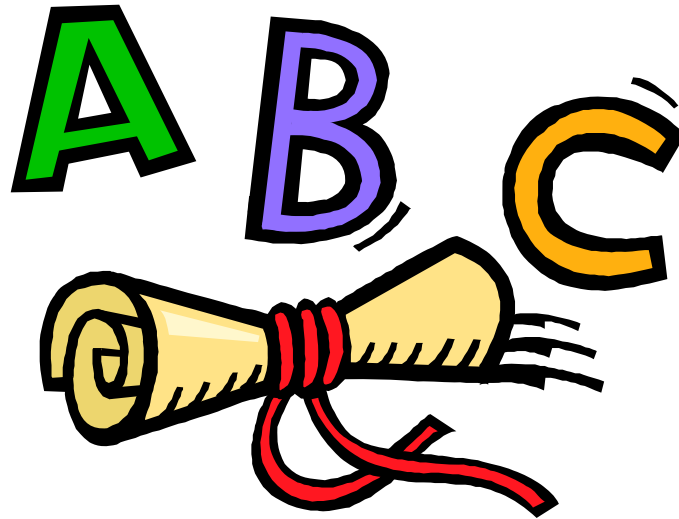


SPS Purchasing Department

Training and Resource Book



<http://sps.k12.mo.us/purchasing>

2006-2007

SPS Purchasing

Your Source for Answers on:

- How to Buy it
- Where to Buy it



Meet Our Staff


- David Pelletier, Coordinator of Purchasing
 - 523-0072 or 33222 dpelletier@spsmail.org
- Jim Scott, Senior Buyer
 - 523-0070 or 33220 jscott@spsmail.org
- Michelle Bentley, Buyer
 - 523-0071 or 33221 mbentley@spsmail.org
- Dwayne Bradford, Buyer
 - 523-0055 or 33202 dbradford@spsmail.org
- Jill Templeton, Secretary (9.5 Month)
 - 523-0073 or 33223 jtempleton@spsmail.org



Overview of Purchasing Procedures and Methods

- Board Policies & State Mandates
 - Exemptions From Bidding
 - Special Procedures
 - Requisition Entry/Purchase Orders
 - Blanket Purchase Orders
 - Competitive Bidding
 - Freight
 - Supply Center
- 

Board Policies

- School Board has delegated Purchasing Authority to the Superintendent
 - Superintendent has delegated Purchasing Authority to the Coordinator of Purchasing
 - Coordinator of Purchasing has delegated Purchasing Authority to site Administrators for requests less than \$1000.00
 - Requests for goods/services \$1000.00 or greater can only be placed by Coordinator of Purchasing via the issuance of a District Purchase Order signed by the Coordinator of Purchasing
- 

Exemptions From Bidding

- Postage
- Utilities
- OTC Print Shop
- Any Current Contract Pricing For Goods Or Services (posted on Purchasing web page)
- Fundraisers
- Reimbursements For Travel Expenses
- Departmental Authority (orders less than \$1000)



Special Procedures

- Facility Improvements
 - i.e. Playground Equipment
- Sam's Club Purchase
 - Will not take Visa
- Cellular Service (Cingular Wireless)
 - Cell phone use has increased significantly and Cingular will be providing reports on how individual phones are being used (i.e. number of daytime, nighttime and weekend minutes) for review.
- Computer Orders (HP/Compaq)
- Blanket Purchase Orders



Requisition Entry

- Correct Vendor Address
- Delivery Date
- Ship to Address
- Blanket
- Detailed Description
 - To include make/model numbers, item numbers, for each item ordered, dates of service
- Special Instruction
- Freight
- Discounts
- Vendor For Bid (999999)
- Requisitions not entered in its entirety will be rejected




Purchase Orders


- Distribution
 - Site (Requester) copy is emailed via a Adobe pdf attachment to the individual who generated the requisition
 - Receiving (Ship To) copy is printed on a printer in the office area of the receiving site/department
 - Accounting copy is printed in the Accounting office
 - Purchasing and Vendor copies print in the Purchasing office



Blanket Purchase Order

- A blanket purchase order is an open PO for a specific period of time which provides the vendor and the school/site a billing number to be used for the purchase of items/services specified on the order. NOTE: THE PERIOD OF TIME CANNOT CROSS FISCAL YEARS (PO's end on June 30th)
 - Enter a requisition designating the period of time, what is to be purchased, unit costs for items, Bid number if applicable, and an amount of money. DO NOT use words like various or miscellaneous, be specific as possible.
 - Each time purchases are made, send invoice and packing slip to accounts payable along with signed copy of PO (receiving copy) .
 - Monitor expenditure closely because A/P CANNOT pay invoices if money is not available or the time period has expired.
 - If a blanket PO has been completed and has funds remaining, notify Purchasing to close the BPO and disencumber funds.
 - If additional funds are required for payment, please email your contact in Purchasing with the necessary changes and the PO will be updated.
- 

Purchase Order Receipts

- Once order is received in part or complete, please sign and date packing slip/delivery receipt and/or invoice and return to the Accounts Payable Department
 - Each packing slip must have a signature, date, quantity received and reference the PO number.
 - The delivery receipt and the receiving copy of the PO serves as the supporting documentation to process the invoice for payment. Invoices will not be paid until the proper paperwork is returned to the Accounts Payable Department.
 - When shipment is complete, indicate complete on receiving copy of PO.
 - Please **DO NOT** send receiving paperwork to Purchasing.
- 

Competitive Bidding

- Requisitions
 - Initiated at site level through requisition entry
 - Bids solicited by site or Bids can be obtained by Purchasing
 - Entering 999999 in the vendor field indicates that the site would like Purchasing to obtain bids
- Request for Quotation (RFQ)
 - Less than \$10,000.00 (solicit at least 3 bids)
 - Keep bid documentation at site
 - Purchasing will conduct random audits throughout the year to ensure compliance with Board Policies. See Bidding Audit Form in Forms Section.
- Invitation For Sealed Bid (IFB)
 - 10,000 and over (formal bid process where all registered vendors for that category of items are invited to participate in the bid process). Bids are typically out for 30 days.
- Bid Opening and Tabulation
- Bid Evaluation and Justification
- Award to Lowest Responsive Bidder (PO) issued



Required Specifications

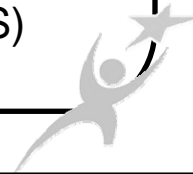
The following information is needed to properly prepare bid documents

- Statement of Work (what specifically do you want)
- Requirements
- Technical Data
- Compatibility
- Suggested Mfr./Model
- Accessories
- Schedule



Special Requirements

- Samples
- References, Certification
- Installation, Setup, Training
- Insurance
- Performance Bond
- Site Visit
- Material Safety Data Sheet (MSDS)



Freight, Shipping, and Handling

- Usually Included in:
 - State and Local Contracts
 - Competitive Bids
- Verify or Negotiate for Your Purchases
- Itemize in Requests
- Red Flag if Over 10%



F.O.B. Terminology Grid

<u>Freight Term</u>	<u>Ownership</u>	<u>Payment Terms</u>	<u>Claims</u>
Destination	Title (ownership) passes to buyer at delivery point specified by the buyer.	Seller pays freight charges. Buyer not invoiced for freight.	Seller owns goods in transit. Seller files any claims.
Destination, Prepaid & Allowed	Title (ownership) passes to buyer at delivery point specified by the buyer.	Seller pays freight charges. Buyer not invoiced for freight.	Seller owns goods in transit. Seller files any claims.
Destination, Prepaid & Charged	Title (ownership) passes to buyer at delivery point specified by the buyer.	Seller pays freight charges. Buyer invoiced for freight.	Seller owns goods in transit. Seller files any claims.

F.O.B. Terminology Grid (continued)

<u>Freight Term</u>	<u>Ownership</u>	<u>Payment Terms</u>	<u>Claims</u>
(Origin) Shipping Point	Title (ownership) passes to buyer at the seller's ship point.	Seller pays freight charges. Buyer invoiced for freight.	Buyer owns goods in transit. Buyer files any claims.
(Origin) Shipping Point, Prepaid & Allowed	Title (ownership) passes to buyer at the seller's ship point.	Seller pays freight charges. Buyer not invoiced for freight.	Buyer owns goods in transit. Buyer files any claims.
(Origin) Shipping Point, Prepaid & Charged	Title (ownership) passes to buyer at the seller's ship point.	Seller pays freight charges. Buyer invoiced for freight.	Buyer owns goods in transit. Buyer files any claims.

