

SECTION V BUSINESS AFFAIRS

5.02 GENERAL POLICIES

A. Purchasing

1. All written contracts, purchase orders, memoranda of understanding, letters of agreement, or any other writing of any kind or nature whatsoever which serves to retain, hire, obtain the services of or otherwise engage the services of any architect, engineer, auditor, lawyer, consultant, accountant or any other professional or technically trained individual, or group, association or partnership of individuals who provide services which are defined by and would qualify for payment pursuant to object classification code 310 as defined in the manual entitled “Financial and Program Cost Accounting and Reporting for Florida Schools” (also known as the “Redbook”) shall be reviewed by the School Board Attorney and shall be submitted to the School Board for prior approval and execution.
2. All contracts, purchase orders, memoranda or writings of any kind or nature whatsoever which serve to rent or lease any land, building, hall, auditorium, theater, church, banquet room or any other structure or subpart of any structure which would qualify for payment under object classification code 360 as defined in the manual entitled “Financial and Program Cost Accounting and Reporting for Florida Schools” or any other object classification code of said manual or any other purchasing manual of this School District shall be reviewed by the School Board Attorney and shall be submitted to the School Board for prior approval and execution.
3. All written contracts, memoranda of understanding, sponsorship or partnership agreements, or other agreements of any kind or nature whatsoever, other than purchase orders, shall be reviewed by the School Board Attorney and shall be submitted to the School Board for prior approval and execution. In the event that circumstances exist which make it either impossible or impractical, due to time constraints, to bring a written contract as described in this subsection to the School Board, the Director of Purchasing may execute said contract only after submitting said contract to the School Board Attorney for review and advising said attorney and the Board Chairman of the necessity of executing said contract. In such an instance the Director of Purchasing, through the appropriate channels, shall include all contracts executed in such a manner on the agenda of the next regularly scheduled School Board meeting as an “Information Only” or “Advisory” item.
4. The Director of Purchasing will be responsible for organizing and administering acquisitions for the district in accordance with responsibility and authority delegated by the District’s Superintendent, School Board and resultant policies. The procedures outlined in the handbook regarding centralized purchasing approved by the School Board will be used by the District Purchasing Department in its conduct of business.

5. Insofar, as possible or practical, all purchases from budgeted funds shall be based on requisitions. Requisitions must be approved by either the principal or the department head prior to issuance of the purchase order. No person, unless authorized to do so under regulations of the Board, may make any purchase involving the use of school funds; no expenditures for unauthorized purchases will be approved for payment by the Board.
6. Purchase orders will be executed **only** by the Director of Purchasing. A properly completed purchase order form is to be considered a contract for goods, services, supplies or equipment between the School Board and a qualified vendor. The purchase order form is to be approved and signed by the Director of Purchasing **for all purchases which are necessary for the normal day to day operation of the school district.** ~~or Superintendent.~~ Insofar as possible or practical, no purchase order is to be mailed or issued until after it has been encumbered against budgeted funds.

Purchase orders are not required for salaries, utilities, and other similar items that are exempt by law or regulation.

7. When it is the most economical method, blanket purchase orders will be used to procure items and services of a non-competitive nature. A blanket purchase order is an open end contract which designates one company as supplier for items frequently needed by a particular school/department. The blanket purchase order defines the terms, conditions, persons or departments authorized to use the blanket purchase order, delivery instructions and total dollar value for a specified period of time. It is the intention of the School Board that the use of blanket purchase orders be limited.
8. Except as authorized by law or rule, competitive solicitations shall be requested from three (3) or more reputable sources for any authorized commodities or contractual services exceeding \$50,000 or more. The School Board may not divide the procurement of commodities or contractual services so as to avoid this monetary threshold requirement. For expenditures less than \$50,000 and when practical, quotations will be requested as follows:

\$8,000-\$14,999 - documented telephone quotes from 2 or more qualified vendors

\$15,000-\$24,999 - written quotes from 3 or more qualified vendors

\$25,000-\$49,999 - formal written sealed quotes

It shall be the responsibility of the Director of Purchasing, with other qualified staff personnel, to recommend the lowest responsive and responsible proposers meeting specification and conditions of a competitive solicitation. When a competitive solicitation other than the lowest competitive solicitation is being recommended, it will be the responsibility of the Director of Purchasing to submit to the School Board the reasons for this recommendation.

