing procedures of our District. By providing information concerning the procedures for purchasing and bidding, these guidelines will assist in the understanding of the complex financial requirements of the educational world in which we live.

The main focus of the Purchasing Department is to facilitate the acquisition of goods and services in accordance with state and federal law in order to meet the needs of schools and departments. Our focus is on educating staff members primarily responsible at the campus and department levels for purchasing so that they can make purchases in a timely and accurate manor.

We strive to give our customers the confidence and support they need to be successful. Although oversight of the purchasing process is still centralized, most purchasing decisions are site-based. By placing the majority of the decision-making power in the hands of principals and directors, we encourage the control of expenditures and get the most value for the dollars available.

Suggestions for improvements in these procedures are always welcome.

Please remember: Success in school business can only come from a unified effort, and our successes help to provide the best for the students of Conroe ISD...

## I. RESPONSIBILITY FOR PURCHASING

### A. Purchasing Policy

1. Complete purchasing policy and procedures followed by the district may be found in the Texas Education Agency [Financial Accountability System Resource Guide \(FASRG\)](#) in the Purchasing Module.
2. FASRG can be accessed through the TEA website at: [http://tea.texas.gov/Finance\\_and\\_Grants/Financial\\_Accountability/Financial\\_Accountability\\_System\\_Resource\\_Guide/](http://tea.texas.gov/Finance_and_Grants/Financial_Accountability/Financial_Accountability_System_Resource_Guide/)
3. Federal procurement guidelines followed by the District may be found in the [Education Department General Administrative Regulations \(EDGAR\)](#) Section 200
4. Board policies pertaining to purchasing can be accessed through the CISD website at: <http://pol.tasb.org/Home/Index/909>

### B. Purchasing Authority - EC 44.0312(a)

1. The following persons are delegated the authority to act as agents for Conroe ISD in carrying out the purchasing activities of the district:
  - a) Chief Financial Officer
  - b) Director of Purchasing
2. Each Principal acts as purchasing agent for all expenditures made from his/her campus Activity Fund.

## II. LEGAL BASIS FOR COMPETITIVE BIDS & QUOTES

### A. Bids, Proposals and Quotes (General Funds)

1. Purchases less than \$50,000  
The following limits apply to the TOTAL requisition amount, not the cost of a particular item. Requisitions cannot be split to avoid obtaining quotes.
  - a) Requisitions totaling less than \$25,000 – at least one written quote attached to requisition
  - b) Requisitions totaling \$25,000-\$49,999 – three (3) different quotes must be obtained from **non-awarded vendors** (i.e. non-bid, non-cooperative), or a combination of non-bid and non-cooperative vendors, and linked to the purchase requisition in PDF format. If purchasing from an awarded bid vendor or cooperative vendor, only one quote is required up to \$50,000, but is advised to get multiple quotes to help determine best value. All quotes must be attached to requisition.
  - c) Sole Source Purchases – Must be approved by Purchasing Department.

2. Purchases greater than \$50,000
  - a) All school district contracts for the purchase of **goods and services valued at \$50,000** or more in the aggregate during a 12-month period must be competitively bid. EC 44.031  
Exceptions to 2a:
    - 1) Professional Services - architect, physician, certified public accountant, attorney, surveyor, engineer, or state certified real estate appraiser EC 44.031(f)
    - 2) Sole Source Items - items only available from one source covered by a patent, copyright, or monopoly; films, books, manuscripts; utility services; and captive replacement or component parts for equipment repair. EC 44.031(j)
    - 3) Emergency repair or replacement of school equipment that has been damaged or destroyed with the approval of the Board of Trustees or designee. EC 44.031(h)
    - 4) Computers with an annual aggregate value above \$15,000. EC 44.031(k)
    - 5) School buses with an annual aggregate value greater than \$20,000. EC 44.031(l)
  - b) These contracts must be preceded by a competitive pricing Mechanism. EC 44.031(a)
    - 1) Competitive bids for services other than construction services
    - 2) Competitive sealed proposals for services other than construction services
    - 3) Requests for proposals for services other than construction services
    - 4) An inter-local agreement based on bids or proposals that have gone through an acceptable competitive process (Cooperatives, such as Region 6 (EPIC 6) - Education Service Center, Harris County Department of Education, etc.)
    - 5) A method provided by Chapter 2269, Government Code, for construction services
    - 6) Reverse Auctions defined by Section 2155.062(d), Government Code
    - 7) Formation of a political subdivision corporation under Section 304.001, Local Government Code.
  - c) Notice is required for bids and requests for proposal:
    - 1) To be published once a week for at least two weeks prior to the deadline for receiving responses.
    - 2) In a newspaper for the county in which the school district's central office is located. EC 44.031(g)

