

NEWMAN INTERNATIONAL ACADEMY OF ARLINGTON



Purchasing Manual

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PURPOSE

The purpose of this document is to provide a quick reference guide in regards to the expectations of all Newman International Academy employees. Employees of the District are expected to adhere to all levels of authority in the area of procurement. Purchasing through the use of District funds is governed by the following (at a minimum):

- **The Texas School Law Bulletin (Primarily sections 44.031 through 44.032).** An electronic version of the Texas State Education Code can be obtained at the following website address: <http://www.statutes.legis.state.tx.us>
- **The Texas Education Agency (TEA) Financial Accountability System Resource Guide Purchasing Module.** The TEA Resource Guide can be accessed at the following website address: <http://www.tea.state.tx.us/index4.aspx?id=1222>

This document will provide highlights from these reference tools; however, the Business Office is always available to answer any questions regarding procurement processes and activities.

COMMITMENT

To support Newman Academy by procuring the needed resources through prudent purchasing practices and excellent customer service. At the same time, the expenditure of public funds requires ethical standards be incorporated into every aspect of the District's Procurement function.

CONTACTS

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MISSION

Governed by state and federal law, as well as local policy, the Purchasing Department serves as a liaison between vendor sales and district personnel in the acquisition of operational supplies, school supplies and services.

GOVERNANCE

Texas Education Code - Sec 44.031 - Subchapter B Purchasing Contracts

This section identifies the methods by which a governmental entity must solicit for all school district contracts for the purchase of goods and services, except contracts for the purchase of produce or vehicle fuel, valued at \$50,000 or more in the aggregate for each 12-month period.

In addition, evaluation criteria are provided in this section of the TEC as the governmental entity evaluates the vendor proposal/response that provides the best value for the district.

Under previous law, the district could consider any of these criteria; however, HB 273 enacted by the 80th Legislature now requires a district to consider all 8 criteria effective for contracts entered into on or after June 16, 2007.

More detail regarding TEC 44.031 – Subchapter B is provided further in this document.

What does this mean to me?

All purchases should be made from vendors who have been approved based on the listed criteria and authorized by one of the procurement categories.

Newman Academy Board Policy (Local)

“All purchase commitments shall be made by the Superintendent or designee in accordance with administrative procedures, including the District’s purchasing procedures.”

All purchases must be made with a purchase order. A purchase order provides budgetary controls by encumbering funds for purchases from approved vendors. Purchasing goods and requesting reimbursements after the fact is not only unlawful but does not ensure money is available to cover the expense.

Texas Education Agency Financial Accountability Resource Guide - 3.2.4 Purchase Orders

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.

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.

Newman Academy Employee Handbook

The District will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the District's Business Office.

What does this mean to me?

Do not make purchases without a purchase order authorized by the District Purchaser as designated by the Superintendent.

Texas Education Agency Financial Accountability Resource Guide - 3.1.3 Purchasing Ethics

Employees, in an effort to get the job done successfully and on time, are tempted to circumvent policies, procedures and laws, or to make their own liberal "legal" interpretations of existing policies. Such activity, although well intentioned, will cause ethical problems.

What does this mean to me?

Follow the District Guidelines.

Texas Education Agency Financial Accountability Resource Guide - 3.2.2.4 Vendor Gifts

School district officials and employees shall neither solicit nor accept anything of value such as personal gifts, gratuities, favors or anything of monetary value from a vendor or potential vendor. Although such practices are generally accepted in the private sector, there is a substantial possibility that both giving and receiving or such "hospitality" may constitute a

Class A misdemeanor offense of “Gift to a Public Servant” if the recipient is a government employee.

NOTE: The information referenced on these pages touch the surface of proper purchasing activities. The resources provided should be referenced in its entirety for further direction. In any area of doubt, do the “headline test” ... *Will my decision get me on the front page of the newspaper or on the evening news?*

PURCHASING OVERVIEW

A major management process supporting financial accountability in Texas public school is the purchasing function. Purchasing has several links to overall accountability initiatives, which include the following:

- Strategic Link. The overall mission of purchasing is to use available fiscal resources to obtain the maximum product or service for the resources expended.
- Operational Link. Purchasing supports instructional delivery, administration and other services. Performance and goal achievement throughout the school district depend on its effectiveness.
- Tactical Link. The purchasing process influences day-to-day financial functions including budget management, accounting and accurate financial reporting.

Purchasing in the public sector environment presents numerous challenges including:

- The requirement to comply with numerous statutes, policies, legal interpretations and procedures. The complexity of these requirements demands not only knowledge of purchasing laws and standards but compliance in implementing a purchasing system that also meets user needs.
- The dynamic and diverse nature of the public education organization environment. School districts are complex organizations with diverse functions. Although instruction is the heart of the organization, numerous other services – ranging from

custodial services to nutrition services to tax collection – support the overall educational mission. These distinct organizational units need a procurement process that is responsive to their needs.

- The strong competition among vendors for school district business may create pressure on school district personnel for product selection, bid awards, and dispute resolution. Most school districts seek to foster both good vendor relations and strong competition but balance them with objective purchasing decisions.
- Purchasing is under consistent oversight by interest groups. Diverse groups including those from the public, the media, state and federal agencies, and auditors scrutinize school district purchasing. Strict adherence to established guidelines and consistency in record keeping, documentation and execution of procedures assists the school district in withstanding this scrutiny.
- There are many “gray” areas relating to purchasing methods and procedures. Complex and diverse needs create challenges for districts to determine the appropriate purchasing methods. Ever changing legislative, executive and judicial decisions at both the state and federal levels further complicate the procurement process.

PURCHASING ETHICS

The competitive nature of the public purchasing arena and the expenditure of significant amounts of public funds require that ethical standards be incorporated into the foundation of all purchasing functions. Purchasing personnel and school district staff face the difficult task of developing good vendor relations and encouraging vendor competition while avoiding even the appearance of favoritism or other ethical misconduct.

Numerous problems may be encountered, not limited to but including the following:

- Employees, in an effort to get the job done successfully and on time, are tempted to circumvent policies, procedures and laws, or to make their own liberal “legal” interpretations of existing policies. Such activity, although well intentioned, will cause ethical problems.

- Sequential purchasing of the same items or type of items over the course of twelve months may exceed the school district and/or state competitive quotation and procurement requirements. Although some sequential purchasing is intentional, it usually results from needs that could not be anticipated. It may also result from lack of centralization and/or centralized control of the purchasing function.
- An item (usually equipment) is purchased in component parts. Component purchasing usually is an attempt to circumvent bid laws or other requirements by buying an item through the issuance of multiple purchase orders for the component parts of the items versus a single purchase order for the entire item. Repeated purchases of additional optional equipment or parts after an initial purchase may create the perception of component purchasing.

Ethical standards relating to conflicts of interest, financial interests in firms conducting business with the school district, kickbacks and gratuities, and improper use of a position or confidential information should be clearly communicated throughout the school district.

Additionally, school district personnel should be made aware of the penalties for violations of purchasing laws and ethics which may include criminal prosecution and loss of employment opportunities.

VENDOR GIFTS AND RELATIONS

School district officials and employees cannot accept anything of value from a vendor, such as personal gifts or gratuities, which may be construed to have been given to influence the purchasing process.

Although such practices may be legitimate and generally accepted in the private sector, giving and receiving gifts in the public sector may constitute a violation of law.

NOTE: "Gift to a Public Servant" is a Class A misdemeanor offense if the recipient is a government employee who exercises some influence in the purchasing process of the governmental body.

Another legal consideration is the disclosure of conflict of interest by board members. If a board member or member of their immediate family has a financial interest in a business entity(s), they are required to disclose this relationship through the execution of an affidavit.

Board members should abstain from voting on award of contracts to businesses in which they or their immediate family members have a financial interest.

School districts should also be aware of the disclosure requirements regarding federal conflict of interest regulations that prohibit an employee (and members of the employee's immediate family) who is involved in administering, directing or authorizing federally funded transactions.

COMPETITIVE PROCUREMENT OPTIONS

The Purchasing Department coordinates the complete process for the district bids, requests for proposals and all other methods prescribed by law. The process includes but is not limited to scheduling the timeline, assisting in the preparation of bid/proposal documents and bid/proposal specifications, maintaining a vendor list, distributing the bid/proposal documents to interested vendors, assisting in the analysis of the vendor response and facilitating the award process. The timeline for a formal request for proposal varies according to the item or service procured and the complexity of the project.

Texas Education Code 44.031 (a); (b), states that all contracts, except contracts for the purchase of produce or vehicle fuel valued at \$50,000 or more for each 12-month period are to be made by the method or methods that provide the best value to the district. The law enumerates several options for competitive procurement that are available to school districts. These methods include:

1. Competitive bidding;
2. Competitive sealed proposals;
3. Request for proposals (for services other than construction services);
4. Inter-local contracts;
5. Design-build contracts;
6. Contract to construct, rehabilitate, alter, or repair facilities, that involve using a construction manager;
7. Job order contract for the minor construction, repair, rehabilitation, or alteration of a facility;
8. Reverse auction procedure as defined by Section 2155.062(d), Government Code."
9. The formation of a political subdivision corporation under Section 304.001, Local Government Code.

COMPETITIVE BIDS

Competitive bidding is a formal process that may also be referred to as competitive sealed bidding, sealed bidding or formal bidding. It is an option available to school districts for the procurement of goods and service. The purpose of competitive bidding is to stimulate competition and obtain the lowest practical price for the work, service and/or item(s) needed. The competitive bidding process requires that bids be evaluated and awards made based solely upon bid specifications, terms and conditions contained in the request for bid document, and according to the bid prices offered by vendors and pertinent factors that may affect contract performance.

State law requires that the purchase, lease or lease-purchase of a school bus be competitively bid when the contract is valued at \$20,000 or more. In addition, federally funded child nutrition program purchases of at least \$25,000 must be competitively procured. Under federal guidelines this means through a competitive bid or a Request for Proposal process.

The advertisement for bids, description in the request for bids of item(s), work and/or services and specific terms and conditions must be done in a manner that stimulates competition and obtains the lowest practical price. A request for bids contains the following elements:

- Purchase description or specifications covering the item(s) to be obtained
- Work and/or services needed
- Terms and conditions for the proposed bid contract
- Time and place for opening bids and other provisions

The bid process itself should be structured and incorporated into school district purchasing procedures.

This process should involve:

- Development of clear specifications
- Advertising for competitive bids
- Responding to vendor questions
- Procedures for opening and tabulating the bids
- Analysis of the bids to ensure compliance with requirements
- Recommendation to the Board of Trustees; and Approval

Competitive bidding is further defined and the specifications for bid documents and newspaper advertisements as well as other terms and conditions pertinent to the competitive bid process are found in the Handbook on Purchasing for Texas Public Schools, Junior Colleges and Community Colleges (**Texas Education Agency, Financial Accountability System Resource Guide, Appendix A**).

COMPETITIVE SEALED PROPOSALS/REQUEST FOR PROPOSALS

The competitive sealed proposals process is an alternative to competitive bidding. The terms and conditions of the competitive sealed proposals are identical to those for competitive bidding except that an important difference between competitive sealed proposals and competitive sealed bidding relates to the finality of initial offers. Under competitive sealed proposals, changes in the nature of a proposal, and in price, may be negotiated after proposals are opened. In contrast, changes in the price of goods and services are not negotiable in the competitive bidding process. The competitive sealed proposal process provides for full competition among proposals and allows for negotiation with the proposer or proposers to obtain the best services or goods at the best price. Competitive proposal procedures are recommended where other procurement procedures are not required according to state or federal rules, laws or regulations, in order to stimulate competitive prices for goods and services.

