Mission Statements

Glossary

PM-010 PURCHASING PROCEDURES MANUAL
PM-020 PURCHASING COMMITMENT AUTHORITY
PM-050 PURCHASING ASSIGNMENTS
PM-100 QUOTATIONS
PM-110 BIDS
PM-115 DISCLOSURE, PROTECTION AND MARKING OF CONTRACTOR BID/PROPOSALS
PM-120 CONTRACTS
PM-130 CONSULTANT SERVICES
PM-140 PURCHASES FOR BOARD APPROVAL
PM-210 VENDOR FILE
PM-220 VENDOR PERFORMANCE EVALUATION
PM-230 FREIGHT AND HANDLING COSTS
PM-300 REQUIREMENTS FOR PURCHASE ORDERS
PM-310 PURCHASE ORDER PREPARATION/DISTRIBUTION
PM-320 CLOSING BLANKET/OPEN ORDERS
PM-340 ADVANCE PAYMENT TO VENDOR/PAYMENT
ENCLOSED REQUEST
PM-350 REQUEST FOR PURCHASE ORDER CHANGES
PM-400 PURCHASE ORDER EXPEDITING
PM-410 RETURNS FOR CREDIT
PM-420 RETURNABLE MATERIAL PROCEDURE
PM-500 EQUIPMENT REPAIRS
PM-600 CAPITAL GOODS INVENTORY
PM-650 TRAVEL/EXPENSE REIMBURSEMENT REQUEST
PROCEDURE
ADDITIONAL FORMS

DAYTON PUBLIC SCHOOLS’ MISSION STATEMENT

The mission of the Dayton Public Schools is to guarantee a quality education for every student, every day.

TREASURER’S DIVISION’S MISSION STATEMENT

The mission of the Treasurer’s division is to provide fiscal and financial support for the Dayton Public Schools through the efficient and timely delivery of services and financial data.

PURCHASING AND CONTRACT ADMINISTRATION’S
MISSION STATEMENT

The mission of the Purchasing and Contract Administration department is to maximize cost savings and provide quality goods and services in a timely manner.

GLOSSARY

Amendment – written modification to a purchase order, which normally revises the quantities and may include an extension of time to complete the contract.

Bid – a formal written offer of a price by a vendor to the Board of Education to furnish specific goods and/or services in response to an Invitation to Bid.

Bid Award – an award of a bid for which funds have been lawfully been appropriated by the Board of Education.

Blanket Purchase Orders– Blanket purchase orders are used for requirements which will span a period of time and have a maximum expenditure limit, often include definite quantities; are often based on price arrangements other than a fixed price; awarded on the basis of criteria other than price; and includes goods and services. (see PM-310 for listing)

CIMS – Comprehensive Information Management System

Consultant Services – any narrow discipline wherein a known practitioner has, through education and experience developed expert advisory and programmed skills as a vocation; any of a professional before the services are acceptable to the user of the service or any other advisory, study or programming activity.
Contract – (a) a legally binding arrangement between two or more competent parties to perform or not perform a specific act or acts; or (b) any type of agreement, regardless of what it is called, for the procurement or disposal of goods, services or construction, usually for exchange of goods or services for money or other consideration.

Contractor – any person having a contract with the Board of Education

DBOE – Dayton Board of Education

DPSD – Dayton Public School District

Debarment – the exclusion for cause of a vendor or contractor from bidding and/or receiving a contract to do business with the Board of Education.

Emergency Purchases – An emergency purchase is one brought about by a sudden unexpected event (e.g., acts of God, riot, fires, floods, accidents) or circumstances or causes beyond the control of the Board.

Goods – any tangible property other than services or real property.

Payment Enclosed – any payment that is required in advance.

Procurement – the buying, purchasing, renting, leasing or otherwise acquiring of any goods and/or services for public purposes in accordance with the laws, rules, regulations and procedures intended to provide for the economic expenditure of public funds.

Proprietary item/service – exclusive rights that prevent competition

Purchase – the same as Procurement, as defined herein.

Purchase Order – document used to authorize a purchase transaction with a vendor. It should contain provisions for construction, goods and/or services ordered; applicable terms as to payments, discounts, date of performance and transportation; and other factors or conditions relating to the transaction. Acceptance of a Purchase Order by a vendor shall constitute a contract, except instances in which a Purchase Order is issued only as an internal encumbrance document.

Quotation – any oral or written informal offer to the Board by a vendor for furnishing specific goods and/or services at a stated price.

