Fair Lawn Public Schools
Purchasing Manual

Brooke Bartley
Business Administrator/Board Secretary

2020-2021
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Revised July 22, 2020
INTRODUCTION AND PURPOSE

The purpose of this Purchasing Manual is to assist all Board of Education employees in the proper purchasing practices to be in full compliance with:

- New Jersey Administrative Code N.J.A.C. 5:34-1 et seq.;
- Board of Education Purchasing Policies;
- Federal Procurement Code--2 CFR 200.317 et seq., when applicable;
- NJQSAC Fiscal DPR Indicator #15;
- Local Finance Notices – NJ Division of Local Government Services; and
- Other laws and administrative code when applicable.

The Purchasing Manual is designed to achieve three (3) goals:

1. Compliance with the law, code and board policy on purchasing;
2. Promote efficiency in the purchasing practices; and
3. Achieve savings of money through proper purchasing practices.

Proper Planning
We ask you, the user of the purchasing system, to help achieve these goals through proper planning. Please allow yourself enough leeway between generating a purchase order and the actual date materials or services are needed. Please think of purchasing in terms of a whole year. What items and services do you need on an annual basis? Through proper planning, we can eliminate much of the frustration that is encountered with all public school purchasing procedures.

Who Should Review this Manual?
This manual should be reviewed with all administrators, department heads, teachers, secretaries, and others who are involved in the purchasing process. It is imperative that everyone adhere to all purchasing laws and guidelines.

If you have any questions concerning the following guidelines, please do not hesitate to call the Business Office, Extension 7093.

Mandatory Training
All school personnel involved in the requisition and purchasing process shall attend an annual mandatory training session concerning proper purchasing procedures. The training will be presented in two (2) sessions:

Session I—Purchasing Procedures
All administrators, supervisors and principals, pursuant to N.J.A.C. 5:34-1.1 (b), shall attend this mandatory training session on purchasing procedures.

Session II—Requisition and Purchase Order Process
All school personnel involved in the preparation of requisitions and purchase orders shall attend this mandatory training session.
**ETHICS AND CONDUCT IN PURCHASING; VENDOR RELATIONS**

All district employees are to practice exemplary ethical behavior in the purchasing process. Employees are to avoid any action that may be considered a conflict with their position with the district and those dealings with vendors who provide goods and services to the district. All district employees should adhere to the following terms and conditions of the Board’s policy on Ethics and Conduct in Purchasing: Vendor Relations.

**Federal Code of Standards of Conduct**

The board of education, pursuant to **Federal Regulation 2 CFR 200.318 (c) (1)**, hereby acknowledges the Ethics and Conduct in Purchasing section to be applicable to the selection, award and administration of contracts using federal funds. The code of conduct also applies to all purchases, notwithstanding the source of funding.

**A. Financial Interest in any Contract with the Board of Education--Prohibited**

No employee or Board member may have a direct interest in any contract or agreement for the sale of goods and services to the Board of Education, nor receive any benefit, compensation or reward from any contract for the sale of goods and services to the Board of Education.


**B. Solicitation/Receipt of Gifts from Vendors--Prohibited**

School Board members, school officials and employees, or members of their immediate family are prohibited from soliciting, receiving or agreeing to receive any compensation, reward, employment, gift, meal, honorarium, travel, reimbursement, favor, loan, service, or **other thing of value** from any person, firm, corporation, partnership, or business that is a recipient of a purchase order from the district, or a potential bidder, or an applicant for any contract with the district, based upon an understanding that what is solicited or offered was for the purpose of influencing the Board member or school employee in the discharge of their official duties. This policy shall be consistent with the School Ethics Act—N.J.S.A. 18A:12-21 et seq.

**C. School District Responsibility-- Favoritism; Family Members; Businesses**

School officials and employees who recommend purchases shall not extend any favoritism to any vendor. Each recommended purchase should be based upon quality of the items, service, price, delivery, and other applicable factors in full compliance with N.J.S.A. 18A:18A-1 et seq.

School officials and employees are to avoid recommending purchases from members of their families, businesses that employ members of their families and from businesses in which the official, employee or members of their immediate family have a direct financial interest.

School officials and employees who are authorized to sign off on purchase orders and/or to recommend purchases or business transactions by virtue of their signature on the purchase order certify that their actions are consistent with this policy and all applicable statutes.

**D. Vendor Responsibility--Doing Business with the Board of Education**

Any vendor doing business or proposing to do business with the Fair Lawn Board of Education, shall neither pay, offer to pay, either directly or indirectly, any fee, commission, or compensation, nor offer any gift, gratuity, or other thing of value of any kind to any official or
employee of the Fair Lawn Board of Education or to any member of the official’s or employee’s immediate family.

No vendor shall cause to influence or attempt to cause to influence, any official or employee of the Fair Lawn Board of Education, in any manner which might tend to impair the objectivity or independence of judgment of said official or employee.

E. **Vendor Certification**

Vendors will be asked to certify that no official or employee of the Fair Lawn Board of Education or immediate family members are directly or indirectly interested in this request or have any interest in any portions of profits thereof. The vendor participating in this request must be an independent vendor and not an official or employee of the Fair Lawn Board of Education.

F. **Violations of the Policy--Sanctions**

In accordance with N.J.S.A. 18A:6-8, any school district employee who violates the terms of this policy may be subject to withholding of annual increments, suspension, demotion, school ethics complaint, termination and/or revocation of license to teach or to administer.

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**Conflict of Interest Certification—Request for Proposals and Competitive Contracting Proposals**

No employee, officer, or agent of the Board of Education may participate in the selection, award, or administration of any contract, if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. Ref. 2 CFR 200.318 (c) (1)

School district employees who are part of an evaluation committee to review responses to Request for Proposals (RFP) and/or to Competitive Contracting proposals will be required to complete a Conflict of Interest certification in accordance with N.J.A.C. 5:34-4.3 (e) (f).

**Possible Conflict of Interest—Contact the School Business Administrator**

Any school employee, who thinks there may be a potential conflict of interest with a recommendation of award with any vendor doing business with the district, is encouraged to contact the School Business Administrator for guidance.

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**CRIMINAL CODE CITATIONS**

All school employees are reminded of the following New Jersey Criminal Code citations:

**2C:27-9 Unlawful Official Business Transaction**

“A public servant commits a crime of the fourth degree if, while performing his official functions on behalf of the government entity, the public servant knowingly transacts any business with himself, a member of his immediate family, or a business organization in which the public servant or an immediate family member has an interest.” (N.J.S.A. 2C:27-9)
2C:27-10 -- Acceptance or Receipt of Unlawful Benefit by Public Servant for Official Behavior
“A public servant commits a crime in the fourth degree...if the public servant directly or indirectly, knowingly solicits, accepts or agrees to accept any benefit, whether the benefit inures to the public servant on another person, to influence the performance of an official duty or to commit a violation of an official duty.” (N.J.S.A. 2C:27-10)

PUBLIC SCHOOL PURCHASING—LEGAL AUTHORITY

Authority to Purchase—School Business Administrator/Board Secretary
The purchase of goods and/or services by a Board of Education is governed by state statutes, administrative code and Board policy. New Jersey State Law 18A:18A-2(b) assigns the legal authority to the Purchasing Agent to make purchases for the Board of Education.

The Purchasing Agent is the only individual in the school district that has the authority to make purchases for the board of education. The terms “Purchasing Agent” and “School Business Administrator” will be used interchangeably throughout the manual.

Authorized Purchases
All requests for purchases of goods and/or services must be made through an approved purchase order signed by the Purchasing Agent, prior to the goods or services to be received.

Purchase Order--Defined
A purchase order, pursuant to N.J.S.A. 18A:18A-2 (v), is a document issued by the Purchasing Agent authorizing goods or materials to be ordered for the school district or work/service to begin. No goods or materials may be ordered or work/service be authorized to begin by any other individual in the school district other than the Purchasing Agent.

Unauthorized Purchases
Any school district employee who orders and/or receives any materials, supplies or services without first going through the approved purchase order process has made an unauthorized purchase.

Unauthorized purchases are a violation of State Law and Board Policy.

Penalties listed below may be assigned by the Superintendent of Schools for unauthorized purchases:

Penalties for Unauthorized Purchases
- First Offense Verbal Warning and Pay for Purchase
- Second Offense Letter in Personnel File and Pay for Purchase
- Third Offense Suspension and Pay for Purchase
- Fourth Offense Loss of Increment and Pay for Purchase
- Fifth Offense Loss of Employment, Tenure Charges and Pay for Purchase

Corrective Action for Non-compliance
1. Memo to Administrator
If the Purchasing Agent has determined that an unauthorized purchase has been made, a memo will be sent to the responsible administrator advising the administrator of the unauthorized purchase. The Superintendent of Schools shall receive a copy of the memo.

2. Memo to Superintendent
   The responsible administrator shall prepare a memo explaining the reasons why proper purchasing procedures were not followed. The memo will be attached to the purchase order and a copy of the memo will be sent to the Superintendent of Schools.

3. Letter to Vendor
   The Purchasing Agent will also send a letter to the vendor who provided either unauthorized services or goods. The letter will advise the vendor that payment may not be made for the unauthorized purchase. The Board Attorney will be copied on the letter.

   At any time, during the Corrective Action Process (CAP), the Superintendent may invoke the penalties for non-compliance.

District Sanctions for Violations
All district employees are reminded that the school district may receive sanctions because of unauthorized (confirming) purchases. Employees are to note the following consequences of such actions:

1. Withholding of State Aid—N.J.A.C. 6A:23A-5.4
   The Commissioner of Education may withhold State funds from any school district that fails to obey the provisions of the Public School Contracts Law—N.J.S.A. 18A:18A-1 et seq.

2. NJQSAC Fiscal DPR Indicator #15
   The school district is subject to a penalty of four (4) NJQSAC points by not being in compliance with the Fiscal District Performance Review Item #15, which prohibits confirming or unauthorized orders.

3. Audit Finding and Recommendations
   All financial transactions are subject to audit review. The district may receive an audit finding and recommendation for unauthorized (confirming) purchases. Repeat audit findings may lead to sanctions against the school district.

4. Employee Sanctions
   The Superintendent of Schools may recommend to the Board of Education the filing of sanctions against any employee who does not comply with federal and state purchasing laws and code, board policy and district purchasing procedures. The sanctions may include, but are not limited to, paying for any unauthorized purchase, withholding of increment, suspension or tenure charges.

Purchasing Prohibitions

1. Employees Prohibited from Signing Contracts—Prohibition
   Board of Education employees are prohibited from signing any contract offered by a vendor. The power to sign and execute contracts after Board of Education approval lies with the Board President and the Board Secretary. This includes free trial contracts signed by clicking online.
Contracts signed by an employee shall be considered non-binding by the Fair Lawn Board of Education with the employee accepting full responsibility for the costs of the contract.

2. Reimbursements: Employee--Prohibition
The Board of Education only recognizes an employee reimbursement purchase order when it pertains to tuition reimbursement, pre-approved travel, meals and conferences. The Board will not reimburse employees for items and goods personally purchased by the employee.

3. Student Activity Accounts--Prohibition
Purchases made through Student Activity Accounts may not be reimbursed with Board funds. Purchase orders made payable to Student Activity Accounts for the aforementioned purpose will not be signed by the Purchasing Agent.

4. Private Purchases--Prohibited
Goods and services procured by the Fair Lawn Board of Education are exclusively for the use of the Board and if applicable, other public and non-public schools. These goods and services are purchased through the signed purchase order process.

Employees of the Fair Lawn Board of Education are prohibited from purchasing privately goods and/or services off the bid prices and quotation prices offered by the vendors to the Board of Education.

**Purchasing Guidance**

1. Cancellation of Purchase Orders--Guidance
All requests to cancel purchase orders must be made in writing to the Business Office. Reasons explaining the need to cancel the purchase order must be outlined. The Purchasing Agent maintains the sole right to cancel purchase orders.

2. Contracts; Purchase Order Required--Guidance
The award of contract to a vendor approved by the Board of Education at a public meeting does not automatically authorize any employee to use the services of, or purchase materials from, the vendor.

All contract purchases require the issuance of a purchase order authorizing the purchase of services and/or goods and materials from the vendor. N.J.S.A. 18A:18A-2 (v). **Please Note:**
*When a contract has been signed with a vendor for a purchase, please upload and attach the contract to the Vendor Entry screen and to the purchase order in CSI Budgetary Accounting.*

3. Preview of Materials--Guidance
All staff members must receive permission from administrators, supervisors, or principals to preview materials. After the preview process has been completed, the item must be returned. If there is a desire to purchase the previewed item, then a purchase order must be prepared for a new item.
PURCHASE ORDER PROCESS

A. Preparing a Requisition

The person who prepares the requisition has certain responsibilities before the order is sent to the administrator, supervisor, or principal for approval. He/she is to ensure the following:

1. **Requisitions**--All requisitions are to be entered in CSI Budgetary Accounting.

