



**PURCHASING PROCEDURES
2022 - 2023**

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PURCHASING PROCEDURES

The purchasing procedures and guidelines presented in the [Purchasing Manual](#) have been developed in accordance with Texas State Statutes and Donna Independent School District policies. As a public institution, we are required to follow these regulations in the conduct of our day-to-day business.

The purchasing manual is designed to achieve three (3) goals:

- Follow the law and Board policy on purchasing;
- Promote efficiency in the purchasing practices; and
- Achieve savings of money through proper purchasing practices.



BOARD POLICY – CH (LOCAL)

- Responsibility for Debts
 - The Board assumes responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board Policy, and the District’s purchasing procedures.
 - All purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures.
 - The Board will not be responsible for debts incurred by persons or organizations not directly under Board control.
 - Persons making unauthorized purchases shall assume full responsibility for all such debts.

BOARD POLICY – DEE (LOCAL)

- Expense Reimbursement
 - An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out District business only with the prior approval of the employee's supervisor and in accordance with administrative regulations.

SEPARATE, SEQUENTIAL, OR COMPONENT PURCHASES

- The following types of purchases are illegal (TEC §44.032):
 - Component purchases- purchases of the component parts of an item that in normal purchasing practices would be purchased in one purchase.
 - Separate purchases - purchases, made separately, of items that in normal purchasing practices would be purchased in one purchase.
 - Sequential purchases - purchases, made over a period, of items that in normal purchasing practices would be purchased in one purchase.
- Violation of this provision is a Class B misdemeanor and an offense involving moral turpitude
- Conviction shall result in dismissal from employment.

AWARDED VENDORS

- Donna ISD gives preference to the use of awarded vendors where goods and services can be purchased at competitive prices.
- The awarded vendors are listed on the Purchasing webpage:
 - Awarded Vendors by Category
 - Tabulations” (Bids)
 - Awarded Vendors (RFP)

COOPERATIVE PURCHASING AFFILIATION

- Donna ISD gives preference to the use of cooperative or state contracts where goods and services can be purchased at competitive prices. This is done to reduce administrative costs.
- The District is affiliated with the following purchasing cooperatives and governmental entities:
 - Region One Education Service Center Cooperatives
 - Texas Department of Information Services (DIR)
 - Keystone Purchasing Network (National Cooperative)
 - TexBuy Cooperative Region 16
 - The Interlocal Purchasing System (TIPS)
 - BuyBoard - Texas Association of School Boards
 - The Purchasing Association of Cooperative Entities (P.A.C.E.)
 - Houston-Galveston Area Council of Governments (H-GAC)
 - Choice Partners Cooperative - Harris County Department of Education
 - Region 19 Purchasing (Allied States Cooperative)
 - Region 2 Goodbuy Purchasing Program
 - Texas Smart Buy
 - OMNIA Partners



PURCHASING THRESHOLDS

Purchases	Requirements (Do Not split the purchase to get under the required quotes)
<\$500	No quote is required, but comparison of pricing is suggested.
>\$501 <\$3,500	One (1) quote from a DISD awarded vendor or from a purchasing co-op; or *three (3) quotes from DISD approved vendors.
>3,501 <\$10,000	Two (2) quotes from a DISD awarded vendor or from a purchasing co-op; or *three (3) quotes from DISD approved vendors.
>\$10,000 <50,000	Three (3) written quotes on letterhead from awarded vendors or from a purchasing co-op or must go out for bids.
\$50,000 or greater	Any single, budgeted purchase of goods or services that costs \$50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.
>\$250,001 per purchase	Federal Funds: Price Analysis per TEC 44.031(b).

NOTE: For all purchases with federal grant funds, the district shall comply with the federal regulations, EDGAR related to the purchasing of goods and services. [2 CFR 200.317-200.326] effective July 1, 2017.

Federal Funds: All quote(s) must be from a DISD awarded vendor or from a Purchasing Co-op.