## **B. Bids, Proposals and Quotes (Federal Funds - EDGAR)**

### 1. Purchases less than \$50,000

The following limits apply to the TOTAL requisition amount, not the cost of a particular item. Requisitions cannot be split to avoid obtaining quotes.

- a) Requisitions totaling less than \$3,500 (micro-purchases) – at least one written quote attached to requisition
- b) Requisitions totaling \$3,500-\$49,999 – three (3) different quotes must be obtained from vendors and linked to the purchase requisition in PDF format along with completed Quote Form.
- c) Sole Source Purchases – Must be approved by Purchasing Department.

### 2. Purchases totaling \$50,000 - \$150,000

Formal bidding process per EC 44.031 is required. Refer to procedures under General Funds.

### 3. Purchases greater than \$150,000

- a) Cost or price analysis must be completed prior to receiving bids or proposals.
- b) Independent estimates must be documented and presented for approval in order to begin the formal bidding process under EC 44.031.

## **C. Awarding Contracts**

In awarding a contract, the District shall consider:

1. Purchase price.
2. The reputation of the vendor and of the vendor's goods and services.
3. The quality of the vendor's goods and services.
4. The extent to which the goods or services meet the District's needs.
5. The vendor's past relationship with the District.
6. The impact on the ability of the District to comply with laws relating to historically underutilized businesses.
7. The total long-term cost to the District to acquire the goods or services.
8. For a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner:
  - a) Has its principal place of business in this state; and
  - b) Employs at least 500 persons in this state; and
9. Any other relevant factor specifically listed in the request for bids or proposals.

## D. Enforcement

1. District staff members commit a criminal offense if they make or authorize separate, sequential, or component purchases to avoid using competitive pricing mechanisms when required. EC 44.032(b)
2. District staff members commit a criminal offense if they fail to use competitive pricing mechanisms when required or award contracts for reasons other than those cited. EC 44.032(c)
3. Conviction of an offense results in an individual's:
  - a) Immediate removal from office,
  - b) Inability to serve in any public office in Texas for four years, and
  - c) Ineligibility to receive any compensation through state or local government contracts. EC 44.032(e)

## E. Bid and CSP/RFP Guidelines

1. Bid and proposal openings shall be conducted in a district office. LGC 271.026a
2. A bidder may withdraw a bid due to a material mistake in the bid. (Common Law)
3. Bids may not be changed for the purpose of correcting errors after they have been opened. LGC 271.026a
4. The Board of Trustees have the right to reject any and all bids. LGC 271.027a
5. Contract Length
  - a) Contracts obligate current District revenue only for the year in which they are awarded.
  - b) Multi-year agreements are permissible if they contain:
    - (1) The right of the Board to terminate the contract at the end of each budget, or
    - (2) An appropriate funding-out clause to allow termination should funds become unavailable to pay for the contract. LGC 271.903
6. Tie Bids
  - a) If the district receives two or more low bids that are identical, the selection of the winner shall be by the casting of lots
  - b) If only one of the bidders submitting identical bids is a resident of the District, that vendor will receive the award. LGC 271.901
7. Non-resident bidders must underbid resident bidders by not less than an amount by which a resident vendor would be required to underbid in the non-resident bidder's state (reciprocity). GC 2252.001; 2252.002
8. Inter-local Agreements between school districts, other local governments, and state agencies for the purchase of goods and services satisfies the requirement that contracts be preceded by a competitive pricing mechanism. GC 791.025 b, c