Competitive bidding is prohibited for certain types of professional services, including engineering, architectural, accounting and certain other service; however, **Chapter 2254 of the Government Code** does specify a two-step proposal process for obtaining services from architects and engineers.

REQUEST FOR PROPOSALS

A Request for Proposals (RFP) is a part of the competitive sealed proposal process. The RFP is the mechanism that generates the receipt of competitive sealed proposals and should contain several key elements:

- Determination by Board of Trustees that this method will provide the best value for the district must be done first, if a construction contract
- Newspaper advertisement

- Notice to proposers
- Standard terms and conditions
- Special terms and conditions
- Scope of Work
 - Scope and intent
 - Definitions and applicable documents
 - Requirements
 - Quality assurance
- Acknowledgment form/response sheet
- Felony conviction notice
- contract clause

A Request for Proposals may also be used as a procurement option to generate a non-sealed competitive proposal. In this instance, a school district may open the proposal upon receipt and begin the negotiation process for the offered goods/services.

INTER-LOCAL CONTRACT / PURCHASING COOPERATIVES

A district can contract or agree with another local government, including a nonprofit corporation that is created and operated to provide one or more governmental functions and services, or with the state or a state agency, including the General Services Commission, to purchase goods and any services reasonably required for the installation, operation or maintenance of goods. The purpose of an inter-local contract may be to study the feasibility of using an inter-local contract to perform a governmental function or service, or to provide a governmental function or service that each party to the contract is authorized to perform individually.

Local governments that are parties to an inter-local contract for the performance of a service may, in performing the service, apply the law applicable to a party as agreed by the parties.

(Section 791.012, Governmental Code)

Requirements for inter-local contracts include:

- Authorization by the governing body of each party to the contract
- Statement of the purpose, terms, rights and duties of the contracting parties

- Specifications that each party paying for the performance of governmental functions or services must make those payments from current revenues available to the paying party.

Inter-local contractual payments must fairly compensate the party who performs the services or functions under the contract. In addition, the parties to an inter-local contract may create an administrative agency or designate an existing local government to supervise the performance of the contract. Consequently, the agency or designated local government can employ personnel, perform administrative activities and provide administrative services necessary to perform the inter-local contract. (Government Code 791.011-791.025)

Newman Academy is a member of the following cooperatives:



VENDOR LIST

The approved vendor list is established as a result of responses to Newman Academy bids. It is also inclusive of vendors available through cooperative contracts and other inter-local agreements. All effort should be made in utilizing the product and service provided by vendors who are District approved vendors or members of a cooperative. The vendor list is searchable by category or vendor name. The expiration date should be noted when selecting vendors. The TxEIS Vendor Master file is not indicative of the district vendor list. The information is a database of recorded payments only. Requests for new vendors are funneled through the Business Office. The list is updated as needed, with a current file being available with the Business Office.

SOLE SOURCE

Selected purchases may be exempt from competitive procurement if they meet the established criteria for sole source purchase:

- Identification and documentation that competition in providing the item or product to be purchased is precluded by the existence of a patent, copyright, secret process or monopoly; a film, manuscript, or book; a utility service, including electricity, gas, water (if available through a single source; a captive replacement part of component of equipment.
- Sole source does not apply to mainframe data-processing equipment and peripheral attachments with a single item purchase price in excess of \$15,000.

Otherwise, to be a bona fide exemption to Texas Education Code 44.031(a) as a sole-source purchase, there must be no other like items available for purchase that would serve the same purpose or function and there must be only one source for the product because of exclusive distribution or marketing rights.

It is incumbent upon the district to obtain and retain notarized documentation from the vendor, which clearly delineates the reasons that qualify the purchase to be made on a sole source basis.

PRICE QUOTES

The Texas Education Agency Financial Accountability System Resource Guide Purchasing Module 3.2.3.7 Price Quotes

To obtain the most competitive price, a district at its option may obtain price quotes for items costing less than \$50,000. The district's purchasing procedures should clearly define the lower figure for which quotes are required and obtain and retain written verification of the prices quoted.

Per Newman Academy Employee Handbook

The purchasing process from approved vendors consists of the following controls:

- Have available budgeted funds
- Receive approval from supervisor
- Obtain quotes as follows:
 - Purchases under \$2,500 will be made from any vendor on the approved District vendor list
 - Purchases over \$2,500 require three price quotes (may be telephone quotes). Selected quote must be from an approved vendor on the District vendor list
 - Purchases over \$10,000 require three written quotes. Selected quote must be from an approved District vendor
 - Purchases over \$50,000 will be formally bid or quoted by the Business Office
- Submit required documentation and purchase requisition to the Business Office for review and approval
- Take notice of validity of the quote in regard to time. Some quotes are only valid for specific period of time so if the request is not entered according.

Newman International Academy
Purchasing Manual
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Listed below is a chart of the Newman Academy purchasing levels and requirements.

NEWMAN ACADEMY PURCHASING LEVELS AND REQUIREMENTS					
Purchase Commitment Amount	Support Required	Additional Forms	RFP/RFQ	Board Approval	Advertising
For single item purchases Less than \$2,500.00	1 QUOTE	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED <i>* Is required in the aggregate at \$50K</i>	NOT REQUIRED
For single item purchases of \$2,500.01 to \$10,000.00	3 QUOTES	3 QUOTE FORM or TELEPHONE QUOTES	NOT REQUIRED	NOT REQUIRED <i>* Is required in the aggregate at \$50K</i>	NOT REQUIRED
For single item purchases of \$10,000.01 to \$50,000.00	3 QUOTES	3 QUOTE FORM	NOT REQUIRED	NOT REQUIRED <i>* Is required in the aggregate at \$50K</i>	NOT REQUIRED
For single item purchases over \$50,000.00	FORMAL BIDS (Education Code 44.031)	SCORE CARD	REQUIRED	AGENDA ITEM REQUIRED	REQUIRED <i>* two (2) consecutive weeks</i>
For single item purchases over \$150,000.00	FORMAL BIDS (Education Code 44.031) (EDGAR)	SCORE CARD	REQUIRED	AGENDA ITEM REQUIRED	REQUIRED <i>* two (2) consecutive weeks</i>
SOLE SOURCE PURCHASE \$25,000.01 and over	1 QUOTE	SOLE SOURCE AFFIDAVIT	NOT REQUIRED	AGENDA ITEM REQUIRED	NOT REQUIRED
PURCHASING COOPERATIVE Less than \$50,000.00	1 QUOTE	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED <i>* Is required in the aggregate at \$50K</i>	NOT REQUIRED
PURCHASING COOPERATIVE \$50,000.01 and over	1 QUOTE	NOT REQUIRED	NOT REQUIRED	AGENDA ITEM REQUIRED	NOT REQUIRED

**** NOTE: ALL QUOTES MUST BE FROM APPROVED VENDOR LIST ****

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QUOTE INFORMATION

Per the Newman Academy Purchasing Manual

Purchases over \$2,500 require 3-price quotes

Which may be telephone quotes.



As required, the following vendors have provided quotes for the item(s) identified on this request.

	Vendor Name	Date of Quote	Amount of Quote
QUOTE #1	<input type="text"/>	<input type="text"/>	<input type="text"/>

QUOTE #2	<input type="text"/>	<input type="text"/>	<input type="text"/>
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QUOTE #3	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Selected Vendor:	<input type="text"/>	PO Number:	<input type="text"/>
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☐ Newman Vendor ☐ COOP Vendor

If the selected vendor is not the respondent with the lowest bid, please provide explanation:

This page should be completed and attached to any purchase over \$2,500.

VENDOR AWARD CRITERIA

Texas Education Code 44.031 states that in determining contract awards to vendors, the district shall consider:

- The purchase price
- The reputation of the vendor and of the vendor's goods and services
- The quality of the vendor's goods or services
- The extent to which goods or services meet the district's needs
- The vendor's past relationship with the district
- The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses (HUBs)
- The total long-term cost to the district to acquire the vendor's goods or services
- Any other relevant factor specifically listed in the request for bids or proposals.

VENDOR PERFORMANCE EVALUATION

The Texas Education Agency Financial Accountability System Resource Guide Purchasing Module 3.2.2.5 Vendor Performance Evaluation

A system for the evaluation of vendors and their performance is important to support an effective purchasing function. Factors to consider for inclusion in the evaluation are:

- Timeliness of deliveries
- Service availability
- Completeness and accuracy of order
- Quality of products or services received

Whenever problems are encountered with a vendor, it is important to document the problem, noting the date and a description of the problem. The vendor should be contacted by telephone or fax to communicate specifically how the school district wants the problem corrected. The district should keep a record of all phone calls, including the dates and what was discussed. If the problem is not resolved or continues, written notification stating the problem, the corrective action required and that the vendor's failure to correct the problem will be considered a breach of contract and could result in the cancellation of the contract, should be given to the vendor.

The form on the next page can be requested from the Business Office as a means by which staff members can record and communicate concerns related to vendor performance.

VENDOR PERFORMANCE NOTIFICATION



Date of Interaction

Location of Interaction/contact

Employee Name

Employee Phone Number

Newman Employee email

Department/Campus

Vendor Name:

Purchase Order Number:

What are you reporting?

Compliment

☐

Complaint

☐

FYI

☐

Other

☐

Tell us about it:

Please submit to the Business Office at businessoffice@newmanacademy.org

VENDOR ADDITIONS IN TxEIS

The District Purchaser upon request from campus or department personnel and upon receipt of a W9 will add an organization to the TxEIS data base. The information is entered according to the W9. TxEIS is merely a database for payments to a vendor and not considered the vendor list.

CAMPUS ACTIVITY FUND GUIDELINES

Campus Activity Accounts contain funds raised at a campus, which are managed by the principal or other campus administrator.

Campus Activity Funds must:

- Be spent to promote the general welfare of the school and the educational development of the students
- Be used to supplement budgeted District funds
- Be spent in a manner which would not benefit any individual or non-student group

Campus Activity Funds shall be expended for a public purpose:

- Which improves student and staff morale
- Promotes employee retention
- Recognizes dedicated employee service
- Facilitates achievement of building and District goals
- Recognizes achievement

The following questions must be answered before expending Campus Activity Funds:

- Does it serve a public purpose?
- Is it planned, budgeted and approved?
- Is it reasonable in cost, does it meet District purchasing guidelines and is it prudent?
- Can it withstand public scrutiny?

Campus account questions should be directed to the Business Office prior to the expenditure. Principals and Administrators should use discretion and be guided by the guidelines addressed above.

DELIVERY AND RECEIPT OF GOODS

Carefully checking deliveries and ensuring that the end user(s) who ordered the goods/services actually obtain them is a critical part of the purchasing process. Newman Academy utilizes decentralized receiving and rely on end users to receive goods/services. Monitoring the delivery and receipt of orders is the end user's responsibility.

The school/department should assign the receiving responsibility to an individual trained in receiving procedures. Procedures regarding the receipt of goods should be in place at each school/department; this includes specific procedures for receiving goods during summer and winter breaks.

