

# CCSD Purchasing Procedures

This document outlines the necessary and required procedures that all Camden City School District staff members must use when making purchases. Adhering to these procedures will ensure that all stakeholders (employee, Board, vendors, etc.,) are in full compliance with:

- New Jersey Public School Contract Laws Title 18A:18A, et. seq.;
- New Jersey Administrative Code N.J.A.C. 5:34 et. seq.;
- Board of Education Policy;
- Other federal, state law and code; and
- NJ QSAC.
- Local Finance Notices – NJ Division of Local Government Services

To ensure that all stakeholders are in full compliance, and not making any unauthorized purchases (Confirming Orders), the following steps must be strictly followed:

## Purchasing Procedures: The Request

### Step 1

- A. Obtain one quote from vendors for purchases up to \$5,999. For quotes \$6,000 - \$39,999 a second quote is required<sup>1</sup>. All requests for good and services \$40,000 and above must be forwarded to the Purchasing Department for further guidance.
- B. Confirm funds availability.<sup>2</sup> - Log into Smarts and check you budget to make sure funds are available in the account to be used.
  - Funds not available – **STOP!** (If funds are not available, please check your budget and determine if funds can be transferred from another account. If so, please complete a [Transfer Funds Form](#), and email form to [Ms. Karen Willis](#), the Assistant School Business Administrator (ABA). When you receive a confirmation from Ms. Willis return to Step 1-A. **No other steps can be made until funds are identified.**
  - Funds available – move to Step 2.

### Step 2

Once funds have been confirmed as available, continue on with the following procedures:

- A. Check that the vendor is in SMARTS.
  - If vendor is not in SMARTS – **STOP!** Contact the vendor to have them provide you with a [NJ W-9](#) and a [Business Registration Certificate](#) (BRC). Forward the [NJ W-9](#) and Business Registration Certificate to the Purchasing Department via email to [Purchasing@camden.k12.nj.us](mailto:Purchasing@camden.k12.nj.us). Continue to Step 2-B **after** you receive a confirmation that the Vendor is added.
  - If the vendor is already in SMARTS, continue to Step -2B.

<sup>1</sup>Quotes – Do not use catalogs to obtain a quote. Call and retrieve a quote from the vendor.

<sup>2</sup>It is the responsibility of the staff member to ensure that there are available funds for requested purchases. If an account does not have the appropriate funds, the staff member must contact the SBA so that a determination and/or reallocation of funds can be made.

<sup>3</sup>The Purchase Order was sent by the Purchasing Office via email to the Requestor once the requisition was formally approved by the SBA.

<sup>4</sup>The Purchase Order Rationale Form replaces the Supply Goods Form. All schools and central office departments must complete this form as part of the requisition and approval process.

- B. Gather all necessary documentation in preparation for entering into SMARTS.
- a. Board approval
  - b. Quote(s)
  - c. Requisition Check List
  - d. Purchase Order Rationale Form <sup>4</sup>
  - e. Other applicable documentation

### Step 3

Once all necessary documentation has been gathered, it's time to enter the information into SMARTS to generate a requisition.

- A. **Requisition Format:** In the description space, the following format is **required** when entering your purchase request.
- <Type of requisition>; Name of person requesting
    - **Example** – Supplies; Jane Camden
  - Type requisition directly from the quote. The requisition should be a direct replica of the vendor's quote. **The requisition cannot say "see attached."**
  - The description, quantity, shipping and handling information needs to be included in requisition.
  - The requisition # must be included in the body of the requisition.
  - The person who is generating the requisition must include his/her name at the bottom of the requisition.

#### **Example**

*Name/Position Title – School Name*

*Joe Camden/Coordinator – Camden City School*

- B. **Saving the Requisition:** Once the requisition has been generated, it is time to save it.
- Hit the ENTER key **twice**
  - An account number drop-down box will appear
  - Type in the account number, the account code dashes are not needed.
  - Funds are preloaded - Hit SAVE.
  - Optional: Print out a copy of the "requisition" for yourself
  - Save a copy of the requisition electronically.

## Purchasing Procedures: Approvers

A crucial step to completing the purchase process is ensuring that all appropriate approvers have signed off as needed. The following three figures indicate the different approvers, stage for approval and level of approval.

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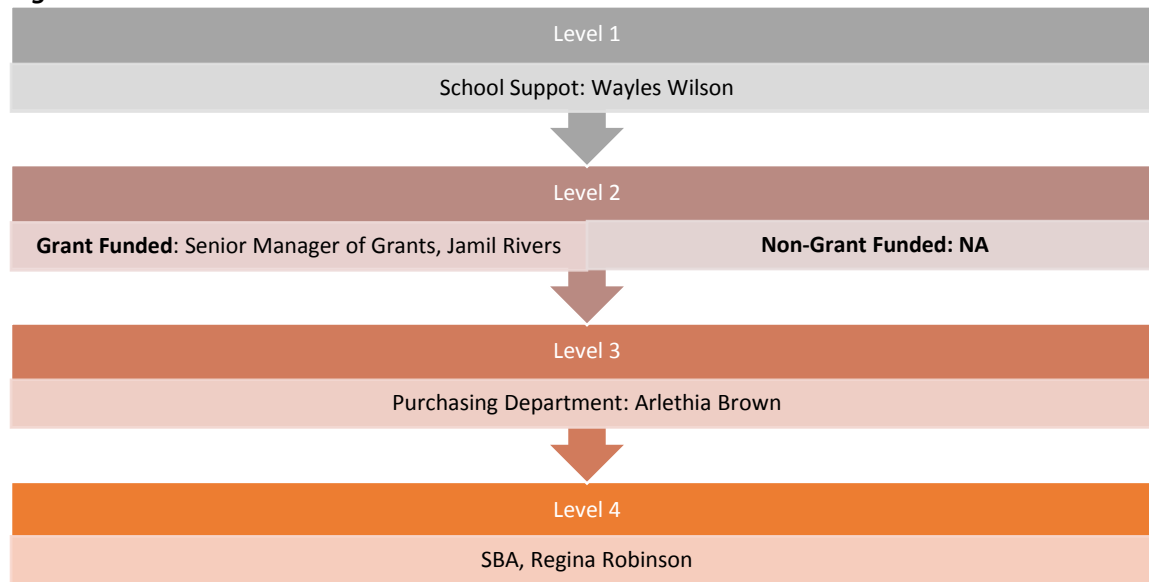
*Before any requisition is entered into SMARTS for approval*, the following approvals must happen using the appropriate forms for all purchases.