9. Texas Comptroller of Public Accounts may provide and the district may use state contract prices and vendors to satisfy the requirement that contracts be preceded by a competitive pricing mechanism. LGC 271.082
10. Purchasing Cooperatives
  - a) Cooperatives may be established by school districts, regional education service centers, county departments of education, and other local governments to pool goods and services needs in order to obtain optimal pricing.
  - b) The Board of Trustees must approve a contract with the governmental unit operating the cooperative designating a person to act for the district in all matters pertaining to the cooperative.
  - c) The governmental unit operating the cooperative may collect fees from the participating districts or governments to cover the cost of operating the cooperative. LGC 271.102
  - d) CISD has the ability to utilize the following governmental agencies or purchasing cooperatives, provided the District does not have a specific bid or quote in place for the commodity being purchased. Links to these agencies' websites can be found on the CISD Purchasing website.
    - 1) BuyBoard
    - 2) DIR (Department of Information Resources)
    - 3) Choice Partners, HCDE (Harris County Department of Education)
    - 4) HGAC (Houston-Galveston Area Council)
    - 5) Region 6 (EPIC 6)
    - 6) TCPN (The Cooperative Purchasing Network)
    - 7) Texas Comptroller of Public Accounts (CPA) – Non-automated and Automated Term Contracts
    - 8) U S Communities – Government Purchasing Alliance
    - 9) TIPS/TAPS (The Interlocal Purchasing System)
    - 10) ESC Region19 – Allied States Cooperative
    - 11) ESC Region 20 – PACE
    - 12) NJPA – (National Joint Purchasing Alliance)
    - 13) CTPA – (Central Texas Purchasing Alliance)
    - 14) TEEBC – (Texas Educational Employers Benefit Cooperative)
11. Food Service purchases for personal property exceeding \$50,000 must utilize a bid, proposal, state or federal contract, cooperative purchasing agreement, or inter-local purchasing arrangement due to federal school lunch program requirements.



## F. Law Code Abbreviations

EC - Education Code  
GC - Government Code  
LGC - Local Government Code  
H&SC - Health and Safety Code  
AC - Agriculture Code  
TAC – Texas Administrative Code  
PC - Penal Code  
V.A.T.S. -Vernon's Annotated Texas Statutes

## III STANDARDS OF CONDUCT

### A. Ethics

1. The District subscribes to the "Code of Ethics and Standard Practices for Texas Educators," (Board Policy, DH-Exhibit) which establishes proper conduct for district staff members. Principle I, Professional Ethical Conduct, clearly applies to those individuals engaged in the purchasing process. This principle includes the following standards:
  - a) The educator shall not intentionally misrepresent official policies of his/her school district or educational organization and shall clearly distinguish those views from his/her personal attitudes and opinions.
  - b) The educator shall honestly account for all funds committed to his/her charge and shall conduct his/her financial business with integrity.
  - c) The educator shall not use institutional or professional privileges for personal or partisan advantage.
  - d) The educator shall accept no gratuities, gifts, or favors that impair or appear to impair professional judgment.
  - e) The educator shall not offer any favor, services, or thing of value to obtain special advantage.
  - f) The educator shall not falsify records, or direct, or coerce others to do so.
2. All District staff members are public servants and therefore subject to Title VIII of the Penal code, regarding offenses against public administration, including bribery and corrupt influence (Chapter 36), perjury and other falsification (Chapter 37), obstructing governmental operation (Chapter 38), and abuse of office (Chapter 39). All District staff members shall perform their duties in conformity with District policy, ethical standards for professional educators, and state and federal law. Penal Code 1.07(41), Title VIII