Request for Proposal (RFP) – a solicitation of responses for goods and/or services for which the scope of work, specifications or contractual terms and conditions cannot reasonably be
closely defined. Evaluation of proposal is based on stated criteria and shall state the relative importance of all evaluation factors; other factors may be considered as stated in the RFP.

**Requestor** – A DPS employee that submits a requirement for goods and services.

**Specifications** – a concise statement of a set of requirements to be satisfied by a product, material or process used in an Invitation to Bid or Request for Quotation to describe the goods and/or services to be purchased or otherwise acquired.

**Vendor** – an actual or potential provider of goods or services.

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**PURCHASING PROCEDURES MANUAL**  
**PM-010**

I. **Purpose**

To establish uniform procedures for the procurement of material and services that is consistent with the policies of the Dayton Public Schools Board of Education.

II. **Scope**

These procedures apply to the procurement of all material; equipment, supplies and services and related activities.

III. **Responsibility**

A. It is the individual responsibility of each employee involved in the procurement process to adhere to the policies upon which these procedures are based, to include the meaning and intent of the procedures themselves.

B. It is the responsibility of each person to bring questions or concerns relative to these procedures to the attention of the Purchasing and Contract Administration Department.

C. The fundamental purpose of these procedures to provide a foundation for effective, consistent and complete consideration of all aspects involved in procurement. Our goal is to encourage a positive, professional relationship between the District employees and the suppliers who serve our school district.

D. Revisions to the Purchasing Procedures Manual will be the responsibility of the Purchasing and
PURCHASING COMMITMENT AUTHORITY  

I. Purpose

To establish procedures for purchasing commitment authority.

II. Scope

This procedure applies to all purchases of materials, equipment, supplies and services.

III. General

A. The Board declares its intention to purchase competitively without prejudice and seek maximum value for every dollar spent.

B. By annual resolution, the Board’s authority for the purchase of materials, equipment, supplies and services will be extended to the District’s administration through its approval of the annual budget and appropriations, except that the Board will:

   1. Approve all purchases in excess of $5,000.00 except for textbooks, educational equipment and supplies, emergency repairs and food items.

   2. Approve all contracts/agreements.

   3. Officially award contracts after goods or services have been put to bid.

C. Purchasing and Contract Administration’s control is centralized under the Treasurer Division, which ensures that all purchases must fall within budget and the proper budget category.
D. The Treasurer will provide a certification on each order to the effect that the expenditure being made has been lawfully appropriated and the District has the funds to make payment.

E. All firms submitting solicitations to the Board for goods or services in the amount of $25,000 or more must have affirmative action certification from the Human Relations Council of Dayton.

PURCHASING ASSIGNMENTS

I. Purpose

To assign buying responsibility for Departments/Schools by Cost Center.

II. Scope

This procedure applies district wide.

III. General

To enable users to reach the appropriate Buyer. It is suggested that you contact the Purchasing and Contract Administration Department.
I. Purpose

To provide a procedure for solicitation of competitive quotations.

II. Scope

This procedure applies to transactions for materials and/or services, with an estimated unit price under $25,000.00.

III. Procedure

A. Quotations are encouraged for expenditures over $500.00 and required for expenditures over $5000.00. A minimum of three (3) price quotations shall be solicited on material and/or services that are expected to exceed $5,000.00 or where otherwise deemed appropriate.

1. Verbal quotations will be acceptable for purchases of standard or non-complex material with an estimated value between $500.00 and $5,000.00. Prices are to be recorded to serve as backup documentation, and must be maintained on file.

2. Written requests for quotation will be sent to vendors under the following conditions.

   a. All items/services purchase requests over $5,000.00, but under $25,000.00, requiring Board approval.
b. Any procurement occasion where otherwise deemed appropriate.

3. Before purchase orders are created written request for quotations must be submitted via e-mail or formal letter. The quotations, requests and responses must be forwarded to the responsible buyer for your cost center. Complete information should be provided including, but not limited to quantity, description, delivery requirements, special conditions, drawings, specifications, date information is required, etc. If replies are to conform to a certain format, this should also be spelled out. Buyer/Requester must be thorough and specific.

B. The Buyer/Requester, when purchasing materials and/or services requiring written requests for quotation, will solicit prices from three or more vendors. A minimum of two suppliers is acceptable for verbal requests providing the Buyer/Requester is familiar with the market and prices of the material in question. In case of proprietary items, more than one price is often not possible and should be documented.