* Submit justification as to why you are requesting to purchase from an approved vendor vs an awarded vendor

BEFORE SUBMISSION OF REQUISITION

- A requisition is a request for a purchase order.
- Before submitting a requisition for approval, review the following information:
 - Vendor Name – Is this purchase being made through a bid process, or through an inter-local agreement?
 - Account code – Is the appropriate account code being used? Does it require program approvals? Does the district have sufficient funds to cover the purchase?
 - Description – Has an adequate description of the items or services to be purchased been provided?
 - Shipping and Handling – Will shipping and handling charges need to be added to the PO? Are there any special delivery requirements?
 - Bid/Proposal or Contract number – Is there a bid/proposal number or inter-local contract number to reference?
 - **Vendor accepts PO/Checks – Please make sure that the vendor accepts POs/Checks**

CREATING REQUISITIONS

- Quotes should be gathered to comply with purchasing procedures before creating a requisition.
- Requisitions should include:
 - Quantity
 - Unit of measure- for example, box, each, pkg, etc.
 - Unit price
 - Total cost per item by extending the prices. Example, 5 boxes @ \$10 = \$50
 - Account number
 - A detailed description of item: The description must be more than the catalog number or abbreviated name given by vendor. The description must be detailed enough to be understood by the purchasing director, staff and auditors. If referencing a state contract, please state exact contract # and any other brief description of contract award on requisition.

CREATING REQUISITIONS

- IF THE FOLLOWING INFORMATION IS NOT INCLUDED AND/OR ATTACHED WITH THE REQUISITION, IT WILL BE REJECTED.
- When using an awarded vendor please include the Co-op Name and contract number/RFP number
 - Five (5) W's:
 - What - Goods or in-service/training/services to be provided
 - When - Date (month/date/year)
 - Where - Location/place of Service
 - Who - Campus/department requesting the goods or services
 - Why - Reason goods/services are needed
 - Please make sure you are using the Correct account number(s)
 - Required quote(s) or bid tabulation sheet(s) from awarded or approved vendors.
 - Current Campus Improvement Plan (CIP) or District Improvement Plan (DIP)
 - List of Companies that Boycott Israel Pursuant to Chapter 808 of the Texas Government Code.

CREATING REQUISITIONS

- Requisitions should include (cont.):
 - An approved vendor should be selected and address verified.
 - **If vendor is not in the TEAMS system, complete a new vendor application packet and submit to the Purchasing department. Please make sure all forms are signed and dated before submitting the vendor. Refer to the [Vendor Management Procedures](#) for instructions.**
 - On board approved items (i.e. consultants, out of state travel, etc.), a copy of the agenda item must be attached and board approval date must be provided on requisition.
 - Approval from the Safety & Risk department is required for inflatables rentals. (contact Safety and Risk for appropriate form(s) required)
 - If campus/department is purchasing technology related equipment or software, approval must be obtained from the Technology Department by completing a technology hardware/software request form prior to submitting a requisition to the Purchasing Department.
 - Site licenses and single use software that has a per-unit cost of less than \$5,000 (applicable to software purchased on a CD or as a download from the internet or web based software) should be classified under 6399.
 - **When creating a requisition for Hotel PLEASE MAKE SURE ALL AMOUNTS ARE CORRECT**

PERISHABLE COMMODITIES

- The following perishable commodities **WILL NOT** be picked up by the Warehouse Staff:
 - All Dairy Products - Ice Cream, Yogurt, Butter, Milk, Eggs, etc.
 - All Fresh Meats - Beef, Hotdog Franks, Chicken, Brisket, Hamburger Patties, Sausage, etc.
 - All Fresh Fruits Vegetables
 - All Frozen Foods
 - All Items from Bakery Department - Cakes, Cupcakes, Cookies (Does not include packaged cookies) , etc.
 - All Items from Deli Department, Deli Meats, Deli Cheese, Sandwiches, etc.



PURCHASE ORDER

- A purchase order, once approved, is a binding commitment for a district to remit payment to the vendor after the item(s) and an invoice are received by the district.
- Purchase orders must be printed before placing an order and/or receiving items/services.
- NO BACKORDERS, NO SPLIT SHIPMENTS, SUBSTITUTIONS NOR ADDITIONS TO THE PURCHASE ORDERS ARE ALLOWED.
- An “After the Fact” form will be required for non-compliance with CH Local/Legal if:
 - PO was not in place before placing an order and/or receiving items/services
 - a Change Request on a Purchase Order if:
 - adding items or increasing quantity of items on Purchase Order
 - Changing vendor to a non-awarded vendor
- **Please be sure when sending the PO to the vendor to please make sure you also send them the Terms & Conditions**