**B. Conflict of Interest (Refer to Board Policy DBD local)**

**IV. CONTRACTS**

**B. Contracts/Common Law**

1. A District Purchase Order is an offer. A contract is created between the District and the vendor only when the vendor accepts the terms of the Purchase Order by causing the goods or services requested on the order to be delivered. The District's offer (Purchase Order) is a presentation to the vendor of what the District wants from the vendor and under what conditions (terms). Purchase Orders provide a uniform way for the District to make offers to vendors with all terms in writing. This is why it is critical to the purchasing process that the school or department receiving the goods or services immediately compares the delivery of it with the Purchase Order. If the vendor has altered the terms of the Purchase Order to the point where the recipient is dissatisfied, then a possible breach of the contract has occurred. In such a situation, Purchasing should be notified at once.
2. In the case of bids and request for proposals (all types), a different set of circumstances exists. Here, the offer is the vendor's bid or proposal. This is the vendor's offer to the District of what the vendor will sell the District and under what terms. The acceptance of an offer occurs when the Board of Trustees awards a bid or selects a proposal. (Note: the vendor may withdraw his offer [bid/proposal] at any time up until the offer is accepted [award made] by the Board.)
3. A contract is created between the District and the vendor after the bid is accepted by the Board and a District signatory signs a contract. A Purchase Order for the goods or services may be withheld or amounts substantially reduced by the Purchasing Agent if the needs of the District change and the materials or services are no longer needed even though the Board has accepted the offer.

**B. Contract Signatories**

Contracts exceeding \$50,000 after approval by the Board of Trustees may only be signed by the following:

- a) The Superintendent of Schools may sign any authorized and lawful contract on behalf of the Board of Trustees.
- b) The Chief Financial Officer may sign any authorized and lawful contracts on behalf of the Board of Trustees in absence of the Superintendent.

- c) The Chief Financial Officer is authorized to sign all purchase orders for the purchase of goods and services.
- d) The budget authority granted to a Principal or Director in no way authorizes them to execute contracts or make purchases in the name of the District.

### C. Lease Rental Contracts

Any contracts for rental, lease, lease purchase, or any other provisions that will extend past the fiscal year must:

- a) Have cancellation provisions and must be renewed by the issuance of a new Purchase Order for each fiscal year, (Attorney General of Texas Opinion No. M-950 dated September 14, 1971.) and
- b) Be approved by the Director of Purchasing or the Chief Financial Officer.

### D. Consultants Contracts

- 1. A consultant is an independent contractor, not an employee, which offers services to the public. A consultant usually maintains an office and usually provides the equipment and materials necessary for completing or performing a service. A consultant is paid on a fee basis for specialized services that are usually considered to be temporary or short-term in nature, normally in areas beyond the expertise of the employing entity's employees.
- 2. Consultants hired to perform a service will execute a written contract acceptable to the District, prior to the performance of the service. **Travel charges are not reimbursed by the District.** A copy of the signed contract must be attached to the requisition/request to pay consultant.

## V. PURCHASING PRINCIPLES

### The Purchasing Prime Directives

- Approval for purchases must be made prior to purchase.
- Request for payment without a purchase order approved by the Purchasing Department will become the responsibility of the person ordering the merchandise.

### General Guidelines

- The Purchasing Department must approve purchases via a requisition and assign a purchase order number before purchases are to be made.
- Employees should not purchase materials with their own money with the intention of being reimbursed by the district. Instead, the purchasing procedures outlined in this section should be followed.

#### A. Purchase Requisitions

**Purchase requisitions shall be submitted by the requestors to their Principal or department Director for approval. The Principal or Director must approve requisitions in the eFinancePlus system.**

1. Purchase requisitions may be prepared by any employee of a school or department. (Reminder: A purchase requisition is still a request until approved by the Purchasing Department and a purchase order is issued.)
2. The Purchase Requisition will be entered into the eFinancePlus system by the Principal's designee. Complete all fields. (Step-by-step instructions for entering requisitions in the eFinancePlus system are included on the Purchasing website.) Each campus/department shall have at least one "back up" designee to enter requisitions in the event of "primary" designees' absence.
3. Requests for goods or services totaling \$25,000 to \$49,999.99 require price quotes from at least three (3) non-awarded vendors, a single awarded vendor, or an approved sole source vendor before they will be processed. The quotes should include the company name, contact person, phone number, e-mail, and quoted prices.
  - a) For orders \$25,000 up to \$49,999.99, written quotes must be provided by three (3) different non-awarded or a single awarded vendor. These quotes should be linked to the Purchase requisition in PDF format.