2. **Requisition/Purchase Order Number**--The requisition/purchase order number should be assigned as the next number in the series of numbers that have been allocated to the preparer’s location.

3. **Vendor’s Name**--All Board checks are made payable to the vendor name (top line) listed on the purchase order/requisition. Please ensure the proper vendor name is printed on the requisition.

4. **Vendor’s Complete Address**--The purchase order must include the vendor’s complete address.

5. **Time Period Included**--The current budget year or the time period during which services will be rendered or goods will be provided must be included in the body of the purchase order/requisition.

6. **Description of Items, Services, Costs and Catalogue Numbers**--Items and/or services requested are to be described clearly with correct and up-to-date catalogue numbers/ISBN and costs. Brand name, model numbers, colors, sizes and other descriptive items are required. It is preferable to attach an online pricing quote.

7. **Shipping Costs**--Shipping and handling costs are to be added to all purchase orders. Please read the catalogue or contact the vendor to determine the actual shipping and handling costs. If you are unable to ascertain the actual charges, enter an estimated shipping and handling amount of 10%. In CSI type “S.” (without quote marks), then select 10% in the pop up window. CSI will automatically calculate 10% of the order as the shipping charge. If there is no shipping and handling charges, type on requisition/purchase order: “No Shipping or Handling Charges”

**Delivery Address**--Attention of -- The delivery address should include a name of a person or a specific department.

8. **Delivery, Types of**--The Board of Education recognizes two (2) types of delivery:

   a. **INSIDE DELIVERY**
   Items are to be delivered to a Board of Education location and taken off the truck by transportation carrier personnel and brought to a designated area inside the school or office building.

   b. **SPOTTED DELIVERY**
   Items are to be delivered to a Board of Education location and taken off the truck by transportation carrier personnel and brought to a designated area inside the school or office building.
office building. Transportation carrier personnel or specialized individuals are responsible to then uncrate, setup, assemble items to determine good working order and remove all debris to the satisfaction of the Fair Lawn Board of Education within five (5) working days. Please ensure that all purchase orders have the correct delivery designation.

9. **Total Cost**--CSI automatically totals all the lines on the purchase order.  
   **Minimum Order** -- the minimum order amount for all purchase orders is $25.00. Please try to plan and combine orders to exceed the $25.00 limit. **Make sure the quote or pdf of online order page is uploaded and attached to the purchase order in CSI for review.**

   Please verify your figures for accuracy. Please note: **The Board of Education is exempt from paying New Jersey Sales Tax.**

10. **Purchase Rationale**--A rationale for the purchase must be included in the final lines of the requisition (you may use the memo option so that the rationale does not print on the PO):
   - **Educational Rationale**--As a result of this purchase explain what will students learn or how students will benefit. Note any educational achievement or program that may be linked to this purchase.
   - **Operational Rationale**--How is this purchase of operational value to your school/office. Note any particular benefits to the district. Explain whether any goods/services are being utilized on a regular basis and whether they are useful on a long term basis.
   - **Food Purchase Rationale**--Food can only be provided for functions benefiting students, dignitaries and other non-district employees (e.g. parents). Please give the reason for the function and date. Please name individuals or groups attending the function (include names of employees and Board Members).

11. **Grant Information**--If the purchased items/services are to be paid with grant funds, a description of the grant (name and statute such as Title I) should be included after the rationale.

12. **Budget Code/Account Number**--Please be sure the correct Budget Code/Account Number is included on the requisition.

13. **State Contract Orders**--When ordering through State Contract vendors (minimum order $100.00) please include on the requisition:
   a. State Contract Number;
   b. **1NJCP** must be included on all State Contract requisitions and purchase orders;
   c. Shipping and Handling Included; and
   d. Appropriate documentation when required.

   Here is a link to the State Contract vendors and their pricing.  
   https://www.state.nj.us/treasury/purchasing/contract_types.shtml

14. **Purchasing Cooperative**--If ordering from a Purchasing Cooperative, the Cooperative name must be included in the body of the requisition. Also include the vendor’s contract number.

15. **Quotations**--If quotations are obtained, scan, upload and attach them to the PO in CSI using the Documents icon. You will be able to select the document type as Quotation/Proposal.
Attach all quotes obtained, including quotes from non-selected vendors. Please enter the quotation date and the quotation number on the requisition. Only indicate “See attached quote” if the vendor requires the quote to be sent with the voucher. This should be indicated on the last line of the requisition.

16. **Bids**—If bids are obtained, the Bid Date and Bid Number must appear on the requisition/purchase order. Most items requiring bids must be ordered through Educational Data Services Inc. Contact the Business Office for login credentials. Login to order at: [http://edsiq.ed-data.com/login](http://edsiq.ed-data.com/login)

There are two bid openings. The first is in February for items needed in the current year. The second bid opening is in May for items needed for next school year. All subject supplies (Art, PE, Science, Language Arts, etc.) should be ordered through the Subject Supervisors. This is a change to this ordering process. The principals should be ordering general classroom supplies only. These would be supplies that are not required for curriculum purposes. All curriculum related orders should always be done through the Subject Supervisors jurisdiction.

17. **Multi-Page Requisitions**—The number of pages is not limited. Entering each item on the requisition will allow accurate receiving information to be entered in CSI.

18. **Incomplete or improper purchase orders/requisitions will be rejected.**
   It is the requisition preparer’s responsibility to check the status of their requisitions and to correct any deficiencies in rejected requisitions.

19. **New Jersey State Sales Tax—School Districts Exempt**
   The Board of Education is exempt from paying New Jersey Sales Tax.

   New Jersey local school districts are political subdivisions of the State of New Jersey. Their purchases, are exempt from New Jersey sales and use taxes. The board is not exempt from paying out of state sales and use taxes.

   **ST-5 Form Not Required**
   An exempt organization ST-5 certificate or number is not required for the local school district, public school or board of education to make tax exempt purchases. ST-5 Exempt Organization Certificates are never issued to New Jersey government entities, including public schools. Their official letterhead or official purchase order, signed by a school official, is sufficient proof to the vendor that they are exempt from paying sales taxes. Payment must be made by a school check, including a student activity fund check, or a school voucher.

   *Reference—NJ Division of Taxation Tax Bulletin TB-49*

**B. Responsibilities of Administrator/Supervisor or Principal – Reviewing a Requisition**

Administrators/supervisors and principals must ensure the following is reviewed before the requisition is sent to the Assistant Superintendent/Superintendent:

1. **Funds Available**
   They must check to determine if funds were budgeted for the items included in the requisition. The CSI system will not allow entry of the requisition if funds are not available in the account code. The system can’t determine if the specific items were in the budget.
2. **Requisition Completion**
   They must check to determine that items 1-19 previously noted (Responsibilities of the Preparer) have been *properly completed*.

3. **Requisitions** are to be approved by the appropriate administrators using the CSI approval process.

4. **Printing the PO**
   When all the required approvals have been entered in CSI the PO will be printed on paper or to PDF and distributed for signature.

5. **Receiving Copy**
   Once the purchase order has been posted and mailed to the vendor, the Preparer may print the receiving copy. During the 2018-2019 school year, printed receiving copies will be phased out and replaced with online receiving using CSI. If CSI does not indicate that the PO has been issued within two (2) weeks of date that the requisition was prepared, please contact the Business Office.

C. **Responsibilities of the Assistant Superintendents of Schools**
   The Assistant Superintendents of Schools (or their assistants) should regularly check CSI for requisitions needing Assistant Superintendents/Superintendent of Schools approval. The Superintendent or the Assistant Superintendent reviews and determines the educational or operational value of each purchase order. The Assistant Superintendent/Superintendent reviews each Purchase Order Rationale and, if satisfied, approves the requisition/purchase order.

   The requisition/purchase order is then ready for approval by the Business Office.

D. **Responsibilities of Business Office**
   The Business Office reviews each purchase order. Special attention is given to the following:

   1. **Available Funds**--The CSI system will not permit a requisition to be finalized if there are insufficient funds in the account. When preparing a purchase order, be sure to check for funds availability.

   2. **What is being ordered and the cost**--The Business Office reviews the technical aspects of the purchase order to ensure compliance with State Law and Board Policy.

   The Business Office checks the cost of each item and determines if it can be purchased from another vendor at a savings. The Business Office also reviews whether the purchase order exceeds:

   - The Quotation Limit  
     $6,600.00
   - The Bid Limit  
     $44,000.00

   3. **Document Check – State Law**
   Pursuant to various State Laws, the Business Office must ensure the following documents are on file in the Business Office before the purchase order is signed and processed:
• Affirmative Action Evidence – Contracts $40,000.00 and over (cumulative)
• Business Registration Certificate (BRC) – Purchases $6,000.00 and over
• Chapter 271 – Political Contribution Disclosure Form (PCD) Purchases over $17,500.00 (cumulative)
• Iran Financial Disclosure Form
• IRS W-9 Form

4. **Review of Purchase Order** -- The purchase order is also reviewed for technical aspects such as:
   a. Account code incorrect;
   b. Shipping charges added;
   c. Proper approvals;
   d. State contract or purchasing cooperative numbers incorrect/missing;
   e. Vendor address incomplete; and
   f. Other items as listed in Section A.

   Incomplete or improper purchase orders/requisitions will be rejected.
   It is the requisition preparer’s responsibility to check the status of their requisitions and to correct any deficiencies in rejected requisitions.

If the Business Office is satisfied, the requisition and purchase order will be approved. The Business Office will then:

- Print or PDF the purchase order.
- Mail or email the purchase order to the vendor. (Buildings & Grounds and Transportation will mail or email the purchase orders for their departments.)

**The purchase order process, as explained, may take 5 – 10 days to complete. Please plan accordingly.**

5. **Transfer of Funds**--The Business Office processes purchase orders only if there are appropriate funds to cover the purchase. If sufficient funds are not available, the preparer must request an account transfer in CSI. An email notifying the Business Office of the transfer request should be sent to Joan Paris to expedite handling of the request. All transfers of funds have to be approved by the Board of Education at a public meeting.

In certain cases, some transfer of funds requests must be sent to the State Department of Education for review. Substantive transfers of money (more than 10% of the budget line item) must be approved by the State. Purchase orders that require a transfer of funds will be mailed to the vendors the day after the State Department of Education approves the transfers.

E. **Responsibility of the Vendor**

The Business Office sends to the vendor the purchase order and the voucher. If the purchase order amount is less than $6,600.00 (15% of the Bid Threshold per Title 18A Section 18A:19-3), the vendor is not required to sign and return the voucher. If the purchase order amount is $6,600 or more, the vendor must sign the voucher and return it to the Business Office with an invoice. If you
receive a signed voucher or invoice, send it to the Business Office. A check is prepared for the vendor once the Business Office has a:

- Signed Voucher (if required)
- All Packing Slips
- Invoice
- Receiving Copy Signed or Receipt entered in CSI

The award of a contract to a vendor approved by the Board of Education at a public meeting does not automatically authorize any employee to use the services of, or purchase materials from, the vendor.

All contract purchases require the issuance of a purchase order authorizing the purchase of services and/or goods and materials from the vendor.

**METHODS OF PROCUREMENT**

A. **Advertise for Bids (Purchases that exceed the bid threshold--$44,000)**

This method is used for procuring goods, materials, services and public work projects that exceed in the aggregate of the board of education approved bid threshold of $44,000.

**Examples of Bidding:**

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<td>Interactive Boards</td>
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<td>Calculators</td>
<td>Footwear</td>
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**Award of Contract--Lowest Responsible Bidder**

The common thread of all these bids is that the district has to award the contract pursuant to N.J.S.A. 18A:18A-4 (a) to the lowest responsible bidder.

N.J.S.A. 18A:18A-2 (l). "Aggregate" means the sums expended or to be expended for the provision or performance of any goods or services in connection with the same immediate purpose or task, or the furnishing of similar goods or services, during the same contract year through a contract awarded by a purchasing agent.
Bids and Purchasing:

1. **Bid Limit -- $44,000**

   The Fair Lawn Board of Education is restricted by New Jersey state law on how much money can be spent by the district for the entire year on materials, supplies and services.

   This restriction is called the **bid threshold** or **bid limit**. The bid limit is $44,000. This means that any specific item, class of items and/or services of a similar nature, purchased by the school district totaling in the aggregate more than $44,000 for the entire year, must be competitively contracted or advertised for bid. This restriction is for the entire district and not by location or schools.

   You cannot circumvent the law by splitting purchases to be under the $44,000 bid limit.

   Administrators, who have purchases that may exceed the $44,000 bid limit, are to contact the Business Office to begin planning the bid process.

