

Memorandum

From: Robin Zimmerman
Assistant Superintendent for Business/ Purchasing Agent

Date: May 17, 2022

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 prior 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 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.

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

Competitive Bidding and Quotation Thresholds:

Procedures for the Purchase of Commodities, Equipment or Goods

By utilizing the bid process, you are assuring that you will be receiving the best possible price. If the item is not on an approved bid, you must follow the procedure outlined below.

Dollar Limit	Procedure
\$1 - \$5,000	Purchase order submitted at discretion of the Purchasing Agent.
\$5,001 - \$10,000	A minimum of <u>three (3) documented verbal quotes</u> must accompany the official purchase requisition provided to the Business Office.
\$10,001 - \$20,000	A minimum of <u>three (3) formal written quotations</u> must accompany the official purchase requisition provided to the Business Office.
\$20,001 and up	Sealed Bids in conformance with Municipal Law, Section 103.

Procedure for Public Works Projects/Contracts

Dollar Limit	Procedure
\$1 - \$5,000	At the discretion of the Purchasing Agent.
\$5,001 - \$10,000	A minimum of <u>three (3) documented verbal quotes</u> must accompany the official purchase requisition provided to the Business Office.
\$10,001 - \$35,000	A minimum of <u>three (3) formal written quotations</u> must accompany the official purchase requisition provided to the Business Office.
\$35,001 and up	Sealed bids in conformance with Municipal Law, Section 103.

Proper written documentation is required when the quote is not awarded to the vendor giving the lowest price. Quotes will be awarded to the lowest responsible and responsive vendor, as determined by the Purchasing Agent.

**PEEKSKILL CITY SCHOOL DISTRICT
VERBAL/WRITTEN QUOTE FORM**

If a Bid or State Contract is NOT used, submit this form for all purchases between \$5,001 and \$10,000. Purchases from \$10,001 to \$20,000 require formal written quotes attached. There are no exceptions.

Item – please provide a description of the item(s)

Vendor # 1

Vendor Name: _____

Quantity: _____ Quote Amount: _____

Date Quote Received: _____

_____ Verbal Quote _____ Written Quote (attach quote and complete)

Vendor # 2

Vendor Name: _____

Quantity: _____ Quote Amount: _____

Date Quote Received: _____

_____ Verbal Quote _____ Written Quote (attach quote and complete)

Vendor # 3

Vendor Name: _____

Quantity: _____ Quote Amount: _____

Date Quote Received: _____

_____ Verbal Quote _____ Written Quote (attach quote and complete)

Submitted by: _____

Print Name

Signature: _____

Date: _____