

Harmony Independent School District

Purchasing Procedures

HARMONY ISD (HISD) strives to maintain compliance with all state mandated purchasing laws while securing the best product for the lowest price in the most efficient manner. For District purchasing policies, please refer to Section C of the HISD Board policy which may be found on the HISD website or by visiting <http://www.tasb.org/policy/pol/private/230905/>. In no way should any of the following procedures override HISD Board policy.

In order to satisfy the state purchasing requirements that Texas public school districts are required to follow regarding competitive procurement (other than advertised competitive bids), HISD participates in the Region VII Education Service Center Purchasing Cooperative as well as several statewide programs. When possible, HISD has elected to use the Region VII Purchasing Cooperative as its primary purchasing agent. The Region VII Purchasing Cooperative vendor list can be viewed at www.esc7.net. The HISD Region VII User Login is harmony and the Password is awards.

All purchases made on behalf of HISD must be from the Region VII approved vendor list or by one of the approved methods referenced below. Since vendor lists change periodically, vendors could be approved on one occasion and unapproved on another. Please note: Being able to secure an item cheaper from a source not on an approved list does **not** meet state purchasing requirements.

It may be determined that the only method to secure a particular product is by following the formal bid/proposal process. In such instances, persons wishing to secure items must work with the business manager to insure that all legal steps have been taken. When bids/proposals are opened, the business manager or a member of the business office staff must be present. Official awards of such items will only be made after receiving the approval of the superintendent and/or business manager.

Items may be purchased from a vendor when said vendor is the only vendor carrying a particular item. Items purchased in such a manner are called "sole source products". Board policy CH(LEGAL) lists the following sole source examples: "1.) An item for which competition is precluded because of a patent, copyright, secret process, or monopoly. 2.) A film, manuscript, or book. 3.) A utility service, including electricity, gas, or water. 4.) A captive replacement part or component for equipment." To verify sole source status, the originator must secure a notarized statement from the company testifying that it is the sole source of such product or service. The form must be submitted to the accounts payable at the same time that the purchase order request is submitted. Please include a "Sole Source" notation on the purchase

order request. Though the vendor is temporarily added to our local vendor list, all future purchases from said vendor must be for sole source products as well.

Purchase orders must be secured prior to any purchase. HISD purchases are not allowed without an approved purchase order. This regulation is District policy and applies to all HISD employees. Board policy CH(LOCAL) states that "Persons making unauthorized purchases shall assume full responsibility for all such debts." Failure to follow this Board policy will result in an employee's personal liability for the expenditure. If an emergency or extraordinary need arises, please contact the business manager.

Requests for purchase orders must be submitted to a campus principal or director with the documentation attached for approval. Following this approval, the requisitions are sent to the business office to be entered into the system. Purchase orders are processed at least twice a week, usually Tuesdays and Thursdays, but may be processed on different days due to workloads and extenuating circumstances. Purchase orders will be printed and sent back to the originating campus. Each campus/department will be responsible for forwarding the purchase order to the vendor.

Please include 'narrative' information on a purchase order request that states what you are ordering, not just "supplies". If it is for travel, we will need names of employees, number of nights lodging (with room rate), number of rooms, number of meals per person, what you are traveling for or to and the dates. Please make sure that you note if a check needs to be issued with purchase order (ex: registrations, fees, dues and memberships).

Expenditure coding used on purchase order request forms should be determined by using the TEA FASRG. This guide is available online at the TEA website under "Finances". Codes used **should never be based on where budgeted funds are available**. The business manager will work with all departments in getting funds moved to proper codes and setting up new codes where applicable. "Request for Funds Transfer" forms are available on the HISD website. Appropriate approval signatures and budget account codes are required prior to processing. Paperwork should be submitted **at least** 7 days in advance to ensure timely receipt.

Beginning of the school year purchase orders will not be printed prior to September 1. Due to the large volume of purchase orders produced at this time, please have patience. Also, at the end of the year April 15 is the last date to turn in purchase orders, except for travel. All instructional purchase order processing will cease at that time.