BLANKET PURCHASE ORDER

- A Blanket Purchase Order (BPO) is allowable only with prior approval from the Assistant Superintendent of Business & Finance or the Purchasing Director. Only vendors that are currently an awarded vendor through a district solicitation, cooperative agreement, contract or similar approved agreement may be used.
- A request for a BPO must be at the purchasing department for review and approval one week before the requested covered time-frame period. For example, if you are requesting a BPO for the month of May, the request must be received on or before April 24th or the BPO will be rejected.
- Specific examples for the request of a BPO include:
 - Equipment: preventative maintenance (monthly payments)
 - Mats and Mops pick-up (department/school specific contract)
 - Bottled water service (same quantity each month)
 - Facilities: construction projects, rent, utilities
- The required attachments and information submitted for requisitions are also required for a BPO, with the exception of quotes. In addition, if the service was board approved, the Memorandum of Understanding, agreement, to include the Board approved form must also be attached.



AFTER THE FACT PURCHASE

DON'T "PUT THE CART BEFORE THE HORSE"...



- An After-the-Fact purchase is an unauthorized commitment of District funds. Any requisition, submitted after goods are received or services rendered will be denied. The initiating department must submit an After the Fact (ATF) Justification memo before any other action is taken.
- The memo must address the following issues:
 - The circumstances surrounding the commitment to include, the unit and person or persons responsible, funds availability, reason for delays and commitments made.
 - The reasons why proper procedures were not followed and why the violation occurred.
 - A description of the terms of the commitment, when it arose, when performance ended, how the pricing was negotiated and evaluated, and copies of any relevant correspondence, documents, invoices, e-mails, etc., if available, that define the terms of the commitment.
 - Whether all state and district procurement procedures were followed and whether all other required approvals were obtained and an affirmation that the prices are fair and reasonable.
 - What corrective action is planned or taken to improve internal controls and prevent a recurrence by the department and the employee(s) involved.
 - If similar violations have occurred in the past, please explain why the corrective actions taken have not prevented the problem from recurring.

AFTER THE FACT PURCHASE

- Based upon the justification provided, the district may take any action(s) deemed appropriate for the infraction. Possible actions may include, but are not limited to the following:
 - Issuing a warning letter;
 - Issuing a letter of reprimand;
 - Requiring the employee to pay for the goods or services;
 - Requiring the employee to return the purchased goods to the supplier, explaining that the District is under no obligation to pay for them or;
 - Possible Termination



SOLE SOURCE EXCEPTION

- Without complying with Subsection (a), a school district may purchase an item that is available from only one source, including:
 - an item for which competition is precluded because of the existence of a patent, copyright, secret process, or monopoly;
 - a film, manuscript, or book;
 - a utility service, including electricity, gas, or water; and
 - a captive replacement part or component for equipment. (i.e., required so as not to void warranties; certified parts or installers
Tex. Educ. Code 44.031(j))
- The [sole source] exceptions provided by [TEC44.031(j)] do not apply to mainframe data-processing equipment and peripheral attachments with a single item purchase price in excess of \$15,000.
- Attach an affidavit provided by the vendor ascertaining that the product or service is a sole source when possible.

SOLE SOURCE EXCEPTION

- Sole source are RARE!
- There must be no functional equivalent in the marketplace to be a sole source

QUESTIONS:

1. Is there another product that serves the same purposes or function?
2. Does this vendor or product have competitors?

SOLE SOURCE EXCEPTION

EXCERPTS FROM TEA

“The fact that a particular item is covered by a patent or copyright is **but one factor** in determining if the purchase falls under the sole source exception to the purchase requirements.”



- Merely because a good or service is copyrighted or patented does NOT make it a sole source.
- Look at functionality. Does any other product or service perform the same function or serve the same purpose?



