

PURCHASING AUTHORITY PROCEDURES

Portsmouth Public Schools (PPS) utilizes automated financial and procurement systems in order to purchase and account for goods and services which support the education process. Funds include all governmental, proprietary and fiduciary funds, including school activity funds.

Small Purchasing (up to \$5,000)

For goods, equipment, supplies, services, maintenance and repair work which cost \$5,000 or less, the buyer can identify the good or service to be purchased and solicit a minimum of one (1) quote. Notification of M/WBE firms is not required; however, rotation of awards to multiple vendors including M/WBE firms is recommended. When a non-M/WBE vendor is proposed or utilized, Good Faith Effort (GFE) documentation is required in accordance with School Board Policy DJFC. A list of available M/WBE firms can be located at <http://pps.k12.va.us/>. Small purchases should follow the School Board's M/WBE Small Purchasing Monitoring Plan.

Small Purchasing (\$5,000 - \$15,000)

For goods, equipment services, maintenance and repair work, construction and professional services which cost more than \$5,000 and up to \$15,000, the buyer must utilize Virginia's e-procurement system (eVA) or obtain a minimum of three (3) written quotes from three different vendors of which at least one must be an M/WBE firm. The Purchasing Agent may require advertising these requirements using eVA when the opportunity for M/WBE vendors is considered more favorable for a particular commodity. When a non-M/WBE vendor is proposed with 3 quotes, GFE documentation is required in accordance with School Board Policy DJFC. A list of available M/WBE firms can be located at <http://pps.k12.va.us/>. Small purchases should follow the School Board's M/WBE Small Purchasing Monitoring Plan.

Small Purchasing – Informal Solicitation (\$15,000 - \$100,000)

For goods, equipment, services, maintenance and repair work, construction, and non-professional services estimated to cost more than \$15,000 and up to \$100,000 (and professional services up to \$60,000), then specifications for the goods or services shall be prepared and forwarded to the Purchasing Office attached to a MUNIS requisition. All informal solicitations will be advertised through the State's eProcurement System. Notification to available M/WBE firms is required. A list of available M/WBE firms can be located at <http://pps.k12.va.us/>. School Board approval is required for all contracts and contract renewals over \$50,000, including purchases from an existing cooperative contract.

Formal Contracts and Purchases (Greater than \$100,000)

If the goods or non-professional services are estimated to cost more than \$100,000 (and professional services more than \$60,000), then Purchasing shall comply with the Virginia Public Procurement Act and perform the necessary requirements to solicit competitive bids

quotes or proposals. All formal solicitations will be advertised on the State's eProcurement System. School Board approval is required for all contracts and contract renewals over \$50,000, including purchases from an existing cooperative contract. Notification of available M/WBE firms is required. A list of available M/WBE firms can be located at <http://pps.k12.va.us/>. Purchasing will notify the end user of the solicitation results. Department/Schools are responsible for initialing a MUNIS requisition.

Modification of Contracts and Purchases

Generally, PPS contracts can only be modified with approval of the Purchasing Agent. PPS contracts may include provisions for modification during performance, but no-fixed price contract may be increased by more than twenty-five percent (25%) or the amount of the contract or \$50,000, whichever is greater, without the advance written approval of the school board (ref: the Virginia legal code §2.2-4309).

Cooperative Contracts

Prior to utilizing any cooperative contract allowed by the Virginia Public Procurement Act, the Purchasing Agent and School Board (for contracts greater than \$50,000) must authorize its use.

Receiving, Accepting and Vouching the Goods for Payment

Once the order has been placed, the requisition originator must receive (inspect/accept) the product/service, which will support vendor payment. In order to process a voucher package for payment, Accounts Payable must have record of the following:

1. A Completed PO
2. Receiving of goods or service
3. Vendor invoice

Once the above three items have been verified for completeness, the payment is ready for processing.

Purchase Cards

Authorized employees are given the opportunity to maintain a Visa purchase card with a \$1,000 per transaction credit limit for small purchases with a typical monthly credit limit of \$10,000. Higher monthly limits may be authorized by the Purchasing Manager when necessary and within budgetary limits. Purchase card usage is monitored through an online purchase card management system. The system notifies the card holder each time a purchase is processed. Card users are required to log into the system and input a detailed description of their purchases, assign an account number, and send through an automated approval workflow that requires supervisor sign-off. The purchase card expenses are downloaded on a weekly basis, and funds are decreased in the corresponding MUNIS accounts. Procurement card users should use every effort to purchase items from minority- and women-owned firms in accordance with School Board Policy DJFC.

The Purchasing Manager may authorize a temporary single transaction purchase limit increase to accommodate situations that include when a vendor requires use of a purchase card, when discounts are offered for placing an order using a purchase card, and for professional development fees. Situations may include conference registrations, airfare, hotels, and online ordering. Procurement and M/WBE policies remain in full force and effect when a purchase card limit is increased temporarily, and includes providing GFE documentation when a non-M/WBE vendor is selected.

Accounts payable clerks maintain purchase cards with a \$300,000 limit to make authorized invoice payments including textbooks, utilities, and contracted services.

Travel Cards

Travel Cards are available to those traveling on official School Board business and are issued to pay for pre-authorized travel expenses. Travel card usage is monitored through an online purchase card management system. Upon completion of travel, employees must submit a Travel Completion Form to the Finance Department. The Finance Department will then enter the descriptions and account numbers in the online purchase card management system. The travel card expenses are downloaded on a weekly basis, and funds are decreased in the corresponding MUNIS accounts.

Travel cards are issued with a \$1,000 per transaction limit. The Purchasing Manager may authorize a temporary purchase limit increased to traveler when the approved professional development form indicates that specific travel charges will exceed \$1,000. The increase will not exceed the amount that is authorized on the approved Professional Development Form. Situations may include conference registration fees and hotel fees. Procurement policy and travel guidelines remain in full force and effect when a travel card limit is increased temporarily.

Adopted: October 16, 2000
Revised: November 4, 2010
Revised: December 15, 2011
Revised: June 26, 2014
Revised: December 18, 2014
Revised: January 28, 2016