   **The formal bidding process takes about 6-8 weeks to complete as explained the Appendix under Bid Process.**

2. **Annual Bids**

   The Board of Education, to be in compliance with N.J.S.A. 18A:18A-9, requests administrators/supervisors and school principals start to plan and prepare for Annual Bids. The proposed time lines are as follows:

<table>
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<tr>
<th>February-March</th>
<th>Administrators/Supervisors prepare technical specifications to be reviewed by Purchasing Agent.</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>Purchasing Agent prepares final bid specifications to be drafted in a manner to encourage free, open, and competitive bidding. Bids are advertised pursuant to the Public School Contracts Law.</td>
</tr>
<tr>
<td>May/June</td>
<td>Annual bids are received, opened and tabulated by Purchasing Agent.</td>
</tr>
<tr>
<td>May/June</td>
<td>Bid resolutions are prepared by Purchasing Agent for Board of Education review and approval.</td>
</tr>
<tr>
<td>June</td>
<td>Purchase orders are generated by Administrators/Supervisors and presented to the Purchasing Agent for services to begin on July 1st.</td>
</tr>
<tr>
<td>June/July</td>
<td>Purchase orders are generated for goods and materials to be delivered to the schools for August delivery.</td>
</tr>
</tbody>
</table>

3. **Bidding: Time Frame**

   As stated before, the formal bidding process usually takes about 6-8 weeks from start to finish. Please plan appropriately. An outline of the bidding process is located in the Appendix.
4. **Exceptions to the Bid Limit**

New Jersey State Law allows for some exceptions to the bid requirements. There are approximately twenty (20) exceptions where a Board of Education does not have to go for bid for goods and services. Some of them are:

- a. Purchasing through New Jersey State Contract;
- b. Professional services as outlined by New Jersey law;
- c. Textbooks, kindergarten supplies, student produced publications, library and educational goods;
- d. Legal notices, food supplies, milk, utilities, insurance, election expenses, travel and conferences; and
- e. Contracts with other government entities; county and state colleges.

* These purchases may be subject to the quotation process pursuant to N.J.S.A. 18A:18A-37(a) if practicable.

The Business Office should be contacted concerning exceptions to bidding.

B. **Quotations (Purchases that fall between $6,600 and $43,999)**

This method of procurement is used for contracts for goods, materials, services and public works projects that in the aggregate are between $6,600 and $43,999.

**Examples:**

- Athletic Trainer Supplies
- Fitness Equipment
- Tech Supplies
- Grounds Equipment
- Repair Services
- Musical Supplies
- Athletic Wear

**Award of Contract—Price and Other Factors**

The Board of Education is obligated to solicit at least two (2) competitive quotations and award the contract pursuant to N.J.S.A. 18A:18A-37 (a), to the vendor whose response is most advantageous, price and other factors included.

**Quotations and Purchasing**

1. **Quotation Limits--$6,600 through $43,999**

   The quotation limit (threshold) is now $6,600. This means that any specific item or group of items of a similar nature purchased by the school district, totaling more than $6,600 and less than $44,000 for the entire year, must be competitively quoted or advertised for bid at the discretion of the Purchasing Agent.

   You cannot circumvent the law by splitting purchases to be under the quote threshold.

2. **Quotation Process**
All quotations shall be in writing and will be coordinated by the Business Office. When a quotation is deemed necessary, the Administrator or Principal is asked to contact the Business Office. The Business Office will review these quotation specifications to determine whether they are set up to provide open and competitive quotations.

Please note: The formal quotation process could take about 2-4 weeks from start to finish. There will be no telephone quotations except in a case of extreme urgency.

3. **Receipt of Two (2) Quotations**
   Pursuant to N.J.S.A 18A:18A-37(a) the school district shall solicit two (2) quotations, if practicable. Evidence of the quotation process shall be kept on file. A copy of all of the quotations should be scanned, uploaded and attached to the PO in CSI.

**C. Request for Proposal—RFP**
---
This method is preferred for the following contracts:

- **Professional Services**
  - Medical
  - Auditing; Accounting
  - Legal
  - Engineering, Architectural
  - Special Education Related Services

- **Academic/Operational Services**
  - (Contracts less than $44,000)
  - Instructional Improvement
  - Educational Consultants
  - Professional Development

**Award of Contract—Evaluative Criteria**
The RFP method is designed to award the contract to the vendor based upon a list of criteria which include as recommended by the New Jersey State Comptroller’s Office with the

**Best Practices in Awarding Service Contracts (2010)**

- **Technical**
  - Submission of narrative how firm will provide services; planned approach; measurable results
  - Understanding how services will be provided

- **Management**
  - Business organization; staffing
  - Experience; and
  - Knowledge of district

- **Cost**
  - Fee proposal submission; cost analysis

The contract for an RFP contract does not; repeat, *does not* have to be given to the respondent who submits the lowest price. The evaluative criteria process is designed to award the contract to the respondent whose response will provide the highest quality services at fair and competitive prices.

**D. Competitive Contracting (Certain Contracts over $44,000)**
This procurement method is used for certain contracts over $44,000.00.

The district can only use this method for contacts that are outlined in NJ State Law 18A:18A-4.1. Some of the examples that are permitted are
• Proprietary Computer Software for Board Use
  1. Student Data Warehousing
  2. Student Information System
  3. Business Office; Human Resources Software
• Professional Development Services
• Educational Consultant Services
• Instructional Improvement Services

The award of contract is similar to the RFP award of contract. It is based upon the same evaluative criteria which are designed to award the contract to the respondent whose response will provide the highest quality services at fair and competitive prices.

The administrative process of Competitive Contracting as outlined in N.J.S.A. 18A:18A-4.1 et seq. and N.J.A.C. 5:34-4.1 et seq. is a rather lengthy process and make take 6-8 weeks to complete.

E. State Contract—NJ Start—Purchasing
Pursuant to N.J.S.A. 18A:18A-10 (a), a Board of Education may purchase goods and services through New Jersey Start (NJ START) contract vendors. If the purchase exceeds the bid threshold, the Board of Education must adopt a resolution awarding the contract.

It is the recommendation of the Purchasing Agent to procure the following equipment and supplies from New Jersey State Contract vendors.

1. Office Supplies and School Supplies
   The Purchasing Agent will distribute separate memos highlighting State Contract vendors who sell Office Supplies and School Supplies. Please review these memos with your staff.

   If you plan to purchase Office Supplies and School Supplies from the State Contract vendor, please follow the instructions on the memo.

2. Computers
   If you plan to purchase computers, please adhere to the following process prior to completing purchase orders for computers.
   • Contact the Director of Technology

   Please contact the Director of Technology at Ext. 7021. He will be able to assist you with the technical aspects and the State Contract requirements of purchasing computers.

3. Copiers—Approvals Needed—Superintendent, SBA and Board of Education
   If you plan to purchase a copier, please contact the Copy Center at Ext. 2367. All purchases of copiers must be pre-approved by the School Business Administrator and the Superintendent of Schools. All purchase of copiers through the State Contract GSA pricing require Board of Education approval pursuant to the requirements of N.J.A.C. 5:34-9.7.
Other State Contract Purchasing
The School Business Administrator is required to have Board of Education approval for all NJ State Contract purchases that exceed the bid threshold. All NJ State Contract purchases will be verified by the Business Office prior to processing.

Purchase Order Requirements--State Contract
All purchase orders made through NJ Start Contract vendors shall include the following:

1. State Contract Number;
2. State Contract System Identifier—1 NJCP
3. Notification of Award attached to the purchase order
4. Approved State Contract price list
5. Shipping and Handling included

OTHER PURCHASING PROCEDURES

A. Cooperative Purchasing
The Fair Lawn Board of Education may contract with Educational Data Services of Saddle Brook, NJ, or other cooperative purchasing agencies, to purchase items such as:

1. Office supplies
2. Copy duplicator paper
3. Science supplies
4. School supplies
5. Art supplies
6. Industrial Arts supplies

The Business Office shall provide to all administrators, supervisors and principals specialized training on using cooperative purchasing services.

B. Emergency Contracts
Emergency contracts are strictly regulated by N.J.S.A. 18A: 18A-7. A situation must exist affecting the health or safety of the occupants of school property that requires the immediate delivery of articles or the performance of a service to alleviate the emergency.

The emergency contract process is reviewed in the Appendix. Please note that the Superintendent of Schools must be notified first of all emergency purchase requests. Only the School Business Administrator may award an emergency contract.

C. EUS—Extraordinary Unspecifiable Services
The EUS procurement method is used for the procurement of insurance and insurance consultant services. The School Business Administrator will coordinate all EUS activities pursuant to N.J.S.A. 18A:18A-5 (a) (10) and N.J.A.C. 5:34-2.1 et seq.

D. Federal Funds—Procuring Goods and Service When Using Federal Funds
All non-federal entities (school districts) are to follow NJ Public School Contracts Law when procuring goods and services using federal funds except where the federal standards detailed in 2 CFR Part 200 are in conflict or more restrictive.
Effective July 1, 2015, school districts, when procuring goods and services using federal funds, are to comply with the **Uniform Administrative Requirements**—2 CFR Part 200.

**Federal Funds Procurement Thresholds—Use the More Restrictive Threshold**

<table>
<thead>
<tr>
<th>More Restrictive Threshold</th>
<th>Procurement Activity</th>
<th>Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $3,500</td>
<td>Micro-purchase; sound business practices</td>
<td>Fed. 200.320 (a); 200.67</td>
</tr>
<tr>
<td>$3,500-$39,999</td>
<td>Use of Quotations; Use of RFP’s</td>
<td>State 18A:18A-37 (a)</td>
</tr>
<tr>
<td>$40,000 or more</td>
<td>Use of Bids; Use of Competitive Contracting</td>
<td>State 18A:18A-4 (a)</td>
</tr>
<tr>
<td></td>
<td>Formal advertising</td>
<td>State 18A:18A-4.1 et seq.</td>
</tr>
</tbody>
</table>

E. **Increasing a Purchase Order Amount**

There may be times where a purchase order amount has to be increased to meet the needs of the district. The School Business Administrator, in accordance with N.J.A.C. 6A:23A-6.10 will identify and investigate the reason(s) for any increase to a purchase order. A request to increase a purchase order amount must be approved by the Business Office. Please use the Purchase Order Increase / Decrease form available on Info Link and in the Appendix.

F. **Vendors Doing Business with the District**

**New Vendors**

The Business Office must receive from vendors certain legal documents prior to issuing a purchase order. Depending on the amount of the purchase order in the aggregate the following documents must be in the possession of the Business Office:

- Affirmative Action Evidence—Certificate of Employee Information Report
- Business Registration Certificate from the State of New Jersey
- Chapter 271 Political Contribution Disclosure form
- Iran Financial Disclosure Form
- IRS W-9 Form
- Other documents required by Federal Procurement Code

See the Appendix for the Purchase Order Requirements Chart.

**Debarment, Suspension or Disqualification—(N.J.A.C. 17:19-1.1 et seq.)**

The Board of Education will not enter into a contract for work with any person, company or firm that is on the State Department of Labor and Workforce Development; Prevailing Wage Debarment List, or the State of New Jersey Consolidated Debarment Report (www.state.nj.us/treasury/debarred) or the Federal System for Award—SAM.gov.

G. **Renewal of Contracts—Services**

Any vendor contract for services other than professional services, may be extended or renewed by the Board of Education pursuant to the terms and conditions of N.J.S.A. 18A:18A-42 (o). The major conditions are as follows:
1. Renewal contract is awarded by Board resolution;
2. No contract shall be extended so that it exceeds five (5) consecutive years;
3. Any price increase shall not exceed the quarterly Index Rate; and
4. Terms and conditions of the contract remain substantially the same.

The Business Office will notify all administrators in March of the preceding fiscal year of any vendor contracts that are eligible for renewals.

H. Student Activity Account Purchases

I. The purpose of having student activity funds should be to finance the normal legitimate co-curricular activities of the student body organization. Only expenditures relating to student group activities, which benefit students, may be made from student activity accounts. Student activity funds are monies generated by students’ participation, authorized to be spent by students and expended on behalf of the students.

- **Signing of Contracts with Vendors--Prohibited**
  School officials are strictly prohibited of signing any contracts with vendors, unless expressly authorized by board resolution. All contracts with vendors shall be reviewed by the School Business Administrator, who if satisfied, will affix his signature to the vendor contract.

- **Purchases—Bids May Be Required—Discretion of School Business Administrator**
  The School Business Administrator is aware of the following exception to bidding.

  Goods and services paid with funds that: are raised by or collected from students to support the purchase of student-oriented items or materials, such as yearbooks, class rings, and a class gift; and are deposited in school or student activity accounts; and require no budget appropriation from the board of education; N.J.S.A. 18A:18A-5 (a) (21)

  It will be the determination of the School Business Administrator, whether an advertisement for bid will be required for a Student Activities purchase, which in the aggregate exceeds the bid threshold of $44,000.