TEA FASRG Module 3 (2010 Update)

SOLE SOURCE EXCEPTION - EDGAR

- If anything, sole source is even more rare and stricter under federal law than state law.
- Similar legal requirements to show sole source.
- Sole source affidavit will not be sufficient.
- All other Education Department General Administrative Regulations (EDGAR) apply just like any procurement using 1¢ or more of federal funds.
 - EDGAR Certifications
 - Independent Estimate, Cost Analysis for purchases of \$250,000 or more, etc.
 - Can submit a “Request for Noncompetitive Procurement (Sole Source) Approval” form to TEA Division of Grants Administration.
 - Prior approval from TEA to rely on the sole source exception.
 - Be prepared to explain the basis for using the sole source exception.
 - ****Approval from TEA satisfies the sole source exception under both state and federal law. [TEA Sole Source Justification](#)****

TRAVEL FOR STAFF MEALS

- All Travel Request & Claim forms must be signed and approved by all required District Personnel before attaching to the requisition. If the requisition is incomplete, it will get rejected.
- The separate amounts for breakfast, lunch and dinner listed in the chart are provided; should you need to deduct any of those meals from your trip travel claim report. For example, if your trip includes meals that are already paid for by the district (such as through a registration fee for a conference), you will need to deduct those meals from your travel claim report.
- Reimbursement for meals is only allowed for overnight trips.

MEAL	TIME OF DEPARTURE/RETURN	AMOUNT
Breakfast	Depart DISD before 7:00 a.m.	\$14.00
Lunch	Return to DISD after 1:00 p.m.	\$16.00
Dinner	Return to DISD after 7:00 p.m.	\$25.00

Requests for out of town travel must be submitted to the Purchasing department at least 14 days prior to the first travel day.

TRAVEL FOR STAFF LODGING

- The District is exempt from paying Texas state sales taxes (note: sales taxes on out of state travel will be paid in full by the District). It is the responsibility of the employee to present the tax exemption form at the time of payment.
- All lodging for out-of-district travel allowable rates will follow the Federal Rate Schedule through the GSA. To access the federal rate schedule go to the U.S. General Services Administration (GSA) website <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- The employee may only be reimbursed for his or her actual lodging expense not to exceed the maximum lodging rate published by the GSA.
- The District will pay up to the GSA rate for a Conference Host Hotel with proper documentation. A host hotel means the site where the conference will be held in.
- Federal Guidelines permits the reimbursement of the Hotel rate up to the equivalent of the GSA rate or local policy.
- When at least two (2) travelers (district employees) are traveling to the same event, they may share the lodging and each receive the maximum lodging rate on the GSA schedule. Each traveler shall submit a request for their portion of the lodging costs.
- District employees shall not be required to share a room with another employee, but may be encouraged to share a room to minimize the lodging costs.

TRAVEL FOR STAFF TRANSPORTATION

- Mileage: Four-per-car rule:
 - When traveling by car, mileage will be reimbursed at **62.5¢** per mile for privately owned automobiles.
 - The traveler must print out the driving directions Electronic mapping source (such as that on www.Mapquest.com or any other online mapping service) and attach them to the requisition and travel form.
 - If several district employees are attending the same conference with the same itinerary, there must be a coordination of travel; otherwise, each employee will receive $\frac{1}{4}$ of the mileage (4 individuals per vehicle). An employee refusing to travel with others will not receive mileage.
 - **You will be able to receive your mileage money upfront unless you are using Federal accounts.**

TRAVEL FOR STAFF TRANSPORTATION

- Parking Charges

- A district employee may be reimbursed for parking expenses incurred while traveling in a personally owned, rental vehicle, or district owned vehicle if the expenses were incurred at authorized locations. The reimbursement will be issued upon return with receipts only.
- Valet parking is not allowed
- Parking charges shall be allowable for all travel events within Hidalgo County, in-state and out-of-state, as appropriate, if the traveler is traveling in a rental car, district-owned vehicle, or personal car while on travel status.
- Parking at the airport at the traveler's home location shall be allowable, as appropriate, for all required travel dates. Additional parking days, at the traveler's option due to pre or post travel days shall not be allowable costs with district funds.
- Parking receipts must be submitted by the traveler with the Travel Authorization Form within 10 days after travel event.