Receivers should:

- Compare the packing slip with the Purchase Order and verify that the shipment is intended for the correct school/department. If so, follow the receiving procedures. If there is any uncertainty that the shipment is not intended for the respective school/department, refuse the shipment or the provide aid in determining the proper destination.
- Ensure that the items on the packing slip match the items on the Purchase Order; accept the items that were ordered and contact the vendor for instructions for handling the incorrect items.
- Compare the number of containers delivered to the number on the carrier's packing slip.
- Record any discrepancy on the carrier's shipping documents.
- If included in the shipment, invoices and receiving slips should be forward to the Business Office.

Receivers should also examine the outside of the containers for damage:

- Minor Visible Damage - Record any damage to the shipping containers on the carrier's shipping document and ensure that it is signed by the delivery person before the shipment is accepted. Recording minor damages to containers provides added documentation in the event that there is concealed damage.

- Severe Visible Damage - The process for severely damaged containers differ depending on whether the order was shipped F.O.B. Origin or F.O.B. Destination. >>> F.O.B stands for “Free On Board” and is a transportation term that indicates that the price for goods includes delivery at the vendor’s expense to a specified point (i.e. school, department). The FOB term is used with an identified physical location to determine:
 1. The responsibility and basis for payment of freight charges, and
 2. The point at which ownership for the goods transfers from vendor to the District.

F.O.B. Destination

- The vendor retains control of goods until they are delivered and the contract of carriage has been completed.
- The vendor selects the carrier and is responsible for the risk during transportation.
- The vendor is responsible for filing claims for loss or damage.
- If the shipping containers are damaged enough that it is probable that the contents are also damaged, the District may:
 1. Reject the entire shipment.
 2. Accept the entire shipment.
 3. Accept part of the shipment and reject the damaged part of the shipment.
- If all or part the shipment is accepted, contact is made with the vendor to obtain replacement instructions for the damaged items. If the vendor abandons the merchandise (fails or refuses to pick it up), contact is made with the Purchasing Department to aid in resolving the problem. If the entire shipment is refused, the reason for refusal is recorded on the carrier’s shipping documents and the vendor is notified that the shipment was refused and needs to be reshipped due to severe damage.

F.O.B. Origin

- The end user/receiver assumes title and control of the goods the moment the carrier signs and picks up the goods from the vendor’s location.
- The end user/receiver assumes risk during transportation.
- The end user/receiver is responsible for filing claims for loss or damage.
- If the shipping containers are damaged enough that it is probable that the contents are also damaged, accept the shipment and then record the damage on the carrier’s freight bill. Contact the Purchasing Department to aid in resolving the problem.

The district discourages the use of F.O.B. Origin as a shipping method.

INSPECTION PROCEDURE

Inspect the shipment for concealed damage. Concealed damage is damage that was not evident at the time of delivery. If damages are discovered after unpacking the shipment, notify both the carrier and the vendor in writing by email or facsimile.

After the shipment is unpacked, check the following against the Purchase Order:

- Compare the quantity received with the quantity ordered.
 1. Over-shipments: An over-shipment is a shipment that contains more of an item than you ordered.
 2. Under-shipments: Only pay for the actual items received. Compare the brand name and model number received with the brand name and model number on the Purchase Order.
- Compare the shipment with the physical descriptions on the Purchase Order.
- Compare the packaging, labeling, marking, etc. with those on the Purchase Order.
- Make certain that “used” items are reflected as such on the Purchase Order.

RESOLVING DISCREPANCIES

If the school or department determines there is damaged merchandise or a discrepancy exists, they should notify the vendor immediately and attempt to resolve the discrepancy. All correspondence between the school/department and vendor must be noted on the packing slip, if possible. If the discrepancy is discovered during or after inspection or unpacking, the vendor should be contacted in a timely manner. It is the end user’s responsibility to contact the vendor and attempt to resolve deficiencies.

Notify the vendor of all discrepancies in writing and follow-up all telephone notifications in writing. Written notification must include instructions on what action the vendor should take and the deadline for that action. Give the vendor the opportunity to make the shipment good.

Be sure to keep detailed records (dates, times, names, and phone numbers) and contact the Purchasing Department for assistance if satisfactory results are not obtained in a timely manner. Send copies of all documentation by email to the Purchasing Department for record keeping, follow-up, and vendor performance evaluation.

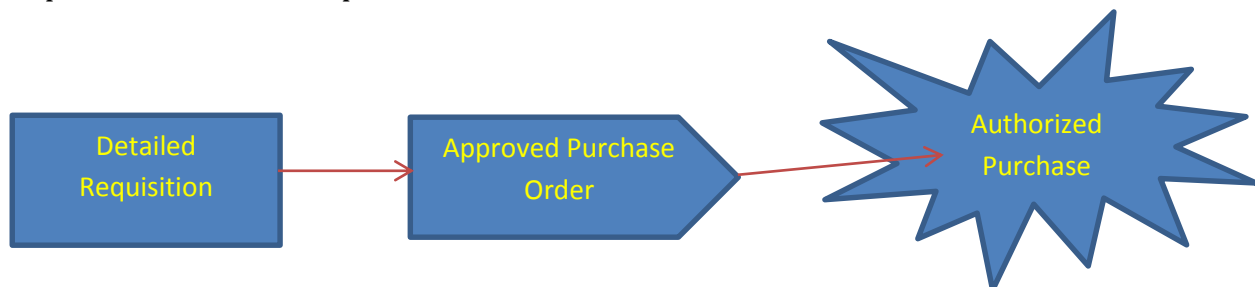
PURCHASE ORDERS

Newman International Academy Board Policy CH (Local) under Purchase Commitments states “All purchase commitments shall be made by the Superintendent or designee in accordance with administrative procedures, including the District’s purchasing procedure.” A purchase order (PO) shall always be used unless an alternative method is necessary and/or more practical and is authorized in the Newman Academy Administrative Regulations.

As its name implies, this document serves as a formal order (contract offer) for goods, materials and/or services from a vendor. A PO, after the final approval process, is a binding commitment for a district to remit payment to the vendor after the district receives the items.

A PO is also an important accounting document. It should contain information on the expenditure to be made and the account code to be charged. Once issued, the PO encumbers funds, which serves as an expenditure control mechanism. Finally, the PO is utilized in the accounts payable process as it documents that an order has been placed and is acceptable by the user, and the user can make payment to the vendor upon verified receipt. The receiving process from the user is a very important process. With current law, failure for the originator to show that the item(s) have been received could delay payment. If payment is delayed beyond 30 days after receiving purchased item(s), the district is required by law to pay a late payment fee of 1.5% to the vendor without being invoiced by the vendor.

Until a PO receives final authorization/approval, it is a purchase requisition. Those individuals having proper authority should initiate requisitions. The appropriate person should approve requisitions, initiated by personnel with budget code access. The appropriate person is the principal, department head, division administrator, or superintendent. The program administrator should approve requisitions that require expenditures from the Special Revenue Funds.



Section 44.052 of the Texas Education Code states that a superintendent that approves any expenditure of school funds in excess of the amount appropriated for the item(s) in the adopted budget commits a Class C misdemeanor offense. Consequently, close supervision and monitoring of the availability of budget dollars and of the approval process for requisitions is an important element of a district's purchasing process.

COMPONENTS OF A REQUISITION:

- Detailed (line-item) description of the items to be purchased or -
- Detailed description regarding travel expense
- Quantity requested
- Bid reference information (RFP #, Contract Information, Cooperative, etc.)
- A suggested vendor
- Appropriate account code
- Pricing per unit, extended and in total
- Any applicable payment terms
- Discounts if applicable
- Shipping arrangements if applicable
- Any other pertinent factors such as delivery destination, etc.

INFORMATION REVIEWED BY ACCOUNTING AND PURCHASING:

- Accuracy
- Availability of funds
- Bid reference
- Adequate description
- Ship Via instructions
- Proper account coding
- Proper vendor name and address
- Ensure appropriate competitive
- Overall completeness

Upon final approval by the Business Office, the requisition becomes a purchase order and is processed per SHIP VIA instructions.

The purchase requisition initiated by any Newman Academy staff is only a requisition until final approval by the Business Office. Phoning in to a vendor a PO number prior to final approval or faxing a “print screen” of the entered PO or any other unauthorized document is a violation of administrative regulations.

BLANKET PURCHASE ORDERS

A blanket purchase order is issued to an approved vendor authorizing purchases over a period of time. A Blanket PO is valuable as it allows the purchase of items quickly. A Blanket PO usually reduces both paperwork and related processing costs. However, Blanket PO's must follow certain criteria: pre-qualifications of vendors, limitation on the maximum amount for purchases, a specific time frame for purchases covered and identification of authorized purchasers.

Blanket PO's are issued so that supplies, materials or services are available “as needed” by user departments. Blanket PO's are requested by user departments and if approved by Purchasing, issued to vendors.

Typically blanket purchase orders are for service departments only.

PAYMENT AUTHORIZATIONS

Payment Authorizations (PA) are to be used when a check must accompany the order for goods and/or services prior to the goods and/or services being received. Examples include registrations, subscriptions, travel and reimbursements. At Newman Academy, this method of purchasing is only used by the accounting department. PA's are to be used only when a regular purchase order is impractical or impossible.

Entering the PA, the person providing the input should include all information as required on a regular purchase order, with no exceptions. Proper supporting documentation must be attached to the request to substantiate the payment.

PETTY CASH

The petty cash account is maintained for small purchases, as approved by the campus principal or a District Administrator. Petty cash should not be used to circumvent purchasing guidelines. Petty cash is to be used for an emergency, or in the event a purchase order cannot be generated or is not accepted by the local vendor. All attempts should be made to utilize Newman Academy accepted vendors. Petty cash should be considered the last resort. All original receipts should be maintained and turned in with reconciliation records when the account needs to be replenished or at year-end. Lost receipts are not an option.

REQUISITION ENTRY

Purchase Orders (POs) and Payment Authorizations (PAs) are entered in TxEIS.

Go to <https://txeis15.esc11.net:8443/CAS/login?service>

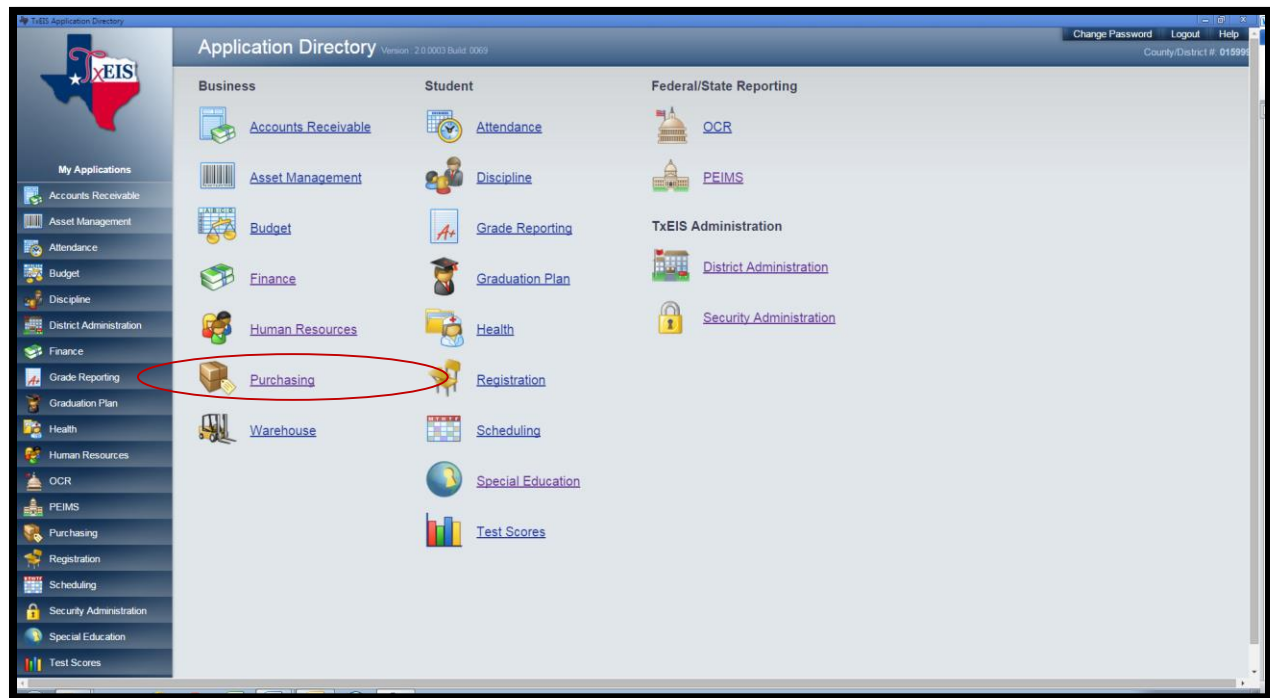


On the login screen, you will be asked to provide your user name, a password, and your district's county/district number. For your initial set up, a generic password will be used.

