

PURCHASING



- **Who has the authority to purchase?**
18A:18A-2(b)– Purchasing Agent.

Only the purchasing agent is authorized by law to purchase goods or services for the school district.

Purchasing Agent means the

- Business Administrator or Board Secretary

Principals, Directors, Teachers, Architects, Engineers, Custodians, Supervisors, Superintendents and Board Members are not authorized to purchase!

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- **Unauthorized Purchase – Penalties**

Any Board employee who orders and receives any goods or services without first going through the approved purchase order process has made an unauthorized purchase. Unauthorized purchases are a violation of:

New Jersey State law – N.J.S.A. 18A:18A-1 et. Seq.

Board Policy #6421

NJQSAC Fiscal Management Indicator #B-4(e)

N.J.A.C. 6a:23A-5.4(a) Violation – Withholding State Aid (penalty)

PURCHASING



- **Unauthorized Purchase – Penalties**

❖ First Offense	Letter in Personnel File	Pay for Purchase
❖ Second Offense	Suspension	Pay for Purchase
❖ Third Offense	Loss of Increment	Pay for Purchase
❖ Forth Offense	Tenure Charges	Pay for Purchase
	Loss of Employment	

Placing the orders through the phones or any other way, is not allowed.

Invoices or receipts without POs will not be paid to the vendors(companies).

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PURCHASING PROCESS STEPS

1-Determine the vendor and the items to purchase.

(Prefer to use Ed-data vendors)

2-Enter the order into both Ed-data and CDK Requisitioning System.

3-Contact to your Director for the approval.

4-Business Office will take care of the next steps by preparing the Purchase Order and contacting with the company for the shipment and payment details.

5-The items purchased will be shipped directly to the schools. Requisitioner (Staff making the purchase) is expected to check the shipment receipts to make sure that nothing is missing in the order. Inform business department for the missing items or back orders.

6-Provide any shipment receipts to the secretaries.

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VENDORS AND ED-DATA SYSTEM

Ed-data System is to be used by the staff when selecting the vendors.

<http://www.ed-data.com>

- *Each staff will be provided a username and password.
- *Item codes and prices can be selected from the Vendor websites indicated in the ed-data system when you log in and select the category.
- *Catalogues of the Ed-data vendors also will be provided to the schools and can be asked from secretaries.
- *Staff can place orders from other vendors, too.
- *After placing the orders either through Ed-data vendors or other vendors, the staff is also expected to enter the same order to the CDK Requisitioning System which will also be presented soon by CDK Reps when school starts.

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PURCHASE REQUISITIONING

To start a purchase, a purchase requisition order must be submitted by using the;

CDK Purchase Requisitioning System.

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CDK REQUISITIONING SYSTEM

Program will be installed in all staff computers.

1-Separate requisitioning needs to be prepared for each vendor.

2-Before you enter your vendor details and the item list, the system will ask you to choose the Account codes. (Use the account code mentioned below as default)

- ✦ 11-190-100-610-000 General Educational Supplies.

3- Enter the Vendor details by selecting from the dropdown list and enter your items codes, explanations and the prices for each item.

4-The system will ask to make the requisition approved by the School Director.

5-After the approval by the School Director, the system will ask for the final approval by the business office.

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PURCHASE ORDER FORM

At the next step, Business Office final approves the order, prepares the Purchase Order, contacts with the vendor(company), processes the payment after **the goods or services received.**

18A:18A-2(v)– A purchase order is a document issued by the purchasing agent authorizing a purchasing transaction with a vendor to perform or provide goods or services.

WORK ORDERS FOR THE MAINTENANCE AND CUSTODIAL REQUESTS



- **Work Order Form at the school website must be filled out, signed by School Director and sent to the Business Office via Secretaries.**
- **Operations and Facilities Manager, Tair Azirov will coordinate the work by assigning appropriate personnel.**

PROFESSIONAL DEVELOPMENT PROGRAMS



- All workshops and professional development programs must be approved by the BOARD before you attend. (Board meetings conducted each month and the dates are posted on the website).
- The registration process will be done by the teacher AFTER THE BOARD APPROVAL and payment will be issued by the business office.

REIMBURSEMENTS



- Employee has the right to ask for the reimbursement from the Board for their travel and accommodation expenses at the time of their professional development programs. (31 cents per mile.)
(Reimbursement form can be found at the website.)
- School will also reimburse staff for the registration fees or other related expenses **approved before by** the business office.
- Tax is not School's responsibility. By law, Charter Schools are tax exempt.
- Board meeting conducted at the following month, staff will be reimbursed back for the expenses.

TUITION REIMBURSEMENTS



- The first submission of the tuition reimbursement claims will be accepted until the end of September for the approval of the Graduate programs.
(Tuition reimbursement forms can be found at the website. Form A must be filled out and approved by Lead Person before registering to the program.)
- Reimbursement checks will be issued to the applicants after the submission of official transcripts, and payment receipts to the business office.
- You can read the policy and allocation details on the forms posted on the website.

FIELD TRIPS & STUDENT ACTIVITIES



FIELD TRIPS

Field Trips must also be approved by the BOARD each month.

Please fill out and submit Field Trip Request form before the Board meetings.

After the Board approval, each teacher will be responsible for collecting the money from the students/parents and submit all to the business office in a sealed envelope via the main office at the schools.

Business office will provide a whole check equaling the same amount and mail out or hand in to the staff to submit to the location of the activity asking for the payment.

FUNDRAISING ACTIVITIES



FUNDRAISING REQUEST FORM

Mentioned form must be submitted to the business office prior to the activity.

Any money collected for fund raising, donations, etc. must be kept in the safe at the business office.

HUMAN RESOURCES



PAYROLL

- 10 Month employees will receive 20 paychecks within their contracted period.
- Payrolls will be paid on the 15th and 30th/31th of each month.

PENSION

- There will be a pension deduction of 6.5% of yearly salary.

ADDITIONAL



- At Bosland Learning Plus teacher store, a credit account of \$100 is opened for all teachers to spend until the end of September.

Address: 280 N Midland Ave Suite 104 Saddle Brook, 07663

Phone: 201-797-6700.

*Don't use this amount for the general supply needs which will be provided in the supply rooms at the schools. (Subject related stuff, decorations, etc.)

- Please fill out the forms on the wall of the supply room when used.

For the items needed or missing, business office needs to be notified by the assigned personnel who are the secretaries.

- All policies and forms are posted on the school if needed.

CENTRAL OFFICE



Address: 465 Boulevard, Elmwood Park, NJ 07407

Phone: 201-773-9140

Fax: 201-773-9141

Parking: Please park your cars at 'School' marked lots inner side the fence.