TRAVEL FOR STAFF

- Rental Car:

- A district employee is entitled to reimbursement for the cost of renting a vehicle to conduct official and required school business.
- A district employee will be required to use the vendors approved on the Texas Comptroller of Public Accounts rental car contract when requesting authorization for a rental car. Currently, the State of Texas Comptroller's Office has contracted with Avis Budget Group, Inc., Enterprise Rent-A-Car/National Car Rental and The Hertz Corporation. Reservations will be made by contacting the company directly; however, when making the reservation be sure to provide the State of Texas-Comptroller's Co-Op contract rate identifier number TXS6080. Be sure to verify the rates when you get a confirmation number. If the rental is not booked on the state contract rate, you will not be covered under the contract provisions or with the appropriate insurance coverage. For rates in the state of Texas, out of state rates and contract exceptions, please visit the following link:

<https://comptroller.texas.gov/purchasing/programs/travelmanagement/rental/>

TRAVEL FOR STAFF TRANSPORTATION

- Rental Car (cont.):
 - A receipt that has been altered by any person other than the entity issuing the receipt is unacceptable.
 - Charges for additional drivers may only be reimbursed if incurred for a business reason, such as, both drivers are district employees.
 - Rental car cost associated with deviations from the required travel plans, such as pre or post personal days shall be paid by the traveler. For example, if the required travel dates are Sunday through Wednesday, but the traveler opts to depart on Friday to spend personal days at the travel destination, the additional cost, if any, for the additional days shall be paid by the traveler.

TRAVEL FOR STAFF TRANSPORTATION

- Rental Car (cont.):
 - Size of Vehicle: Employees will use the following standard to determine the size of vehicle:
 - Four or less district employees use standard car
 - Five or six district employees use minivan/SUV
 - Allowed Rental Car Costs: Costs shall include all applicable taxes and mandatory charges. Cost may also include a charge for collision damage waiver or a loss of damage waiver if not already included in the contracted rate for the rental.
 - Disallowed Rental Car Costs: Charges for liability insurance supplement, personal accident insurance, safe trip insurance or personal effects insurance are not allowable costs.
 - For a district employee to be reimbursed for a rental expense, the employee must provide proof that the expense was incurred. A complete receipt issued by the rental company serves this purpose. The receipt must include all of the following:
 - The name of the rental company,
 - The name of the employee renting the vehicle,
 - The starting and ending date(s) of the rental,
 - An itemization of expenses incurred, and
 - Proof of payment.

TRAVEL FOR STAFF TRANSPORTATION

- Flight:

- Flight costs shall be allowable for travel events that require travel away from the traveler's home.
- The departure and return dates of the flight shall be based on the start and end times of the travel event and the distance of the travel locations.
- The actual cost of commercial air transportation (lowest coach fare) to accommodate the required travel dates of the travel event shall be allowable costs.
- Travelers should travel to their destination location by the most economical means, i.e. either flight or mileage; however, travelers may opt to travel to their event destination via district/personal vehicle in lieu of flying to the event for medical or personal reasons. If the traveler opts to travel to an out-of-state destination, the costs/reimbursement for transportation shall be limited to the lesser of the mileage or estimated flight cost.

TRAVEL FOR STAFF TRANSPORTATION

- Flights (cont.):
 - For all flights, luggage charges, if any, shall be limited to two (2) bags, up to 50 pounds per bag.
 - A rental car at the event location shall be allowable if it is the most economical method to access the event location.
 - All flight costs associated with deviations from the required travel plans, such as pre or post personal days shall be paid by the traveler. For example, if the required travel dates are Sunday through Wednesday, but the traveler opts to depart on Friday to spend personal days at the travel destination, the additional cost, if any, to fly on Friday shall be paid by the traveler.

TRAVEL FOR STAFF TRANSPORTATION

- Toll Charges

- Toll charges shall be allowable for all in-state travel events, as applicable, if the traveler is traveling in a rental car, district-owned vehicle, or personal car while on travel status.
- Toll receipts, as appropriate, must be submitted by the traveler with the Travel Authorization Form within 10 days after the travel event. Toll charges while in a district-owned vehicle are forwarded to the district by the toll authority.

- Taxi, Shuttle

- Taxi and shuttle cost shall be allowable for all in-state and out-of-state travel events, as applicable, if the traveler is on travel status.
- Taxi and shuttle tips may be paid at the traveler's discretion, but will not be allowable travel costs for reimbursement or payment with any district funds.

