

## Procedures for Purchase Orders

Purchase orders are necessary to obtain all supplies and services for Andover Public Schools. Purchase orders indicate the vendor, ship to location, account manager, general ledger account number, date (fiscal year), description of purchase, and cost. Once you prepare a purchase order and send it to the School Business Office for processing, a number will be assigned, the Town purchasing agent must approve the PO, the order will be sent out to the vendor, and you will receive the pink (receiving) and the yellow (school department) copies back indicating to you that the order has been placed.

Purchases under \$10,000 should be determined using sound business practices. "Sound business practices" requires the periodic solicitation of price lists or quotes. If the total of the purchase order (including shipping) is between \$10,000 and \$50,000, you must solicit three quotes, fill out the attached "Request for Quotation Tally Sheet" and attach it to the purchase order. If there are no other vendors who can supply this item, you must fill out the attached "Sole Source Vendor" sheet and attach it to the purchase order. Without this documentation, the Town Purchasing Agent will not be able to approve the purchase. The exception to these rules is for the purchase of textbooks and Special Education services.

### **When you receive your supplies or services:**

If the order you placed is **complete**, sign and date the pink receiving copy indicating that the order or service is complete, attach the packing slips and send to the business office. This will allow us to pay the invoice. The yellow school department copy is for your records.

If you have received a **partial** shipment of your order,

- Make a copy of the pink receiving slip
- Sign the COPY, indicate on the purchase order what is on backorder, attach the packing slip and send to the business office. This will allow us to pay for the items you have received.

If you receive another partial shipment, repeat the above.

When you receive the rest of the order, sign the pink receiving copy indicating that the order is now complete, attach the packing slips and send to the business office.

**Please review "Clarifications for Common Errors" at the end of these procedures**

## **Blanket Purchase Orders for Office Supplies under Bid**

You may prepare a blanket purchase order for your office supplies for the fiscal year to the vendor(s) who won the bid. This will save many hours preparing and approving purchase orders throughout the school year. You may put whatever amount your budget will support on the purchase order – the typical being in the \$500 - \$1,000 range. This will encumber the money only and be reflected in your “available” budget.

- Prepare one purchase order for each department/appropriation account (principal’s office, media/tech etc.). Do not mix the account numbers. Sign the pink receiving copy. We will encumber the purchase order and send the yellow school department copy back to you indicating the number.
- After the initial purchase order is processed, you must reference the purchase order number on all future orders placed with that vendor. It helps to add an alphabetical letter at the end of the PO number
- To place your orders, all you need to do is email it to the vendor.
- When you have received the items, **send the list you emailed, along with the packing slip** to the business office so we can pay the invoice when it arrives. If there were errors regarding the order, please indicate this information on the item list before sending to the business office.
- When an item or order needs to be returned, call the Vendor’s Customer Service Department. They will issue a pick-up slip (similar to their packing slip). This is their way of keeping track of items returned and credits due us. **Make a copy of this slip for your records and return the original to the business office.**
- When you have placed your last order of the fiscal year, or do not anticipate further ordering, notify the business office so the purchase order can be closed – any funds not used will return to your “available balance”.
- You must keep track of funds expended on the PO and not exceed the amount on the purchase order.

**Please review “Clarifications for Common Errors” at the end of these procedures**

## **Purchase Orders for Reimbursement:**

### ***A) Reimbursement for Office Supplies:***

Although we should take advantage of bid pricing whenever possible, we understand it is not always possible, but the savings can really add up. Delivery can be as soon as the next day, making it very convenient. Sales tax will not be reimbursed for supply purchases or purchases where a purchase order could have been used. Vendors will not charge sales tax at the time of purchase if the tax-exempt number is provided to them. Staff members can get the tax-exempt number from the school business office.

**When submitting a purchase order for reimbursement, please make sure you have submitted the following:**

- A purchase order with the person to be reimbursed as the vendor
- A completed Reimbursement Form (available on APS1.net)
- Original receipts for items purchased
- A copy of your completed form and copies of all receipts
- Signed receiving (pink) portion of the purchase order

### ***B) Reimbursement for Mileage:***

**When submitting a purchase order for reimbursement for mileage, please make sure you have submitted the following:**

- A purchase order with the person to be reimbursed as the vendor
- A completed In-district Mileage Reimbursement Form for school to school travel or Reimbursement Form for out-of-district travel (available on APS1.net)
- A copy of your completed form
- Signed receiving (pink) portion of the purchase order

### ***C) Reimbursement for Other Travel Expenses:***

**When submitting a purchase order for reimbursement of out of pocket travel expenses, please make sure you have submitted the following:**

- A purchase order with the person to be reimbursed as the vendor
- A completed Reimbursement Form (available on APS1.net)
- A copy of your completed form and copies of all ORIGINAL receipts
- Signed receiving (pink) portion of the purchase order after the travel has taken place

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**Purchase Orders for Miscellaneous items (such as a book list):**

When submitting a purchase order with an attached list, you must:

- Type on the purchase order what the list is for, such as **MISCELLANEOUS MATH BOOKS – SEE ATTACHED LIST.**
- Submit the original and a copy of the list. The attachment should also indicate the name of the vendor it is being sent to as well as where to ship the items. The original copy of the list will be mailed with the vendor copy of the purchase order and the remaining copy will be attached to a page of the purchase order.