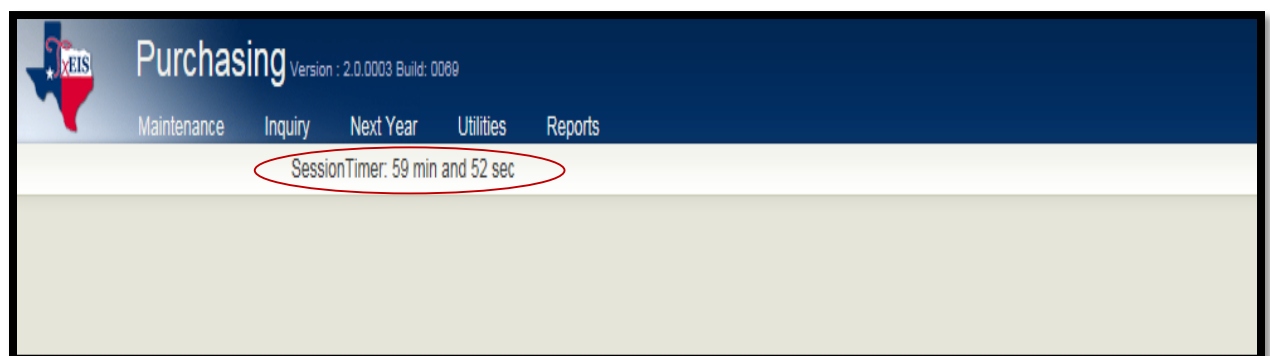
NEWMAN COUNTY/DISTRICT NUMBER: 220-817

The screenshot shows the TxEIS login interface. On the left is the TxEIS logo with the tagline 'Software Solutions for the Educational Community'. On the right is a 'Login' section with input fields for 'User Name:', 'Password:', and 'County/District Number:'. The 'County/District Number' field contains the value '123456'. Below these fields are labels for 'Version: 2.0.0003' and 'Build: 0069', followed by a 'Login' button. A red button labeled 'What's HOT in TxEIS' is located at the bottom right of the login area. Below the login section, there is an 'IMPORTANT:' notice stating that the system is security-protected and that unauthorized use is prohibited. Below this is a 'Browser Requirements:' section listing supported browsers: Internet Explorer 9, 10 and 11; Mozilla (Current Version); Safari 5.0 and later (Mac only); and Chrome (Current version). At the bottom of the page are social media icons for Facebook and Google+.

Once you login, select the Purchasing tab.



Session Timer: As soon as you open this menu your session timer will start. You will be prompted to continue working



Maintenance>Vendor Order Addresses

The Vendor Name/Address window is used to view vendor information. Type the vendor name on the Vendor Search box and select from the drop down list.

The screenshot shows the 'Purchasing' system interface. At the top, there is a navigation bar with tabs: Maintenance, Inquiry, Next Year, Utilities, and Reports. The 'Maintenance' tab is selected, and a dropdown menu is open, showing the following options: Vendor Order Addresses, Create/Modify Requisition, Create/Modify Contract Requisition, Approve Requisition, Receiving, Reverse Purchase Order, and Contract Type/Format. The 'Vendor Order Addresses' option is highlighted. The background of the interface is a light beige color.

The screenshot shows the 'Vendor Order Addresses' form in the 'Purchasing' system. The form is divided into several sections:

- Vendor Search:** A search box containing '33541' and a 'Retrieve' button. A 'Directory' button is also present.
- Vendor Information:** Fields for Vendor Number (00001), Vendor Name (VENDOR NAME 1), Vendor Sort Key (VENDOR SORT KEY 1), and Last Trans (05-11-2004). There are also checkboxes for 'Active/Inactive' and 'Required Review in Req'.
- Flags:** A section with checkboxes for '1099 Eligible' (checked), 'Local Vendor', 'Bid Eligible', and 'Minority Owned'.
- W9 Date:** Fields for 'Mailed' (04-14-2004) and 'Received' (04-22-2004).
- Local Use:** Fields for '1:' and '2:'.
- CIQ:** Fields for 'Form Received' and 'Received Date' (00-00-0000).
- Order Address:** Fields for 'Address Line 1', 'Street Nbr/Name' (P.O. BOX 55), 'City/State' (Alamo City, TX TEXAS), 'Zip Code' (53273), and 'Country' (USA).
- Remittance Address:** Fields for 'Name' (VENDOR NAME 1), 'Address Line 1', 'Street Nbr/Name', 'City/State', 'Zip Code' (+4), and 'Country'.
- Numbers:** Fields for 'Phone' and 'Fax' with area code, number, and extension.
- Links:** Fields for 'E-mail' and 'Internet'.

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To retrieve another vendor, click on directory. Type in the vendor name and click search to locate the vendor. Make sure to check the box “include inactive” to avoid duplications.

Vendors

Sort Key: Vendor Name:

Status	Vendor Number	Vendor Name	Address Line 1	Street Name	City	State
Active	33541	ABC SCHOOL SUPPLIES		123 MAIN STREET	FORT WORTH	TX
Active	00008	ART SUPPLY STORE		PO. BOX 658	Alamo City	TX
Active	33536	DELL COMPUTERS	12345 MAIN STREET		FORT WORTH	TX
Active	01007	DRYER AND WASHER STORE	DRYER AND WASHER STORE	4949 KELLER SPRINGS RD	Alamo City	TX
Active	00010	HARDWARE STORE	HARDWARE	8 SE ST	Alamo City	TX
Active	03531	MATH SUPPLIES STORE		P.O. BOX 9	Alamo City	TX
Active	33538	MOWERS FOR SCHOOLS	987 MAIN STREET		FORT WORTH	TX
Active	33537	NEW CARS SALES	321 MAIN STREET		FORT WORTH	TX
Active	33542	PAPER STORE, THE		12345 MAIN STREET		
Active	00097	PLUMBING STORE		PO BOX 848	Alamo City	TX
Active	33535	RICHARD CASTLE		123 1ST ST	FORT WORTH	TX
Active	33543	SCHOOL SUPPLY STORE, THE	THE SCHOOL SUPPLY STORE	12345 MAIN STREET	FORT WORTH	TX
Active	33539	SCOREBOARD PLUS	888 MAIN STREET		FORT WORTH	TX
Active	00228	SUPPLY STORE, THE	THE SUPPLY STORE	12345 MAIN STREET	Alamo City	TX
Active	01071	VENDOR SORT KEY 1071	VENDOR NAME 1071	P.O. BOX 97455	Alamo City	TX

Maintenance > Create/Modify Requisition:

To add a new requisition the user will select “Add-Clear All”.

Add - Clear All

Date	Rate	Details	Item	Catalog Nbr	Description	Unit of Issue	Unit Price	Quantity	SubTotal	Discount %	Discount Amt	Freight Elg	Freight
			001				0.00000	0.00	0.00	0.00%	0.00		0.00

Accounts for Item 001

Date	Account Code	Description	Balance Amt	Pct	Amount
No Rows					

After the information for the item is typed into the middle portion of the screen, make sure you enter in a description of the items purchased. Administrators will see this information when approving or denying the requisition.

'Refresh Totals' must be selected in order to calculate the amount under 'SubTotal'. The user should not add a line to the bottom portion of the screen until this is done.

In the bottom portion of the screen, when typing the account code, the system will not pull in all account codes. Begin typing and the system will list account codes in the drop down. If you do not see the account code you are looking for, it may be necessary to type the next component of the code to pull in additional account codes. There is a separate 'Refresh Totals' button in the bottom section.

The screenshot displays the 'Purchasing' system interface, version 2.0.0003 Build: 0069. The main menu includes Maintenance, Inquiry, Next Year, Utilities, and Reports. The current page is 'Maintenance > Create/Modify Requisition'. The session timer shows 59 min and 57 sec. The form contains several input fields and buttons. The 'Refresh Totals' button is highlighted in the bottom left corner. The table at the bottom shows a single line item with a quantity of 5.00 and a subtotal of 125.00.

Delete	Note	Details	Item	Catalog Nbr	Description	Unit of Issue	Unit Price	Quantity	SubTotal	Discount %	Discount Amt	Freight Elig
			001	2345	Paper	EA Each Each	25.00000	5.00	125.00	0.00%	0.00	
									125.00		0.00	

Top Grid

Originator – Read only display of the signed on User.

Requestor – Defaults to the Originator. No entry is needed in this field.

Requisition Nbr – Sequential number assigned by the system when a requisition is saved or submitted. Prints on the Purchase Order.

Date Requested – Defaults to the current date. Can be changed. Prints on the Purchase Order.

Dated Required – Defaults to the current date. Can be changed. Prints on the Purchase Order.

Order For – Enter the person who requested the order.

Requisition Per – Displays the Accounting Period setting for the Requisition System.

Shipping Address – Displays the signed on User's default address. A user can have more than one Shipping address.

Sort Key/Vendor Name or Vendor Nbr – Choose Vendor Name or Vendor Number. When one is entered, the other will auto populate. Both fields print on the Purchase Order.

Reason – Enter a descriptive reason for the order. Use of this field is recommended because this information (30 characters) carries forward onto inquiries, finance posting windows, and the Check Payment List. If no reason is entered, the Requisition No. will appear as the Reason.

Priority – FYI field. Does not print on PO and does not affect the requisition processing.

Reference Nbr – Optional field. (15 characters that print on the Purchase Order).

Work Order – Optional field.

Confirm Only – If this box is checked, "For Confirmation Only" prints at the top of the Purchase Order.

Attachments – If this box is checked, "Attachments Y" appears on the Purchase Order.

Bid Number – Optional field. Prints on the Purchase Order.

Freight Cost – Enter the freight cost for the order. If unknown, enter 10 percent of the order.

Distr Freight Amt – This will distribute the freight cost evenly among all detail lines of the requisition.

Campus/Dept – Type the name of the campus submitting the requisition. This field is also used to direct the requisition to the first approver.

Middle Grid

Note – Click to enter a note for the line item. This is only for district use and does not print on the Purchase Order.

Accounts – Click to retrieve account information for each line.

Item – Line item number assigned by the system.

Catalog Nbr – Type in the actual catalog number. If there is no catalog number, leave this field blank.

Description – Enter a description of the item (30-character field).

Unit of Issue – Use the Drop Down or “Smart Type” to enter the Unit of Issue.