C. Buyer/Requester, when obtaining quotations, should keep in mind other segments of the District that may be able to provide the desired materials or services, i.e. Distribution Center, duplicating Services, Educational Technology, Media Services, etc. If there are any questions, contact your Buyer for referrals.

D. Quotations will be solicited only from vendors who are qualified or can be qualified to meet all requirements. The financial condition of a company, its ability to perform and its facilities should be a part of any criteria for an acceptable vendor.

E. Answers to technical questions arising during the quotation period should be provided by the Requester. The Buyer should coordinate the reply and ensure all potential suppliers are provided the same information.

F. After all quotations have been received and examined for completeness; a summary sheet is to be prepared noting pertinent data and discrepancies. Determination of award of the order will be made by Purchasing Services only after all aspects, including preference of the requester have been considered. The information gathered should be maintained as backup documentation.

G. When practical, Purchasing and Contract Administration will notify unsuccessful vendors that the quotation has been closed and contract awarded.

H. Unless a specific exception has been obtained, quotations will not be solicited from, nor any order placed with a company that:

1. Is owned, controlled or actively influenced by any District employee or immediate
relative of said employee.

2. Employs in a management, consulting or sales capacity any person who is a District employee.

3. Employs in any capacity a person who is in a position to influence the selection of or conduct business with, such a supplier.

QUOTATIONS cont'd

I. When circumstances warrant the solicitation of quotation inappropriate, the Purchasing and Contract Administration Department will review and issue a recommendation to the appropriate department.

IV. Any problems of interpretation should be referred to Purchasing and Contract Administration Department.
<table>
<thead>
<tr>
<th>ACTIVITY*</th>
<th>RESPONSIBILITY</th>
<th>TIME LINE**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare specifications</td>
<td>Requester/Buyer</td>
<td>1 -2 weeks</td>
</tr>
<tr>
<td>Prepare and submit resolution to the Board</td>
<td>Requester</td>
<td>1 week</td>
</tr>
<tr>
<td>when applicable***</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board approves resolution***</td>
<td>Superintendent</td>
<td>2 -6 weeks</td>
</tr>
<tr>
<td>Provide copies of specifications to Purchasing</td>
<td>Requester</td>
<td>1 week</td>
</tr>
<tr>
<td>Request price quotations from vendors (written or oral as applicable)</td>
<td>Requester/Buyer</td>
<td>10 days</td>
</tr>
<tr>
<td>Evaluate quotes and make selection</td>
<td>Requester/Buyer</td>
<td>3 days</td>
</tr>
<tr>
<td>Process purchase order</td>
<td>Requester/Buyer</td>
<td>3-4 days</td>
</tr>
<tr>
<td>Verify that goods/services have been received in accordance to specifications</td>
<td>Requester</td>
<td>1-2 weeks</td>
</tr>
</tbody>
</table>

*Many of these activities will run concurrently.

**Time lines are approximates

***Not required in all cases
I. **Purpose**

To provide a procedure for the solicitation of competitive bids.

II. **Scope**

This procedure applies to transactions for material and/or services with an estimated cost greater than $25,000.00.

III. **General**

A. **Responsibilities** - The Purchasing and Contract Administration Department has the responsibility for maintaining a uniform set of procedures and forms to support the bidding process. Consideration should include the mechanisms for vendor notification, bid analysis and summary, bid bonds, bidder mailing list applications, competitive invitations, instructions to bidders, policy statements of bid award, power-of-attorney forms, tax affidavits, and sealed bid envelopes.

B. The Buyer/Requester is responsible for obtaining bids on all materials and/or services covered under this procedure.

C. **Award Policy** - The following factors in combination, not necessarily listed in their order of importance will be considered in reviewing bids and awarding contracts:

   1. Tax delinquency verification
   2. Human Relations Council approval
   3. Prices
   4. Bidders previous record of performance and service
   5. Ability of bidder to render satisfactory service in this instance
   6. Availability of bidder's representative to call upon and consult with our using departments
   7. Quality and conformance to specifications
   8. Quality of product

D. The Dayton Board of Education reserves the right to reject any and all bids, waive formalities and contract in the best interest of the District.
IV. **Procedure**

A. All building construction improvements, repairs, furnishings, and services in amounts of $25,000.00 and above will be put to bid through procedures established by law. This requirement may be waived only in case of an emergency or urgent necessity. Bids may be sought for such services, involving lesser amounts, and for purchases of supplies and equipment. If bidding is not feasible, price quotations will be obtained.