Business Procurement Card

- Issued to Authorized Personnel (Not to the Department)
- Dollar Limit: \$1,000 per Transaction
- Cycle Limit: \$2,500 per Month (Negotiable)
- Always Tax-exempt
- Prohibited Merchant Classes
- Services Prohibited
- Zero Tolerance Policy
 - No personal charges allowed.
 - Splitting of purchases can lead to the revocation of PCard privileges.
- Visa import into Munis financial system will occur on the 5th of each month





Supply Center

- Contact Supply Center
 - (417) 523-0433
 - Internal Extension 36633
 - Steve Pekarek, Supply Center Manager
 - Dave Clair, Bookroom Supervisor




Supply Center

- MUNIS Supply Catalog 
 - Arts & Crafts Supplies
 - Office Supplies
 - Batteries
 - Toner/Printer Cartridges
 - New
 - Remanufactured (LaserTek)
 - Site Moves (Administrative Practices and Procedures Equipment Relocation)
 - Internal moves of staff within a building should be coordinated with Custodial Services and I.T. Support Services. External moves between buildings should be coordinated through the Supply Center. Contact Custodial Services, the Supply Center or the General Services Center to get specific information and to set up the moving plan.
 - Surplus equipment after a move is handled by the Supply Center.
 - School closings or very large scale moving is to be contracted outside and funded by the District department/site initiating the request.
 - Pianos, sensitive items, and other large equipment moves from floor-to-floor or other buildings are to be contracted outside and paid for by the requesting department/site.
- 

Visit Our Web-site:

<http://sps.k12.mo.us/purchasing>

- | | |
|-------------------------|------------------------------------|
| ● Contacts | ● Forms |
| ● Contract Pricing | ● Vendor Complaint Form |
| ● Links | ● Product Evaluation |
| ● Online Supply Catalog | ● Request to Add Item to Inventory |
| ● Procedures | ● Site Satisfaction Survey |
- 

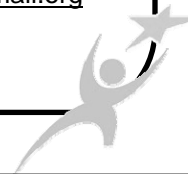
Additional Training

- One On One In Our Office
- Site Visit – we will come to you
- Staff Meetings – invite us to your staff meetings
- Site Listing



Questions?

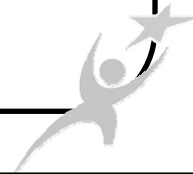
- Call Us:
 - David Pelletier
523-0072 or 33222 dpelletier@spsmail.org
 - Jim Scott
523-0070 or 33220 jscott@spsmail.org
 - Michelle Bentley
523-0071 or 33221 mbentley@spsmail.org
 - Dwayne Bradford
523-0055 or 33202 dbradford@spsmail.org
 - Jill Templeton
523-0073 or 33223 jtempleton@spsmail.org
- Fax Us: (417) 895-2007
- Visit Us: Room 202 KAC



Customer Support

The following individuals are your contact for training and other support issues. Don't hesitate to contact them. They are here to assist your site/department.

- Zone 1 – Dwayne Bradford
- Zone 2 – Michelle Bentley
- Zone 3 – Jim Scott



Dwayne 523-0055 or ext 33202	Michelle 523-0071 or ext 33221	Jim 523-0070 or ext 33220
Zone 1	Zone 2	Zone 3
Bailey Alternative School	Central	Glendale
Hillcrest	Pipkin	Kickapoo
Parkview	Study	Carver
Jarrett	Bissett	Cherokee
Pleasant View	Boyd	Hickory Hills
Reed	Campbell	Pershing
Bowerman	Shady Dell/ECSE	Bingham
Delaware	Weaver	Cowden
Fremont	Weller	Disney
Holland	Westport	Field
McGregor	York	Gray
Portland	Parents As Teachers	Jeffries
Robberson	ECSE	Mann
Roundtree	Gifted Education	McBride
Sherwood	ISSI'S	Pittman
Sunshine	Spfd Option Site	Sequiota
Truman	Pepperdine	Wilder
Twain	Solutions	Wilson's Creek
Watkins	A.C.E	Athletics
Williams	S.E.A.L	Attendance Office
School Public Safety	Curriculum (all)	Community Dev/Grants
Benefits	Special Education	Cultural Diversity
Business Services	Student Health	Foundation
Custodial Services	Missouri Reading Initiative	Human Resources
Food Services	Berry/AIMS	Information Technology
Library Office		Public Information
Maintenance		Records/Summer School
Supply Center		Research and Assessment
Transportation		Safe Schools
		Staff Development
		Student Support
		Superintendents Office
		Title I
		Title IV

Dave Pelletier

Oversees the Purchasing and Warehousing departments and is responsible for the following contracts:

Ambulance Services
Athletic Trainers
Audit Services (financial)
Cellular Service
Certified Educational Provider
Consultants
Copy & Duplicating Machines
Custodial Management Services
Employee Benefits
Food Service Management Services
Insurance
Purchasing Card Program
Soft Drinks/Vending
Software (student/financial)
Surplus Property
Telephone Service

Jim Scott

Oversees HP/Compaq (computer equipment) Big Deal buying program and is responsible for the following contracts:

Armored Car Services
Background Checks
Bus Rentals
Calculators
Cardboard Recycling
Cartridges (new/re-mfg)
Curriculum/Textbook Materials
Food Services

- Bread & Buns
- Fresh Produce
- Groceries & Supplies
- Meat & Frozen Foods

Furniture (student/office/library)
Grass Cutting
Microfilming
Pest Control
Playground Equipment
Postage Machine
Security Systems
School Buses
School Pictures
Snow Removal
Software License Agreements
Sound Systems
Subscription Services
Technology Equipment
Towing Services
Trash Service
Vehicle Repairs (auto/truck/bus)
Vehicles (Automobiles/Trucks)

Michelle Bentley

Oversees the District's procurement card program and is responsible for the following contracts:

Arts Supplies
Classroom Supplies
Construction Paper
Dry Cleaning
FACS Supplies/Equipment
Graduation

- Announcements
- Caps & Gowns
- Commencement Photos
- Diplomas

ID Badge Supplies
Kitchen Equipment/Appliances
Laminators
Library Supplies
Office Supplies
Printing Service/Forms

- Business Cards
- Memory Books
- Newsletters
- Newspapers
- Yearbooks

Prom/Special Event Decorations
Science Supplies/Equipment
Special Needs Supplies/Equipment
Stage Curtains
Uniforms/Apparel

- Band
- Cheerleading
- Choir Robes
- T-Shirts

Dwayne Bradford

Oversees the District's cellular phone program and is responsible for the following contracts:

Athletics (supplies/equipment)

- Athletic Letters
- PE (supplies/equipment)

Batteries
Books (non-adoption)
Bottled Water
Bus Lubricants
Bus/Vehicle (cleaning/washing)
Chalk/Tack/Marker Boards
Combination Locks
Custodial Equipment/Supplies
Elevator Maintenance
Fire Suppression Systems
Health Supplies
Lamps/Bulbs
Maintenance (repair/operation)
Music

- Supplies/Equipment
- Equipment Repairs
- Sheet Music

Paper Products

- Paper (copy & printing)
- Paper Towels
- Toilet Tissue

PE Equipment & Supplies
Pool Chemicals/Supplies
Sheet Music
Textbook Rebinding
Tires (bus/trucks/vans)

Board Policies

PURCHASING AUTHORITY

The Board of Education annually adopts the budget for the school district. The adopted budget shall be the guide for the superintendent to follow in making school purchases. The superintendent and/or the Director of Financial Services shall supervise school purchasing, and are authorized to issue purchase orders or sign contracts on behalf of the Board of Education which do not exceed \$50,000. Purchase orders over \$50,000 require Board approval and will appear on a monthly Board summary.

Adopted: January 21, 2003

Cross Refs: DJC, Bidding Requirements
DJF, Purchasing Procedures

The School District of Springfield R-XII, Springfield, Missouri

BIDDING REQUIREMENTS

1. Policy Statement – The purchasing procedure of the school district shall ensure the best possible price for goods and services and operate efficiently and economically.
2. Categories of Purchases – The following categories shall be used as guidelines in implementing competitive bidding or securing oral and written price quotations.
 - A. Construction of Facilities – All construction of facilities which may exceed an expenditure of fifteen thousand dollars (\$15,000.00) shall be publicly advertised, for two successive weeks, in a newspaper in this County. All bids must be submitted sealed and in writing and shall be opened publicly at a time and place chosen by the Board. No bids shall be entertained by the District which are not made in accordance with the specifications furnished by the District. The Board shall select the lowest responsible bidder complying with the terms of the letting. The Board shall, however, have the right to reject any and all bids.
 - B. Large Purchases/Contracts – Purchases of supplies, materials, furniture, equipment, contractual services (other than construction), insurance and other fixed charges which may exceed an annual expenditure of ten thousand dollars (\$10,000.00) shall be made with a “sealed bid” formal bidding process by the Purchasing Department.
 - C. Small Purchases/Contracts – Purchases of supplies, materials, furniture, equipment and miscellaneous items which may exceed an annual expenditure of between one thousand dollars (\$1,000.00) and nine thousand nine hundred ninety-nine dollars (\$9,999.00) shall be made by a “quotation” informal process by the Purchasing Department. Three written or faxed bids must be secured by the requestor or the District Purchasing Department. All bid information must accompany requests before payment can be made.
 - D. Minor Purchases – Purchases of supplies, materials, furniture, equipment or miscellaneous items which will not exceed an annual expenditure of nine hundred ninety-nine dollars and ninety-nine cents (\$999.99) shall not require bidding unless desired by the department requesting the purchase.
 - E. Building Services Maintenance and Repair Projects – Purchases made by the District’s Building Services Department for maintenance and repair projects which will not exceed five thousand dollars (\$5,000.00) shall be made on a purchase order basis and shall not require bidding. The Building Services Department will place an advertisement at least once each school year in a newspaper in this County to make area contractors aware of this Policy and inviting them to submit a price list for their services to the District. The Building Services Department shall maintain a record of contractors used under this policy, satisfaction levels, and the costs of the services rendered by the contractors.