Unit Price – Enter the Unit Price.

Quantity – Enter the quantity of the item being ordered. A separate line should be entered for each line item unless numerous small supply items are being ordered. Inventory and Fixed Assets should be on separate lines.

Subtotal – The amount is computed by the system when refresh totals button is selected. (Unit Price times Quantity).

Discount % or Discount Amt – Enter the discount, if any that applies to the order. Discounts may be entered by percent or amount and the other will be calculated.

Freight Elig – By default the line item is checked as freight eligible. If no freight should be applied to the line item, the check may be removed.

Freight % or Freight Amt - These fields will be populated automatically if Freight Cost was entered in the Top Grid. The Freight Cost from the Top Grid will be equally divided among the line items. The amounts supplied by the system may be overridden by the user.

Totals – The system populates this field with the total of the Subtotal, discount, and freight.

Status – The system defaults this field to Y-Approved. If the line item is a free item, the Status in this field may be changed to F-Free by using the Drop Down.

Long Description – The user may enter an optional Long Description in this field (up to 60 characters). The Long Description will print on the second line of the Purchase Order as a continuation of the Short Description.

Bottom Grid

The account code information entered in the Bottom Section will relate to the highlighted line in the Middle Section when the Accounts hot link is selected.

Account Code – Each user's assigned account codes will be available. Accounts may be selected from the Drop Down or entered by 'Smart Typing.'

Description - The Description for the account code will auto populate.

Balance Amt - The current budget balance amount will auto populate. If the account has budget available, the amount will be a credit (designated by a minus in front of the amount).

Pct - The Percent field will auto populate with 100%, unless there is more than one account code line that relates to the highlighted line item.

Amount - The Total will populate when the refresh totals button is selected. You can enter all lines and then click refresh totals button to get your grand total.

Miscellaneous Buttons

Vendor Notes – Use this button to enter notes for the vendor. These notes will print on the Purchase Order (up to 43 characters).

Comments – For internal use by the district. Comments do not print on the Purchase Order.

Submit - Clicking the Submit button saves and submits the requisition. To Save the requisition but not submit it, click the Save icon. A requisition # is assigned when a requisition is saved. A PO # is assigned when a requisition receives final approval.

Print – To print a copy of the requisition, click the Print button.

Uniform Account Distribution – A dialog box is displayed, which is used to split all the costs for a requisition item between two or more funds. The percentage split does not have to be the same for each fund, but the sum of all percentages must total 100%.

Requisition Status Inquiry

Detailed information about a requisition is displayed. Retrieval may be done by Requisition Number, PO Number, Vendor Name or Number, or Date Range.

The top grid displays requisitions and purchase orders.

The middle grid displays items included on the order. To see the account code information for a requisition, point to the line item and click.

The bottom grid will indicate whether or not the requisition has been approved. Also, if the requisition has been approved, the Purchase Order number will appear in the top grid.



Maintenance>Create/Modify Requisition>Directory>Search

Use the Search option to check for requisitions that you saved and submitted and for those that have been returned to you for corrections. This screen does not pull in returned requisitions when you enter the screen or when you click Retrieve. We recommend that you check for returned requisitions daily.

The screenshot shows the "Requisitions" search screen. It has a search form with fields for "Req Number", "Requestor", "Vendor Number", "From Date", "To Date", and "Vendor Name". There are "Search" and "Cancel" buttons. Below the search form, there is a table with the following data:

Req Nbr	Date Requested	Requestor	Vendor Nbr	Vendor Name	Vendor Sort Key	Priority	Reason	Status
000397	10-29-2014	ESC REGION	00010	HARDWARE STORE	HARDWARE STORE	R - Regular		N - Not sut
000399	02-10-2015	ESC REGION	33536	DELL COMPUTERS	DELL COMPUTERS	R - Regular		N - Not sut

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The screenshot displays the 'Purchasing' application interface. At the top, there is a navigation bar with tabs for Maintenance, Inquiry, Next Year, Utilities, and Reports. The main header shows 'Inquiry > Requisition Status Inquiry' and 'SessionTimer: 59 min and 42 sec'. Below this, there are input fields for 'Req Nbr', 'PO Nbr', 'From Date', 'To Date', 'Status', 'Vendor Number', 'Vendor Name', and 'Requestor Name'. A 'Retrieve' button and a 'Print' button are also present. The main content area features a table with columns: Details, Req Nbr, PO Nbr, Originator, Requestor, Date Submitted, Campus/Dept, Vendor Nbr, Vendor Name, Status, Req Per, Priority, Reason, Vendor Notes, Comments, and Amount. The table contains one row for Req Nbr 000411, SMITH, SALLY, SMITH, SALLY, 04-30-2015, 009 - 009 School, 00008, ART SUPPLY STORE, Pending to be approved, 10, Regular, and 25.00. Below this table, there is a section for 'Req Nbr: 000411' with a table showing item details: Name, Accounts, Item, Item Approval Stat, Item Desc Stat, Catalog Nbr, Description, Unit of Issue, Unit Price, Quantity, Sub Total, Discount %, Discount Amt, Freight Flag, Freight %, Freight Amt, and Total. The table shows one item with a total of 25.00. At the bottom, there is a table for 'Sequence', Approval User, Title, Alternate User, Print Name, Status, and Date, showing three entries for SALLY SMITH, ESC REGION, and JANE SMITH.

1. In the grid at the top of the page, click the spy glass to inquire about a specific requisition. Information for the requisition was submitted from the Create/Modify Requisition page.
2. The middle grid displays each item included in the requisition.
3. The bottom grid displays the list of approvers for the requisition and the requisition originator.

Click Print to print a copy of the orders displayed

General Ledger Inquiry



Account code information may be retrieved in detail or in summary. Users have access to their own accounts. Users can choose from the three most recent accounting periods to cut off the inquiry data.

General Ledger Inquiry

The screenshot shows the 'General Ledger Inquiry' screen. The 'General Ledger Account Summary' tab is active. A red box highlights the 'Processed' checkbox and the 'Current Period: 09' and 'Next Period: 10' dropdowns. Below the form, a table displays transaction details for expenditure accounts.

Type	Number	Date	Per	Reason/Description	Est Rev/ Appropriation	Encumbrance	Rttd Rev/ Expenditure	Balance
199	11 6399 00	001 5 11 0 00		GENERAL SUPPLIES-HS				
		** Beginning			0.00	0.00	0.00	0.00
GJ	FY5BUD	09-01-2014	09	OPENING ENTRY	-8,125.00		0.00	
GJ	R00903	09-03-2014	09	COPY PAPER		590.00		
GJ	R00903	09-03-2014	09	COPY PAPER		-590.00		
GJ	R00904	09-04-2014	09	ALGEBRA TILES		125.85		
GJ	R00904	09-04-2014	09	ELECTROPHORESIS SYSTEM		1,800.00		

General Ledger Account Summary

Purchasing Version: 2.0.0003 Build: 0069
Inquiry > General Ledger Inquiry

General Ledger Inquiry | General Ledger Account Summary

☒ Processed ☒ Current Period: 09 ☒ Next Period: 10 ☐ Balance Accounts Only ☐ Include Fund Totals ☐ Exclude Objects 61XX

Account Code: 199 11 6399 XX XXX X XX X XX X
Fund Func Obj Subj Org Prog

Retrieve Reset

Date Run: 04-30-2015 3:32 PM
Cnty Dist: 015-999
Processed ☒ Current (09) ☒ Next (10) ☒

Inquiry Information for Expenditure Accounts
TXEIS ISD
199 11 6399 XX XXX X XX X XX

Page: 1 of 1
File ID: C

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rtd Revenue/ Expenditure	Balance
199 11 6399 00 001 5 11 0 00	GENERAL SUPPLIES-HS	-8,125.00	2,988.22	2,538.37	-2,598.41
199 11 6399 00 001 5 22 0 00	GENERAL SUPPLIES-CT	-30,000.00	5,183.85	9,992.56	-14,823.59
199 11 6399 00 001 5 23 0 00	GENERAL SUPPLIES-HS-SE	-500.00	7,855.11	19.00	7,374.11
199 11 6399 00 001 5 24 8 24	GENERAL SUPPLIES-HS-AE	-3,700.00	30.00	9,959.25	6,289.25
199 11 6399 00 001 5 25 0 00	GENERAL SUPPLIES-HS-BIL	-800.00	83.65	143.60	-572.75
199 11 6399 00 001 5 31 0 00	GENERAL SUPPLIES-HS-AP	-5,000.00	0.00	0.00	-5,000.00
199 11 6399 00 041 5 11 0 00	GENERAL SUPPLIES-MS	-7,400.00	797.00	120.00	-6,483.00
199 11 6399 00 041 5 11 0 10	GENERAL SUPPLIES-MS-AG	-400.00	0.00	0.00	-400.00
199 11 6399 00 041 5 11 0 11	GENERAL SUPPLIES-MS-ART	-300.00	0.00	0.00	-300.00
199 11 6399 00 041 5 11 0 12	GENERAL SUPPLIES-MS-ELA	-1,000.00	157.20	148.37	-694.43

Click Adobe or Excel icon to print a copy of the Inquiry. Inquiries can also be saved as a PDF or Excel file.

Reports>Purchase Order Reports> REQ1450 Print Purchase Orders:

In TxEIS, once purchase orders are printed in the REQ1450 – Print Purchase Orders, the user is not able to print again unless they choose REQ1500 Reprint Purchase Orders. You can print the Purchase Order as many times as you need to in the Reprint Purchase Order.

Purchasing Version: 1.2.0005 Build: 0385
County/District #: 002999

Change Application Exit Application Help

Tables Maintenance Inquiry Next Year Utilities Reports

SessionTimer: 59 min and 49 sec

District E-mail ☐ Vendors with No E-mail ☐ Vendors with E-mail ☒ All Vendors PO Signature Contract

TEST ISD
1234 CR 123 GAINESVILLE, TX. 76240
Phone: (817) 555-5543

SHTIO P
Attn: VIN DIESEL
1546 CANDY LANE
1546 GUM ROAD
SWEET, TX 76028
Requestor Phyllis Provan

VENDOR
BIRDVILLE ISD
TMS DEPARTMENT
3126 CARSON ST
HALTOM CITY, TX 76117

P.O. NUMBER 000822
ATTACHMENTS N
P.O. DATE 05-30-2012
DELIVER BY 05-30-2012
REQ NBR 000983
VENDOR NBR 03520
REF NBR
BID NBR
FEDERAL ID NBR
VENDOR NOTE

RETAIL PURCHASES

An authorized purchase order is the way of doing business at Newman Academy. All attempts should be made to utilize purchase orders with Newman Academy approved vendors. The opportunities below outline options available when the use of a purchase order is not acceptable.

Please note: If a card is reserved from the Business Office, it must be returned the same day.

Sam's Club Online	Obtain approved purchase order Notify Purchasing and list item to make purchase for you Purchasing will make purchase using your approved PO After item is shipped, attach receipt to PO
Sam's Club	Obtain approved purchase order to local vendor Make arrangements with the Business Office to reserve store card and credit card Present the applicable cards at check-out Attach receipt to PO
Home Depot	Present approved purchase order to the Pro-Desk Bid reference: US Communities #11019
Walmart	Obtain approved purchase order to local vendor ONLY FOOD ITEMS MAY BE PURCHASED AT WALMART Make arrangements with the Business Office to reserve retail card and credit card Attach receipt to PO
Kroger	Obtain approved purchase order to local vendor Arrange with the Business Office to reserve credit card Present the state tax exempt form at check-out Attach receipt to PO

FLOWERS AND GIFTS

Flowers or gifts for staff members should only be funded from Student Activity Funds. These type expenditures will not be allowed from campus activity or taxpayer resource allocations (Fund 420) - The exception being the death of a student or employee.

