**LANSING SCHOOL DISTRICT**

**PURCHASING PROCEDURES**

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**Requisitions/Purchase Orders**

The requisition process, through eFinance, should be utilized for all purchase requests so long as the vendor accepts purchase orders. Requisitions will be reviewed by the Purchasing Department for accuracy and any pertinent information required for the purchase.

Requisitions will be converted to purchase orders once all required information has been received and noted on the requisition.

Purchase orders must be approved by the following departments:

* Administrator
* Technology – when purchase is for equipment and/or furniture
* Compliance – when grant funded
* Accounting – any purchase, other than grant funded

Once the purchase order is fully approved, the purchasing department will send the purchase order to the vendor for processing.

**Purchasing Cards**

The Purchasing Department uses 5/3 Bank for purchasing cards.

Credit limits are as follows:

Administrators/Department Heads/Supervisors $5000 monthly credit limit with a $1000 transaction limit

Building Administrator $3000 monthly credit limit with a $1000 transaction limit

Secretaries $1000 monthly credit limit with a $500 transaction limit

All Other Staff $250 monthly credit limit with a $250 transaction limit

Cards allowed per building will be determined by student count, (1–500 students, 2 additional cards, 501-750 students, 4 additional cards, 751- plus students, 6 additional cards). The use of the purchasing card can only be for the purchase of supplies and materials and can’t exceed the transaction limit. Distribution of additional cards will be on an “as needed” basis. Request of such will need a letter of explanation in order to be processed.

Limitations for new purchasing card:

* No technology related equipment, unless pre-approved by the Technology Department. Technology related purchases (monitors, computers, printers, scanners, etc) need to be shipped to the Technology Department at the Hill Center to be tagged. In this case, it would be best to place the order through the requisition process instead of on a purchasing card.
* No meals for conferences
* No contracted services. Contracted services will need to go through the requisition process with a fully approved contracted service agreement.

Purchasing card logs, statements and receipts are due by the 10th of the month following the end of the billing cycle which is usually the 27th of the month, unless otherwise notified due to a weekend or holiday. For example: the January billing cycle ended on January 27th, the logs, statement and receipts are due to the Purchasing Department by February 10th before the end of the day. Cardholders who are frequently late will be reviewed and considered for either a balance reduction or account cancellation.

**Conferences**

Conference Request Forms (CRF) need to be submitted **at least** 4 weeks in advance of the conference date. This allows time for proper review and approvals. A requisition will need to be entered into eFinance for any conference registration. Requisitions for registration should include the date of travel, location, name of attendee, and conference name. Please also include directions of how the registration form should be submitted (with check or already submitted online). Conferences may be put on district purchasing card if the organization does not accept purchase orders.

Requisitions will not be converted to purchase orders until the Purchasing Department has received their copy of the fully approved CRF. Therefore, please submit the CRF to give plenty of time for the approvals. Requisitions should be entered at the same time the CRF is submitted so there is minimal time between receiving the approved CRF and converting the requisition to a PO for approval, processing, and payment.

If hotel stay is required, the reservations and fees should be put on a district purchasing card. Staff are **not allowed** to put meals on their district purchasing card. Please see the Meals section for more information on how to receive reimbursements for meal expenses.

If air travel is required, you will need to contact the district’s travel agency, Altour (517) 351-1080, to request flight information. Altour will contact the Purchasing Department for approval to purchase the flights. Approval will be given only if the CRF has been fully approved and received in the Purchasing Office. The flight charges will then be placed on Danielle Kahler’s district purchasing card. No other staff are allowed to purchase flights for district purposes on their district purchasing card or from personal funds.

Car rentals are **not allowed** on district purchasing cards. If one is necessary for district travel this must be noted separately on the CRF with specific approval prior to travel. Car rentals will need to be paid with personal funds and submitted for reimbursement. If this expense reimbursement is requested then mileage reimbursement will not be approved.

**Mileage**

Employees are to record their mileage on our mileage form located on [www.lansingschools.net](http://www.lansingschools.net). This form needs to be signed by the employee and employee’s supervisor with specification as to the account the mileage is to be charged to. This form is then submitted to the Purchasing Department for routing to the appropriate departments, i.e. Compliance, if grant funded, or directly to Accounts Payable. Once fully approved, this form is then routed to the Accounts Payable Department for processing of payment.

**Conference Lodging**

Lodging expenses do not need to follow the lodging per diem nightly rates, since the traveler is paying a pre-negotiated rate offered by the conference. In cases where conference facilities are completely booked, or the traveler chooses not to stay at the accommodations negotiated by the conference, travelers should obtain lodging based on the GSA per diem rates. Travelers will be liable for any amount over the GSA per diem rates, unless they have received pre-approval for additional costs.

**Meals**

Meals for conferences will be reimbursed on a per diem basis, for which receipts shall not be required. Per diem rates strictly adhere to the GSA per diem guidelines, located here: <http://www.gsa.gov/portal/content/104877?utm_source=OGP&utm_medium=print-radio&utm_term=perdiem&utm_campaign=shortcuts>. Staff members must complete the Meal Per Diem Reimbursement Form located on the Lansing School District website under purchasing department, forms. Once all sections have been completed, the employee and supervisor must sign the form acknowledging its accuracy. This form, along with the fully approved CRF is then routed to the Purchasing Department for processing.

**Food/Catering**

It is suggested that this be handled by processing blanket purchase orders in advance, or to utilize the Food Service Department.

**Quote & Bid Thresholds**

For clarification the following guideline will be used for Quotes and Bids.

* Orders from $3,000 to $10,000 will require one (1) written quote
* Orders from $10,000 to the MDE competitive bid threshold will require three (3) written quotes
* Orders that will be over the competitive bid threshold for the current fiscal year will be bid out by the Purchasing Department and would require board approval. (Unless previously approved by the Michigan Department of Education)

**Contracted Service Agreements**

Contracted Service Agreements must be submitted and fully approved thirty (30) days prior to the vendor providing services. A requisition must be submitted at the same time the CSA is submitted for approval in order to process a purchase order. Submit CSA’s to the Purchasing Department and they will know where to route them from there: If the CSA is for an individual, the CSA will be submitted to the Public Safety office and Human Resources office for background clearance. If the CSA is for an organization and using grant funds, the CSA will need to be signed by the Compliance office and grant supervisor, if applicable. All CSA’s will then be signed by the Chief Financial Officer for final approval.

If there is a formal agreement or detailed contract, the document can be used in lieu of the CSA. The formal agreement or detailed contract will need to be reviewed and signed by the compliance office, if applicable, and the Chief Financial Officer prior to the agreement and/or contract beginning.

Contracted Service Agreements would need to be Board approved if over the competitive bid threshold amount set for the current fiscal year. Contracted Service Agreements previously approved by the Michigan Department of Education would not require board approval.

**Field Trips**

All schools must file a field trip form with the district for any fieldtrip where students leave their designated building. Field trip forms are located on [www.lansingschools.net](http://www.lansingschools.net). These forms are to be signed at a minimum by the principal or program director. If out of the Lansing Area, these forms must also be signed by the Deputy Superintendent and the Elementary or Secondary Director. If out of state, the field trip form must be signed by the Superintendent.