

Memorandum

To: ALL STAFF

From: Robin Zimmerman
Assistant Superintendent for Business/ Purchasing Agent

Date: January 22, 2015

Re: Reminder – Purchasing Procedures

The procedures below have been implemented to ensure that the District is in compliance with the State of New York purchasing protocols, laws and codes.

Please be directed that **all** purchases must be in the form of a purchase order that has been approved by the Purchasing Agent, through the requisition process of the District's financial software, **BEFORE** the fact. All purchases, regardless the source of funds (TE accounts, donations, grants, etc.), are public funds subject to review for appropriate use, verification of sufficient funds, and bidding requirements. Funds may not be committed without the authority of the Purchasing Agent.

Confirming Orders – are purchases that have been made with a vendor, by phone or fax without a purchase order and before prior approval of the Purchasing Agent. Be aware the Peekskill City School District will not be responsible for payment of any goods or services that do not have an **Authorized Purchase Order prior to the commencement of services or the shipment of goods**. The District does recognize that from time to time emergency situations may arise and in such cases contact Business Office for approval.

Also staff may not purchase items with the expectation of being reimbursed unless they have prior approval by the Purchasing Agent. There should be very few cases where it is necessary for staff to purchase items and later submit a claim for reimbursement. However, in those few cases, prior approval must be obtained from the Purchasing Agent or reimbursement will not be approved. Since the District is tax exempt, we do not reimburse sales tax.

Persons, who make purchases before obtaining all approvals, do so at their own risk and may not be reimbursed for such purchases.

There are no shortcuts to these options.

Employees may not represent themselves to vendors as having the authority to make commitments on behalf of the District. As you prepare your requisitions, we appreciate your efforts to obtain the current price information on items before entering your requisition. However, when you do this it should be made quite clear to the vendor(s) that you are

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requesting a quote, but not yet placing an order. If the vendor mistakenly ships the order, contact the vendor, to return the materials at the vendor's cost.

New York State Law requires that:

1. the District's purchasing agent is the only person legally authorized to determine that sufficient funds exist in your accounts.
2. that public bidding is or is not required, and
3. that the purchase is an appropriate use of public funds. All funds in the custody of the school district are public funds regardless of their source (i.e. TE accounts, donations, grants, capital funds, etc.).

All of us are subject to these procedures and face potential disciplinary action, and/ or can be personally held responsible for the payment of items purchased without proper authorization.

We understand that these procedures may require significant effort. We wish to be helpful. When in doubt, please contact the Business Office.

The District's Purchasing Policy and Regulations can be accessed for review at:

http://policy.microscribepub.com/cgi-bin/om_isapi.dll?clientID=4257530958&depth=2&infobase=peekskill.nfo&record={1216}&softpage=PL_frame

http://policy.microscribepub.com/cgi-bin/om_isapi.dll?clientID=4257530958&depth=2&infobase=peekskill.nfo&record={124D}&softpage=PL_frame