(Amended: 09/21/89, 02-17-94, 06-19-97; 10-19-00)

9. In the event of tied or identical bids, preference shall be given to the bid which certifies that a drug-free workplace has been implemented in accordance with Section 287.087 F.S.. If all tied bids have a drug-free workplace program certification, then preference shall be given to the bidder whose business is physically located in Clay County, Florida. If neither vendor is located in Clay County, Florida then preference shall be given to the bidder whose business is physically located in the State of Florida. If more than one tied bidder is located in Clay County, Florida or if no tied bidder or more than one tied bidder is located in the State of Florida, the award of the tied bid shall be decided by the flip of a coin in the presence of witnesses. The coin flip shall be administered by the Director of Purchasing who shall designate the calling of heads or tails.
10. The School Board shall have the authority to reject any or all competitive solicitations; request new competitive solicitations; award alternate competitive solicitations not meeting the general specifications set forth; award competitive solicitations on a per item or total competitive solicitation basis; or purchase the required commodities or contractual services in any other manner authorized by law or rule – whichever would be in the best interest of the School Board. Competitive solicitation disputes will be resolved by following the procedures as outlined in the Handbook of Procedures Regarding Centralized Purchasing/Accounts Payable/Warehouse of the School Board.
11. The School Board will not, under any conditions, consider escalating prices at the time of the competitive solicitation or after the official time the competitive solicitation is awarded by the School Board unless the competitive solicitation document has a provision stating otherwise.
12. The requirement for requesting competitive solicitations and making purchases, insofar as they relate to purchases of petroleum and paper products, are hereby waived when the following conditions have been met:
 - a. Competitive solicitation have been requested in the manner prescribed, and
 - b. The School Board has made a finding that no valid or acceptable firm competitive solicitation has been received within the prescribed time.

When such a finding has been officially made the School Board may authorize the Director of Purchasing to negotiate with suppliers to execute a contract for such supplies under whatever terms and conditions are felt to be to in the best interest of the School Board.

As required by 1001.42(10)(j), Florida Statutes, the School Board shall receive and give consideration to the prices available to it under rules of the Department of Management Services, Division of Purchasing. The School Board shall have the option of purchasing under the contracts as may be established, if such purchases are to the economic advantage of the School Board and meet the standards and specifications prescribed by the Superintendent.

In lieu of requesting competitive solicitations from three (3) or more sources, the School Board may make purchases at or below the specified prices from contracts awarded by other city or county governmental agencies, other district school boards, community colleges, federal agencies, the public or governmental agencies of any state, or from state university system cooperative bid agreements, when the proposer awarded a contract by another entity defined herein shall permit purchases by the School Board at the same terms, conditions and prices (or below such prices) awarded in such contracts, and such purchases are to the economic advantage of the School Board.

A contract for commodities or contractual services may be awarded without competitive solicitations if state or federal law, a grant or a state or federal agency contract prescribes with whom the School Board must contract or if the rate of payment is established during the appropriations process.

A contract for regulated utilities or government franchised services may be awarded without competitive solicitations.

13. An emergency purchase is defined as one brought about by a sudden unexpected turn of events (i.e. acts of God, riot, fires, floods, accidents, or any circumstances or cause beyond the control of the cost center head in the normal conduct of its business) involving health, welfare, injury, or loss to the School Board, and which can be rectified only by immediate purchase of equipment, supplies, materials, or services. When the Superintendent of Schools determines in writing that a bona fide emergency exists, he/she may authorize the purchase of equipment, supplies, materials or services without compliance with policies which require requisitions, competitive solicitations or other preliminary measures leading to the issuance of a purchase order. A confirming purchase order shall be issued for all purchases made under this heading. The confirmation shall contain an explanation of the nature of the emergency.
14. It is the responsibility of each principal or department head, or their authorized representative, to acknowledge receipt of goods or services to their school or department immediately upon receipt, by signing and returning to the Accounts Payable Office the copy of the purchase order provided for that purpose. Any discrepancy between the items specified in the purchase order and what is received shall be noted, in writing, by the principal or department head or authorized representative of the school. Payments will not be made until the signed purchase order receiving copy is returned to the Accounts Payable Office.
15. No lease agreement shall exceed a period of twelve months; however, acquisitions by this method may be subject to a clause granting option to renew. The School Board may not enter into a lease or lease/purchase agreement, the term of which exceeds one year, unless the agreement contains the stipulation, "... subject to the availability of funds."
16. Petty cash funds will be established for the primary purpose of small day-to-day purchases and minor equipment repairs. No equipment may be purchased using petty cash funds.

17. Competitive solicitation, quotations, a list of vendors and one copy of all purchase orders issued or canceled will be maintained in the district's purchasing office.
18. The School Food Service Department will be responsible for the accuracy and payment of invoices for materials purchased for that department.