4. Requests for goods or services totaling over \$50,000 in the aggregate for 12 months must be supported by a competitive pricing mechanism before purchases can be made. (Contact the Purchasing Department for assistance.)
5. Orders must not be deliberately split to avoid the necessity for quotes or competitive bids. This is a violation of state law (which includes component purchases, separate purchases, and sequential purchases).
6. Approval Authority - All Purchase Requisitions must follow the established routing for purchase approvals, beginning with the designated Director or School Principal. Requisitions involving Technology, Bilingual, Federal Funds, etc., must be routed through those departments as well for approval before being electronically sent to Purchasing. In the event a Director or Principal is absent he/she may designate approval authority to another person(s). **The budget authority granted to a Principal or Director in no way authorizes them to execute contracts or make purchases in the name of the District**

## B. Purchase Orders

**No purchases are authorized without issuance of a purchase order, as payment will not be made for such purchases. Anyone creating or authorizing such a commitment prior to securing a purchase order number will be held personally liable for payment of such agreement and/or may be liable to prosecution under the Texas Penal Code Chapter 39 Abuse of Office, Section 39.01.**

### General Purchase Order Procedures

1. Purchase Orders are issued on a daily basis by the Purchasing Department based on information submitted on the Purchase Requisition. When the Purchasing Department extracts the automated requisitions, they become purchase orders. The Purchase Order is computer-generated with budgeted funds encumbered at the time the requisition is issued in the eFinancePlus system.
2. A purchase order is considered to be only a purchase request until approved by the Purchasing Department.
3. The Purchasing Department extracts electronic purchase orders daily. Therefore, indicate that an order is a rush **ONLY** if it is needed immediately.
4. Contracts for Purchase will be put into effect by means of a purchase order(s) executed by the Chief Financial Officer after bids have been awarded to purchase goods or services, (or) and

the Purchasing Department has verified all purchasing requirements have been met.

5. **Goods and/or services should not be ordered or accepted (written or verbal) until an official CISD purchase order has been issued.** Any individual placing an order without a P.O. number will be responsible for payment of the invoice.
6. Purchase Orders shall not be modified by a school or department directly. If it becomes necessary to change an item quantity, or unit cost for an increase or decrease to an existing line, the school or department will submit a purchase order change in eFinancePlus. Instructions are located on the Purchasing web page under Information for Requisition Entry. All increases shall be approved by the Director or Principal. No approvals are necessary for decreases. Backup shall be attached to the Purchase Order. Purchase Order Change Request Forms are located on the Purchase web page and should only be submitted if the budget code has changed or if the order has been closed in error. The completed form will require signature approval for any request over \$100, and should be submitted electronically to **changeorders@conroeisd.net**.
7. Once a Purchase Order is issued, the same P.O. number cannot be used for reorders. When merchandise has been returned or damaged and a reorder of replacement merchandise is desired, a new Purchase Requisition must be submitted.
8. In the event it is necessary to cancel a Purchase Order, the secretary/requisitioner must advise the vendor in writing by use of the PO Cancellation Form (located on the Purchasing Department website) as to why they wish to cancel the order. The Purchasing Department will liquidate the encumbrance once the "signed" form is returned by the vendor to **cancelpofoms@conroeisd.net**.
9. The Purchasing Department will:
  - a) Verify compliance with bid laws (as indicated by the comments' line of the requisition – sole source, DIR, EPIC 6, CISD bid #, CISD quote #, TCPN, etc.).
  - b) Verify correctness of coding according to the Finance Manual, and
  - c) Give final approval if everything is in order or reply via e-mail to the requisitioner if a problem exists.
10. Following final approval, the purchase order will be mailed, sent electronically or faxed. Copies of the purchase order will be available to view by the appropriate department via eFinancePlus.

### C. Open Purchase Orders

1. Open purchase orders will ONLY be issued at the discretion of the Purchasing Department.
2. Open purchase orders and/or open accounts are established with vendors by the Purchasing Department only through Board approval of contracts/agreements, competitive bids, proposals or by quotes. Purchase Orders not issued in this manner are considered to cover a one-time single purchase per each Purchase Order number assigned.
3. Invoices/ receipts on open Purchase Orders are to be attached to the Receiving Copy of the Purchase Order, signed by the Director responsible for the purchases, and forwarded to Accounts Payable.