**Figure 1:**

Location/Department	Who's the approver?	What and where do I sign?
Schools	Principal	Requisition Checklist
Central Office Departments	Department Lead / Budget Owner	Requisition Checklist
Schools	Principal	Purchase Order Rationale Form
Central Office Departments	Department Lead / Budget Owner	Purchase Order Rationale Form
All Technology Requests (schools and central office departments)	Sr. Director Technology – Gian Alteri	Purchase Order Rationale Form

*Once the requisition and all pertinent documents have been entered into SMARTS*, the following approvals are conducted for **school-based purchases**.

**Figure 2:**



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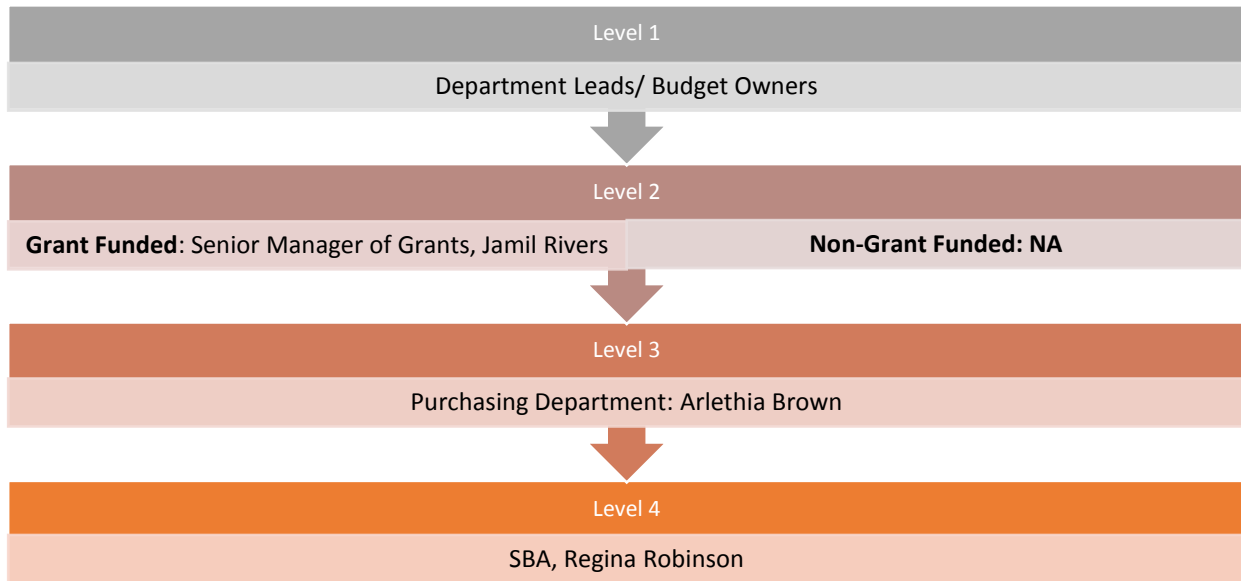
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Once the requisition and all pertinent documents have been entered into SMARTS, the following approvals are conducted for **central office purchases**.

**Figure 3:**



## Purchasing Procedures: Paying the Vendor

Approved purchase orders are viewed by the Purchasing Analyst and forwarded daily to the requestors and vendors daily. Once processed, you will receive an email of your completed purchase order.

Once goods and/or services have been received, it is essential that we pay our vendors in a timely manner. The procedures below ensure that all vendors are paid in an appropriate time frame. Upon receipt of goods and/or services:

### **Step 1**

- A. The good or services are either provided and/or sent by the vendor.
- B. The requestor of goods receives goods and checks for completion of delivery, or services are provided according to expectation.
- C. Retrieve the following documents from the delivery
  - Claimant certification/Voucher's Copy of the Purchase Order (may be forwarded separately)
  - Invoice (Sent by Vendor)

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D. Receiver/Requestor must sign the invoice to confirm receipt of goods and/or services.

**Step 2**

- A. Sign (no rubber stamp) the receiver's copy of the purchase order (if this was not previously and/or immediately done once received via email)<sup>3</sup>.
- B. Collect all documents, scan and email to Accounts Payable ([payables@camden.k12.nj.us](mailto:payables@camden.k12.nj.us)) and forward original documents to Account Payables, 201 N. Front Street, Camden, NJ 08102.
- **Vendor Signed** Claimant certification/Voucher (vendor's copy of the Purchase Order)
  - **Signed** Invoice
  - **Signed** Receiver's Certification (School's copy of the Purchase Order)

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