F. Discretionary – The Board or the Superintendent may elect at any time to require any purchase or contract to be formally bid.

3. Bidding Procedure – The following procedures shall be used on purchases where bidding is required by this policy or state law:

A. Formal-“Sealed Bid” Procedure – When formal bidding procedures are used, bids shall be advertised appropriately. Projects involving construction of facilities which may exceed an expenditure of fifteen thousand dollars (\$15,000.00) shall be bid in accordance with State Law. Other purchases which are required by this Policy to use a “sealed bid” procedure shall be advertised in appropriate publications. Prospective bidders shall submit bids in sealed envelopes, addressed to the Purchasing Department and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened and examined in a public opening by the Purchasing Coordinator. Within ten days, (or more if necessary) following the opening and examination of bids, information shall be available as to the disposition of the bid. Suppliers shall be invited to have their names placed on bidder’s lists to receive invitations to bid. When specifications are prepared, they will be sent to all firms who have indicated an interest in bidding.

B. Informal-“Quotation” Procedure – When informal bidding procedures are required by this Policy, the Purchasing department or designee shall contact a minimum of three (3) vendors where three written or faxed bids must be secured.

C. Except where otherwise required by State Law, the Board reserves the right to reject any or all bids and accept that bid which appears to be in the best interest of the District. The Board further reserves the right to waive any informalities in any bid, or to reject any or all bids, or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

Adopted: January 18, 2005

Cross Refs: DN, Real Property Disposal Procedure

Legal Refs: 177.086, RSMo.

The School District of Springfield R-XII, Springfield, Missouri

PURCHASING PROCEDURES

The Board recognizes the importance of a sound fiscal management program and expects the district to maintain an efficient and consistent procedure in purchasing materials and services for the school district.

All purchasing for the district will be handled on an approved purchase order form that clearly establishes the contractual arrangement between the supplier and the school district.

Requests for equipment, materials, books, supplies, reimbursement claims and subsidiary accounts shall first be placed on requisitions. Approval shall then be made through the principal to the superintendent. If the expenditures are approved by the superintendent, a purchase order will be forthcoming to cover only items approved.

All requests for supplies and equipment should be made through the office of an employee's immediate supervisor. Purchases are made only on official school purchase orders. No payment of a bill will be made without proper purchase order forms.

Adopted: April 22, 1992

Cross Refs: DK, Payment Procedures
DLC, Expense Reimbursements

The School District of Springfield R-XII, Springfield, Missouri

PURCHASING PROCEDURES

Whereas supplies and equipment are indispensable in achieving the objectives of education in the school district, the Board of Education shall carry out the following procedures with regards to purchasing supplies and equipment:

1. Direct the superintendent to assume the leadership in the selection of supplies and equipment, with the assistance of the trained personnel of each department, in light of the contribution such supplies and equipment make to the educational process. All purchases are to be channeled through the superintendent's office.
2. Require that the superintendent make adequate provision in the budget, as tentatively approved at the regular March meeting of the Board, to cover supplies and equipment to be purchased in agreement with the needs of all departments.
3. Require that the superintendent give first consideration to how well the item will serve the purpose for which it is being secured.
4. Require the superintendent to purchase from and contract with firms in the school district when all requirements are equally or better met than firms outside the district.
5. After final budget approval is made on items to be purchased, the superintendent should place orders as soon as possible to be sure that new supplies and equipment will be on hand and ready for use not later than the opening of the new school term.
6. Require the superintendent to work with the trained personnel, and develop standards to follow in the purchase and use of supplies and equipment, in order to contribute most effectively and economically to the educational process.
7. Require the superintendent to take or cause to be taken a periodic inventory, at least each year, of equipment on hand.

Adopted: April 22, 1992

The School District of Springfield R-XII, Springfield, Missouri

Forms



The School District of Springfield R-12

Verbal/Written Quote Summary Sheet

(Minimum 3 quotes required for items/services costing at least \$1,000 but less than \$10,000)
Use this form to summarize quotes received and to recommend a vendor for award.

Name: _____ Dept/School: _____ Phone: _____

Requisition Number: _____ Signature of Person Obtaining Quotes: _____

Item/Service Requested: _____

Note: If you are unable to obtain 3 quotes, contact the Purchasing Department at (417) 523-0071 or 33221.

Indicate whether the quotes are written or verbal: _____ Written _____ Verbal (If written, please attach quotes to this form.)

	Date	Vendor Name	Contact Person	Phone Number	Total \$ Amount Quoted
1					
2					
3					
4					

Recommended Vendor: _____

If you are recommending other than low quote, you are required to provide written justification as to why the low quote was not selected:

Purchasing Acknowledgement: _____ Date: _____

Please retain this form and written quotes. The Purchasing Department will conduct random audits to insure Board Policies are being followed.

Purchase Order Audit Request

The Purchasing Department is requesting copies of the supporting bid documentation or sole source form that your site has for the below referenced PO. Please make copies of all supporting documents and send to Purchasing by the below referenced date. Thank you.

PO # _____ Vendor _____

Site Location _____

Please check one.

- I am submitting three bids as my supporting documentation
- I am submitting a sole source form as my supporting documentation.
- I do not have bids or a sole source form to support the above PO.

Please return this form and all supporting documentation to the Purchasing Department no later than _____.

Name of Authorized Approving Official _____

Signature of Authorized Approving Official _____

Date: _____

Springfield Public Schools Purchasing Department Site Satisfaction Survey

Please circle the number that best represents your satisfaction according to the following scale:

1 = very dissatisfied 2 = dissatisfied 3 = satisfied 4 = very satisfied

If the question does not pertain to your area of responsibility please circle "N/A"
Thank you for completing the survey.

How satisfied are you with . . .

- | | | | | | |
|---|---|---|---|---|-----|
| 1. The overall performance of the Purchasing Department? | 1 | 2 | 3 | 4 | N/A |
| (If you circled 1 or 2 please explain why) _____ | | | | | |
| 2. The timeliness of our response to your Purchase Requisitions? | 1 | 2 | 3 | 4 | N/A |
| (If you circled 1 or 2 please explain why) _____ | | | | | |
| 3. The expertise and knowledge of the Purchasing Staff? | 1 | 2 | 3 | 4 | N/A |
| (If you circled 1 or 2 please explain why) _____ | | | | | |
| 4. The communication skills of the Purchasing Staff? | 1 | 2 | 3 | 4 | N/A |
| (If you circled 1 or 2 please explain why) _____ | | | | | |
| 5. The goods and services purchased for your department? | 1 | 2 | 3 | 4 | N/A |
| (If you circled 1 or 2 please explain why) _____ | | | | | |
| 6. Purchasing from the Supply Center? | 1 | 2 | 3 | 4 | N/A |
| (If you circled 1 or 2 please explain why) _____ | | | | | |
| 7. Purchasing from Statewide Contracts? | 1 | 2 | 3 | 4 | N/A |
| (If you circled 1 or 2 please explain why) _____ | | | | | |
| 8. The prices obtained for you from the bid process? | 1 | 2 | 3 | 4 | N/A |
| (If you circled 1 or 2 please explain why) _____ | | | | | |
| 9. The vendors that have been awarded the bid? | 1 | 2 | 3 | 4 | N/A |
| (If you circled 1 or 2 please explain why) _____ | | | | | |
| 10. What suggestions would you offer regarding improvements within the Purchasing Office and the purchasing process in general? | | | | | |

Please return to:
Springfield Public Schools Purchasing Office
David Pelletier, Coordinator
940 N. Jefferson, Room 202
Springfield, MO 65802

NOTICE OF

COMPLAINT TO VENDOR

DATE: _____

P.O./CONTRACT NO. _____

DATE OF P.O. _____

PURCHASE REQUISITION NO. _____

RETURN COMPLETED FORM TO:
Purchasing Department
940 N. Jefferson, Room 202
Springfield, MO 65802

VENDOR INFORMATION

SITE INFORMATION

NAME: ADDRESS:	NAME: ADDRESS:
-----------------------	-----------------------

- Late Delivery
- Refusal of Vendor to Deliver
- Delivery Made After Hours
- Under-shipment
- Over-shipment
- Inadequate Service

- Substitution by Vendor
- Inferior or Shoddy Merchandise
- Merchandise Not Properly Labeled
- Damaged Shipment Carrier Notified
- Other – Explain Below in Space Provided for "Remarks"

REMARKS: This space is to be used to: (1) Elaborate on items checked above or (2) Describe additional complaints. Be accurate, specific, complete, and factual.