- **Purchases—Quotations Required**
  Goods and services paid with student activity funds and require no budget appropriation from the board of education, are considered an exception to bidding under the New Jersey Public School Contracts Law. It is important to note however, that purchases less than the bid threshold may be subject to official quotations solicited by the School Business Administrator. Please alert the Business Office for any upcoming purchases that are more than $6,600.

- **Purchases—Board Resolution Required Exceeding the Bid Threshold**
  All purchases exceeding the bid threshold, currently $44,000, require prior board of education approval at a regularly scheduled meeting.

- **Board Resolution -- Pursuant to N.J.S.A. 18A:18A-5 (a) (21)** all purchases from the student activity account that exceed the bid threshold must be approved by board resolution prior to the purchase being made.
Purchases of yearbooks, school rings; catering hall for proms, may fall in this category. Fund-raising contracts that exceed the bid threshold in the aggregate require a board resolution.

**SELECT PURCHASING TOPICS**

A. **Meals; Refreshments and Catering**

The State of New Jersey Department of Education has provided guidance to school districts through Administrative Code N.J.A.C. 6A:23A-5.8 on Board expenditures for meals and refreshments.

The expenditure of public funds for meals and refreshments may be used for the following:

1. **Permitted Activities for Meals; Refreshments; Catering**

   - **Student Activities**
     Reasonable costs for light meals and refreshments directly related to activities that benefit students and are part of the instructional program are permissible. These activities must be part of the instructional program and not solely for student entertainment.

   - **Parent Activities**
     Reasonable costs* for light meals and refreshments for parent activities are permissible. It is expected that expenditures for this purpose will be minimal and infrequent—State code.

   - **Dignitaries**
     Reasonable costs* for light meals and refreshments for dignitaries as defined in State code, are permissible.

   - **Board Member Meetings -- N.J.A.C. 6A:23A-7.12(f)**
     Light meals and refreshments* are permitted for all Board members and for employees who are required to attend a Board of Education meeting.

   *Please note that costs for light meals and refreshments are limited as follows:

     - Breakfast $7.00 per person
     - Lunch $10.00 per person
     - Dinner $15.00 per person

     (NJ OMB Circular 16-11-OMB Section XI—Letter J)

**Documentation Required—Light Meals and Refreshments**

Documentation must be provided to support expenditures for light meals and refreshments. The following information is to be provided on the Purchase Order:

- Description of the activity;
- Purpose/justification of the activity; goal; objectives;
- Make-up of the group receiving the meals; and
- Names of employees and Board members included in the group.
2. Prohibited Activities—Meals and Refreshments

- **Athletic Activities**
  Light meals and refreshments served to guests at any athletic event, game or contest are not permitted.

- **Staff and Employees of the School District**
  Light meals and refreshments are not permitted for employees and staff of a school district, unless the staff member or employee is essential to a student activity where light meals or refreshments are being served. N.J.A.C. 6A:23A-7.12 (d); 6A:23A-5.8 (b) (4)

- **Honoring Employees**
  Receptions, dinners or other social functions held for or honoring any employee or group of employees are not permitted when public funds are being used. Please note: the use of public funds (purchase order) for the purchase of employee recognition awards is permitted. For example—Retirement Plaques!

3. Purchase of Food Supplies—Supermarkets

New Jersey state law and code excludes the purchase of food supplies from the bidding process if the food supplies are for the school cafeteria or home economics classes. Many schools and office have prepared purchase orders to:

- Peapod, ShopRite

Food supplies purchased from the supermarkets shall be in compliance with state law and code and only for the approved list of situations. All purchase orders, including student activity account purchases, are subject to review by Department of Education (DOE) officials and auditors.

4. Food Supplies

New Jersey Administrative Code 6A:23A-16.5(b) clearly notes that food supplies include those supplies that are “eaten or drunk.” Administrators are to ensure that purchases from the supermarkets have only listed that follow the code. The Business Office will review the register receipts and highlight those items that do not follow the code.

B. Miscellaneous Permitted and Non-Permitted Purchases

1. Permitted Purchases

- **Commencement; Convocation Activities**
  All reasonable costs for commencement; convocation activities are permitted.

- **Field Trips / Extracurricular Activities**
  All field trips using Board of Education funds (purchase order) or Board of Education transportation equipment shall be part of the instructional program, have an educational value and shall be reasonable in cost. Field trips solely for student entertainment are prohibited when using public funds. A Board resolution approving the field trip must be submitted with the requisition/purchase order.

- **Library Books; Magazines, Videos/DVD’s/CD’s**
All library books; magazines and multi-media presentation materials shall be for educational or operational purposes.

- **T-Shirts**
  
  The Superintendent will consider, on a case by case basis, requests for the purchase of t-shirts. It is strongly encouraged that purchases of t-shirts be made through the appropriate student activity account.

### 2. Non-Essential and Prohibited Purchases

- Carnivals
- Gifts for employees
- Teacher appreciation gifts/activities
- Plaques-local determination
- Bereavement flowers; baskets
- Student entertainment

The list is not all inclusive and items may be deemed non-essential by the Superintendent during the course of the school year.

### C. Textbooks: Approval and Purchase

#### 1. Approval of Textbooks

In accordance with state law (N.J.S.A. 18A:34-1), all textbooks must be approved by the Board of Education prior to their use in the educational program. Purchasing textbooks that have not been approved by the Board of Education is a violation of state law. The Assistant Superintendent has set up procedures to have textbooks approved by the Board of Education.

#### 2. Textbook Approval – Board of Education Resolution

The procedure for obtaining Board approval is:

a. Subject Supervisors must complete the Recommendation for Textbook Approval form.
b. Submit textbook and form to the Assistant Superintendent, who will prepare the Board resolution.

#### 3. Purchase of Textbooks and Assistant Superintendent Review

New Jersey Administrative Code 6A:23A-9.3(c) (12) requires the purchase of textbooks to meet one of the following conditions:

a. The purchase is in accordance with a textbook replacement plan;
b. Textbooks have been identified as stolen or destroyed; or
c. A change in curriculum or new edition requires a new textbook.

It is important that all purchase orders for textbooks withstand any state or district audit review. The approved Recommendation for Textbook Approval form shall be sent to Accounts Payable for each purchase order for textbooks. The reason for the purchase must be included on the purchase order.
**Budget Accounts**

As always, only textbooks and teacher editions of the textbooks may be purchased from the “640” object code. All other books and reading material must be purchased from the “600” or “610” series accounts.

D. **Books: Purchasing Procedures**

1. **Purchase Orders Processed Once a Month**
   The Business Office, to ensure compliance with Public School Contracts Law and Board policy, will now process all purchase orders for books and workbooks that require Board of Education approval, not more frequently than once a month.

   The Business Office will hold all purchase orders for books and workbooks to determine whether the total cost of the purchase orders exceed the bid threshold. If the total cost of the purchase orders exceeds the bid threshold then the Business Office will prepare the appropriate Board resolution.

   After the Board of Education adopts the resolution to purchase the books/workbooks, the purchase orders will be signed and processed if all the documents required are on file.

   The Business Office will use the Superintendent’s deadline for agenda items for this process. Purchase orders for books and workbooks received after the deadline will be held for the next Board meeting.

2. **Purchases Must be Planned**
   All schools/offices buying books and workbooks must now plan appropriately. Administrators and supervisors are to direct teachers and staff members to have all purchase orders ready before the deadline or otherwise they will have to wait for the next Board of Education meeting.

3. **Online Pricing or Price Quotations**
   Supervisors and School principals are to ensure that purchase orders for books and workbooks be presented to the Assistant Superintendent/Superintendent with pricing that was obtained through the book company representative or by using online pricing.

4. **Purchase Order Review--Online Pricing or Price Quotations**
   Each purchase order for the purchase of books and workbooks will be reviewed by the Business Office. It is expected that attached to the purchase order in CSI will be either:
   - Copies of the price quotation received from the sales representative; or
   - Copies of the online pricing obtained from the company’s website.
   Shipping and handling costs must be confirmed by the sales representative or the customer service number.

*Any book requisition request that does not have either the price quotation from the sales representative or copies of online pricing uploaded and attached to the order in CSI will be rejected.*
Use of Catalog Pricing--Prohibited

Using written paper catalogue pricing is prohibited. All book prices must be obtained by contacting the sales representative or by obtaining the prices online.

F. Travel Reimbursement--Purchase Order--Conferences and Workshops

The State of New Jersey, pursuant to N.J.S.A. 18A:11-12, has adopted strict travel guidelines for school districts to follow. All school officials and employees seeking travel reimbursement must adhere to the law and travel administrative code—N.J.A.C. 6A:23A-7.1 et seq. At a minimum, reimbursement purchase orders for travel must meet the following requirements:

a. Written Approval of the Assistant Superintendent—prior to conference/workshop event
The travel shall be approved in writing by the Assistant Superintendent prior to the travel event. Documentation shall be provided with the purchase order for reimbursement.

b. Board of Education Approval—prior to conference/workshop event
The travel shall be approved by resolution at a public Board of Education meeting, again, prior to the travel event.

c. Reimbursement Procedures
Prior to conference/workshop event, a purchase order must be created for reimbursement of approved costs of conference/workshop. Purchase orders are created by the school secretaries. The following must be presented with the purchase order:

1. Request for Conference/Workshop Approval form; and
2. Conference advertisement/registration showing event date and location, (cost of registration should be included in advertisement/registration form if requesting reimbursement for registration).

The following must be presented to be reimbursed after attending the conference/workshop:

1. Conference Summary;
2. Reimbursement of Expenses form;
3. Receipts for hotel and meals (when applicable);
4. Receipts for registration (when applicable);
5. Mapquest or Google Maps mileage (when applicable); and
6. Other documents when requested.

Before mileage expenses can be reimbursed, please contact Joan Paris at ext. 7016 in the Business Office regarding submitting a copy of your driver’s license, vehicle registration, and insurance card.

The reimbursement rate as per the State of New Jersey for in district and out of district travel is $0.31 per mile.

Fixed Assets
Generally Accepted Accounting Principles (GAAP) reporting, requires the district to maintain physical accountability over district owned assets. Fixed assets are property, plant or equipment, assets that are long-term and continued use, such as land, buildings, machinery, and equipment.

Cost Determination of Fixed Asset
For the purpose of this purchasing manual and to be in compliance with law and code, a fixed asset is a single item cost is $2,000 or more.

**Recording of Fixed Assets**
School officials ordering and receiving a fixed asset item, shall properly record the item on the purchase order in accordance with Business Office procedures. The fixed asset item shall also be identified with the district’s bar coding system.

**Disposal of Fixed Assets**
All school district property must be disposed in a manner prescribed by law as per the Records Retention Schedule prepared by the New Jersey Bureau of Records Management. The Business Office will assist all school officials in the disposal of all school property, especially those identified as fixed assets.

**G. Purchase Order Deadline--Annual Notification**

The deadline for submitting purchase orders for the current operating budget is on or about November 30, unless on an earlier date set by the Business Administrator. (Purchasing Freeze) Exceptions to the deadline date may be done for purchases of the following:

- End of the year activities—field trips, graduation, assemblies;
- Employee contractual obligations—tuition reimbursement;
- Emergency contracts;
- State and/or federal funded program grant programs;
- Travel reimbursements; and
- Other goods, materials or services approved by the School Business Administrator or the Superintendent.
Contracted Service Providers—Protecting Our Children

Regular Contact with Students
There may be times during the performance of a vendor contract, where a contracted service provider may come in contact with students of the school district. The district fully understands its obligation to provide to all students and staff members, a safe educational environment. To this end, the district will be requiring all contracted service vendors who come in regular contact with students to comply with the following requirements.

Anti-Bullying Reporting—Requirement
When applicable, the contracted service provider shall comply with all applicable provisions of the New Jersey Anti-Bullying Bill of Rights Act—N.J.S.A. 18A:37-13.1 et seq., all applicable code and regulations, and the Anti-Bullying Policy of the Board of Education. In accordance with N.J.A.C. 6A:16-7.7 (c), a contracted service provider, who has witnessed, or has reliable information that a student has been subject to harassment, intimidation, or bullying shall immediately report the incident to any school administrator or safe schools resource officer, or the School Business Administrator/Board Secretary.

When applicable, the contracted service provider, shall provide to the school district prior to commencement of contract, evidence or proof that each employee assigned to provide services and that comes in regular contact with students, has had a criminal history background check, and furthermore, that said background check indicates that no criminal history record information exists on file for that worker. Failure to provide a proof of criminal history background check for any employee coming in regular contact with students, prior to commencement of contact, may be cause for breach of contract. No employee of a contracted service provider shall commence work at a school facility without having first obtained an approval for employment from the Office of Student Protection. NJ Broadcast 9/9/2019.