GIFTS AND AWARDS TO STAFF

Gifts and awards to staff should not exceed \$50.00 for the calendar year. Incentives for perfect attendance and years of service are based on the discretion of the Administrative team and are only awarded when budget permits.

HOTEL OCCUPANCY, SALE AND USE TAX

The District is a tax-exempt entity and **DOES NOT** pay sales tax for school-related expenditures in the State of Texas. The traveler must present a Hotel Occupancy Certificate to the hotel upon registration to avoid state taxes on lodging at the hotel. The District is not exempt from city lodging taxes. The Hotel Occupancy Certificate does not apply to lodging outside the State of Texas. A copy of the Hotel Occupancy Certificate can be found on the District's Business Office Intranet page.

The traveler **MUST** present a Sales Tax Exemption form to the hotel upon registration to avoid sales tax on parking at the hotel. The Sales Tax Exemption form can be found on the District's Business Office Intranet page. If the traveler fails to present a Sales Tax Exemption form and/or Hotel Occupancy Certificate at the time of registration and taxes are charged, the cardholder shall be personally liable for reimbursement of all taxes. Newman Academy will not pay tax on Valet parking. If a traveler chooses to valet park, that traveler will be liable for the tax and will reimburse the district upon return.

TRAVEL

Each official and employee of the District has a responsibility to limit travel to purposes that are clearly essential, and to consider the most economical means of accomplishing travel. Multiple employees traveling to the same event should coordinate travel to reduce expenses. All travel requires the prior approval of the employee's supervisor.

LIMITATIONS ON TRAVEL

- Meals – Employees are reimbursed per diem for meals purchased while traveling out of District, locally funded, and overnight at a rate of \$11.00 for breakfast, \$12 for lunch and \$23.00 for dinner. Meals that are included in the lodging rate or conference fee should not be claimed. To claim breakfast, travel must have originated before 6:00 a.m. To claim lunch, travel must have originated before noon, and to claim dinner, travel must end after 6:00 p.m. or require an overnight stay. Reimbursement of meals from state and federal funds is limited to the allowable state/federally funded travel. Original (detailed) receipts are required for a maximum reimbursement of \$46.00 per day. It is the employees responsibility to ensure there is a detailed receipt for each purchase – the credit card slip is not considered adequate documentation.
- Lodging - Reimbursement for lodging is limited to the local reimbursement rate of \$93.00 per night. Any locally funded travel that exceeds the local rate of \$93.00 requires preapproval by the department/campus Supervisor or Director of Finance. If the funding source is state or federal, lodging is limited to the state/federal rate. Any state or federal travel lodging exceeding the state/federal rate per night should be paid from local funds. In either case, if the amount is exceeded, the employee is personally liable for the excess cost.

NON REIMBURSABLE EXPENSES

- State Hotel Tax
- Sales Tax
- Dry cleaning or laundry
- Alcoholic beverages
- Personal telephone calls
- In-room movies or entertainment
- Snacks, newspapers and magazines
- Spouse expense

- Mileage - The District reimburses at the current IRS rate per mile for use of a personal vehicle based on an online mileage calculation. Employees may submit mileage reimbursement request for day travel that is required for business meetings outside the District on a travel reimbursement form. Origination and return point of travel is the home campus/location. Vicinity travel at the temporary duty point will not be reimbursed.

VIOLATIONS AND CONSEQUENCES

Failure to abide by the Travel Guidelines will result in revocation of the travel privileges and appropriate disciplinary action, including termination of employment. If an employee's travel privileges are revoked, the traveler shall pay for all travel-related expenses with his/her own cash or personal credit card.

These policies and procedures provide the general guidelines for using when traveling and should be read carefully.

If these guidelines are not followed the employee may be subject to disciplinary action, including payroll deductions or termination of employment with Newman Academy.

FUEL CARD

Campus and administrative personnel who travel using a district vehicle are issued Fuel Express Cards. The cards complement the existing purchasing processes. Use of the fuel card is not intended to bypass statutory laws, Board policies, appropriate purchasing or payment practices. Cards are to be used by full time Newman employees only. They should not be used by contractors, parents, volunteers, part-time employees or substitutes. The primary purpose of the fuel card program is to establish a more efficient, cost-effective method of disbursing travel funds to employees. Rather than reimbursing traveler for fuel expense, each personnel is provided the card to be utilized for such expenses. All receipts must be kept and turned into the Business Office when the card is returned. The Business Office will reconcile the statement and will contact traveler for any disputes related to trip. In the event, a fuel receipt was misplaced, the traveler will need to submit a short summary of date the fuel was purchased and why the receipt is missing. In some cases, the traveler may be required to reimburse the district for the amount. The card holder is responsible for the use of the card until returned to the Purchasing Department. Under no circumstances shall the cardholder loan the fuel card to another employee without prior approval from the District Purchaser.

LOST OR STOLEN CARDS

If a travel card or fuel card is lost or stolen, immediately contact the Business Office at 682-207-5175 x3022.

CONFERENCE REGISTRATIONS

Registration fee expenses can be paid with a District check prior to travel by completing a Purchase Requisition. If a vendor accepts purchase orders to pay for registrations, reservations should be made accordingly. Once a Purchase Order is approved you need to submit it along with your invoice to the Business Office. The check will be issued to the appropriate vendor for prepayment, not the employee.

EMPLOYEE REIMBURSEMENT

On a limited basis, the District will reimburse employees for expenses that are reasonable and necessary. Employees must submit the *Reimbursement Form* to a supervisor for approval. Appropriate documentation and receipts must be forwarded to the Business Office for processing of payment. This process should be completed within 15 days from the expense occurrence.

- *Reimbursement Form* must be completed
- A copy of any previously approved *PO*.
- Supporting Documents:
 - Proof of attendance at the event or conference
 - Original itemized receipts for lodging, airfare, and/or car rental expenses.
 - Any other miscellaneous expenses
- The travel-related expenses will be reimbursed with an accounts payable check after the trip upon receipt of all detailed receipts and a payment authorization.

INTRA-DISTRICT TRAVEL

Administrators will budget and authorize local mileage reimbursement for employees who are required to use personal vehicles for regular travel within the District. Only mileage from duty point to duty point is authorized for reimbursement. No incidental expenditures such as gas, servicing, repairs or meals are authorized for reimbursement. Mileage will be recorded based on the current IRS rate per mile.

Intra-district travel will be reported monthly for the entire calendar month following travel. Employees shall submit a completed Mileage Log Form to the immediate supervisor for review and approval.

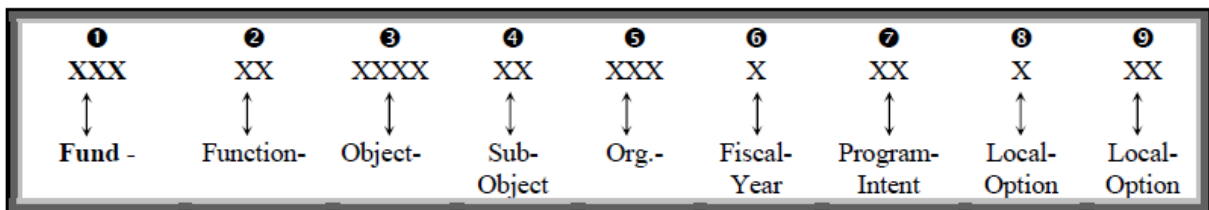
Payment will be processed by the Accounts Payable Department upon approval of Mileage Log form by the administrator and purchasing.

Employees using privately owned vehicles while conducting any District business are required to meet the State of Texas minimum auto liability insurance requirements.

GENERAL ACCOUNTING

School District accounting systems are organized and operated on a fund basis. The funds can be established by the state or federal government as well as the school district. Efficient reporting in both revenue and expenditures is the basis for accurate reporting to the state as well as funding that may come to the District from the state. The information below represents the account code structure as well as coding specific to Newman Academy.

The Account Code Structure



FUND CODE: XXX-XX-XXXX-XX-XXX-X-XX-X-XX

FUND:

1XX GENERAL FUND

- 163 PAYROLL CLEARING
- 164 FINANCE CLEARING

2XX-4XX SPECIAL REVENUE FUNDS

- 204 TITLE IV DRUG-FREE SCHOOLS
- 204 TITLE IV DRUG-FREE SCHOOLS
- 211 TITLE I-A
- 211 TITLE I-A
- 224 IDEA PART B
- 224 IDEA PART B
- 225 IDEA B PRESCHOOL
- 240 FOOD SERVICES
- 244 CARL PERKINS GRANT
- 255 TITLE II-A
- 255 TITLE II-A
- 258 TITLE V
- 258 TITLE V
- 289 TITLE IV
- 404 ACCELERATED READING/MATH
- 404 ACCELERATED READING/MATH
- 410 EMAT FUNDS
- 411 TECHNOLOGY ALLOTMENT
- 411 TECHNOLOGY ALLOTMENT
- 411 TECHNOLOGY ALLOTMENT
- 412 FOSTER CARE FUND
- 412 FOSTER CARE FUND
- 420 GENERAL FUND
- 428 BOND ISSUE
- 429 PREK GRANT
- 461 CAMPUS ACTIVITY FUND
- 481 FUND RAISING

8XX AGENCY FUNDS

- 865 STUDENT ACTIVITY FUND

FUNCTION CODE: XXX-XX-XXXX-XX-XXX-X-XX-X-XX

FUNCTIONS:

- 00 OTHER USES
- 10 INSTRUCTIONAL SERVICES
- 11 INSTRUCTION
- 12 INSTRUCTIONAL RESOURCES/MEDIA
- 13 CURRICULUM & STAFF DEVELOPMENT
- 20 INSTRUCTIONAL/SCHOOL LEADERSHP
- 21 INSTRUCTIONAL LEADERSHIP
- 23 SCHOOL LEADERSHIP
- 30 SUPPORT SERVICES - STUDENT
- 31 GUIDANCE AND COUNSELING SVS
- 32 SOCIAL WORK SERVICES
- 33 HEALTH SERVICES
- 34 STUDENT TRANSPORTATION
- 35 FOOD SERVICES
- 36 CO-CURRICULAR ACTIVITIES
- 41 GENERAL ADMINISTRATION
- 51 PLANT MAINTENANCE & OPERATION
- 52 SECURITY & MONITORING SERVICES
- 53 DATA PROCESSING SERVICES
- 70 DEBT SERVICE
- 71 DEBT SERVICE
- 80 CAPITAL OUTLAY
- 81 FACILITIES ACQ & CONSTRUCTION

OBJECT CODES – XXX-XX-XXXX-XX-XXX-X-XX-X-XX

ASSETS AND OTHER DEBITS

11XX CASH
124X RECEIVABLES FROM LOCAL/STATE/FEDERAL
126X DUE FROM OTHER FUNDS
129X OTHER RECEIVABLES
141X DEFERRED EXPENDITURES/PREPAID EXPENSES
142X BOND COSTS - AMORTIZATION
151X LAND PURCHASE AND IMPROVEMENTS
1520 BUILDINGS & IMPROVEMENTS
1521 BUILDING - NORTHWOOD CAMPUS
1530 FURNITURE AND EQUIPMENT
1531 VEHICLES
1539 FURNITURE AND EQUIPMENT
1549 FURNITURE AND EQUIPMENT
157X RESERVE FOR DEPRECIATION
1581 BUILDING NORTHWOOD CAMPUS
191X BOND DISCOUNT-SERIES B
1990 OTHER ASSETS
1991 SECURITY DEPOSITS