**Purchase Orders for Annual Contracts or Subscriptions:**

The Business Office needs to pay the vendors of copiers, magazines, etc. throughout the year, not just the school year. Purchase orders **MUST BE IN PLACE BEFORE THE END OF JUNE** for the following fiscal year in order to pay these vendors throughout the entire year (if late, we are typically charged a late fee). However, because we are dealing with fiscal years, the purchase order for invoices received in July and August needs to be dated no sooner than 7/1. When you prepare this type of purchase order, please sign the pink copy of the purchase order before sending to the Business Office. This will allow us to pay invoices if you are on summer break.

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**TOWN OF ANDOVER  
REQUEST FOR QUOTATIONS TALLY SHEET**

To be used for any procurement of Goods and Services that cost \$10,000 to \$50,000  
MGL Chapter 30B

Attach a detailed description of the product and/or services requested and at least 3 written price quotes for purchases of \$10,000.00 to \$50,000.00. A copy of this form, and required documentation described above, must be kept in your records and one set attached to your purchase order.

<b>VENDOR #1</b>			
Company Name		Quoted Price	
Address		Date:	
Contact Person		Phone #:	
Notes: (use as much space as necessary)			
<b>VENDOR #2</b>			
Company Name		Quoted Price	
Address		Date:	
Contact Person		Phone #:	
Notes: (use as much space as necessary)			
<b>VENDOR #3</b>			
Company Name		Quoted Price	
Address		Date:	
Contact Person		Phone #:	
Notes: (use as much space as necessary)			
Recommend Procurement From:		Date:	
Reason:			
I certify that I have attached all backup documentation for the above procurement.			
Signed:		Date:	
Department:			

**TOWN OF ANDOVER  
DETERMINATION OF VENDOR AS A SOLE SOURCE**

Date: \_\_\_\_\_

Theresa Peznola, Purchasing Agent  
Andover Town Offices  
Andover, MA 01810

I have investigated alternative sources for obtaining the (goods) or (services) particularly described as:

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Specifically, I have determined that no practicable alternative vendor exists for the above described (goods)(services) after making the following investigation:

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Therefore, I have determined that a contract/purchase order in the amount of \$\_\_\_\_\_ be awarded for the (goods)(services) described above to:

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\_\_\_\_\_  
Department Head Signature

## Clarifications for Common Errors

Reimbursement Forms and In-district Mileage Reimbursement Forms are available at “Forms” under “Useful Links for Staff” on the APS1 website.

Reimbursements must be paid out of fiscal year funds in which travel or purchase was made (encumber funds when necessary.) Submit reimbursements as soon as possible

Employees should complete a Reimbursement Form (available on APS1.net)

Include name prominently at top, address or school, date, total amount due

List each receipt separately

Don't use a highlighter on receipts – often makes receipt illegible

Do not handwrite the forms

Original receipts must always be provided. Handle original receipts like cash. On-line purchases, hotel reservations, airline bookings, car rental agreements and similar transactions must accompany proof that payment has been made.

Restaurant receipts without ITEM detail are unacceptable

Tax and reasonable tip on non-alcoholic purchases will be reimbursed

If receipt includes costs of more than one person, include additional name(s)

Receipts without written description are unacceptable. (Dollar Store type can be hand written)

Sales tax will not be reimbursed for supply purchases or purchases where a purchase order could have been used. Vendors will not charge sales tax at the time of purchase if the tax-exempt number is provided to them. Staff members can get the tax-exempt number from the school business office.

For transactions in foreign funds, the actual amount in US dollars that you have paid will be reimbursed as reflected on your credit card bill.

For out-of-district travel, simply include googlemap or mapquest type printout of distance (we don't need actual map or detail of directions) being sure destinations are stated. Out-of-district mileage is typically calculated from your work location, not your home location unless it is a day when school is not in session or your travel from your home is shorter. The rate at which mileage is reimbursed is the current IRS mileage rate at the time of travel – call the School Business office to confirm the rate. We will try to keep the forms updated with the current IRS rate.

The signed pink copy of the PO should not be in the business office if service has not been completed, if order has not been fulfilled completely or if travel has not been completed. The pink does not indicate that permission has been granted for an expense – it is to indicate that the transaction has been completed.

**We will not reimburse for the purchase of gift cards.**

We are happy to reimburse you when paperwork is complete. Inadequate submissions will be returned and not paid until complete.