### D. Online Purchasing Instructions

Online purchases are required for Daniel Office Products, School Specialty, and Office Depot companies unless items are unavailable online or you have secured special pricing. Online purchases require a one-line purchase order entered in eFinancePlus that includes the online order # in the description (ONLY one online order # per PO). Instructions can be found on the purchasing website.

### E. Material Preview Purchase Order

1. Materials to be previewed must be ordered on a Purchase Order in the usual manner. All usual conditions for issuing a Purchase Order shall apply.
2. Review of the materials must be made **within fourteen calendar days** after receipt of merchandise. A decision whether to keep or return the materials must be made in a timely manner because State law requires that vendors be paid within thirty days.
3. The original encumbrance on the Purchase Order cannot be reduced because the materials have been returned, but only upon acknowledgment by the vendor with a credit memo.

## **VI. INTERNAL PROCEDURES**

### **A. Specifications**

1. Preparation of specifications shall be the responsibility of the using school or department. The responsibility of the Purchasing Department is to review the specifications, assist with adjustments and make recommendations, to ascertain whether competitive bids can be obtained, and assure that Board policies and local, state, and federal laws are followed regarding the purchase.
2. Specifications must contain adequate technical descriptions to clearly identify for prospective bidders the type of material, equipment, or services required. In addition to the detailed specifications, brand names, model numbers, and like descriptions may be referred to as product specifications to inform prospective bidders of the minimum requirements. Descriptions must include quantitative data such as size, weight, or volume and qualitative data such as commercial grade, texture, finish, strength, chemical analysis, or composition where possible.

### **B. Vendor Registration**

1. The Purchasing Department maintains a database of vendor information. The list is based on categories derived from goods or services for which the District has taken bids or intends to take bids. A vendor may register online with Conroe ISD at <http://www.conroeisd.net/department/financial-services/purchasing/>. Vendors register based on categories/commodities they offer.
2. Registered vendors are notified of bid opportunities by email generated by the e-bidding system based on the categories for which they registered.

### **C. Equipment Warranty, Maintenance, and Repair**

For repair of equipment that has been received and paid, a School or Department has one of the following options:

1. If the equipment is under warranty, contact the vendor from whom it was purchased. If the product was purchased through a District bid, contact Purchasing. (Warranties start the day the equipment is received even if school is not in session and the item is not put in use right away.)
2. If the equipment is no longer under warranty, contact the Maintenance Department for repair assistance.



3. For those items covered by outside maintenance contracts such as duplicating equipment, copiers, and some software, contact the appropriate service company holding a maintenance agreement with the District.
4. For all computer equipment, contact the Technology Repair Department.

#### **D. Open Records**

All information collected, assembled or maintained by governmental bodies pursuant to law or ordinance or in connection with the transaction of official business is public information and available to the public during normal business hours of any governmental body with certain exceptions. **Three exceptions clearly concern the purchasing operation found in: Texas Education Code Title 110A, 6252-17a, Section 3**

1. information, which if released, would give advantage to competitors or bidders;
2. information pertaining to the location of real or personal property for public purposes prior to public announcement of the project, and information pertaining to appraisals or purchase price of real or personal property for public purposes prior to the formal award of contracts therefore;
3. trade secrets and commercial or financial information obtained from a person and privileged or confidential by statute or judicial decision;

The concern is that information is not disclosed at inappropriate times leaving the District unprotected. A formal Open Records Request must be filed with the District's Legal Department prior to the release of any information.

#### **E. Sales Taxes**

1. Conroe Independent School District is exempt from the payment of state sales taxes by the fact it is a political subdivision of the State of Texas.
2. Staff members may not use the District's tax-exempt status for purchases of personal property. Anyone avoiding the payment of sales tax by using this exemption may be liable for prosecution under Texas Penal Code, Chapter 39, Abuse of Office, Section 39.01. (This also applies to booster clubs, PTOs and other outside organizations – they must apply and receive their own tax-exempt status.)

3. All Purchase Orders notify vendors of the District's tax-exempt status. When placing a confirming Purchase Order with a vendor, the school or department should indicate to the vendor that the District holds this exempt status and should not be charged tax.