Pre-Employment Requirements
When applicable, all contracted service providers, whose employees have regular contact with students, shall comply with the Pre-Employment Requirements in accordance with New Jersey P.L. 2018 c.5, N.J.S.A. 18A:6-7.6 et seq. Contracted service providers are to review the following New Jersey Department of Education—Pre-Employment Resource P.L. 2018 c.5 link below for guidance and compliance procedures.

http://nj.gov/education/educators/crimhist/preemployment/
A. **Processing the Requisition/Purchase Order--Design of Purchase Order**

The purchase order is made of three (3) or four (4) sheets (the receiving copy is not necessary if receipt is recorded in CSI by recipient of the goods/services). Listed below are the names and the purpose of each sheet. (A requisition becomes a purchase order after all required administrators have approved the requisition in the Business Office Software System).

<table>
<thead>
<tr>
<th>Copy</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Copy</td>
<td>Sent to vendor to order items/provide services.</td>
</tr>
<tr>
<td>Voucher Copy</td>
<td>Sent to vendor for signature.</td>
</tr>
<tr>
<td>Board Copy</td>
<td>Remains on file in Business Office</td>
</tr>
<tr>
<td>Receiving Copy</td>
<td>Printed by the school/office; returned to Business Office upon receipt of goods/services if receipt is not recorded in CSI data base.</td>
</tr>
</tbody>
</table>

B. **Receipt of Goods and Services**

The originator of the purchase order should follow the following process when receiving materials, goods and services.

1. **Receipt of Items Ordered**

   It is important that all items received be immediately checked. Please note the following:
   a. Print receiving copy of purchase order and obtain packing slip of items ordered.
   b. Open boxes and check off items received on the receiving copy and the packing slip.
   c. If all items are enclosed, then sign and attach packing slip to the receiving copy of the purchase order or upload the packaging slip to the purchase order.
   d. The originator should either receive the items in CSI or should sign the receiving copy and send it with the packing slip to:
      Lisa Annitti, Accounts Payable, c/o Business Office

**Receipt of Goods and Services--Responsibilities of Administrators; Supervisors**

Administrators and supervisors are to ensure that all goods received have been checked in for accuracy. If the goods received match the purchase order and the packing slip, then the administrator should do the following:

- Sign the packing slip to confirm receipt of delivery of goods; or
- Sign the Receiving Copy (Green) of the purchase order; and

Send all items to the Business Office c/o Accounts Payable within seven (7) days of the receipt of goods.

**Accounts Payable Procedures--Notification Process--Unreturned Paperwork**

There will be instances where the Business Office Accounts Payable will send a courtesy reminder to any school or office that has not returned the paperwork in a timely fashion. The following procedures have been approved by the Business Administrator:
• **Thirty (30) Day Notice--Original**
The Accounts Payable Office will send a reminder notice to all schools and offices that have not submitted their paperwork after 30 days of receipt of the invoice.

• **Second Notice--Seven (7) Days**
The Accounts Payable Office will send a second reminder notice seven (7) days later if no paperwork is received from the school or office.

• **Final Notice--Seven (7) Days**
The Accounts Payable Office will send a final notice reminder seven (7) days later if no paperwork is received from the school or office.

• **Superintendent’s Office Contacted--Three (3) Days**
The School Business Administrator will contact the Superintendent of Schools after three (3) days if the paperwork is not received from the school or office.

*All receiving copies of purchase orders and packing slips should be signed and sent to the Business Office within seven (7) days of receipt of items. If the department has started receiving in CSI, the packing slips should be uploaded to the purchase order in CSI.*

The Fair Lawn Board of Education has an excellent reputation for paying its bills in a timely fashion. We ask that all employees assist in maintaining this fine reputation.

**Paying Bills in a Timely Fashion—within 30-60 days**
**Paying Bills Pursuant to State Law—within 90 days** N.J.S.A. 18A:18A-10.1

2. **Problems Encountered with Receipt of Goods**

   **Problem:** Back Orders
   Sometimes items ordered will not be received in the first shipment. This is known as a back order. The packing slip will have “back order” written on those particular items.

   **Process to Follow: Back Orders**
   If the order is incomplete because there is a back order, do not wait for the next shipment. Please do the following:
   
   • Mark on your receiving copy of the purchase order those items you did not receive or record those items that you did receive as received in CSI.
   
   • Make and keep a copy of your receiving copy and the packing slip.
   
   • Send the original receiving copy and packing slip to the Business Office.
   
   • Upon receipt of the back order in the next shipment, check off your copies of the receiving copy and the packing slip and send both copies to the Business Office. If you are receiving in CSI, mark the back order items received in CSI.
**Problem: Items Missing from Order**
Sometimes items are marked on the packing slip that they were delivered but are missing from your shipment.

**Process to Follow: Items Missing**
- Call the company and tell them what was missing.
- Mark on the receiving copy and packing slip what items were missing or record those items that you did receive as “received” in CSI.
- Make and keep a copy of your receiving copy and the packing slip.
- Send the original receiving copy and packing slip to the Business Office.
- Upon receipt of the missing item in the next shipment, check off your copies of the receiving copy and the packing slip and send both copies to the Business Office or record the items as received in CSI.

**Problem: Items Damaged; Wrong Item**
Sometimes you will receive items that are damaged or the wrong item.

**Process to Follow: Items Damaged; Wrong Item**
- Call the company and ask them what the procedure is for returning damaged or wrong items.
- Return the item(s) to the company.
- On the receiving copy and the packing slip, mark what items were returned and the reasons for being returned. Please note how the items were returned (UPS/PO/Vendor Pick Up).
- Send the receiving copy and packing slip to the Business Office.
- Upon receipt of the missing/wrong item in the next shipment, check off your copies of the receiving copy and return to Business Office.

**Problem: Discontinued Item**
Sometimes the items you requested have been discontinued.

**Process to Follow: Discontinued Item**
- Mark on the receiving copy of the purchase order “discontinued”.
- Do not call the company for a replacement item. You must complete a new purchase order.
A. Formal Bid Process

B. Emergency Purchases/Contracts

C. Chart—Purchase Order Requirements

D. Vendor Letter—Unauthorized Purchases

E. CSI PO/Requisition Entry Screen

F. Copy of Purchase Order

G. Purchasing Cooperative List

H. Federal Contracts
   1. Debarment and Suspension
   2. Federal Programs/Targeted Students
   3. Compliance with 2 CFR Part 200

I. Federal Contracts—Chart of Thresholds

J. Purchase Order Increase/Decrease Form

K. Sales Tax Exemption Documents

L. Petty Cash Rules

M. Mileage Reimbursements

N. Conference/Workshop Approval Instructions and Travel Reimbursement Packet

O. Purchasing Policy List

P. Iran Disclosure Form

Q. NJ Business Registration Certificate Requirements

R. Chapter 271 Political Contribution Disclosure Form

S. Concessions Procurement

T. New State Law-Paying Vendors

U. Memorandum—Return of Purchase Order
(Appendix A)

**FORMAL BID PROCESS**

<table>
<thead>
<tr>
<th>Process</th>
<th>Time Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial request to bid made by Administrator/Supervisor. Certification that funds exist.</td>
<td>One Day</td>
</tr>
<tr>
<td>Review of specifications, fully outlining items, materials or services to be bid by the Purchasing Agent.</td>
<td>One Week</td>
</tr>
<tr>
<td>Return of reviewed specifications to Administrator/Supervisor for final approval. Administrator/Supervisor signs off final approval.</td>
<td>One Week</td>
</tr>
<tr>
<td>Bid package prepared by the Purchasing Agent.</td>
<td>One Week</td>
</tr>
<tr>
<td>Copies of bids run off by Print Shop.</td>
<td>One Day</td>
</tr>
<tr>
<td>Legal advertisement sent to newspaper.</td>
<td>Three Day Advance Notice</td>
</tr>
<tr>
<td>Bid Date/Time -- must be at least 10 days after Legal Ad appears in newspaper. Bids are opened and read publicly.</td>
<td>10-20 Days</td>
</tr>
<tr>
<td>Bid results are reviewed by:</td>
<td>One Week</td>
</tr>
<tr>
<td>a. Administrator/Supervisor</td>
<td></td>
</tr>
<tr>
<td>b. Purchasing Agent</td>
<td></td>
</tr>
<tr>
<td>Administrator/Supervisor prepares spreadsheet showing lowest bidders and recommends award of bid. Purchasing Agent reviews bids. Resolution is prepared.</td>
<td>One-Two Weeks</td>
</tr>
<tr>
<td>Bids are reviewed at Board Agenda, Committee of the Whole, and Regular Public Meetings.</td>
<td>One Week</td>
</tr>
<tr>
<td>Purchase orders are prepared by Administrator/Supervisor.</td>
<td>One Week</td>
</tr>
</tbody>
</table>

The formal bidding process takes about 6-8 weeks from start to finish.

*Please note:* Bids for Public Works/Construction Projects take longer as a request for wage determination must be formally made to the State of New Jersey.
EMERGENCY CONTRACTS (18A:18A-7)

A. Background
An actual emergency must exist. An “emergency” is not to be created as a result of inadequate planning, delay, failure to take into account construction season or administrative convenience.

B. Definition of Emergency
An emergency is a situation affecting the health or safety of occupants of school property that requires the immediate delivery of the articles or performance of a service to alleviate the emergency.

C. Process in Declaring an Emergency

1. Superintendent of Schools Notified
The Superintendent of Schools is notified by the employee/supervisor/administrator requesting a declaration of emergency.

2. Business Administrator/Purchasing Agent Notified
The official in charge of the building or facility, wherein the emergency occurred shall notify the Business Administrator/Purchasing Agent of the following:

   a. Nature of the emergency;
   b. Time of the occurrence; and
   c. The need for the performance of a contract.

Such notification shall be prepared in writing and filed with the Purchasing Agent as soon as possible.

3. Awarding of Contract by Business Administrator/Purchasing Agent
If the Business Administrator/Purchasing Agent is satisfied the emergency exists, the Business Administrator/Purchasing Agent by State Law is authorized to award the contract.

4. Filing of Documents with State and County by Board Secretary/School Business Administrator
In accordance with N.J.A.C. 5:34-6.1, the following documents must be filed with the County Superintendent within three (3) days after awarding the contract or agreement:

   a. A copy of the contract or agreement; and
   b. A copy of the written requisition.

5. Approval by Board of Education
The Board of Education, at its next regular Board of Education Public Meeting, shall review and approve said emergency purchase.
## PURCHASE ORDER REQUIREMENTS

<table>
<thead>
<tr>
<th>CONTRACT/PURCHASE ORDER THRESHOLDS (AGGREGATE)</th>
<th>AFFIRMATIVE ACTION EVIDENCE (AA)</th>
<th>BUSINESS REGISTRATION CERTIFICATE (BRC)</th>
<th>CHAPTER 271 PCD (PAY TO PLAY) (271)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to $5,999</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>$6,000 - $17,499</td>
<td>No</td>
<td>YES</td>
<td>No</td>
</tr>
<tr>
<td>$17,500 - $39,999</td>
<td>No</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>*$40,000 - and over</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
</tbody>
</table>

### Affirmative Action Evidence Exemptions
- Contracting Units Subject to Title 40A:11
- State of New Jersey Contract Purchases
- Boards of Education including Educational Services Commissions
- Other contracting units, e.g. County and State Colleges and local authorities, Boards, etc.
- Non-profit Organizations

### Business Registration Certificate Exemptions
- Contracting Units Subject to Title 40A:11
- State of New Jersey Contract Purchases
- Boards of Education including Educational Services Commissions
- Other contracting units, e.g. County and State Colleges and local authorities, Boards, etc.

### Chapter 271 (PCD) Exemptions
- Contracting Units Subject to Title 40A:11
- State of New Jersey Contract Purchases
- Boards of Education including Educational Services Commissions
- Other contracting units, e.g. County and State Colleges and local authorities, Boards, etc.
- Non-profit Organizations
- New Jersey School Boards Association
- Contract Renewals
- Public Utilities, e.g. PSE&G

### Exempt Situations
- Emergency Purchases – No payment unless BRC is on file.
- Employee settlements paid to attorneys;
- Establishments that are out of state & business being conducted takes place out of state, e.g. hotels, band camps, seminars, theatres, etc.
- Purchase made entirely through School Student Activity Funds.

*Based upon a QPA $44,000 Bid Threshold
It is suggested that school districts request from all vendors the Iran Disclosure Form for every contract renewal! PCD only needed along with a new contract. Do not need this form for renewals.
TO: All Vendors

Date: ________________

UNAUTHORIZED ORDERS

Official Notification

Authorized Purchases

The Fair Lawn Board of Education only recognizes purchases made through the approved purchase order process. All purchases made by the Fair Lawn Board of Education require:

- Written Purchase Order;
- Purchase Order Number; and an
- Authorized Signature (Purchasing Agent)

Unauthorized Purchases

Any Board of Education employee who orders and/or receives any materials, supplies or services without first going through the approved purchase order process has made an unauthorized purchase.