NAME AND TITLE OF PERSON INITIATING COMPLAINT	AUTHORIZED SIGNATURE
---	----------------------

This form should be filled out in triplicate. The original and one copy should be sent to the Purchasing Department, 940 N. Jefferson, Room 202, Springfield, Missouri 65802. The site will retain one copy. This form should not be sent to the vendor by the site.



SPRINGFIELD PUBLIC SCHOOLS PRODUCT EVALUATION FORM

This form has been developed to help identify problems with materials, supplies, services, and equipment purchased for the schools and offices of the Springfield Public Schools. If you have received items that you feel are unacceptable, please complete and return this form to Steve Pekarek at the Supply Center.

Your input is necessary and will help us to identify and resolve these problems. Please identify only items ordered from the Springfield Public Schools Warehouse. Orders placed by individuals or school based organizations will not be applicable for review.

THE FOLLOWING INFORMATION IS REQUIRED IN ORDER TO CORRECTLY IDENTIFY THE ITEMS OR VENDORS IN QUESTION.

DESCRIPTION OF ITEM: _____

SPS SUPPLY # _____ REQUEST # _____

DATE OF PURCHASE _____

PLEASE STATE YOUR CONCERN: _____

SUGGESTED SOLUTION: _____

SCHOOL

SIGNATURE

Please return to: Steve Pekarek, Supply Center Manager



REQUEST TO ADD ITEM TO INVENTORY

Complete and return to:

Purchasing Department
Phone: (417) 523-0071 / Fax: (417) 895-2007

Date: _____
Requester: _____
Department: _____

Description (Please provide a complete description of item including the manufacturers product number(s) if available)

If brand names are used, please provide three that are equal.

a. _____ b. _____ c. _____

Request to add:

- a. How many to order: Minimum _____ Maximum _____
- b. How items are packaged from vendor: _____
- c. Who are the suppliers: _____
- d. Are there acceptable substitutes: _____

(For Purchasing Use Only)

Stock Number: _____
Date Added To Inventory: _____



Site Quote Request

(For Purchases Less Than \$10,000)

SITE/DEPARTMENT:

TO:	FROM:
COMPANY:	PHONE: FAX:
FAX NUMBER:	NO. OF PAGES INCLUDING COVER:
PHONE NUMBER:	RE: DATE:
	Quotation

NOTES/COMMENTS:

I need pricing (including delivery) & availability on the following item(s). Prices will be bound by the attached Terms and Conditions. Please fax the information back to me as soon as you can. If there are any questions, please let me know.

Thank you,

TERMS AND CONDITIONS

1 TERMINOLOGY/DEFINITIONS

Whenever the following words and expressions appear in this document or any amendment thereto, the definition or meaning described below shall apply.

- a) **District** means the School District of Springfield R-12.
- b) **Amendment** means a written, official modification to a quote or to a contract.
- c) **Attachment** applies to all forms that are included with a quote to incorporate any informational data or requirements related to the performance requirements and/or specifications.
- d) **Bidder** means the person or organization that responds to a quote by submitting a quote with prices to provide the equipment, supplies, and/or services as required in the quote document.
- e) **Contract** means a legal and binding agreement between two or more competent parties, for a consideration for the procurement of equipment, supplies, and/or services.
- f) **Contractor** means a person or organization who is a successful bidder as a result of a quote and who enters into a contract.
- g) **Pricing Page(s)** applies to the form(s) on which the bidder must state price(s) applicable for the equipment, supplies, and/or services requires in the quote. The pricing pages must be completed and submitted by the bidder with the quote prior to the specified quote-opening date and time.

2 PREPARATION OF QUOTES

- a) Bidders must examine the entire quote carefully. Failure to do so shall be at bidder's risk.
- b) Unless otherwise specifically stated in the quote, all specifications and requirements constitute minimum requirements. All Quotes must meet or exceed the stated specifications and requirements.
- c) Unless otherwise specifically stated in the quote, any manufacturer's names, trade names, brand names, information and/or catalog numbers listed in a specification and/or requirements are for informational purposes only and are not intended to limit competition. The bidder may offer any brand, which meets or exceeds the specification for any item, but must state the manufacturer's name and model number for any such brands in the quote. In addition, the bidder shall explain, in detail, (1) the reasons why the proposed equivalent meets or exceeds the specifications and/or requirements and (2) why the proposed equivalent should not be considered an exception thereto. Quotes, which do not comply with the requirements and specifications, are subject to rejection without clarification.
- d) Quotes lacking any indication of intent to offer an alternate brand or to take an exception shall be received and considered in complete compliance with the specifications and requirements as listed in the quote.
- e) All equipment and supplies offered in a quote must be new, of current production, and available for marketing by the manufacturer unless the quote clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered.
- f) Prices shall include all packing, handling and shipping charges FOB destination, freight prepaid and allowed unless otherwise specified in the quote.
- g) Prices offered shall remain valid for 90 days from quote opening unless otherwise indicated. If the quote is accepted, prices shall be firm for the specified contract period.

3 EVALUATION/AWARD

- a) Any clerical error, apparent on its face, may be corrected by the District before contract award. Upon discovering an apparent clerical error, the District shall contact the bidder and request clarification of the intended quote. The correction shall be incorporated in the notice of award.
- b) Any pricing information submitted by a bidder shall be subject to evaluation if deemed by the District to be in the best interest of the District.
- c) Unless otherwise stated in the quote, cash discounts for prompt payment of invoices shall not be considered in the evaluation of prices. However, such discounts are encouraged to motivate prompt payment.
- d) Awards shall be made to the bidder whose quote (1) complies with all mandatory specifications and requirements of the quote and (2) is the lowest and best quote, considering price, responsibility of the bidder, and all other evaluation criteria specified in the quote and any subsequent negotiations.
- e) In the event all bidders fail to meet the same mandatory requirement in a quote, the District reserves the right, at its sole discretion, to waive that requirement for all bidders and to proceed with the evaluation. In addition, the District reserves the right to waive any minor irregularity or technicality found in any individual quote.
- f) The District reserves the right to reject any and all quotes. When all quotes are unacceptable and circumstances do not permit a re-quote, the District may negotiate for the required supplies and/or service.
- g) When evaluating a quote, the District reserves the right to consider relevant information and fact, whether gained from a quote, from an bidder, from bidder's references, or from any other source.
- h) Any award of a contract shall be made by notification from the Purchasing Department to the successful bidder. The Purchasing Department reserves the right to make awards by item, group of items, or an all or none basis. The grouping of items awarded shall be determined by the District based upon factors such as item similarity, location, administrative efficiency, or other considerations in the best interest of the District.
- i) All quotes and associated documentation, which are submitted, will be considered open records following the award.
- j) The District reserves the right to request clarification of any portion of the bidder's response in order to verify the intent of the bidder. The bidder is cautioned, however, that its response may be subject to acceptance or rejection without further clarification.

4 CONTRACT/PURCHASE ORDER

- a) By submitting a quote, the bidder agrees to furnish any and all equipment, supplies and/or services specified in the QUOTE, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b) A binding contract shall consist of: (1) the quote, amendments thereto, and/or Best and Final Offer (BAFO) request(s) with quote changes/additions, (2) the contractor's quote including the contractor's BAFO, (3) clarification of quote, if any, and (4) Purchasing Department acceptance of the quote by "purchase order."
- c) A notice of award does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services, the contractor must receive a properly authorized purchase order.

5 INVOICING AND PAYMENT

- a) The District does not pay state or federal taxes unless otherwise required under law or regulation.
- b) Each invoice submitted must reference the purchase order number and must be itemized in accordance with items listed on the purchase order. Failure to comply with this requirement may delay processing of invoices for payment.
- c) The contractor shall not transfer any interest in the contract, whether by assignment or otherwise, without the prior written consent of the District.
- d) Payment for all equipment, supplies, and/or services required herein shall be made at a minimum 30 day terms. The District shall not make any advance deposits.
- e) The District assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any unauthorized quantity is subject to the District's rejection and shall be returned at the contractor's expense.

6 DELIVERY

- a) Time is of the essence. Deliveries of equipment, supplies, and/or services must be made no later than the time stated in the contract or within a reasonable period of time, if a specific time is not stated.