(Amended: 11/18/03)

E. Travel

Reimbursement for travel is allowed for authorized persons who incur expenses for conducting official business that services a direct and lawful public purpose with relation to the School Board of Clay County. Travel expenses shall be limited to those expenses necessary in the performance of official business and must be within the limitations prescribed in this section.

1. Authorization

- a. All travel, including per diem and/or traveling expenses when pertinent, shall be authorized or approved by the Superintendent of Schools or designee TWO WEEKS PRIOR to the incurrence of the expenses and shall specify the travel to be performed.

The following forms are to be completed TWO WEEKS prior to date travel is requested:

- 1) Part 1 of the ACP-1-3202 form "Authorization to Incur Travel Expenses" signed by immediate supervisor. An agenda or document is to be attached showing dates, times, and any other fees such as registration.
- 2) Application for Leave signed by immediate supervisor with copy of agenda/document attached. Leave should be marked Professional or Temporary Duty Elsewhere or others.

Upon return of travel, Part 2 of the ACP-1-3202 form "Out-of-County Travel Voucher for Reimbursement of Travel Expenses" has to be completed with necessary receipts attached for payment.

It is the immediate supervisor's responsibility to verify that the expenses of travelers are the most efficient and economical means of travel (considering time of the traveler, cost of transportation, number of persons making trip, and per diem or subsistence required.)

The School Board members, county staff, administrators, or teachers who have multi-school duties, may be reimbursed for official travel. In addition,

individuals who are not School Board employees may receive travel reimbursement while performing Board related services.

Travel at county expense, whether in-county or out-of-county, may be made only if it will serve a direct purpose for the School Board. The Superintendent or designee shall determine the mode of transportation for each trip.

- b. ~~In all cases where possible, out-of-state travel by School Board members~~ **All out of state travel shall** be approved, in advance, by the School Board.

(Approved: 06-27-91) (Amended: 05-16-00)

2. Travel Allowance

Travel by privately owned vehicles shall be reimbursed at the current Federal (IRS) Reimbursement Rate. All mileage shall be shown from official headquarters, or residence, to the point of destination, whichever is less.

When travel by common carrier or chartered vehicle, the traveler shall be entitled to reimbursement upon presentation of an invoice or receipt.

Written justification, approved by cost center administrator, is needed when airfare is required in lieu of driving, and must be attached to the Authorization to Incur form. If airfare is being paid by purchase order, a copy of the purchase order and invoice must be attached to leave forms. If airfare is paid by an individual, invoice must be attached to voucher for reimbursement. Meals included in your airline fare will be deducted from your per diem.

No traveler shall be allowed mileage reimbursement when they are gratuitously transported by another person. Travelers shall be subject to accountability for planning trips to the extent that school funds shall not be expended for two (2) cars when one car could transport travelers to the same destination at the same time.

(Amended: 10/20/05, Amended: 12/15/05)

3. Rates of Per Diem and Subsistence Allowance

For purposes of reimbursement rates and methods of calculation, per diem and subsistence allowances are divided into the following groups and rates:

- a. All travelers shall be allowed subsistence when traveling to a convention, conference or normal travel (routine School Board business) which, may serve a direct public school purpose. Upon approval of the Superintendent or designee, one of the following will apply at the option of the traveler.
 - 1) Per diem as established by Clay County School Board policy. Per diem is \$80.00 per day, or \$20.00 per quarter and covers cost of rooms and meals; or

- 2) If actual expenses exceed established per diem, the amounts permitted for meals, plus actual expenses for lodging at a single occupancy rate will be substantiated by paid bills.
 - b. Travelers attending functions within surrounding counties (Alachua, Baker, Bradford, Duval, Nassau, Putnam, and St. Johns) who intend to request reimbursement for cost of lodging and/or meals, must provide written justification to their immediate supervisor for pre-approval. This justification will be attached to their Authorization to Incur Expenses/Out-of-County Travel Vouchers for Reimbursement for Travel Expenses (ACP-1-3202).
 - c. When lodging or meals are provided at a State institution, the traveler shall be reimbursed only for the actual expenses of such lodging or meals, not to exceed the maximum provided for in this subsection.
4. Per Diem Reimbursement

For the purpose of reimbursement and methods of calculating fractional days of travel, the following principles are prescribed:

- a. For Class A and Class B travel, the traveler shall be reimbursed one fourth (1/4) of the authorized rate of per diem for each quarter or major fraction thereof (at least 1/6 of the quarter) of the travel day included within his travel period.
- b. Quarters are listed below:
 - 1) First quarter 12:01 a.m. to 6:00 a.m.
 - 2) Second quarter 6:01 a.m. to 12:00 noon
 - 3) Third quarter 12:01 p.m. to 6:00 p.m.
 - 4) Fourth quarter 6:01 p.m. to 12:00 midnight

5. Meals Only

All travelers may be allowed subsistence while on Class C travel on official business according to following time schedule:

- Breakfast - When travel begins before 6:00 a.m. and extends beyond 8:00 a.m.
- Lunch - When travel begins before 12:00 p.m. and extends beyond 2:00 p.m.
- Dinner - When travel begins before 6:00 p.m. and extends beyond 8:00 p.m.