## F. Quotes

1. The term quote is used to identify the task of securing pricing information from a vendor for goods or services for a predetermined length of time.
  - a) Written quotes must be requested from three (3) non-awarded vendors for one-time purchases between \$25,000 and \$50,000, one quote from an awarded vendor, or a combination of awarded and non-awarded vendors.
2. Complete the interactive form, "Quote Form," found on the Purchasing website.
  - a) List at least three (3) non-awarded vendors and/or combination of awarded and non-awarded sources (bid/quote number, or if using a co-op, the co-op name and current contract number).
  - b) All quotes must be attached to the purchasing requisition in PDF format prior to moving through the designated approval route for that type of purchase.

## G. Delivery and Receipt of Orders

1. ALL ORDERS **MUST** BE DELIVERED TO THE NORTH CENTRAL WAREHOUSE (727N), SOUTH CENTRAL WAREHOUSE (727S), or the Technology Learning Center Warehouse (728). A list of campuses (warehouse assignments) is available on the Warehouse website.

### Exceptions

- c) Technology hardware and repairs (delivered to Technology Department – 728)
- d) Live specimens & chemicals
- c) Library books and videos (large orders with attachments ship to campus)
- d) Book binding (ship to 728)
- e) Trophies
- f) Daniels Orders
- g) Unusually heavy or bulky orders, such as lumber, clay, appliances, or any item over 50 lbs.

- h) Items for which installation is part of the purchase price
  - i) Large lots of furniture, such as desks and/or chairs
  - j) Repaired instruments
  - k) Pianos
  - l) Formal gowns, tuxedos and items transported in hanging clothes racks
  - m) Uniforms (Drill Team, Cheerleader, Band, etc.)
  - n) Subscriptions
  - o) Pickup orders
2. The delivery address on the purchase order must be the North Warehouse at 420 Cochran, Conroe, or the South Warehouse at 27075 Geffert Wright Road, Spring, and cannot be changed unless authorized by the Purchasing Department. (TLC Warehouse)
  3. Do not allow vendors to deliver goods to a campus if the purchase order states otherwise. If they try to do so, direct them to the appropriate warehouse at the address(s) listed above.
  4. Do not pick up items from the vendor and deliver to the warehouse.
  5. No changes may be made to orders without written approval from the Campus/Department on an interactive PO Change Request Form and submitted electronically the Purchasing Department and approved by the Purchasing Department.
  6. All orders must be inspected within five (5) days. Claims for damages or incorrect orders need to be submitted promptly to the vendor. Contact your warehouse for assistance.
  7. Returning orders
    - a) If items were delivered by the Warehouse, contact them within three (3) days for pickup.
    - b) If items were delivered by a vendor, contact that vendor directly for pickup instructions.

## **VII. PURCHASE OF COMPUTER HARDWARE/SOFTWARE FROM DIR VENDORS**

1. All computer purchases, with the exception of those requested through the inventory system, must be made on a purchase order and delivered through the technology warehouse. Technology will then enter the computers/laptops on the CISD domain and Eduphoria for tracking purposes. The technology department will send an annual computer inventory to each principal and department head for validation.
2. If you plan to purchase a computer or computer hardware, contact the Technology Department and use the contracted awarded vendors.

3. The Coding Guidelines for Technology & AV Purchases can be found on the Purchasing Internal website under Information for Requisition Entry. It breaks down the code structure as well as routing for Department +“T” (i.e. Dept.: 003T) that adds a technology approval routing on specific related Technology equipment.

## **VIII. CISD WAREHOUSE (NORTH AND SOUTH) AND TECHNOLOGY (TLC) WAREHOUSE**

### **A. The Warehouse has two (2) main functions:**

1. Central receiving and distribution for all district purchases
2. Inventory of copier paper and other items for immediate purchases

**C. A warehouse inventory catalog can be accessed at any time from the *Warehouse website*. Contact your warehouse with any questions. Phone numbers for each warehouse can be found on the Warehouse website.**

**D. The Technology Department has an inventory of hardware and software. For information on their inventory or help in selecting hardware and software, contact Lewis Tadlock at (936) 709-7601.**