7 INSPECTION AND ACCEPTANCE

- a) No equipment, supplies, and/or services received by the District pursuant to a contract shall be deemed accepted until the District has had reasonable opportunity to inspect said equipment, supplies, and/or services.
- b) All equipment, supplies, and/or services which do not comply with the specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.
- c) The District reserves the right to return any such rejected shipment at the contractor's expense for full credit or replacement and to specify a reasonable date by which replacements must be received.
- d) The District's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or contractual remedies the District may have.

8 WARRANTY

- a) The contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by the Purchasing Department, (2) be fit and sufficient for the purpose expressed in the quote, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.
- b) Such warranty shall survive delivery and shall not be deemed waived either by reason of the District's acceptance of or payment for said equipment, supplies, and/or services.

9 CANCELLATION OF CONTRACT

- a) In the event of material breach of the contractual obligations by the contractor, the District may cancel the contract. At its sole discretion, the District may give the contractor an opportunity to cure the breach or to explain how the breach will be cured. The actual cure must be completed within no more than 10 working days from notification, or at a minimum the contractor must provide the District within 10 working days from notification a written plan detailing how the contractor intends to cure the breach.
- b) If the contractor fails to cure the breach or if circumstances demand immediate action, the Purchasing Department will issue a notice of cancellation terminating the contract immediately.
- c) If the Purchasing Department cancels the contract for breach, the Purchasing Department reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contract from other sources and upon such terms and in such manner as the Purchasing Department deems appropriate and charge the contractor for any additional costs incurred thereby.
- d) The contractor understands and agrees that funds required to fund the contract must be appropriated by the Board of Education for each fiscal year included within the contract period. The contract shall not be binding upon the District for any period in which funds have not been appropriated, and the District shall not be liable for any costs associated with termination caused by lack of appropriations.

10 COMMUNICATIONS AND NOTICES

- a) Any notice to the contractor shall be deemed sufficient when deposited in the United States mail postage prepaid, transmitted by facsimile, transmitted by e-mail or hand-carried and presented to an authorized employee of the contractor.

11 BANKRUPTCY OR INSOLVENCY

- a) Upon filing for any bankruptcy or insolvency proceeding by or against the contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the contractor must notify the Purchasing Department immediately.
- b) Upon learning of any such actions, the Purchasing Department reserves the right, at its sole discretion, to either cancel the contract or affirm the contract and hold the contractor responsible for damages.

12 CONFLICT OF INTEREST

- a) By submitting a quote, the contractor acknowledges that no employee of the District is or will become interested, directly or indirectly as a contracting party or otherwise in the supplies, work or business to which it relates or in any portion of the profits thereof, or in any such supplies to be therein or any of the monies to be derived therefrom.

Blanket Purchase Orders

Blanket Purchase Orders

1. Blanket purchase orders are used when there are multiple payments to the same vendor for the same product or service during a specified period of time.
 - a. A good example is drinking water purchased from Chesapeake bi-weekly. This is an expense incurred every month to the same vendor for the same service.
2. A Blanket purchase order is entered by changing the req type to “Blanket”, which is located under the status tab (see below) everything else is entered just the same as a normal Requisition Entry.

The screenshot shows a software interface with a menu bar (File, Edit, Tools, Help) and a toolbar. The 'Status' tab is selected, and the 'Req Type' dropdown menu is open, showing the following options: N - NORMAL, B - BLANKET (selected), D - DEPT/EMERGENCY, N - NORMAL, and R - RFP-BID. Other fields include 'Status: 2 - Created', 'Allocation Code', 'Buyer', 'Review', 'PD Number', and 'Notify originator' (checked). The 'Line Item Detail' table is empty, and the 'Total Amount' field is blank.

Line	Qty	Commodity Code	Inven Item	Unit Price	UOM	Freight	Disc %	Credit	Line
------	-----	----------------	------------	------------	-----	---------	--------	--------	------

Total Amount

3. A blanket PO must contain the following information
 - a) Correct Vendor Name
 - b) Delivery or Needed date will be the end of the current school year (ex. 06/30/2007) or expiration date of service.
 - c) The description must state the following: “Blanket Purchase order to cover the cost of (what the service/item is) for the period of (dates of service – this should run through June 30, 2007) at the charge of (cost of services per item, or service). You can import the note that will list this information for you Please do not use words such as various or miscellaneous and sure to include the unit cost also. See examples below

File Edit Tools Help

Copy

Line Detail

Line # 1 Qty 12.0 Unit Price 49.70000
 Commodity UOM Each
 Item/Loc/Type Freight .00
 Discount % .00
 PD Number Credit .00
 Ticket Line item total 596.40

Description

BLANKET PO TO COVER THE COST OF TEN 5 GL CONTAINERS DELIVERED MONTHLY OF PURIFIED DRINKING WATER FOR THE KRAFT BUILDING FOR THE PERIOD OF JULY 1, 2006 THROUGH JUNE 30, 2007. \$4.97 PER 5 GL PER BID

Miscellaneous

Vendor 113606 Dept/Loc 764 PURCHASING Fixed Asset N
 1099 Box Required By 06/30/2007
 Bid

G/L Allocations

Seq	T	Account	Description	Amount
01	E	10-1110-6231-000-000	FICA	59

Record(s) updated. OVR

File Edit Tools Help

Copy

Line Detail

Line # 2 Qty 12.0 Unit Price 9.49000
 Commodity UOM Each
 Item/Loc/Type Freight .00
 Discount % .00
 PD Number Credit .00
 Ticket Line item total 113.88

Description

BLANKET PO TO COVER THE COST OF WATER COOLER RENTAL FOR THE PERIOD OF JULY 1, 2006 THROUGH JUNE 30, 2007. \$9.49 PER MONTH PER BID # S03B-0048

Miscellaneous

Vendor 113606 Dept/Loc 764 PURCHASING Fixed Asset N
 1099 Box Required By 06/30/2007
 Bid

G/L Allocations

Seq	T	Account	Description	Amount
01	E	10-1110-6231-000-000	FICA	11

d) It is very important to be as specific as possible (see the following example)

4. A blanket purchase order will prevent you from having to enter in an invoice entry every month for the payment.

5. Once the blanket PO is entered, all you will need to do upon receiving the invoice, is simply write the Blanket PO number on the invoice and have it signed with an authorizing signature, and send it into accounting for payment.
6. If during the school year adjustments need to be made to the dollar value of a blanket PO please send the adjustment in writing via email to the purchasing department. It is important to estimate as exact as possible when encumbering the funds. If possible use the previous year's usage as an estimate.
7. The blanket PO will expire at the end of the present school year or by the date indicated by the requestor and will be closed at that time. Any remaining funds still encumbered will be released from the Blanket PO and will then be available for use to purchase additional products or services. A new blanket PO will need to be entered the following school year.

Procurement Card

UMB – Visa Cards

Electronic Statements -The District has begun receiving its visa card statements electronically. Each site should have its visa cards statements emailed to the Visa Card Administrator at each site, one day after the billing cycle ends. This helps prevent the paper statements being mailed to the incorrect location, being shuffled in with the incorrect sites visa statements, and is sent to us in a more timely manner. If you are not receiving your statements electronically each month, please contact Michelle Bentley in Purchasing 523-0071. (Please see next page for sample of electronic statement).

Visa Applications – Please be sure to use the updated copy of the visa card application (see attached copy.) It is very important to include the default GL Account # (pg 1, line #4) of the application. If an application is sent in without the default GL Account number listed, it will be returned to the site. We are unable to order new cards without this information provided.

Visa Card Limit Increases - Requests for visa card limit increase should come from the Visa Card Administrator at the site (ie., the financial secretary, or principal). This can be submitted in writing or by phone. If possible, please try to give a day's advance notice of any increases needed.

Import Date - As of September 1, 2006 the visa import date will be moved up from the 11th of each month to the 5th of each month. This should still give adequate time for you to allocate your visa card transactions before the import is done. Please try to look on the UMB website once a week and allocated whatever charges may have posted during that week.

Who To Contact While Michelle Is Out: Michelle Bentley will be on maternity leave for 12 weeks beginning in mid September. During this time, please contact David Pelletier for any visa questions, needs or concerns you may have. Please send these to David in writing via email to dpelletier@spsmail.org . If it is an emergency, you may call him at 523-0072 or ext 33222. He will be able to handle all of your visa needs while Michelle is out.

Cardholder Detail

Company: SPRINGFIELD PUBLIC SCHOOL
 Card Type: Corporate
 Organization: PURCHASING DEPT
 Card Account: All card accounts
 Cycle: Billing from 06/04/2006 to 07/03/2006

Cardholder Name - Card Account No.

