Please sign in & grab some index cards.

Write any questions you may have on the index cards as we go along & if time permits we will have a Q&A.

If we run out of time we will respond to your question in our upcoming newsletter.

One question per card please!

2019 – 2020
FALL POD MEETING

PURCHASING

CONTRACTS

WHAT CONTRACTS SHOULD BE SUBMITTED?

I JUST LIKE TO PLAN AHEAD
PLANNING AHEAD'S MY FAVORITE
memegenerator.net

- Independent Contractor Contracts
- Field trip Contracts
- Charter Bus Contracts
- Service Agreements
- Fundraiser Contracts
- Software Agreements
- Anything with Terms & Conditions we must agree to

- Does not include the Small Contract Form

WHERE DO WE SUBMIT THE CONTRACT FOR APPROVAL?

> Birdville ISD Webpage

  > For Staff

    > BISD Support Portal & Knowledge Base (Where you go to put in a ticket)

      > Technology

        > Sign In (top right)

          > Service Catalog (top)

            > Purchasing: Contracts (left menu; bottom)

              *Exception: Software – click Purchasing: Software > New Software Purchasing

              > New Contract Approval

                > You will complete the form, attach the contract, and place request

CONTRACTS: FAQ

- How long does the contract approval process take?
  - It depends on what kind of contract it is & who all needs to approve it. Plan for a 2 week turn around time, but some contracts may take longer if they need attorney approval.

- How do I know when my contract is approved/denied?
  - You will receive an email from Shelley Freeman with instructions on how to proceed.

- Do I need to do anything after my contract is approved?
  - Follow the instructions in the email from Shelley Freeman.

- Can I enter my requisition before my contract is approved?
  - No. Only enter the requisition & attach the signed contract after it has been approved, and all necessary documents are received & complete (i.e. addendums, insurance, etc.).

- My budget owner is unavailable can an assistant principal/director sign?
  - No. Per Board Policy only Principals/Directors and above can sign contracts.

Approved Vendors

- Contracts have changed. Make sure you check the Approved Vendors List (AVL) each time!

Vendor Sourcing

- Why is this important?

- What is needed
  - Contract # (ALWAYS)
  - Quote Reference (typically a quote #)
  - Invoice Req. (reference invoice #)
  - Special Instructions

INVOICE REQUISITION/PO

- Yellow Paper & Handout
- These should be few and far between
- Invoice PO Form
  - 2 Parts:
    1. Why did your campus/dept. not follow policies & procedures?
    2. What corrective action is being taken to prevent future Invoice PO's?
  - Must be signed by the **director or principal**

IMPORTANT VENDOR UPDATES

amazon

Sam's Club®

- Special characters in titles will cause an error
  - EG: ' " & # !, etc.

- Until we upgrade to the newer version on Munis we will need to purchase items without these special characters

- Departments/Campuses without a Sam's Membership
  - PO's are not currently accepted

- Options:
  - Hold your POs until email goes out saying POs are accepted again
  - Cancel your Sam's PO with AP & enter new requisition for Walmart. A shopper card or PCard will be needed to check out