LIABILITIES

211X ACCOUNTS PAYABLE
212X BONDS AND LOANS PAYABLE
214X BOND INTEREST PAYABLE
215X PAYROLL DEDUCT & WITHHOLDING
2158 ACCRUED WAGES & BENEFITS
217X DUE TO OTHER FUNDS
218X DUE TO STATE
2190 DUE TO STUDENT GROUPS
221X ACCRUED EXPENSES
231X DEFERRED REVENUE
2430 ACCRUED INTEREST
2501 VEHICLE PAYABLE
251X BONDS PAYABLE

EQUITY/NET ASSETS

34XX PERMANENTLY RESTRICTED NET ASSETS
35XX TEMPORARILY RESTRICTED NET ASSETS
36XX UNRESTRICTED NET ASSETS
3700 LOCAL BUDGET OFFSET

REVENUES

5XXX REVENUES

EXPENSES

61XX PAYROLL

6112 SUBSTITUTE TEACHERS
6119 PROFESSIONAL PERSONNEL
6122 SUBS FOR NON-PROF JOBS
6125 EXTRA DUTY PAY - SUPPORT STAFF
6129 SUPPORT SALARIES
6139 EMPLOYEE ALLOWANCES
6141 SOCIAL SECURITY/MEDICARE
6142 GROUP HEALTH & LIFE INS
6143 WORKERS' COMPENSATION
6145 UNEMPLOYMENT COMPENSATION
6146 TEACHER RETIREMENT/TRS CARE

62XX PROFESSIONAL & CONTRACTED SRVS

6211 LEGAL SERVICES
6212 AUDIT SERVICES
6219 PROFESSIONAL SERVICES
6239 ESC SERVICES
6249 CONTRACT MAINT AND REPAIR
6255 UTILITIES - TRASH
6256 UTILITIES-ELECTRICITY
6257 UTILITIES-TELEPHONE
6258 UTILITIES - WATER
6259 UTILITIES
6269 RENTALS - OPERATING LEASES
6299 MISC CONTRACTED SERVICES

63XX SUPPLIES AND MATERIALS

6311 GASOLINE (INCLUDING BUSES)
6319 SUPPLIES FOR MAINT AND/OR OPER
6321 TEXTBOOKS
6329 READING MATERIALS
6339 TESTING MATERIALS
6341 FOOD
6348 FOOD SUPPLIES - LOC DEFINED
6349 FOOD SERVICE SUPPLIES
6398 SUPPLIES & MATERIALS - INVENTORY
6399 GENERAL SUPPLIES

64XX OTHER OPERATING COSTS

6411 TRAVEL & SUBSIST-EMPLOYEE ONLY
6412 TRAVEL/STUDENTS
6429 INSURANCE AND BONDING COSTS
6449 DEPRECIATION EXPENSE
6495 FEES AND DUES
6499 MISCELLANEOUS OPERATING COSTS

SUB- OBJECT CODES – XXX-XX-XXXX-XX-XXX-X-XX-X-XX

CODE	DESCRIPTION	CODE	DESCRIPTION
01	JEAN MONEY	54	FINE ARTS
02	YEARBOOK	55	LOTE
03	OTHER	56	PE
04	FIELD DAY	57	INSTRUCTION TECH
05	TEACHER APPREICATION	59	OTHER (TEACHERS)
06	CIVIL AIR PATROL	70	MISC SECONDARY
07	NON-OASDI	71	9TH GRADE - FRESHMAN
08	NON-OASDI	72	10TH GRDAE - SOPHMORE
10	MISC ELEM	73	11TH GRADE - JUNIOR
11	PRE-K	74	12TH GRADE - SENIOR
12	KINDERGARTEN	75	THEATER/DRAMA/ARTS
13	1ST GRADE	76	NATIONAL HONOR SOCIETY
14	2ND GRADE	77	ROBOTICS SECONDARY
15	3RD GRADE	78	BAND
16	4TH GRADE	79	CHEERLEADERS - SECONDARY
17	5TH GRADE	80	TESTING
18	6TH GRADE	81	GT ACTIVITIES
19	ELEMENTARY BOOK FAIR	82	PRINCIPALS OF LAW
20	AMBASSADORS 5&6	83	SECONDARY CHESS CLUB
21	BOX TOPS	84	PRIOR YEARS SENIOR CLASS
22	G/T TRAVEL	85	COLLEGE VISITS
23	STUDENT COUNCIL	86	ATHLETICS
26	ELEM MUSIC	87	FUNDRAISERS
27	ROBOTICS ELEMENTARY	88	POW WOW BAND
28	CHESS CLUB	BA	BASEBALL
29	ART CLUB	BB	BASKETBALL
40	MISC MIDDLE SCHOOL	CC	CROSS COUNTRY
41	7TH GRADE	CH	CHEERLEADING
42	8TH GRADE	FB	FOOTBALL
43	NATIONAL JR HONOR SOCIETY	GO	GOLF
44	BOX TOPS	RE	RECYCLE CLUB
45	STUDENT COUNCIL	SB	SOFTBALL
46	3D PRINTER CLUB	SE	TITLE 1 SPEC ED
47	ROBOTICS MS PIONEER	SI	SCHOOL IMPROVMENT
48	MS BOOK FAIR	SO	SOCCER
49	CHEERLEADERS - MS	SS	SUMMER SCHOOL
50	MATH	TG	TEXAS RANGERS GRANT
51	SCIENCE	TR	TRACK

52 SOCIAL STUDIES
53 ELAR

VB VOLLEYBALL
WE WRESTLING

ORGANIZATIONS – XXX-XX-XXXX-XX-XXX-X-XX-X-XX

Organizations:

001	GIBBINS
101	FIELDER
002	CEDAR HILL - SEC
102	CEDAR HILL - ELEM
003	GRACE
004	FORT WORTH
005	MANSFIELD
006	PIONEER
701	Superintendent
702	School Board
750	Business Office
999	Districtwide (Unallocated)

FISCAL YEAR CODE – XXX-XX-XXXX-XX-XXX-X-XX-X-XX

USE THE LAST DIGIT OF THE CURRENT YEAR (SEE BELOW)
OUR CURRENT YEAR IS 2019

XXX-XX-XXXX-XX-XXX-9-XX-X-XX

PROGRAM INTENT CODE – XXX-XX-XXXX-XX-XXX-X-XX-X-XX

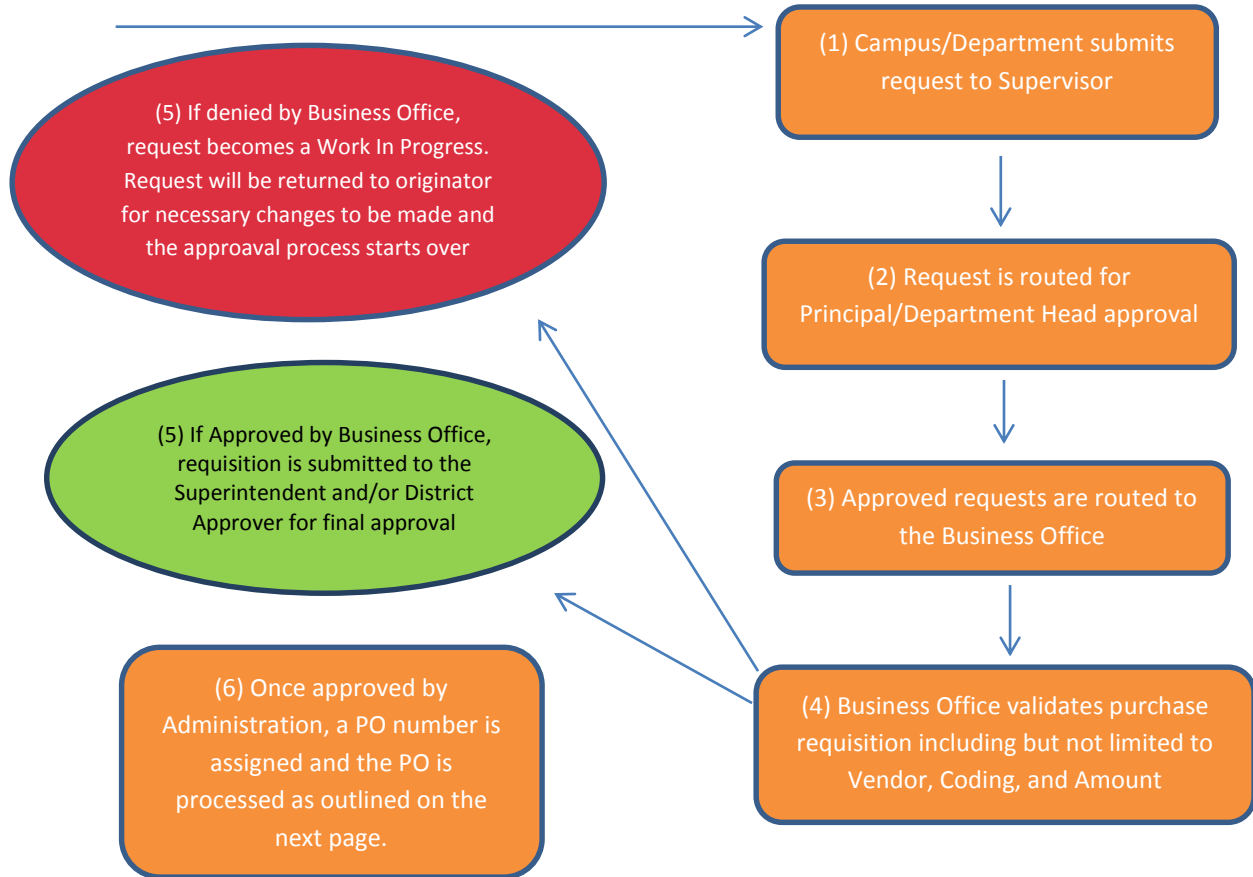
Program Intent Codes:

11	Basic Educational Services
21	Gifted and Talented
22	Career & Technology
23	Services to Students w/ Disabilities
24	Accelerated Instruction (State Comp)
25	Bilingual and Special Language Programs
28	Disciplinary AEP - Basic Services
30	Title 1 Part A Disadvantaged
31	High School Allotmnt
32	Pre-Kinder, Basic
33	Pre-Kinder, Special Education
34	Pre-Kinder, Compensatory Educ.
91	Athletics
99	Miscellaneous, Undistributed

ORDER APPROVAL

Once a request is received in the Business Office, the District Purchaser reviews the request for accuracy in regard to account coding.

The flowchart below represents the creation of an authorized Purchase Order from a requisition.



