

D. Open Purchase Orders

Open purchase orders and/or open accounts are established with vendors by the Purchasing Department only through Board approval of competitive bids, proposals or by quotations. Purchase Orders not issued in this manner are considered to cover a one-time single purchase per each Purchase Order number assigned.

Invoices on open Purchase Orders are to be attached to a copy of the Receiving Copy of the Purchase Order, signed by the Receiver responsible for the purchases, and forwarded to Accounts Payable.

E. Reporting

Reporting of expenditures for monthly Board Meetings, eGrants, etc., is done through the Finance Office using the following criteria:

- Board Meetings – At the end of each month financial reports are created for approval at the next board meeting. Included in this financial report is:
 - Combined Statement of Revenues, Expenditures and Changes in Fund Equity
 - Investment Reports
 - Purchase Orders Over \$10,000
- Federal Grants – Reporting to eGrants is conducted at least once a month coinciding with the end of the month. After each payroll the following procedures will be followed when compiling the reports for reimbursement.
 - A current general ledger is created
 - A detail expenditure report is created from the above two reports, expenditures from each object code (i.e., 6100, 6200, etc.) is recorded.
 - Login to the eGrants system and report the appropriate year-to-date expenditures for each grant.
 - All expenditures must be incurred before a request for draw down is submitted.
- Receipts – For Local, Federal and Grant Funds
 - Cash/check deposits are conducted on a daily basis.
 - Deposits from the State Comptroller's office are monitored every day of the week via the TEA Payment Website.

F. Specifications

Preparation of specifications shall be the responsibility of the purchasing department along with the assistance of requesting department. The responsibility of the Purchasing Office is to finalize specifications in accordance to department need. Competitive bids can be obtained and assure that board policies and state laws are followed regarding the purchase.

Specifications must contain adequate technical descriptions to clearly identify for prospective bidders the type of material, equipment, or services required. In addition to the detailed specifications, brand names or equal, model numbers, and like descriptions may be referred to as product meeting specifications to inform prospective bidders of the type of quality required. Descriptions must include quantitative data such as size, weight, or volume and qualitative data such as commercial grade, texture, finish, strength, chemical analysis, or composition where possible.

G. Approved Vendor List (AVL)

The approved vendor list is located on our District website at:

<http://www.southsanisd.net/Page/3910>. The vendor list will consist of all active vendors identified by their associated procurement category, unique vendor identification number, IRS tax identification number, phone number and up-to-date mailing and physical addresses.

South San Antonio ISD has inter-local agreements with TASB BuyBoard and The Cooperative Purchasing Network. Their website is:

- <https://www.buyboard.com/Home.aspx>
- <http://www.tcpn.org>

The AVL will be updated at least annually prior to beginning a new school year.

If a vendor does not have any transactions for more than 36 months, they will be inactivated. The Director of Purchasing will be responsible for maintaining and updating the vendor list. Vendors that lose eligibility to do business with the District for any reason will be removed from the active vendor list by the Director of Purchasing no later than the following school year.

H. Equipment Warranty, Maintenance and Repair

For repair of equipment that has been received and paid, a School or Department has one of the following options:

1. If the equipment is under warranty, contact the vendor from whom it was purchased. If the product was purchased through a District bid, contact the Purchasing Department (warranties start the day the equipment is received even if school is not in session.)
2. If the equipment is no longer under warranty, contact the Maintenance Department for repair assistance.
3. For those items covered by outside maintenance contracts such as typewriters, duplicating equipment and some copiers, contact the appropriate service company holding a maintenance agreement with the District.
4. For all computer equipment, contact the Technology Department.

I. Requirements of Purchase of Record Document

- All information collected, assembled or maintained by governmental bodies pursuant to law or ordinance or in connection with the transaction of official business is public information and available to the public during normal business hours of any governmental body with certain exceptions.

Three exceptions clearly concern the purchasing operation found in: Texas Education Code Title 110A, 6252-17a, Section 3

- Information, which if released, would give advantage to competitors or bidders;
- Information pertaining to the location of real or personal property for public purposes prior to public announcement of the project, and information pertaining to appraisals or purchase price of real or personal property for public purposes prior to the formal award of contracts therefore;
- Trade secrets and commercial or financial information obtained from a person and privileged or confidential by statute or judicial decision;

The concern is that information is not disclosed at inappropriate times leaving the District unprotected.

J. Sales Taxes

2. South San Antonio Independent School District is exempt from the payment of state sales taxes by the fact it is a political subdivision of the State of Texas.
3. Staff members may not use the District's tax-exempt status for purchases of personal property. Anyone avoiding the payment of sales tax by using this exemption may be liable for prosecution under Texas Penal Code, Chapter 39, Abuse of Office, and Section 39.01.