TRAVEL FOR STAFF

NON-ALLOWABLE EXPENSES

- Entertainment expenses, such as in-room movies, fee-based hotel movies, gym facility, spa or other non-essential costs are not allowable for reimbursement or payment with any district funds.
- Lodging tips may be paid at the traveler's discretion, but will not be allowable travel costs for reimbursement or payment with any district funds.
- Alcoholic drinks or beverages
- Expenses for spouses or other non-district employees
- Expenses due to the traveler's failure to cancel a registration or travel arrangement (except for extenuating circumstances)
- Hotel internet charges
- Parking fines or penalties
- Non-substantiated or fraudulent travel reimbursement requests shall be non-allowable travel expenses. Travelers who submit fraudulent travel reimbursement request shall be subject to termination.

TRAVEL REIMBURSEMENT

- Always attach backup when requesting a travel reimbursement. Lack of supporting documentation will delay your reimbursement; requisition will be rejected.
- Requests for travel reimbursement must include:
 - a copy of the Employee Travel Reimbursement Form must be signed by the employee and by the employee's supervisor/director attesting that all expenses listed on the report are true and were incurred as part of Donna ISD travel.
 - Please attach the paperwork pertaining to ONLY the employee that is getting reimbursed
 - a "certificate of completion" (if attending a conference/workshop) issued to the participant by the organization providing the training,
 - receipts for parking expenses incurred while traveling in a personally owned, rental vehicle, or district owned vehicle
 - When using Federal Funds a PO/Check cannot be given upfront you will need to pay out of your pocket and get reimbursed when you return.

NO EXCEPTIONS

STUDENT TRAVEL

- To prevent a delay in processing the student travel requests, please follow the guidelines listed below:
 - Complete a Field Trip Request Form 14 days in advance of travel.
 - Provide a list of the students (note: make sure number of students and sponsors on field trip request form matches the list provided).
 - Specify on requisition the number of meals and the number of students/sponsors. Do NOT provide totals only.
 - Field Trip Request Form and requisition must have all required signatures (principal, area administrator, etc.).
 - The reimbursement rate for employee is the same rate as the student reimbursement amount.
 - **If the students advance to Regionals or State Competitions then they are allowed \$15 per meal.**

MEAL	TIME OF DEPARTURE/RETURN	AMOUNT
Breakfast	Depart DISD before 7:00 a.m.	\$10.00
Lunch	Return to DISD after 1:00 p.m.	\$10.00
Dinner	Return to DISD after 7:00 p.m.	\$10.00

STAFF AND STUDENT INCENTIVE AWARD PROCEDURES

- Staff and student incentive awards must meet local, state, and federal guidelines, including the IRS Guidelines related to Taxable Fringe Benefits. You can find the [Staff and Student Incentive Awards Procedures](#) on the Purchasing website or click on this link.
- “Incentive” for purposes of these guidelines refer to a “reward” for performing an activity, achieving a milestone, or some other form of recognition.

STAFF MEALS DURING MEETINGS/TRAINING SESSION

- ****Light meals during a “working lunch” for participants who are cloistered in an all-day (at least six-hour) meeting or training session. It must be documented that it was impractical for participants to obtain lunch on their own (for example, because of an isolated location or distance to eateries) and that their attendance at the meeting or training session was essential to accomplishing the objectives of the program**.**
- A “working meal” or “light meal” is considered to be reasonable in cost when the cost of the meal including tax does not exceed \$15 per person.
- To provide a working meal defined as an activity in which staff or participants are engaged in exercises or activities during the normal meal time, the following must be done:
 - Maintain an agenda that shows that no other opportunity for a meal was provided and that clearly identifies the exercise or activity the participants were engaged in.
 - Retain a representative sample of the work product, if any, that was generated as a result of the working session. No other food costs, including beverages and other refreshments, breaks, or snacks, are permitted.

GIFTS FROM VENDORS

- ****Vendors are prohibited from offering gifts or favors that could influence, or that could be perceived to influence, purchases utilizing District funds**.**
- Any such offers should be refused by the employee and immediately reported to their principal or department director. The principal or department director should then report such activity directly to the Purchasing Department.
- Such gifts could include meals, trips, tickets for entertainment, or electronics. Employees should note that acceptance of such gifts can be a violation of state statutes, and a basis for criminal prosecution.

CONFLICT OF INTEREST

- Disclose to your immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest.
 - Relatives working for a vendor that you deal with regularly
 - Buying from a company you have a financial interest in
- An employee shall disclose in writing to his or her immediate supervisor any outside employment that in any way creates a potential conflict of interest.