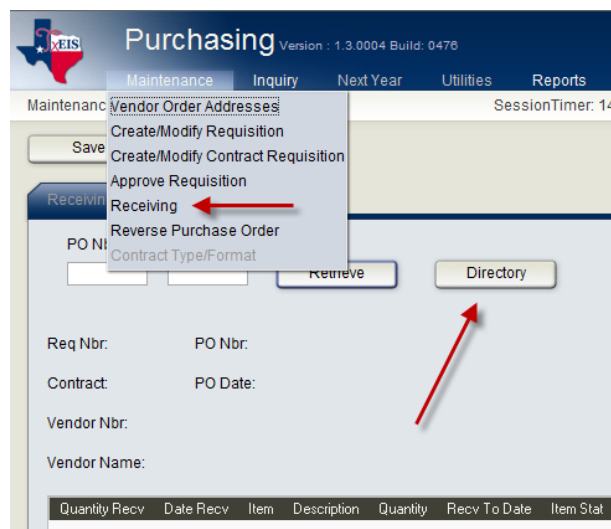
ORDER PROCESSING

After the PO request has received final approval, an email will be sent to the requestor notifying them that a new Purchase Order is now available to print.

RECEIVING PURCHASE ORDERS

After a request has been approved and the order is processed, accurate receiving in TxEIS is crucial for payment by Accounts Payable. As items are received, the individual designated to do so should refer to the packing slip and follow the directions below to update TxEIS accordingly with receiving detail. Only vendors that have been received in TxEIS will be paid by Accounts Payable. The PO will only be paid and closed on current invoice of items received. Please contact the vendor on the shipment and unreceived items. A new Purchase Order will have to be submitted for the items on back order. The vendor will need to be notified of the new Purchase Order.

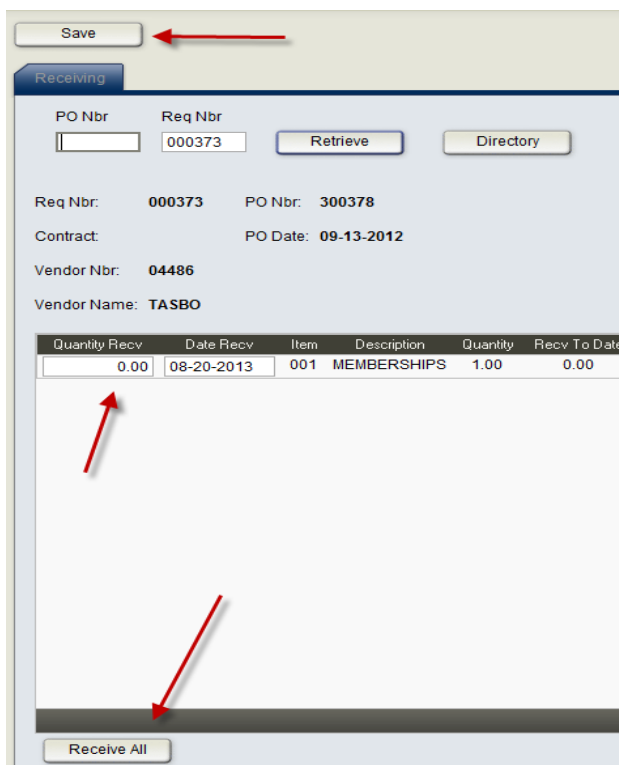
To receive your PO log into TxEIS, go to the Purchasing tab, then click Maintenance /Receiving/Directory.



Search for your Purchase Order by adding your requisition number.

A screenshot of the 'Receiving' search form. It contains input fields for 'PO Number', 'Req Number', 'Vendor Number', and 'Vendor Name'. A red arrow points to the 'Search' button. To the right of the 'Search' button is a 'Cancel' button. Below the input fields is a table header with columns: 'Req Number', 'PO Number', 'Vendor Number', 'Vendor Name', and 'RSN'.

Enter the **quantity** of items received OR if the entire order is received at the same time, select **Receive All**. Click **Save**.



The screenshot shows a web-based 'Receiving' interface. At the top, there is a 'Save' button with a red arrow pointing to it. Below this is a 'Receiving' tab. The form contains fields for 'PO Nbr' (empty), 'Req Nbr' (000373), 'Retrieve' button, and 'Directory' button. Below these are labels for 'Req Nbr: 000373', 'PO Nbr: 300378', 'Contract:', 'PO Date: 09-13-2012', 'Vendor Nbr: 04486', and 'Vendor Name: TASBO'. A table with columns 'Quantity Recv', 'Date Recv', 'Item', 'Description', 'Quantity', and 'Recv To Date' is shown. The first row has values: 0.00, 08-20-2013, 001, MEMBERSHIPS, 1.00, and 0.00. A red arrow points to the '0.00' in the 'Quantity Recv' column. At the bottom of the form is a 'Receive All' button with a red arrow pointing to it.

Quantity Recv	Date Recv	Item	Description	Quantity	Recv To Date
0.00	08-20-2013	001	MEMBERSHIPS	1.00	0.00

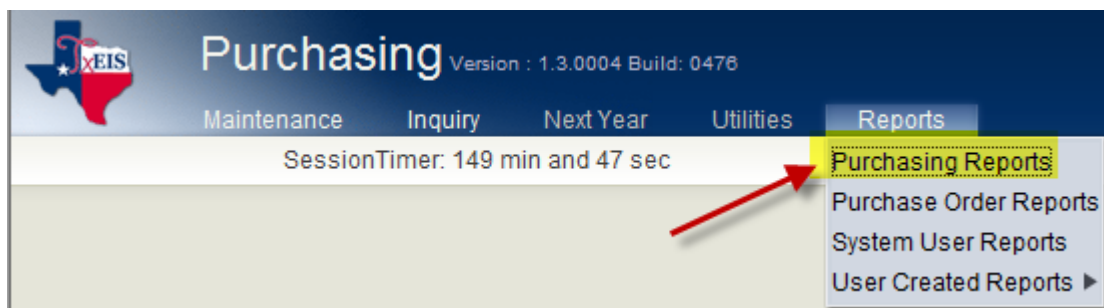
The Accounts Payable department received notifications via a report to identify receiving activity and payment is processed accordingly.

MONTHLY PO RECONCILIATION REPORT

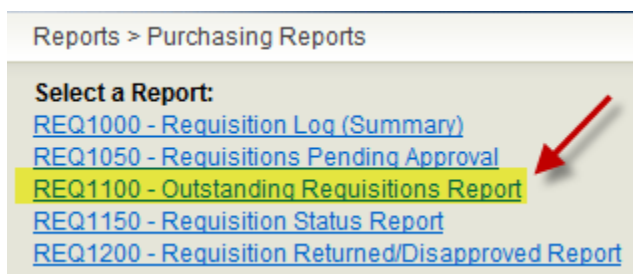
Once logged on in TxEIS, select Purchasing



The under **Reports**, select **Purchasing Reports**



Select **Req1100-Outstanding Requisitions Report**






Newman International Academy
Purchasing Manual
Last Update: AUG 2018

Leave blank to print all, then **Run Preview**.

Parameter Description	Value
Current Year (C), or Next Year (N)	C
Sort by Requestor (R), Date (D), Rcv Location (L), PO# (P), Priority (T), or blank for Req#	
Select Requisition(s), or blank for ALL	
From Date (MMDDYYYY), or blank for ALL	
To Date (MMDDYYYY), or blank for ALL	
Use Logged-on User as Originator (O), Requestor (R), Both (B)	O
Select Requestor(s), or blank for ALL	

Run Preview
Clear Options

Your report will look like this. Select the PDF icon to print.

					
Date Run: 08-20-2013 8:48 AM		Outstanding Requisitions - Current Year		Program: REQ1100	
Cnty Dist: 220-915		AZLE ISD		Page: 1 of 1	
Sort by Requisition Number		Originator RANDY D SPIKER			
Req Nbr	Req Date	Requestor	Reason	Order For	
PO Nbr	Priority	Receiving Location	Vendor		
Item Seq		Description	Unit Price	Dscnt %	Quantity Received
		Long Description			
Fnd-Fnc-Obj-So-Org-Prog					Amount
005469	08-19-2013	RANDY D SPIKER	LIGHTS	Lights	
305356	Regular	MAINTENANCE	GRAINGER		
001	LIGHTS		400.00000	.00%	0.00 of 1.00 (.00%)
199-51-6319.00-951-399000					400.00
Total for Requisition 005469					400.00
005470	08-19-2013	RANDY D SPIKER	ELECTRICAL SUPPLIES	ELECTRICAL SUPPLY	
305357	Regular	MAINTENANCE	DEALERS ELECTRICAL SUPPLY		
001	ELECTRICAL SUPPLY		2,800.00000	.00%	0.00 of 1.00 (.00%)
199-51-6319.13-951-399000					2,800.00
Total for Requisition 005470					2,800.00
Grand Total					3,200.00
End of Report					



NEWMAN INTERNATIONAL ACADEMY

PURCHASE REQUISITION

BILLING: P.O. BOX 170057, ARLINGTON, TX 76003

SHIPPING: 2011 S. FIELDER ROAD, TX 76013

VENDOR # _____

VENDOR NAME

VENDOR ADDRESS

CITY/STATE/ZIP

PHONE NUMBER

WEBSITE:

PO NUMBER:

APPROVED VENDOR

BIDS ATTACHED

[illegible]

SHIPPING COST

CAMPUS - GRADE/DEPT

TOTAL COST

JUSTIFICATION/COMMENTS (REQUIRED):

*** Please list goal and objective number in Campus Improvement Plan if applicable ***

REQUESTED BY (PRINT/TYPE)

DATE:

SUPERVISOR APPROVAL

DATE:

APPROVED BY

DATE:

**REQUESTOR (PRINT OR TYPE)**

DATE:

ADDRESS

CAMPUS - GRADE/DEPT

PHONE NUMBER[illegible]

*** PLEASE ATTACH AND SIGN ALL RECEIPTS ***

SHIPPING COST

***** REIMBURSEMENT WILL NOT BE GIVEN WITHOUT ITIMIZED RECEIPTS *****

TOTAL COST

0.00

***** SALES TAX IS NOT REIMBURSABLE *****

JUSTIFICATION/COMMENTS (REQUIRED):

*** ALL REIMBURSEMENTS MUST BE PRE APPROVED BY THE DISTRICT ***

* Please list goal and objective number in Campus Improvement Plan if applicable *

REQUESTOR SIGNATURE

DATE:

SUPERVISOR APPROVAL

DATE:

APPROVED BY

DATE:



NEWMAN INTERNATIONAL ACADEMY

CREDIT CARD TRACKER

WHERE THE CARD WILL BE USED

[illegible]

*** PLEASE ATTACH AND SIGN ALL RECEIPTS (ITIMIZED) ***

*** SALES TAX IS NOT REIMBURSABLE ***

Campus - Grade/Dept

JUSTIFICATION / COMMENTS (REQUIRED):

*** ALL CREDIT CARD PURCHASES MUST BE PRE APPROVED BY DISTRICT ***

* Please list goal and objective number in Campus Improvement Plan if applicable *

REQUESTED BY (PRINT/TYPE)



NEWMAN INTERNATIONAL ACADEMY MILEAGE LOG

EMPLOYEE NAME
Please Print

			DESTINATION		
ACCOUNT	DATE	PURPOSE OF TRIP	BEGIN	END	MILES
<u>Example</u>	<u>08/02/18</u>	<u>Business Office Procedures Meeting</u>	<u>NIAA-Fielder</u>	<u>NIAA-Fort Worth</u>	
			<u>NIAA-Fort Worth</u>	<u>NIAA-Fielder</u>	
				TOTAL MILES	-

**** COPY OF MAP AND DIRECTIONS MUST BE INCLUDED**

RATE 0.545 -

CAMPUS - DEPARTMENT/GRADE

TOTAL

-

EMPLOYEE SIGNATURE

DATE

SUPERVISOR APPROVAL

DATE

SUPERINTENDENT APPROVAL

DATE
