

PURCHASING PROCEDURES

When you receive a request to make a purchase, first see if the merchandise can be purchased through Cooperative Purchasing Vendors (Co-Op). If not, document three (3) sources for pricing on items requested. The documentation worksheet can be found on the BHASD Intranet under Building Forms - Business Office. Remember to include shipping charges in the total cost.

NOTE: If you purchase through Cooperative Purchasing Vendors, there is no need to retrieve three sources for pricing because these vendors have already submitted bid pricing. However, it is a good practice to still solicit three quotes to confirm you are receiving the best pricing. Item lists can be sent directly to the vendor for pricing quotes which will save time in looking up items individually. Just remember to include the contract number provided below the Cooperative Purchasing Vendor on your Requisition through eFinance in the "NOTES" section.

Cooperative Vendors commonly used (see your building secretary for a complete list of currently used vendors and pricing):

Amazon

US Commodities Contract #R-TC-17006

eFinance Vendor #1001

<https://www.amazon.com/?&tag=branheigare0e20&camp=15345&creative=493033&linkCode=w20&adid=1XQY5DHG4BTDVD7X8MW0&>

Chester County Intermediate Unit

<https://www.cciu.org/page/28>

Alphabetic list of Vendors & Categories is available by choosing Vendor List on the page the above link will direct you to. Purchasing instructions and/or contract numbers will vary by Vendor.

Independent Stationers - Office & School Supplies, Free next day delivery & no minimum orders for free shipping

US Communities Contract numbers:

Office Supplies MA-IS-1140050

School Supplies R-LB-13042

eFinance Vendor #3182

<http://www.theisdifference.com/>

User Name: School Email

Pass: PNW

Kurtz Brothers - 25% off & no minimum orders for free shipping

(Purchase order will be returned to the secretary for order placement).

Costars Contract #004-028

eFinance Vendor #358

<http://www.kurtzbros.com/Login/form.jsp>

User Name: School Email

Pass: Will prompt to change or click change password

Nasco - Office, School & Library Supplies. Free shipping for orders over \$50.00.

COSTARS Contract #004-088

eFinance Vendor #442

www.enasco.com

Walt Coatsworth, Regional Sales Mgr.

Customer Service: 1-800-558-9595

Fax Orders: 1-800-372-1236

Quill - 20% off, no minimum orders for free shipping

(Purchase order will be returned to the secretary for order placement).

Contract #KPN 11-14449

eFinance Vendor #554

<http://www.quill.com/>

User Name: School Email

Pass: Will prompt to change or click change password

School Specialty - Shipping is free for all orders over \$50, 30% off List price and over 800 items with 50-60 % off list prices

AEPA Contract:

KPN-A-201102-04B

eFinance Vendor #612

https://store.schoolspecialty.com/OA_HTML/ibeCCTpSctDspRte.jsp?minisite=10206

User Name: First 3 letter first name & first 3 letters last name (ex: julbeh)

Pass: welcome123, then system will prompt you to change or click change password

Once the requisition becomes a purchase order (PO), a copy of the PO will be emailed to the building secretary so the order can be placed through the co-op vendor website.

Items not found through a co-op vendor:

For items not available through an approved cooperative vendor, you must document three (3) price quotes from different vendors to compare pricing for orders totaling over \$500. These could be local businesses or online sources. The documentation must include name of vendor, address, contact information, website information and if you spoke to a person, their information as well (please use the **quote worksheet form** available on the intranet). **This documentation should be attached to the requisition in eFinance.**

For items unique to a vendor, note "single/sole source" in the notes section of the requisition. This will alert the Business Office, and we will not be looking for quotes to be attached to the requisition.

There are a variety of purchasing methods available. Local retailers and vendors that accept purchase orders (PO) should be given priority. Exhaust all other methods of purchasing items before requesting a Credit Card Order. Online

accounts will only be set up on a case by case basis. When in doubt, contact the company to determine if purchase orders are accepted. If online, prepayment ordering is the only allowed method, document the attempt to contact the company and their refusal to accept purchase orders.

Purchasing methods in order of priority:

1. Purchase order, net 30 days, vendor will accept a PO MAILED
2. Purchase order, net 30 days, vendor will accept a PO FAXED
3. Purchase order with prepayment via check accompanying purchase order
4. Online order, prepayment via credit card, **other purchasing options not available.**

Be aware that purchase orders will be mailed unless otherwise instructed. Please inform the building secretary if other method of delivery is required (i.e. fax, email, etc.).

Receiving the Order/Payment Approval Process

The Goldenrod copies of Purchase orders are sent to the office originating/receiving the order.

When item is received by the requestor, the recipient signs on the received by line, then the administrator authorizes invoice payment via signature on the payment approval line on the bottom right section of the goldenrod copy of the purchase order.

When the entire order has been checked in and all items are received, **the signed goldenrod of purchase order is returned to Accounts Payable, Business Office.**

For partially received orders

This should be indicated by signing **ONLY received line items** on goldenrod. A copy of the PO should be sent to Accounts Payable for partial payment and the original still kept at the requesting office. When order is complete, the backordered line item should be signed as **“received”** and the goldenrod sent to Accounts Payable, Business Office.

Emergency Purchases

If an expedited purchase is required and a deviation from the standard purchasing procedures is required, please contact the Purchasing Manager to discuss how the order can be processed in a timely manner while still maintaining the integrity of the required purchasing procedures.