## **IX. CISD WAREHOUSE PROCEDURES**

### **A. ORDERING**

1. Ordering Inventory (Warehouse request) – Warehouse inventory is processed daily. If a requisition is entered AND approved by 2 PM, it will be processed and delivered on your next scheduled delivery day. If an emergency arises, call and we will do our best to deliver it to you ASAP. When ordering from the warehouse, be sure you are in your campus' respective warehouse. The 'ship to' code will be YOUR CAMPUS NUMBER. You may print a list of inventory from either the north or south page. **\*\*You MUST hit the FINISH button when approving warehouse requisitions. \*\***
2. **Purchase Orders to Vendors** – When entering a description, list the model number first, then the description. It has to be enough of a description that the warehouse knows what it is and what it includes. Ex: QT41X- – Wooden Geometric blocks, set/12. **List the main description on the first 2 lines of the text box.** Do not list any warehouse delivery information in the Notes section of the requisition. The warehouse does not see the PO Notes. State the warehouse delivery instructions in the Attention line. Ex: Jane Doe/ Room 210.

3. **School Specialty Companies' and Amazon Orders** – All delivery information is programmed by the Purchasing Department and cannot be changed at the campus level. For questions, or for more information, contact Kelly Potts-Staub @ 936-709-7705.

## **B. DELIVERING**

1. The delivery schedule is available in the Frequently Asked Questions section on the Warehouse website. Campus deliveries are made Monday through Thursday with Fridays designated for textbooks and special deliveries.
2. **No delivery or pick up will be made without prior knowledge of Warehouse Lead and/or Supervisor.**
3. All boxes/packages from the Warehouse will have the school name and purchase order number written in GREEN marker. This is to help identify items shipped through the Warehouse.
4. Please verify the NUMBER OF BOXES you are signing for against the number on the JUMPTRACK system.

## **C. WAREHOUSE PAPERWORK (JUMP TRACK SYSTEM)**

There are three (3) basic forms emailed to the campus secretary each designated delivery day:

1. **P.O. Lister** – copy of the purchase order; this reflects items being shipped.
2. **Warehouse Requisition** – lists supplies that have been ordered out of '727N' or 727'S' inventory.
3. **School Specialty Co.** – copy of School Specialty orders.

**NOTE** – You need to re-verify the contents of each box within five (5) school days, not upon delivery. If there are any discrepancies, please contact your warehouse as soon as possible.

**Your campus secretary (or designee) will also receive an automated email from our delivery signature program (ECI Jumptrack).** This email will show who signed for the package and the time and may be used for multiple campus items (Ex: student insurance forms, etc.) where no paperwork is necessary. **All items delivered through the warehouse are received on the eFinancePlus system by the warehouse. It is NOT necessary for you to do so.**

## D. PROCESSING

1. Merchandise is shipped to the warehouse when a purchase order is generated. Inspection, clarification, and documentation follow in an expedient manner. Problems such as damaged or incorrect items and duplications arise. Solving these problems is part of the process and delays do occur. We will work closely with the vendor, accounts payable, and the appropriate campus to resolve any issues as soon as possible.
2. The following items should be delivered directly to your campus (NOT to the warehouse): live specimens, subscriptions, extremely heavy items such as weight room equipment and clay, trophies, any items needing to be installed, library books and videos (large orders with attached lists), book binding, large lots of furniture, repaired instruments, apparel transported in hanging clothes racks (formal gowns & tuxedos), uniforms (drill team, cheerleader, band, etc.), pickup orders. All software and computer hardware should go through the TLC warehouse '728'.

## E. RETURNS

1. If a return is necessary, call your warehouse to begin the return process.
2. Many times, problems with an order are better explained to the vendor by you. When in contact with the vendor, be sure to ask for the following:
  - a) Who is paying for the return?
  - b) Is return authorization # required?
  - c) If the campus is paying, to what address is it being returned?

Pass this and any other pertinent information on to the warehouse. This will ensure your items are correctly returned and you receive the credit or replacement that is due. Keep us informed as we intermediate between Accounts Payable, the vendor and you.

***\*\*If it comes through the warehouse, it should be returned through the warehouse. \*\****