Vendors’ Responsibility

- **Do NOT Honor Requests!**
  Vendors are not to honor or accept any requests for goods or services unless the vendor receives a written purchase order with an authorized signature and a purchase order number.

- **Contact the Business Office!**
  Please alert Brooke Bartley at 201-794-5500 if any Board employee attempts to place an order without an authorized purchase order.

- **You will NOT Get Paid!**
  The Fair Lawn Board of Education will not be held responsible for any unauthorized orders or unauthorized purchases.

Authorized Signatures

The Fair Lawn Board of Education will only recognize purchase orders signed by:

Brooke Bartley
Business Administrator, Board Secretary
CSI PO/Requisition Entry Screen
(Appendix F)

FAIR LAWN BOARD OF EDUCATION
MAILING ADDRESS: PO BOX 1067
37-01 FAIR LAWN AVENUE • FAIR LAWN, NJ 07410-4067
Accounts Payable Phone: (201) 764-5500 Ext 7015 • accountspayable@fairlawnschools.org

PLEASE SEND ALL INVOICES TO: accountspayable@fairlawnschools.org

TAX EXEMPT ID# 22-6001795

NOTICE TO VENDOR
1. THE BOARD OF EDUCATION WILL NOT BE HELD LIABLE FOR GOODS FURNISHED WITHOUT WRITTEN ORDERS.
2. ORDERS TOTALING OR EXCEEDING $5,000.00 REQUIRE THE ENCLOSED VENDOR’S DECLARATION SIGNED AND RETURNED.
3. THE RIGHT IS RESERVED TO CANCEL THIS ORDER IF REASONABLE SHIPMENT CANNOT BE MADE.
4. THE FAIR LAWN BOARD OF EDUCATION IS AN EQUAL EMPLOYMENT AND EDUCATIONAL OPPORTUNITY DISTRICT.
5. IN ACCORDANCE WITH N.J. RIGHT TO KNOW ACT N.J.S.A. 34:54-1 ET. SEQ. WE ARE REQUIRING ALL VENDORS TO SUPPLY AN MSD SHEET ON ALL SUBSTANCES WITH THEIR SHIPMENT OR WE WILL NOT ACCEPT DELIVERY.

ORDER NOT VALID UNLESS SIGNED BY THE BUSINESS ADMINISTRATOR/BOARD SECRETARY

VENDOR COPY
(Appendix G)

Purchasing Cooperative List

1. ACES Cooperative Purchasing System

2. Camden County Educational Services Commission Cooperative
   https://www.camdenesc.org/

3. Education Data Services, Inc. Cooperative Procurement Management
   https://www.ed-data.com/

4. Educational Services Commission of New Jersey (Formerly Middlesex Regional Educational Services Commission)
   https://www.escnj.us/

5. Hunterdon County Educational Services Commission
   http://www.hunterdonesc.org/hcesc/

6. Keystone Purchasing Network
   https://www.thekpn.org/

7. Monmouth Ocean Educational Services Commission
   https://www.moesc.org/

8. NASPO Value Point Cooperative Purchasing Program
   http://www.naspo.org/

9. National Cooperative Purchasing Alliance
   http://www.ncpa.us/

10. New Jersey Cooperative Purchasing Alliance
    http://www.bergenbids.com/

11. OMNIA Partners (Formerly National IPA and US Communities)
    https://www.omniapartners.com/

12. PEPPM Technology Bidding and Purchasing Program
    https://www.peppm.org/

13. Sourcewell (formerly National Joint Purchasing Alliance)
    https://www.sourcewell-mn.gov/

14. Western States Contracting Alliance (WSCA)

Information on the New Jersey Cooperative Pricing System:
http://www.state.nj.us/dca/divisions/dlgs/programs/lpcl_docs/copurguide.doc
FEDERAL CONTRACTS

Federal Funding

Examples of Federal Funding Sources—Every Student Succeeds Act (ESSA)
- Title I, Part A – Improving Basic Programs Operated by LEA’s
- Title II, Part A – Teacher and Principal Training and Recruiting
- Title III– English Language Acquisition and Language Enhancement
- Title III—Immigrant Education Program
- Title IV, Part A – Student Support and Academic Enrichment Program

Other Examples of Federal Funding Sources
- I.D.E.A. Part B Handicapped
- Perkins Vocational Education
- National School Lunch Program
- National School Breakfast Program

School districts, when procuring goods and services using federal funds, shall comply with Federal Regulations Procurement Standards 2 CFR 200.318 et seq., and the New Jersey Public School Contracts Law.

Methods of Procurement- When Using Federal Funds

All procurement transactions must be conducted in a manner providing full and open competition. (2 CFR 200.319). Examples of procurement methods to be used:

- **Micro-purchases—Purchases less than $3,500.00**
The Purchasing Agent shall use sound business practices for purchases in the aggregate that do not exceed $3,500.00. Reference--2 CFR 200.320 (a) and 2 CFR 200.67

- **Small Purchase Procedures—$3,500 through $39,999**
The Purchasing Agent shall use the competitive quotation process as outlined in N.J.S.A. 18A:18A-37 (a) or the Request for Proposal process, when applicable, in procuring goods and services in the aggregate of more than $3,500.00 and less than $39,999. Reference--2 CFR 200.320 (b) and 2 CFR 200.88

- **Sealed Bids—$40,000 or more**
The Purchasing Agent shall use the competitive bid process to procure those contracts which in the aggregate exceed the $40,000 bid threshold. The contract shall be awarded to the vendor who submits the lowest responsible bid for a firm fixed contract price—lump sum or unit cost. Reference--2 CFR 200.320 (c),
• **Competitive Proposals—$40,000 or more**
The Purchasing Agent shall use the Request for Proposal (RFP) or competitive contracting process when procuring certain contracts which in the aggregate exceed the $40,000 bid threshold, which are to be awarded by an evaluative process, rather than a firm fixed contract price. Reference--2 CFR 200.320 (d) and N.J.S.A. 18A:18A-4.1 et seq.

• **Non-competitive Proposals (Sole Source)**
Although the Federal government recognizes contracts may be awarded to sole source vendors through non-competitive proposals, the Purchasing Agent shall use the competitive proprietary bid process or the competitive contracting process for sole or single source contracts.

The amounts listed are subject to change.

**New Jersey Department of Education Guidance on Federal Spending**
All grant administrators and Purchasing Agents of school districts are to comply with federal regulations and the Public School Contracts Law and should adhere to the guidance as provided by the New Jersey Department of Education in the publication entitled *Navigating the Uniform Grant Guidance*.

**Food Services Directors**
The USDA and the New Jersey Department of Agriculture—Food and Nutrition, have announced through various documents and forms, new procedures for the procurement of goods and services for the Food Services program in every school district.

**Debarment and Suspension for Federal Contracts**
*Debarment and Suspension (E.O. 12549 and E.O. 12689)* – A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p 235). Debarment and Suspension. SAM Exclusions contains the names of parties debarred, suspended or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. (Ref. 2 CFR 200.212)

**Federal Programs/Targeted Students—Include on Requisitions/Purchase Orders**
Purchase orders using Federal Funds shall include on the document:

- Name of Federal Program
- Targeted Group of Students

**Stevens Amendment—Statement on Bid Advertisement**
The Board of Education recognizes its obligation as it pertains to the Stevens Amendment, Section 8136 of the Department of Defense Appropriations Act (P.L. 104-134, Sec.507) which requires the board of education to state clearly the percent (%) of the total cost of this project will be financed through Name of Federal Grant.
Fair Lawn Public Schools

Purchasing Manual

(Appendix I)

Federal Contracts—Chart of Thresholds

<table>
<thead>
<tr>
<th>Description of Goods/Services</th>
<th>Amount</th>
<th>Procurement Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goods and Services</td>
<td>Less than $3,500</td>
<td>Sound Business Practice</td>
</tr>
<tr>
<td>Goods and Services</td>
<td>$3,500 - $39,999</td>
<td>Quotation or Bid</td>
</tr>
<tr>
<td>Goods and Services</td>
<td>$40,000 or more</td>
<td>Bid</td>
</tr>
<tr>
<td>Professional Services</td>
<td>Less than $3,500</td>
<td>Simple Proposal</td>
</tr>
<tr>
<td>Professional Services</td>
<td>$3,500 - $39,999</td>
<td>Request for Proposals (RFP)*</td>
</tr>
<tr>
<td>Professional Services</td>
<td>$40,000 or more</td>
<td>Competitive Contracting</td>
</tr>
<tr>
<td>Educational Consultant Services</td>
<td>Less than $3,500</td>
<td>Simple Proposal</td>
</tr>
<tr>
<td>Educational Consultant Services</td>
<td>$3,500 - $39,999</td>
<td>Request for Proposals (RFP)*</td>
</tr>
<tr>
<td>Educational Consultant Services</td>
<td>$40,000 or more</td>
<td>Competitive Contracting</td>
</tr>
<tr>
<td>Instructional Improvement Services</td>
<td>Less than $3,500</td>
<td>Simple Proposal</td>
</tr>
<tr>
<td>Instructional Improvement Services</td>
<td>$3,500 - $39,999</td>
<td>Request for Proposals (RFP)*</td>
</tr>
<tr>
<td>Instructional Improvement Services</td>
<td>$40,000 or more</td>
<td>Competitive Contracting</td>
</tr>
<tr>
<td>Professional Development Services</td>
<td>Less than $3,500</td>
<td>Simple Proposal</td>
</tr>
<tr>
<td>Professional Development Services</td>
<td>$3,500 - $39,999</td>
<td>Request for Proposals (RFP)*</td>
</tr>
<tr>
<td>Professional Development Services</td>
<td>$40,000 or more</td>
<td>Competitive Contracting</td>
</tr>
<tr>
<td>Sole Source (Proprietary) (a)</td>
<td>Less than $3,500</td>
<td>Simple Proposal</td>
</tr>
<tr>
<td>Sole Source (Proprietary) (a)</td>
<td>$3,500 - $39,999</td>
<td>Proprietary Quotation</td>
</tr>
<tr>
<td>Sole Source (Proprietary) (a)</td>
<td>$40,000 or more</td>
<td>Proprietary Bid</td>
</tr>
<tr>
<td>Services Provided by Government Units/Schools</td>
<td>Less than $3,500</td>
<td>Simple Proposal</td>
</tr>
<tr>
<td>Services Provided by Government Units/Schools</td>
<td>$3,500 - $39,999</td>
<td>Request for Proposals (RFP)*</td>
</tr>
<tr>
<td>Services Provided by Government Units/Schools</td>
<td>$40,000 or more</td>
<td>Competitive Contracting</td>
</tr>
</tbody>
</table>

*RFP’s must be publicized when federal funds are being used.*
Purchase Order Increase / Decrease

Date__________________

School / Dept. ____________________________________

Please:  ○ Increase  ○ Decrease

P.O. #__________________________________________

Amount of increase/decrease $____________________

Vendor _______________________________________

Account _______________________________________

Reason
_________________________________________________________________
_________________________________________________________________

Requestor _____________________________________

Please email completed form to: svicale@fairlawnschools.org
Questions – Please call Sandy Vicale, Supervisor of Purchasing and Accounting, X 7017
TO WHOM IT MAY CONCERN;

RE: Tax Exempt Status of Local School Districts

Under the provision of Section 9 (a) Chapter 30 Laws of 1996, as amended (New Jersey Sales and Use Tax Law), local school districts are exempt organizations and therefore a tax exempt permit and number are not required.

Our purchase order or letter of transmittal, bearing the official printed letterhead of the school district, is the only requirement for exemption.

Sincerely,

Brooke Bartley
Business Administrator/Board Secretary

/s/

“THE LEADERS OF TOMORROW ATTEND FAIR LAWN SCHOOLS TODAY”
Fair Lawn Board of Education
37-01 Fairlawn Ave.
Fairlawn, NJ 07410

Dear Purchasing Officers and Vendors:

The Fairlawn Board of Education is an instrumentality of a political subdivision of the State of New Jersey and is exempt from sales and use taxes, pursuant to Section 9(a)(1) of the New Jersey Sales and Use Tax Act (N.J.S.A. 54:32B-1 et seq.). An exempt organization certificate (ST-5) or number is not required for the Fairlawn Board of Education to make tax exempt purchases. Your official letterhead or official purchase order signed by a qualified officer is sufficient proof for your vendor that you are exempt from paying the sales tax. Payment must be made by government check or voucher.