Supplier Name Supplier Location Transaction Ref#	Transaction Date Posting Date	Source Currency		Billing Currency	
		Purchases	Credits	Purchases	Credits
		Currency Code	Currency Code	Currency Code	Currency Code
BENTLEY, ***** - XXXX XXXX XX50 7049					
G & M OFFICE PROD01 OF 01	06/29/2006	56.88	0.00	56.88	0.00
US, 417-8691069 MO	07/02/2006	USD	USD	USD	USD
24639236181900018900010					
Subtotals	BENTLEY, ***** - XXXX XXXX XX50 7049	1 Transaction		56.88	0.00
Grand Totals		1 Transaction		56.88	0.00

- End of Report -

DO'S AND DON'TS FOR PROCUREMENT CARDS:

Do

1. Turn in all of your receipts
2. Use your card for items under \$1000.00
3. Charge hotel and airfare on your card
4. Use your card for field trips
5. Always check the Supply Center first for items you are purchasing.

Don't

1. Split a purchase to charge an item/items greater than \$1000.00
2. Leave a store with sales tax on your receipt
3. Charge personal charges. (Always be aware of what card you are using)
4. Purchase district employee meals while on travel.
5. Let another staff member or student take your credit card and make purchases with it.



School District of Springfield R-12

Visa Card Application

Cardholder Information – To be completed by Cardholder

Last Name _____ First Name _____ MI _____

Job Title _____ Dept/School Name _____

Site/School _____

Default Budget Code # _____

City _____ State _____ Zip Code _____

Business Phone (____) _____ Home Phone (optional) _____

Email _____

Cardholder controls – to be completed by Cardholder or Approving Official

Name of Approving Official _____

Approving Official Title: _____

Purchasing			Card Controls		
		Default	Daily Spending Limit	\$	Default
Billing Cycle Limit	\$2500.00	\$2500.00	Maximum # Transactions Per Day		
Single Purchase Limit	\$999.99	\$999.99	Maximum # Transactions Per Billing Cycle		

Visa Purchasing Card Agreement

<i>Name of Cardholder</i>	<i>Cardholder Business Address</i>
<i>Site/School Name & Number</i>	<i>Cardholder Site/School Phone Number</i>
<i>Supervisor/Principal Name & Title</i>	<i>Supervisor/Principal's Phone Number</i>

Cardholder agrees to accept responsibility for the protection and proper use of the Business Procurement Card (BPC) in accordance with the terms and conditions below.

1. Cardholder agrees to provide the supporting receipts from the vendor and/or a transaction log for each transaction as designated by the BPC Coordinator under the policies and procedures of the School District of Springfield, R-12 (“District”). Failure to report or document any purchase may be deemed an improper use of the BPC.
2. If the card is lost or stolen, Cardholder shall notify the BPC Coordinator immediately.
3. District shall be responsible for all charges, including fees and interest, incurred from the proper use of the BPC.
4. **THE CARDHOLDER MAY NOT MAKE PERSONAL PURCHASES ON THE CARD.** Cardholder understands that he/she shall be personally liable for any improper use of the BPC and agrees to pay to the issuer of the card such use (such issuer shall be a third party beneficiary under this agreement), other than improper use as the result of a lost or stolen card which was immediately reported as required in paragraph 2, including fees and interest assessed against the improper purchase. Cardholder understands that his/her improper use of the BPC may be cause for disciplinary action by the District including termination and that improper use of the BPC may subject Cardholder to criminal prosecution. Cardholder understands and agrees that the District may withhold amounts attributable to improper use by Cardholder from any paycheck or other state of Missouri warrant which may be payable to Cardholder. Any personal purchase (even if it is unintentional or accidental) will result in cancellation of the BPC. The SPS R-12 School District has no tolerance for this misuse.

5. Cardholder understands that should his/her employment with District terminate for any reason, the BPC must be returned to the BPC coordinator. Cardholder understands and agrees that District may withhold his/her final paycheck until the BPC is returned. Cardholder also understands that District may withdraw authorization to use the BPC and require the return of the BPC at any time for any reason.
6. Cardholder understands that use of the BPC is subject to individual card limitations on expenditures for use in official District business. All purchases must comply with District accounting and purchasing policies and procedures including all policies and procedures the District implements in the use of the BPC. If in doubt that a purchase is authorized under this agreement through the use of the BPC, Cardholder understands that he/she should seek **PRIOR** approval from their BPC Coordinator. Such approval presumes the proper use of the BPC.
7. Cardholder understands that items may not be purchased that are available through the supply center. The supply center carries a wide variety of items at a low price. The cardholder needs to check the supply center before purchasing outside the district. The supply center catalog is available on the web at: <https://munisweb/supply.asp>
8. Cardholder understands that there are existing contracts in place for items purchased throughout the district. The BPC may not be used to purchase these items under special contract pricing. A purchase order must be issued. The cardholder may view the existing contracts the district has in place on the internet at <http://sps.k12.mo.us/purchasing/pricing.htm>.
9. Cardholder understands that use of the BPC is for the purchase of good/services costing less than \$1000.00 per purchase subject to individual card limitations on expenditures set by BPC Coordinator. All purchases must comply with all policies in District's Purchasing Manual. Cardholder understands that their card will be cancelled upon any violation of the BPC policies. The following items may not be purchased with the BPC, however, the list is not all inclusive:

- Alcoholic beverages
- Automotive repairs
- Capital purchases (subject to inventory) \$1000.00 and greater
- Cash advances
- Construction, renovation or installation
- Gasoline Services (all, except subscriptions and freight)
- Hospitality or Entertainment (**NO FACULTY MEALS!!**)

10. Cardholder understands that it is a violation of District policy to have a vendor split a sale into two transactions or into two different days to accommodate a sale that totals greater than \$1000.00. Their card WILL BE cancelled upon doing so. There is no tolerance for this misuse.
11. As a Cardholder, I agree to accept the responsibility and accountability for the protection and proper use of this VISA- Purchasing Card, as enumerated above. If non-District charges are placed on the VISA – Purchasing Card, and repayment is not forthcoming immediately upon request, I hereby authorize the District to deduct any non-District, personal or excluded items charges from my paycheck subject to the limits of garnishments and writs of sequestration contained in 525.030 RSMo and 15 U.S.C. 1673. Following termination of my employment at the District, I will continue to be financially responsible for and legally liable to the District for non-District, personal, or excluded items purchased on my VISA – Purchasing Card by myself or with my knowledge including any reasonable cost of collection and attorneys fees.

Limit per Purchase:	999.99	(not to exceed 1000.00)
Cycle Credit Limit	2500.00	(not to exceed 2500.00 - Without authorization)
Applicant: Print Name: _____ Title: _____		
Signature _____ Date: _____		
Supervisor Print Name: _____ Title: _____		
Signature _____ Date: _____		
Approval: Print Name: <u>David Pelletier</u> Title: <u>Coordinator of Purchasing</u>		
Signature _____ Date: _____		

I have received visa card training from my secretary _____,
(Secretaries name)

(Applicant Signature) (Date)



School District of Springfield R-12

NOTICE OF UNAUTHORIZED CREDIT CARD PURCHASES

TO:

DATE:

CARDHOLDER NAME

YOU HAVE MADE UNAUTHORIZED CREDIT CARD CHARGES AS FOLLOWS:

IN ACCORDANCE WITH BOARD POLICIES, SCHOOL OR DEPARTMENT RULES AND PROCEDURES, AND PURCHASING CARD PROCEDURES, THE FOLLOWING UNAUTHORIZED CREDIT CARD CHARGES WERE MADE BY YOU:

- | | | |
|--------------------------|---|----|
| <input type="checkbox"/> | PERSONAL CHARGE/S | \$ |
| <input type="checkbox"/> | SPLITTING OF SALE TO ACCOMMODATE A CHARGE OF GREATER THAN \$1000.00 | \$ |
| <input type="checkbox"/> | MEAL CHARGES | \$ |
| <input type="checkbox"/> | OTHER _____ | \$ |

COMMENTS:

CARDHOLDER SIGNATURE

SCHOOL/DEPARTMENT ADMINISTRATOR

DATE

DATE



School District of Springfield R-12

Visa Cardholder Dispute Form

CARDHOLDER BACKGROUND

ACCOUNT NUMBER

4715-6266 _____ - _____

NAME

ADDRESS

HOME PHONE

DISPUTE DETAILS

AMOUNT OF DISPUTE \$ _____

PROVIDE NECESSARY DETAILS ABOUT THE DISPUTED ITEMS(S):

SEND THIS FORM TO:

[UMB Bank Card Center](#)

CARDHOLDER DISPUTES

P.O. BOX 419734

KANSAS CITY, MO 64141

FAX: 816-843-2485

DATE

SIGNATURE



School District of Springfield R-12

CARDHOLDER LOST RECEIPT AFFIDAVIT

CARDHOLDER NAME: _____ DEPARTMENT _____

Request for Payment No. _____

Date of Purchase	Vendor	Item Description	Amount Charged
TOTAL AUTHORIZED FOR PAYMENT			\$

I CERTIFY, UNDER PENALTY OF PERJURY, THAT THIS AFFIDAVIT FOR THE ITEMS INCLUDED HEREIN FOR PAYMENT ARE CORRECT AND JUST IN ALL RESPECTS.