Continental Breakfast – A continental breakfast is considered a meal and where any such breakfast is included in the registration fee, lodging or present on your agenda, must be deducted from per diem or meals claimed.

Meals are not reimbursable when included in other reimbursed expenses, such as airfare, registration fees, or lodging.

Rates are established by Clay County School Board policy. Current reimbursement allowances for meals are \$6.00 for Breakfast; \$11.00 for Lunch, and \$19.00 for Dinner.

No allowance shall be made for meals when travel is confined to Clay County.

6. Registration Fees

Reimbursement of registration fees are allowed for attending a convention or conference which will serve a direct public purpose with relation to the public agency served by the person attending such meetings. However, any meals or lodging included in the registration fee will be deducted in accordance with the allowances provided in subsection (5).

Registration fees will be reimbursed at the least expensive member/non-member fee rate. Additional assessment for registration is not reimbursable (late fees), unless specifically approved by the Superintendent or Deputy Superintendent.

Registration fees are not reimbursable unless specifically approved in advance by the Superintendent or designee. A document must be attached to your application for verification of registration fee.

(Amended: 04/19/01, 12/20/07)

7. Other Expenses

- a. A traveler may be reimbursed the actual and necessary fees for attending events which are not included in a basic registration fee that directly enhance the public purpose of the participation of the agency in the conference. Such expenses may include, but not be limited to, banquets and other meal functions. It shall be the responsibility of the traveler to substantiate, in writing, that the charges were proper and necessary.

The following incidental traveling expenses of the traveler may be reimbursed:

- 1) Taxi fare
- 2) Ferry fares, bridge, road, tunnel tolls
- 3) Storage or parking fees
- 4) Communication expenses
- 5) Incidental expenses must be in connection with the transaction of official business. All expense items, including registration fee, must be supported by paid invoices, sale tickets, certificate of completion/attendance, or canceled check.

b. Invoice

An invoice for hotel or motel must be attached to voucher requesting

reimbursement (if traveler was granted free overnight lodging in a private residence, a note of explanation from the employee must appear with the voucher).

c. Mileage Only Travel

Any mileage claimed after the normal working hours, including returning to work on weekends, Fridays during the four-day week period, and School Board meetings will have to have approval, in writing, from the principal for individual schools and approval from the Superintendent or designee for all county/annex office employees.

Mileage may be claimed on the REQUEST FOR REIMBURSEMENT – (MIS-13203)/Mileage Only Travel when traveling in-county or to out-of-county areas and not being reimbursed for actual expenses, per diem, or meals.

Under Purpose, on REQUEST FOR REIMBURSEMENT/Mileage Only Travel, a written explanation for each entry must be given. Documentation must be attached to the form for counties not surrounding Clay County.

Reimbursement for Mileage Only Travel must be approved by the immediate supervisor.

Other regulations for Mileage Only Travel are outlined in the current salary schedule.

(Amended: 06-27-91)

8. Extra Curricular-Related Travel Expenses Paid by Club

When a club prepays an approved travel expense, reimbursement may be made by processing a purchase order. A copy of the purchase order, requesting reimbursement for expenses paid by the club, would be attached to Authorization to Incur Travel Expense and Application for Leave forms.

Approved travelers would be entitled to fill out a Voucher for Reimbursement for any approved cost not covered by the purchase order upon return of travel. Receipts are required for costs other than meals.

9. Advancements for Travel

The Superintendent or designee may authorize advancement of per diem and traveling expenses of public officers, employees and authorized persons. Such advancements may include the costs of subsistence and travel of any person transported in the care or custody of the traveler in the performance of his/her duty.

It will be necessary to fill out an Authorization for Advance Payment form, MIS-13205, at the time Authorization to Incur Travel Expenses and Application for Leave forms are completed.

(Ref. F.S. 1001.42; 1010.20) (Adopted: 01/08/81) (Amended: 07-09-81, 02-12-87, 07-19-90) (Ref. F.S. 112.061/Exemption-2003, Amended: 08/18/03, Amended: 07/20/06, 12/20/07, 05/21/09, 10/18/11, 05/17/12)