Federal agencies, New Jersey state agencies and municipal agencies making purchases in the amount of one hundred fifty dollars ($150) or less from imprest funds may use the Exempt Use Certificate (Form ST-4) to be relieved of making such purchases by government check or voucher. The Exempt Use Certificate must be signed by a qualified officer of the agency. In the block marked "Purchaser's Certificate of Authority Number" on the Exempt Use Certificate, the words "Governmental Entity" should be inserted. In the block provided for the exempting citation, the indicia "9(a)" should be written. The name and position of the person dealing with the vendor must be given at the bottom of the certificate. We are enclosing a copy of the Exempt Use Certificate for your convenience.

Very truly yours,

[Signature]

Dorothy Aichler
Tax Services Specialist
Regulatory Services Branch

Enclosure
State of New Jersey
DIVISION OF TAXATION
SALES TAX
FORM ST-4

EXEMPT USE CERTIFICATE

To be completed by purchaser and given to and retained by seller.
Please read and comply with the instructions given on both sides of this certificate.

TO (Name of Seller) Date

Address City State Zip

The undersigned certifies that there is no requirement to pay the New Jersey Sales and/or Use Tax on the purchase or purchases covered by this Certificate because the tangible personal property or services purchased will be used for an exempt purpose under the Sales & Use Tax Act.

The tangible personal property or services will be used for the following exempt purpose:

The exemption on the sale of the tangible personal property or services to be used for the above described exempt purpose is provided in subsection N.J.S.A. 54:32B-____ (See reverse side for listing for principal exempt uses of tangible personal property or services and fill in the block with proper subsection citation).

I, the undersigned purchaser, have read and complied with the instructions and rules promulgated pursuant to the New Jersey Sales and Use Tax Act with respect to the use of the Exempt Use Certificate, and it is my belief that the seller named herein is not required to collect the sales or use tax on the transaction or transactions covered by this Certificate. The undersigned purchaser hereby swears under the penalties for perjury and false swearing that all of the information shown in this Certificate is true.

Fair Lawn Board of Education

NAME OF PURCHASER* (as registered with the New Jersey Division of Taxation)
37-01 Fair Lawn Ave., Fair Lawn, NJ 07410-8067
(Address of Purchaser*)
Public School

TYPE OF BUSINESS*

School Business Administrator

(Signature of owner, partner, officer of corporation, etc.)*
(Title)

*Required

MAY BE REPRODUCED
(Front & Back Required)
The allotment for each petty cash advance is listed below and shall be approved annually by Board resolution at the Reorganization Board meeting.

1. Central Office $250.00  8. Thomas Jefferson $300.00
2. Community School $400.00  9. Forrest $250.00
3. Building Services $300.00  10. Lyncrest $250.00
4. Transportation $250.00  11. Milnes $250.00
5. Special Ed Services $250.00  12. Radburn $250.00
6. High School $350.00  13. Warren Point $250.00
7. Memorial $300.00  14. Westmoreland $250.00

All schools or offices so designated by Board Policy and Board resolution shall receive their initial cash allotment in the month of July of each fiscal year. Replenishment of funds shall not exceed the approved allotment at any time, nor the disbursement total per purchase of $25.00. Replenishment of petty cash shall be made by the Business Office biannually, or more frequently as activity permits.

Petty cash funds may be disbursed for the following reimbursable items:
- Postage
- Immediate office/miscellaneous supplies
- UPS/Fed Ex shipments

Petty cash funds may not be disbursed for the following items:
- Personal choice items/services
- Decorative items (furniture/drapes)
- Food/beverages for employees
- Bulk office supplies (Purchased through normal purchasing process)

MILEAGE REIMBURSEMENT VOUCHER - Teacher

BOARD OF EDUCATION
BOROUGH OF FAIR LAWN
37 01 FAIR LAWN AVE
FAIR LAWN, NEW JERSEY 07410-8067

TO BE SUBMITTED MONTHLY

INSTRUCTIONS
1. Make entries daily
2. Only mileage for trips between schools to which you have been assigned may be included.
3. Compute amount due, fill in PO number. Sign in claimant space.
4. Submit to principal for approval.

<table>
<thead>
<tr>
<th>DATE</th>
<th>FROM</th>
<th>TO</th>
<th>MILES</th>
<th>DATE</th>
<th>FROM</th>
<th>TO</th>
<th>MILES</th>
</tr>
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MONTH | MILEAGE | X .31 | TOTAL

$ __________ 11-000-223-580-044-00-33-02

CHECK NUMBER  | CHECK DATE

SIGNATURE BELOW INDICATES PRINCIPAL'S/SUPERVISOR'S APPROVAL OF TRAVEL AND PAYMENT AMOUNT

CLAIMANT'S SIGNATURE AND DECLARATION
I DO SOLEMNLY DECLARE AND CERTIFY UNDER THE PENALTIES OF LAW THAT THE WITHIN BILL IS CORRECT IN ALL ITS PARTICULARS; THAT THE ARTICLES HAVE BEEN FURNISHED OR SERVICES RENDERED AS STATED THEREIN; THAT NO BONUS HAS BEEN GIVEN OR RECEIVED BY ANY PERSON OR PERSONS WITH THE KNOWLEDGE OF THIS CLAIMANT IN CONNECTION WITH THE ABOVE CLAIM; THAT THE AMOUNT THEREIN STATED IS JUSTLY DUE AND OWING, AND THAT THE AMOUNT IS A REASONABLE ONE.

PRINCIPAL/SUPERVISOR | DATE | CLAIMANT'S SIGNATURE | DATE

jmp 8/22/06

MIPVA
MILEAGE REIMBURSEMENT VOUCHER - Nurse

BOARD OF EDUCATION
BOROUGH OF FAIR LAWN
37 01 FAIR LAWN AVE
FAIR LAWN, NEW JERSEY 07410-8067

TO BE SUBMITTED MONTHLY

INSTRUCTIONS
1. Make entries daily
2. Only mileage for trips between schools to which you have been assigned may be included.
3. Compute amount due, fill in PO number. Sign in claimant space.
4. Submit to principal for approval.

<table>
<thead>
<tr>
<th>DATE</th>
<th>FROM</th>
<th>TO</th>
<th>MILES</th>
<th>DATE</th>
<th>FROM</th>
<th>TO</th>
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MONTH  MILEAGE  x .31  TOTAL

<table>
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CHECK NUMBER  CHECK DATE

SIGNATURE BELOW INDICATES PRINCIPAL'S/SUPERVISOR'S APPROVAL OF TRAVEL AND PAYMENT AMOUNT

PRINCIPAL/SUPERVISOR  DATE  CLAIMANT'S SIGNATURE  DATE

I DO SOLEMNLY DECLARE AND CERTIFY UNDER THE PENALTIES OF LAW THAT THE WITHIN BILL IS CORRECT IN ALL ITS PARTICULARS. THAT THE ARTICLES HAVE BEEN PURCHASED OR SERVICES RENDERED AS STATED THEREIN. THAT NO BONUS HAS BEEN GIVEN OR RECEIVED BY ANY PERSON OR PERSONS WITH THE KNOWLEDGE OF "NO CLAIMANT IN CONNECTION WITH THE ABOVE CLAIM. THAT THE AMOUNT THEREIN STATED IS JUSTLY DUE AND OWING, AND THAT THE AMOUNT IS A REASONABLE ONE.
# Mileage Between Schools

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<th></th>
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<th>Westmrld</th>
<th>Radburn</th>
<th>Milnes</th>
<th>Lyncrest</th>
<th>Edison</th>
<th>TJ</th>
<th>Memorial</th>
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(Appendix N)

**Instructions for Conference/Workshop Attendance**
Per State regulations and Board Policy, approved purchase orders must be in place before the conference/travel event.

**Procedure for all Conferences, Workshops, and Seminars**

1. Complete a Request for Conference/Workshop Approval and submit to Principal/Supervisor.
2. Upon Board Approval of the request, employee may register for conference.
3. Within 10 working days after attending a conference, complete a Conference Summary, and submit to the appropriate Assistant Superintendent or the Business Administrator (for Business Office staff only).

**Procedure for Reimbursement of Conference Expenses**

▲ **Before attending conference**

- If requesting reimbursement for conference expenses, a purchase order for reimbursement must be prepared upon receiving approved Request for Conference/Workshop Approval.
  - For those without access to our accounting system, CSI, purchase orders may be prepared by your school secretary.
  - The approved Request for Conference/Workshop Approval and the conference advertisement/registration form must be attached to the purchase order in CSI.
  - If requesting registration reimbursement, the attached document must include the cost of the conference. Only registration (not membership) fees will be reimbursed.
  - If requesting mileage reimbursement, the documentation must include the location of the conference.

▲ **After attending conference**

- After attending the conference, complete a Reimbursement of Expenses form. The form must be signed by the employee, principal or supervisor, Assistant Superintendent (for education staff only), and Business Administrator.
  - If requesting reimbursement for registration, proof of payment must be provided (credit card statement copy or a copy of the front and back of the canceled check).
  - If requesting reimbursement for tolls, toll receipts (for cash only) or EZPass statement must be provided.
  - If requesting mileage reimbursement, Mapquest or Google Maps showing mileage must be included.

It is the employee's responsibility to ensure that all the approved forms (Request for Conference/Workshop Approval and Reimbursement of Expenses with documentation) are submitted to the school secretary for reimbursement.

Paper copies of all approved forms and documentation must be submitted to Accounts Payable for payment. Payment cannot be made without all required documents. The Reimbursement of Expenses and supporting documentation will be uploaded to the purchase order by Accounts Payable.

**Note:**
- The budget codes to use for conference purchase orders will be on the approved Request for Conference/Workshop Approval.
- The mileage amount used for a conference on a school day should be calculated from the employee's assigned location.
- Mileage amounts used on days when school is not in session should be calculated from employee's home address.
- The amount on the reimbursement purchase order cannot exceed the approved amount on the Request for Conference/Workshop Approval.

Documentation necessary for reimbursement includes the following:
- A copy of the approved Request for Conference/Workshop Approval
- The signed Reimbursement of Expenses form
- The advertisement/registration form for the conference
- Conference Summary
- Mapquest or Google Maps mileage, if requesting mileage reimbursement
- Proof of payment

**Important:** Employees requesting reimbursement for mileage must submit (yearly) a copy of their driver's license, registration, and insurance card to the Budget/Accounts Coordinator.

Rev. 2019.09.10
REQUEST FOR CONFERENCE/WORKSHOP APPROVAL

Fair Lawn Public Schools

BOARD OF EDUCATION

REQUEST FOR CONFERENCE/WORKSHOP APPROVAL

IF ANY EXPENSES WILL BE INCURRED, THIS FORM MUST BE SUBMITTED TO THE BOARD OF EDUCATION AT LEAST 60 DAYS PRIOR TO THE DATE OF THE CONFERENCE

NAME _________________________

HOME SCHOOL _________________________

DATE(S) OF ABSENCE _________________________

ADDRESS _________________________

☐ Check Box if Substitute Required

NAME OF CONFERENCE _________________________

LOCATION OF CONFERENCE _________________________

☐ Check Box if Hotel is Site of Conference

PURPOSE FOR ATTENDING CONFERENCE:

CONFERENCE INFORMATION MUST BE ATTACHED

List estimated expenses following state guidelines. SEE INSTRUCTIONS ON BACK OF FORM. Receipts must be obtained for reimbursements, failure to do so will result in non-payment.