CARDHOLDER SIGNATURE

SCHOOL/DEPARTMENT ADMINISTRATOR

DATE








DATE

Supply Center



SUPPLY CENTER

*Springfield Public Schools
1458 E. Chestnut Expressway.
Springfield, MO 65802*

	Canon & Epson Printer Cartridges
	Forms
	HP Printer Cartridges
	Software
	Munis Supply Catalog
	Supply Center Staff
	Surplus Equipment

(Updated August 8, 2006)

NOTE: All documents listed within the Purchasing Departments web pages are either in HTML, Word or Excel 2000, or PDF format. You can access the **FREE** viewers from the shortcuts below.



Problems with downloading and/or comments should be directed to dbradford@spsmail.org

[\[Supply Center Home\]](#)

[\[Purchasing Home\]](#)

[\[SPS Home Page\]](#)

[\[Contact\]](#)

Supply Center Catalog

Wednesday, August 09, 2006 11:51:10 AM

Item Information: _____

Stock Number

Submit

Item Categories: _____

Submit

M 015 - COPYING AND DUPLICATING MACHINE SUPPLIES
He 050 - ART EQUIPMENT & SUPPLIES
080 - BADGES, AWARDS, LETTERS
165 - CAFETERIA AND KITCHEN EQUIPMENT
sp 175 - LABORATORY EQUIPMENT & SUPPLIES
206 - COMPUTER HARDWARE AND PERIPHERALS
207 - COMPUTER ACCESSORIES & SUPPLIES
209 - COMPUTER SOFTWARE
285 - LAMPS
287 - BATTERIES & HARDWARE FOR ELECTRONIC EQUIPMENT
310 - ENVELOPES
350 - FLAGS & FLAG POLE ACCESSORIES
395 - FORMS, CONTINUOUS
405 - FUEL, OIL, GREASE, LUBRICANTS
420 - FURNITURE - CAFETERIA, LIBRARY, SCHOOL
475 - HEALTH SUPPLIES
485 - JANITORIAL SUPPLIES - GENERAL LINE
486 - ARAMARK CUSTODIAL SUPPLIES
495 - MISCELLANEOUS SCIENCE SUPPLIES
: 570 - SHEET METAL
615 - OFFICE SUPPLIES, GENERAL
645 - PAPER, OFFICE & PRINT SHOP USE
646 - PAPER, HANDWRITING
785 - SCHOOL EQUIPMENT, TEACHING AIDS, SUPPLIES
805 - SPORTING GOODS - ATHLETIC EQUIPMENT
832 - TAPE
880 - VISUAL EDUCATION EQUIPMENT & SUPPLIES
967 - PRINTED FORMS

New Items Added to Supply in the Last 6 Months...

19838	PAINT, WATERCOLOR, TEMPERA, SMOOTH SEMI MOIST CAKES, NON SPILLABLE CAKES. ALPHACOLOR BIGGIES. COLOR YELLOW. DICK BLICK # 00006-4001 SAX ARTS # 705072789
19839	PAINT, WATERCOLOR, TEMPERA, SMOOTH SEMI MOIST CAKES, NON SPILLABLE CAKES. ALPHACOLOR BIGGIES. COLOR WHITE. DICK BLICK # 00006-1001 SAX ARTS AND CRAFTS # 705072786
19840	PAINT, WATERCOLOR, TEMPERA, SMOOTH SEMI MOIST CAKES, NON SPILLABLE CAKES. ALPHACOLOR BIGGIES. COLOR VOILET. DICK BLICK # 00006-6501 SAXS ARTS AND CRAFTS # 705072783
19841	PAINT, WATERCOLOR, TEMPERA, SMOOTH SEMI MOIST CAKES, NON SPILLABLE CAKES. ALPHACOLOR BIGGIES. COLOR RED. DICK BLICK # 00006-3001 SAXS ARTS AND CRAFTST # 705072780
19842	PAINT, WATERCOLOR, TEMPERA, SMOOTH SEMI MOIST CAKES, NON SPILLABLE CAKES. ALPHACOLOR BIGGIES. COLOR ORANGE. DICK BLICK # 00006-4501 SAX ARTS AND CRAFTS # 705072777
19843	PAINT, WATERCOLOR, TEMPERA, SMOOTH SEMI MOIST CAKES, NON SPILLABLE CAKES. ALPHACOLOR BIGGIES. COLOR MEDIUM BLUE. DICK BLICK # 00006-5021 -SAX ARTS AND CRAFTS # 705072768
19844	PAINT, WATERCOLOR, TEMPERA, SMOOTH SEMI MOIST CAKES, NON SPILLABLE CAKES. ALPHACOLOR BIGGIES. COLOR MAGENTA. DICK BLICK # 00006-3041 -SAX ARTS AND CRAFTS # 705072555
19845	PAINT, WATERCOLOR, TEMPERA, SMOOTH SEMI MOIST CAKES, NON SPILLABLE CAKES. ALPHACOLOR BIGGIES. COLOR GREEN. DICK BLICK # 00006-7001 -SAX ARTS AND CRAFTS # 705072774
19846	PAINT, WATERCOLOR, TEMPERA, SMOOTH SEMI MOIST CAKES, NON SPILLABLE CAKES. ALPHACOLOR BIGGIES. COLOR BROWN. DICK BLICK # 00006-8001 -SAX ARTS AND CRAFTS # 705072792
19847	PAINT, WATERCOLOR, TEMPERA, SMOOTH SEMI MOIST CAKES, NON SPILLABLE CAKES. ALPHACOLOR BIGGIES. COLOR BLACK. DICK BLICK # 00006-2001 -SAX ARTS AND CRAFTS # 705072765
19848	WIRE, COPPER, 24 GAUGE, 100 FT.DICK BLICK # 33411-0100
19849	WIRE, COPPER, 18 GAUGE, 25 FT. LONG DICK BLICK # 33411-0200
19850	REFILL, CRAYOLA, NON TOXIC, COLOR: GRAY, REGULAR SIZE, 12 PER BOX, CRAYOLA # 52-0836-052 SAX # 30007647

19851	CLAY, CLASSPACK, CRAYOLA MODEL MAGIC, 75 CT. 1OZ. WHITE MODEL MAGIC CLASSPACK, CRAYOLA # 23-6001, SAX #705404531
19852	CRAYONS, CLASSPACK, CONSTRUCTION PAPER CRAYONS, 400 CRAYONS PER BOX, 16 COLORS PER BOX, CRAYOLA # 52-1617, SAX ARTS AND CRAFTS # 705078640.
19853	MARKERS, CRAYOLA COLOR WAVE, BOX OF 8 CRAYOLA #58-6402. SAX ARTS AND CRAFTS # 745406858
19854	CLAY, MODEL MAGIC, 2LB NEON COLORS; FOUR 8 OZ. POUCHES OF LASER LEMON, SHOCKING PINK, YELLOW GREEN, AND RADICAL RED ODEL. CRAYOLA #23-2413. SAX #705404890
19855	MARKERS, CLASSPACK, CRAYOLA FABRIC MARKERS ,80 PER PACK. CRAYOLA # 58-8215, SAX #705405786
19858	PAPER, CONSTRUCTION, MARBLE, 9` X 12` , TWO TONED SHEETS, 50 SHEETS PER PKG. RIVERSIDE, SAX ARTS AND CRAFTS # 705075944
20420	FABRIC MARKER, CRAYOLA #58-8623, FOR USE ON 100% COTTON FABRIC. (20 COLOR PACK) CS. 24, SAX 705076183
20421	TWISTABLE CRAYONS, 8 CT, CRAYOLA #52-7408, SAX #705332674
20422	YARN, RED HEART, 100% ACRYLIC, 7 OZ. SUPERSAVER, COLOR: AMETHYST
44238	MARKER, DRY ERASE, CRAYOLA 98-8626, CHISEL POINT, 4-COLOR SET, BLACK-BLUE-GREEN-RED ** THESE MARKERS ARE LIKE THE SANFORD EXPO STOCK # 44241, BUT ARE SUPPOSE TO BE LOWER ODER AND MORE CHILD FRIENDLY.
44239	MARKER, DRY ERASE, 4-COLOR SET, FINE POINT: BLACK, RED, BLUE AND GREEN. SANFORD EXPO II SAN-86074
44249	MARKER, DRY-ERASE, EXPO CHISEL TIP, COLOR BLACK, QUICK DRYING, AP CERTIFIED NON TOXIC. SANFORD 80001
45565	TABLET, SPIRAL BOUND 24" X 16" 16LB PAPER WHITE, 2 HOLE PUNCHED FOR HANGING WITH HEAVY FRONT AND BACK COVERS, 25 SHEETS PER TABLET, 1" RULED ON BOTH SIDES, PAC 74620,
48201	PAPER, CONSTRUCTION, 12` X 18` , 50 SHEETS PER PACKAGE, MARBLE PAPER, RIVERSIDE,