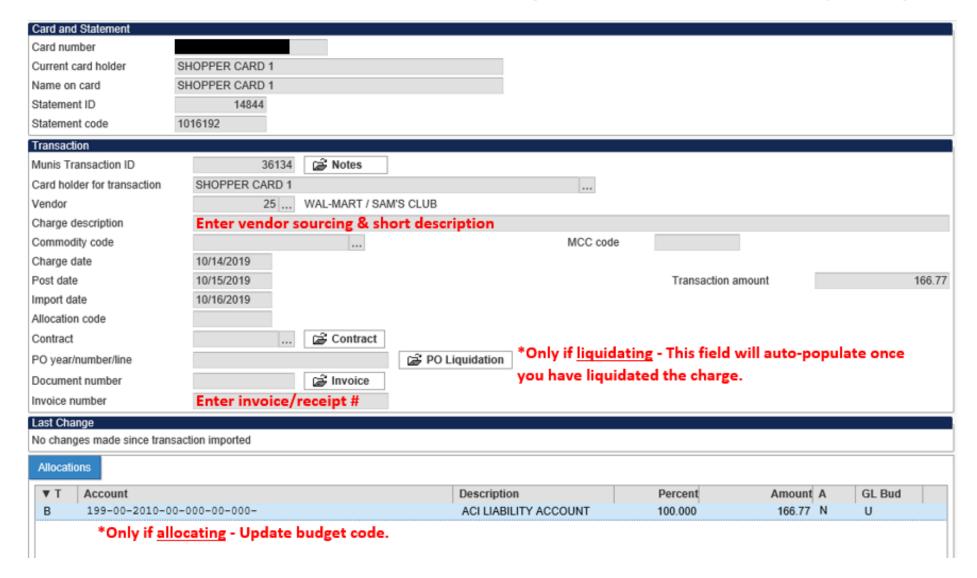P-CARDS

RECONCILIATION OF P-CARD STATEMENTS

Allocation

- No PO in place prior to purchase
- You type in the appropriate budget code on the transaction screen of your P-Card statement

- Step by Step Instructions:
  > Purchasing Website
    > P-Card Program
      > P-Card Allocation Instructions

Liquidation

- PO in place prior to purchase
  - Required for:
    - Campus Cards > $500
    - Dept. & Individual Cards > $1500
    - Dept. Activity Funds > $250

- Step by Step Instructions:
  > Purchasing Website
    > P-Card Program
      > P-Card Liquidation Instructions

P-CARD TRANSACTIONS

Card and Statement

Card number	█████████
Current card holder	SHOPPER CARD 1
Name on card	SHOPPER CARD 1
Statement ID	14844
Statement code	1016192

Transaction

Munis Transaction ID	36134 📂 Notes
Card holder for transaction	SHOPPER CARD 1 ...
Vendor	25 ... WAL-MART / SAM'S CLUB
Charge description	**Enter vendor sourcing & short description**
Commodity code	... MCC code
Charge date	10/14/2019
Post date	10/15/2019 Transaction amount 166.77
Import date	10/16/2019
Allocation code	
Contract	... 📂 Contract
PO year/number/line	📂 PO Liquidation ***Only if <u>liquidating</u> - This field will auto-populate once you have liquidated the charge.**
Document number	📂 Invoice
Invoice number	**Enter invoice/receipt #**

Last Change

No changes made since transaction imported

Allocations

▼ T	Account	Description	Percent	Amount	A	GL Bud
B	199-00-2010-00-000-00-000-	ACI LIABILITY ACCOUNT	100.000	166.77	N	U

*Only if <u>allocating</u> - Update budget code.

P-CARD ISSUE & WARNING NOTICES

WHAT ARE ISSUE NOTICES

- Documentation that policies and procedures were not followed

- What auditors expect of us:
  - Written policies & procedures (i.e. P-Card Manual)
  - Following policies & procedures (approval process)
  - When policies & procedures are not followed they are identified (i.e. Issue Notices)

P-CARD ISSUE & WARNING NOTICE FLOW

Issue Notice 1
- Issue Notice is emailed to Card User/Admin Assistant & Principal/Director to notify of an issue that has occurred
- Card User/Admin signs notice and returns it to P-Card Administrator

Issue Notice 2
- Issue Notice is emailed to Card User/Admin Assistant & Principal/Director to notify of an issue that has occurred
- Card User/Admin signs notice and returns it to P-Card Administrator

Issue Notice 3
- Issue Notice is emailed to Card User/Admin Assistant & Principal/Director to notify of an issue that has occurred
- Card User/Admin signs notice and returns it to P-Card Administrator

Warning Notice 1
- P-Card Warning Notice is emailed to Principal/Budget Manager to notify of issue(s) occurred
- Principal/Budget Manager signs P-card Warning Notice and returns it to P-Card Administrator

Warning Notice 2
- P-Card Warning Notice is emailed to Principal/Budget Manager to notify of issue(s) occurred
- Principal/Budget Manager signs P-card Warning Notice and returns it to P-Card Administrator
- Two P-Card Warning Notices will initiate a review by the P-Card Administrator and reported to the appropriate supervisor

P-CARD ISSUE NOTICES