FREQUENTLY ASKED QUESTIONS

- **Can I purchase the items I need and then be reimbursed?**
 - No. Unless prior approval from the Assistant Supt. of Business & Finance or Purchasing Director is obtained, the individual can be personally responsible for paying the vendor.
- **May I ask a vendor to hold an item for me in anticipation of a forthcoming purchase order?**
 - No. District policy states that only the purchase order has the authority to obligate District funds. Individuals will be required to pay for any item(s) placed on hold.
- **Is it possible to purchase an item without a purchase order?**
 - No. Any individual who obligates District funds not in accordance to the approved purchasing procedures can be solely responsible to pay the vendor.
- **May I accept merchandise on a consignment basis?**
 - No. The District will not assume the responsibility of the goods being damaged, stolen, or broken. The individual that authorizes the equipment to be on campus will be responsible for the payment of the equipment if anything should happen.

FREQUENTLY ASKED QUESTIONS

- **May I preview films, books or other curriculum and then decide to purchase the item?**
 - No. All preview films, books, and curriculum require a purchase requisition and purchase order.
- **May I adjust the quantities on a purchase order?**
 - No. Any adjustment(s) will be treated as a purchase without a purchase order. A change order must be submitted and approved.
- **May I adjust the description on a purchase order?**
 - No. Any adjustment(s) will be treated as a purchase without a purchase order. A change order must be submitted and approved.
- **Can I purchase personal property for awards and recognition?**
 - No. Personal property purchased can be considered a gift and not allowable according to the State of Texas Constitution.

FREQUENTLY ASKED QUESTIONS

- **What items can be purchased as an award or recognition for a student?**
 - Reasonable items such as certificates, plaques, ribbons, small trophies or inexpensive instructionally related items such as pens/pencils to be used in the classroom. (Use Object Code 6499).
- **What can be purchased as an award for an employee?**
 - Reasonable items such as certificates, plaques, ribbons, small trophies, lapel pins can be purchased, but should be done with discretion. (Use Object Code 6499).
- **When do I need a contract?**
 - Anytime a service is being provided, equipment is being rented or leased.
- **Where do I find the Bid number or bid name?**
 - Go to the purchasing department web site and click on a link titled “AWARDED VENDORS”. Here you can search by bid/contract number, bid/contract title, supplier, or commodity.

FREQUENTLY ASKED QUESTIONS

- **How do I get a copy of bid award?**
 - Go to the purchasing department web site and click on the “AWARDED VENDORS”(tab sheets) and it will provide a list of bid awards that are available for download in PDF format. If it is not listed, please contact the Purchasing Department for a hard copy or email.
- **How long does it take to process a requisition?**
 - Normally the Purchasing Department tries to process requisitions in an expeditious manner. There are circumstances that can increase or decrease our efficiency. However, the district tries to process in 2-3 days from date of final prior approval (director or campus).
- **Can I check the status of my requisitions?**
 - Yes. Go to the Purchasing Department web site and click on a link titled “PURCHASING POLICES AND PROCEDURES”. It will provide the “How to Search for a Requisition” form available for download in PDF format.
- **Can I check to see if a vendor is in the TEAMS system?**
 - Yes. Go to the Purchasing Department web site and click on a link titled “PURCHASING POLICES AND PROCEDURES”. It will provide the “Searching for Vendor Profiles” form available for download in PDF format.

FREQUENTLY ASKED QUESTIONS

- **Are Criminal History Background checks mandatory for all contractor employees?**
 - No. State law requires school districts to conduct criminal history background checks only if the person(s) will have “**Direct contact with students**” at school.
 - What is “*Direct contact with students*” - contact that results from activities that provide substantial opportunity for verbal or physical interaction with students and that is not supervised by a certified educator or other professional district employee. Examples include unsupervised coaching, tutoring, or other services to students.
 - What is **Not** “**Direct contact with students**” - For service contractor employees, contact with students that results from services that do not provide substantial opportunity for unsupervised interaction with students is not, by itself, direct contact with students. Examples include addressing an assembly, officiating a sports contest, or judging an extracurricular event. 19 Tex.Admin. Code § 153.1101(7).

THANKS

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Purchasing web link, how to find us on the web:

<https://www.donnaisd.net/domain/60>

Questions/Discussion