Supply Delivery Schedule

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>
Bailey	Bissett	Bingham	Carver
Boyd	Bowerman	Delaware	Cherokee
Central	Campbell	Field	Cowden
Fremont	Doling (Food Services / Title I)	Glendale	Disney
Hickory Hills	Hillcrest	Jarrett	Holland
Natatorium	McGregor	Pershing	H. Mann
Pepperdine	Study	Phelps	Jeffries
Pipkin	Watkins	Pittman	Kickapoo
Pl. View	Weaver	Roundtree	Mark Twain
Pool	Westport	Sequiota	McBride
Reed	Williams	Wilder	Parkview
Robberson	York		Portland
Shady Dell (Early Childhood)	SOS		Sherwood
Truman			Sunshine
Weller			Wilson's Creek
			Wanda Gray

***** Deliveries to KAC, Special Education, and Tefft are made daily through the regular school year.**

**** Please note – Overflow may be delivered the day before your scheduled delivery date. The Supply Center will still come by on your scheduled delivery day to pick up any items that may need to be returned or sent to auction.**

Surplus Property

All equipment to be moved/picked up by the Supply Center staff should contain the property control form indicating the type of equipment being moved, the delivery location and status of the item (i.e., auction, surplus, junk etc). Items with an asset tag must be clearly identified on the property control form for subsequent removal from the asset system. When items have been dismantled for spare parts and are identified as junk they need to be thrown away at the site. The Supply Center staff should not be utilized in disposing of these items.

Computers - if surplus computers have been altered in any way (i.e., hard drive removed) the Supply Center staff should not be utilized in disposing of them. Please contact the Supply Center at 523-0433 with questions of disposing of surplus computers. Please remember that monitors can not be disposed of through our trash service due to hazardous materials (mercury) found in the monitors.

Delivery/Pick Up Procedures

1. The Supply Center makes regular weekly stops at each school site. Each School has a designated pick up/drop off location. The Supply Center will deliver items to this location at the school.
2. If a school has an item that needs to be returned to the Supply Center it needs to be at the pick up/drop off location. If the item is to be returned for credit it needs to have the proper paperwork along with the requisition number the item was purchased with.
3. If it is an item that the site does not feel comfortable leaving at the pick up/drop off location due to the cost of the item or other reasons, it needs to be left with the office secretary and a note needs to be placed at the pick up/ drop off location. This way the deliver driver will know to go to the office to pick up the item.
4. If you have any questions please contact Steve Pekarek at the Supply Center. 523-0433.

Copier Information

Copier Information - Helpful Tips

Problem Reporting:

1. When your Toshiba copier is not performing properly and a service call is needed, place a service call with Copy Products Inc. (unless you are instructed to inform a key operator first). Call 889-5665 and tell the operator you'd like to place a service call. Try to be as descriptive as possible. You will need to provide the copier ID number when reporting a service call. The copier ID number can be found on the front of the copier. Do not leave the machine broken down without informing Copy Products or your key operator.
2. Place a sign on the machine to inform others that a service call has been placed.
3. Don't be afraid to ask for help with the copier. Also, see if "Help" key offers solution.
4. If a problem has been reported and is later solved (i.e.: jam cleared), please call back Copy Products Inc. to cancel the call (or have your key operator do so.)

Document Feeder:

1. Make sure documents are not severely dog-eared, creased or folded.
2. If dog-eared on one end, flip over to other end (less dog-eared).
3. Please do not attempt to pass sheets with heavy white-out used through document feeder (or light use white-out that hasn't dried yet.)
4. Please do not attempt to pass stapled or paper clipped sheets through document feeder.
5. Place slick, glossy, thin (magazine/newspaper), thick (cardstock, etc) originals on platen glass by lifting document feeder and placing in upper left corner of main glass.
6. Be careful not to load originals in document feeder past the "Max" line.

Paper:

1. Only use paper provided by the district that has been approved for the copiers.
2. Inspect paper for: moisture, wrinkles, bends, strange textures... use this paper for scrap
3. Wait to refill trays until they will accept entire reams.
4. Keep paper reams sealed until the entire ream can be loaded into the machine (this avoids excess humidity being absorbed by paper. This is very important in summer time.)

Misfeeds:

1. Try to clear misfeeds in the direction that the paper would naturally go through the machine.
2. The machine may ask you to clear a section where there is no paper... open the drawer or cover it asks you to, in the order it asks, and often it will reset itself.
3. Machines of this speed often have several pieces of paper passing through it at one time. If there is a misfeed, the other pieces of paper must be cleared as well.
4. Don't be afraid to ask for assistance when clearing difficult misfeeds.

Toner:

1. If the copier gives a message that says “adding toner,” this does not necessarily mean the machine is out of toner.
2. Do not replace toner before machine prompts for new toner.
3. After replacing toner Copier may take several minutes to add toner to hopper.

Finisher:

1. If an object is placed against or below the finisher (sorter), it may block the trays path as they raise and lower. This may cause severe damage to the machine and will it useless until the object is removed.

Messages:

1. Report “Call for Service” and “Call for PM” messages to Copy Products Inc or your key operator.
2. If the “Call for PM” message appears, the machine will continue to work properly. This is simply a message to indicate the machine is ready for a scheduled maintenance. This does not indicate a pressing issue (i.e.: Time for an oil change).

***Supply items for the copiers and duplicators are kept at the warehouse.**

49143 – E450 Toner

49144 – E520 Toner

49145 – E450 Developer

49146 – E520 Developer

49147 – E450 Staples

49148 – E520 Staples

49149 – Ink - Riso 220

49150 – Masters – Riso 220

Frequently Asked Questions

Frequently Asked Questions:

1. When is the last day I can use my school credit card before the year end?

Visa Cards can be used at anytime. Purchases made in the month of June may not be paid until July which means next years funds may need to be used to pay for these items.

2. Can we purchase items from another vendor if the Supply Center is out of stock and they are needed right away?

Yes, you can also buy items from another vendor if you can't wait until your next delivery from the Supply Center. The Supply Center will also gladly fill a walk up order. Call 523-0433 for additional information.

3. Can I use my school credit card at Sam's?

No, Sam's requires that District employees obtain a letter of authorization from the Purchasing Department. Sam's does not accept VISA as a method of payment.

4. Can I use bids from a previous purchase on a new purchase for the same items?

No, each request for purchase must contain new bids, unless quote submitted by vendor is still valid. Most quotes are good for 30 days.

5. Can I use my visa card on a purchase of \$1000.00 or greater if I have the sales associate ring it in two different transactions?

No, this is known as "splitting" of sale and is prohibited; this needs to be submitted using a request for purchase transaction.

6. What does Splitting or Stringing of Purchases mean?

The act of dividing an order into multiple orders, to stay below a dollar level which might require the requisitioner to utilize a process which is not as easily accomplished, or requires additional approvals. This process is against the laws of the State of Missouri; against the policies of the District; and inconsistent with the Policies and Procedures of the District Purchasing Department. Utilization of this process can be grounds for termination of any delegated purchasing authority which the requisitioner in question may have. The process does not require that the items or provider be the same; but rather that the items be "like items," and the vendors be from the same general vendor/provider group.

8. How often must a sole source purchase be justified?

A sole source justification is valid for the specific purchase order only. Because market conditions can change rapidly, it is important to re-establish that the sole source situation still exists at a later date.

9. Do I still need to have three bids when we are purchasing items with Grant money for a purchase exceeding \$1,000.00?

Yes, even if you are making a purchase with grant money, you will still need to follow District Purchasing Procedures.

10. Do I have to send bid information to Purchasing?

No, keep this paperwork on site. The Purchasing Department will be conducting random audits to verify proper bidding procedures were followed. Supporting bid information will need to be submitted during the audit process.

11. Why am I getting rejection notice emails?

A requisition with a status of "1" has been rejected by approver. An email message will be sent to the originator when a requisition is rejected, along with the reason for the rejection. The requisition will need to be corrected as indicated in the rejection note. In the requisition entry screen, the rejection note can also be retrieved by choosing the NOTES tool button.

12. How do I know if requisitions I have entered have been approved in the system?

See page 16 in Munis manual

13. The rejection notice emails don't show the entire note. How can I see the entire note?

See page PO-33 in Munis manual.

14. Changes were made to my PO without my approval. How can this happen?

The Munis system has controls in place in Accounts Payable Invoice processing which allows for invoices that are within \$250.00 of the PO total to be processed without having to correct the PO in PO Maintenance. GL Accounts are updated automatically based on the invoice amount.