<table>
<thead>
<tr>
<th>Registration</th>
<th>Airfare</th>
<th>Mileage</th>
<th>Tolls</th>
<th>Parking</th>
<th>Lodging</th>
<th>Meals</th>
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ONLY APPROVED AMOUNTS WILL BE REIMBURSED

Date _________________________

Applicant’s Signature _________________________

☐ Recommended

☐ Not Recommended

Supervisor’s Signature _________________________

☐ Recommended

☐ Not Recommended

Principal’s Signature _________________________

FOR CENTRAL OFFICE USE ONLY

BOARD APPROVAL DATE IF APPLICABLE
(to be entered by Assistant Superintendent-Education)

ACCOUNT NUMBER
(to be entered by Assistant Superintendent-Education)

☐ Recommended

☐ Not Recommended

Assistant Superintendent of Education’s Signature _________________________

☐ Recommended

☐ Not Recommended

Superintendent’s Signature _________________________

DO NOT COMMIT TO ANY EXPENSES UNTIL YOUR REQUEST HAS BEEN APPROVED

A COPY OF THIS FORM WILL BE RETURNED TO YOU AFTER BOARD APPROVAL

AFTER CENTRAL OFFICE SIGNATURES ARE COMPLETED:

WHITE COPY - Remains at Central Office - Education

PINK COPY - Returns to School Secretary

 jmp 7/11/19
Fair Lawn School District
Conference Summary Sheet

Name of Attendee: __________________________ Date of Conference: ________________

Title of Conference:

__________________________

Describe the Purpose of the
Conference:

__________________________

__________________________

Goals of the
Conference:

__________________________

__________________________

Key Issues Addressed:

__________________________

__________________________

Highlight how what you have learned will impact
instruction:

__________________________

__________________________

Conference Summary Sheet must be returned within 10 working days to the
Assistant Superintendent’s Office.
REIMBURSEMENT OF EXPENSES

NAME_________________________  SCHOOL_________________________

ADDRESS_________________________  DATE_________________________

MEETING (DESCRIPTION)_________________________

TRAVEL FROM_________________________  TO_________________________

RETURN FROM_________________________  TO_________________________

LOCATION_________________________  DATES_________________________

TRANSPORTATION

TRAVEL (Air/Rail)_________________________  TAXI_________________________  $_________

MILEAGE: # OF MILES ROUNDTIP_________________________  @_________ PER MILE  $_________

TOLLS_________________________  PARKING_________________________  $_________

REGISTRATION _________________________  $_________

HOTEL  $_________

MEALS

Date  Breakfast  Lunch  Dinner

$_________  $_________  $_________  $_________

$_________  $_________  $_________  $_________

$_________  $_________  $_________  $_________

$_________  $_________  $_________  $_________

$_________  $_________  $_________  $_________

$_________

GRAND TOTAL OF ALL EXPENSES  $_________

Applicant Signature_________________________  Date_________________________  Principal/Supervisor Signature_________________________  Date_________________________

APPROVAL

Asst. Superintendent Signature_________________________  Date_________________________  Business Administrator Signature_________________________  Date_________________________
(Appendix O)

Purchasing Policies

All Board Policies are available on the Fair Lawn Schools website at the Board of Ed tab. Board Policies – Public Access Online

Policy #
6311 Contracts for Goods or Services Funded by Federal Grants
6320 Purchases Subject to Bid
6340 Multiple Year Contracts
6350 Competitive Contracting
6360 Political Contributions
6362 Contributions to Board Members & Contract Awards
6421 Purchases Budgeted
6422 Budget Transfers, Emergency Purchases & Over expenditure of Funds
6423 Expenditures for Non-Employee Activities, Meals & Refreshments
6424 Emergency Contracts
6440 Cooperative Purchasing
6450 Choice of Vendor
6470 Payment of Claims
6471 School District Travel
6480 Purchase of Food Supplies
6620 Petty Cash
6630 Athletic Fund
6640 Cafeteria Fund
6660 Student Activity Fund
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

BID SOLICITATION #: ____________________ VENDOR/BIDDER: ____________________

PART 1
CERTIFICATION
VENDOR/BIDDER MUST COMPLETE PART 1 BY CHECKING ONE OF THE BOXES
FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of the Treasury’s Chapter 25 list as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division’s website at: http://www.state.nj.us/treasury/purchase/pdf/chapter25_list.pdf. Vendors/Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a Vendor’s/Bidder’s proposal non-responsive. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, she shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

CHECK THE APPROPRIATE BOX

☐ A. I certify, pursuant to Public Law 2012, c. 25, that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury’s list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 (“Chapter 25 List”). Disregard Part 2 and complete and sign the Certification below.

☐ B. I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department’s Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, engaged in the investment activities in Iran by completing the boxes below.

PART 2
PLEASE PROVIDE ADDITIONAL INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

If you checked Box “B” above, provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, engaged in the investment activities in Iran by completing the boxes below.

ENTITY NAME: ____________________
RELATIONSHIP TO VENDOR/BIDDER: ____________________
DESCRIPTION OF ACTIVITIES: ____________________
DURATION OF ENGAGEMENT: ____________________
ANTICIPATED CESSION DATE: ____________________
VENDOR/BIDDER CONTACT NAME: ____________________
VENDOR/BIDDER CONTACT PHONE: ____________________

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor/Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature ____________________ Date ____________________

Print Name and Title ____________________

DPP Rev. 6.19.17
(Appendix Q)

New Jersey Business Registration Certificate Requirements

**BRC Required—15% of Bid Threshold**
Pursuant to N.J.S.A. 52:32-44, a contractor (business organization) that seeks to enter into a contract with a board of education in an amount that exceeds fifteen (15%) percent of the bid threshold, shall submit to the board a valid and current New Jersey Business Registration Certificate. A business organization does not include a government agency or a nonprofit entity.

**Requirement Deadline of BRC Submission—Prior to Award of Contract**
A contractor shall provide the board of education with the business registration certificate of the contractor and that of any named subcontractor prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

**Submission with Bid, Proposal, Quotation—Board May Request; Not Require**
A board of education may request; not require that a contractor submit their business registration certificate with a bid, proposal or quotation request. Boards of education are not permitted to reject bids, proposals or quotations submitted by contractors for failure of the contractor to submit the business registration certificate with the bid, proposal or quotation.

**Responsibilities of the Boards of Education**
1. Obtain the NJ Business Registration Certificate prior to the contract award.
2. Retain copies of the NJ Business Registration Certificate with the
   - Contract
   - Bid or proposal
3. Maintain a file of NJ BRC’s in alphabetical order—N.J.S.A. 52:32-44 (c)
4. **Due Diligence Process**
   NJ BRC’s have no expiration date, however, it is incumbent upon the board of education to perform a due diligence check. It is therefore recommended that prior to signing a purchase order, the Purchasing Agent visit the On-Line Business Registration Certificate Service of the NJ Division of Revenue and check the current status of each NJ BRC submitted. The link is as follows:

   [https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp)
Final Note: Geographical Borders of New Jersey
The NJ BRC is required from a contractor, where the goods that are received, services that are delivered, and construction is constructed, are within the geographic borders of the State of New Jersey. Out of state contractors providing goods to be delivered to New Jersey schools or providing services to and in New Jersey schools shall submit the NJ BRC.

However!
If students or officials of NJ schools visit out of state contractors and use the contractor’s goods and services out of state, then the NJ BRC is not required.

For example
- Conference lodging in out of state hotels.
- Football or band camps held in out of state venues.
- Field trip admissions in out of state venues.

Sample Business Registration Certificates
The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that ____________________________ (Business Entity) has made the following reportable political contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26 during the twelve (12) months preceding this award of contract:

### Reportable Contributions

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<thead>
<tr>
<th>Date of Contribution</th>
<th>Amount of Contribution</th>
<th>Name of Recipient (Elected Official/Committee/Candidate)</th>
<th>Name of Contributor</th>
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</tbody>
</table>

The Business Entity may attach additional pages if needed.

☐ **No Reportable Contributions** (Please check (✔) if applicable.)

I certify that ____________________________ (Business Entity) made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.

**Certification**

I certify, that the information provided above is in full compliance with Public Law 2005—Chapter 271.

Name of Authorized Agent __________________________________________

Signature ___________________________ Title _______________________

Business Entity __________________________________________
CONCESSIONS
Procurement Process Activities

N.J.A.C. 5:34 - 9.4 (d)

The governing body shall

- **Obtain Legal Opinion**
  The legal counsel (board attorney) shall provide an opinion of the legality of procuring a concession

- **Pass a Resolution**
  Pass a resolution authorizing the procurement of a concession

The resolution shall include:

- Description of the public need for the concession;
- The concession to be awarded (type);
- The considerations (benefits and risks) the governing body took into account in reaching the decision to award a concession;
- An estimate value of the concession;
- An estimate of any revenue or services to be received by the governing body;
- Basis of award of the concession is based upon the most advantageous price and other factors;
- An estimate of costs to be received by the governing body;
- Any services, facilities or endorsement to be provided by the governing body;
- The method to be used to procure the concession.

**Awards of Contract 5:34-9.4 (g) Methods of Procurement**

- Quotations—total value of concessions less than the bid threshold
- Public Bid
- Competitive Contracting

**Concession 18A:18A:2(aa)**

Means the granting of a license or right to act for on behalf on the Board of Education or to provide a service requiring the approval of endorsement of the Board of
Education and which may or many not involve a payment of exchange, or provision of services by or to the board of education provided that the term concession shall not include vending machines.

**Services 18A:18A-2 (dd)**
Service or services may also include an arrangement in which a vendor compensates the board of education for the vendor’s right to operate a concession.

**Examples of Concessions N.J.A.C. 5:34-9.4 (b)**

1. **Selling Advertisements**
   Publishing a map, newsletter, directory, or calendar containing the meeting schedules and other information about the “school district” services or activities where the contractor sells advertising as full or partial payment for providing the service.

2. **Welcome to Sign**
   Installation of “welcome to” signs on public property where a local organization pays a fee to the sign manufacturer, who may or may not make a payment to the contracting unit, and includes the name of the local organization on the sign.

3. **Use of Public Space**
   The use of public space or facilities
   Example, scoreboards, bus shelters, facility advertising for advertising in exchange for fees or services, or discounts on services.

4. **Vending Machines** (other than food and drink)
   The installation of vending machines in public facilities. (Not newspaper machines) 9(c)

5. **Donations, Sale of Equipment**
   The donation, sale, installation, or maintenance of equipment of facilities for use of the contracting unit.

6. **Public Pay Phones**
The choice of a local or long distance telephone service for pay phones on public property.

7. Copying Machines--Public Use

8. Selling of goods on Public Property

9. Other services, rights or use as may meet the definition of concession

**Exceptions to Concessions 9(c)**

- Public events;
  - Seasons recreational programs.
  - Holiday celebrations
  - Concert series.
  - Tourism related items

A concession shall not be deemed to include contributions of goods, services or financial support for sponsorship of public events.

**Vending Machines**

Vending machines providing food or drink are not considered concessions.

Vending machines providing food or drink are an exception to the bid threshold. Quoted if under the bid threshold. 18A:18A-5(23)

Vending machines containing other items are subject to bidding/quotting.

**Concession**

How do we contract for concessions?

**Monies Received:**

- Exceed the Bid Threshold
  1. Seek competitive bids
  2. Use competitive contracting process
- Below the Bid Threshold
  1. Formal quotation process
- Below 15% of Bid Threshold
  1. Outright Purchase
A Word from Our Friends in the Accounts Payable Department

Paying the Bills of the Board of Education
The Accounts Payable Department is a very important part of the Business Office. Employees of the Accounts Payable Department, ensure that vendor bills are paid accurately and in a timely fashion. Vendors will not do business with school districts who do not pay their bills on time.

Timely Fashion—within 30-60 days

Vendors now can charge interest for late payments

Receiving Goods and Services
The originator of the purchase order should follow the following process when receiving materials, goods, and services.

Receipt of Items Ordered—Immediately Checked for Accuracy
It is important that all items received be immediately checked for accuracy. The school or office shall do the following:

- Obtain receiving copy of purchase order and packing slip of items ordered.
- Open boxes and check off items received on the receiving copy and the packing slip.
- Sign and attach the packing slip to the receiving copy of the purchase order.
- Sign the Receiving Copy of the purchase order;
- Sign any invoices that may have been submitted with the order

The Seven (7) Day Rule
The school principal/office supervisor should sign the receiving copy of the purchase order and send all items within seven (7) days of the receipt of goods to the

Accounts Payable Manager, c/o Business Office

The Board of Education has an excellent reputation for paying its bills in a timely fashion. We ask that all employees assist in maintaining this fine reputation.
FAIR LAWN BOARD OF EDUCATION
BUSINESS OFFICE

MEMORANDUM

To: ______________________
From: Brooke Bartley, School Business Administrator/Board Secretary
Date: ______________________

Re: Return of Purchase Order(s)

I am returning the attached requisition/purchase order(s) for the reason(s) checked below:

☐ Account Number Incorrect; Missing—Please use Account Code #
☐ Bid Number, Quotation Number—Not Included
☐ Board Resolution Needed—Attach to Requisition/Purchase Order
☐ Conference Request Form—Not Attached; Not Approved
☐ Description of Item(s), Service Needed
☐ Funds; Federal/State—Title of Grant Program—Type on Purchase Order/Requisition
☐ Minimum Order $50.00 Minimum State Contract Order $100.00
☐ Proposal/Contract Missing—Attach to Purchase Order
☐ Quotation Needed—Please contact me to discuss process
☐ Rationale Missing
☐ Shipping Charges Not Added
☐ Shipping Charges Not Needed. Type on P.O. “Shipping and Handling Included”
☐ Signature Missing—Administrator, Supervisor, Principal
☐ State Contract Number Incorrect, Missing—State Contract Documentation Missing
☐ Textbook Documentation Missing
☐ Website Documentation / Board Resolution
☐ Unauthorized Order—Please contact me to discuss procedures
☐ Vendor Address Incomplete—Post Office Box Number Only
☐ Vendor Check Needed?
☐ As Per Attached Memo
☐ Other ______________________

Please make the adjustments needed and return the requisition/purchase order with this form to my office.