B. When circumstances warrant the solicitation of competitive bids inappropriate, the Buyer shall document the facts and will issue recommendations to appropriate departments.

C. Bid requests should be typed using a standard format whenever possible. Complete information should be provided including, but not limited to, quantity, description, delivery requirement, special conditions, drawings, specifications, date information required etc. Also, if responses are to conform to a certain format, this should be indicated. The Requester/Buyer must be thorough and to address all known variables.

D. If the bid response is deemed inadequate, the District reserves the right to re-solicit for competitive bids. In the case of proprietary items, competition is often not possible and should be noted on the purchase requisition/order.

E. The Requester/Buyer when obtaining bids should keep in mind other segments of the District that may be able to provide the desired materials or services. If there are any questions, contact the Purchasing & Contract Administration Department.

F. Bid will be solicited only from vendors whom the Requester/Buyer knows are qualified or can be qualified to meet all requirements. The financial condition of the company, its ability to perform, and its facilities should be part of the criteria for an acceptable vendor.

G. Answers to technical questions arising during the bidding process should be provided by the Requester The Buyer must coordinate the reply and ensure all potential suppliers are provided the same information.

H. After all bids have been received and examined for completeness; a summary sheet is to be prepared noting all the pertinent data and discrepancies. Determination of the best bid and award of the order will be made by Purchasing & Contract Administration only after all aspects including preference of the Requester have been considered. The information gathered will be kept as back-up documentation. In cases of bids for estimating purposes, a copy of each bid response is to be sent to the Requester along with the bid summary sheet.
IV. **Procedure**

I. In order to ensure that vendors contacted have responded to a bid request, Buyers will identify all vendors solicited and responses.

J. When practical, vendors will be notified that the bid has been closed and awarded.

K. Unless a specific exception has been obtained, bids shall not be solicited from, nor any order placed with any company that:

   1. Is owned, controlled or actively influenced by any District employee or immediate relative of said employee.

   2. Employs in a management, consulting or sales capacity any person who is a District employee.

   3. Employs in any capacity a District employee who is in a position to influence the selection of, or conduct business with such supplier.

V. Any problems of interpretation should be referred to the Purchasing & Contract Administration Department.
## BIDS cont’d
### PM-110

<table>
<thead>
<tr>
<th>ACTIVITY*</th>
<th>RESPONSIBILITY</th>
<th>TIME LINE**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare specifications</td>
<td>Requester/Buyer</td>
<td>1 -8 weeks</td>
</tr>
<tr>
<td>Prepare and submit resolution to the Board requesting permission to bid</td>
<td>Requester</td>
<td>1 week</td>
</tr>
<tr>
<td>Board approves resolution</td>
<td>Superintendent</td>
<td>2 -6 weeks</td>
</tr>
<tr>
<td>Provide copies of specifications to Purchasing Services for Bidders</td>
<td>Requester</td>
<td>1 week</td>
</tr>
<tr>
<td>Review of bid package by Legal Department</td>
<td>Legal Dept.</td>
<td>1 week</td>
</tr>
<tr>
<td>Prepare and submit Legal Advertisement which will be forwarded to the Treasurer's Office</td>
<td>Buyer/Requester</td>
<td>1 week</td>
</tr>
<tr>
<td>Publish Legal Advertisement (2 consecutive weeks)</td>
<td>Treasurer's Office</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Hold a pre-bid conference</td>
<td>Buyer</td>
<td>1 day</td>
</tr>
<tr>
<td>(Coordinate with Requester and Compliance Officer)</td>
<td>Requester</td>
<td></td>
</tr>
<tr>
<td>Open bids</td>
<td>Buyer</td>
<td>1 day</td>
</tr>
<tr>
<td>Requester</td>
<td>Treasurer</td>
<td></td>
</tr>
<tr>
<td>Compliance Officer</td>
<td>Legal Officer</td>
<td></td>
</tr>
<tr>
<td>Evaluate bids and make selection</td>
<td>Buyer</td>
<td>1 week</td>
</tr>
<tr>
<td>Requester</td>
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<td></td>
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</tbody>
</table>
### BIDS cont’d

#### PM-110

Time Line - cont’d

<table>
<thead>
<tr>
<th>ACTIVITY*</th>
<th>RESPONSIBILITY</th>
<th>TIME LINE**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare requisition and submit to Purchasing</td>
<td>Requester</td>
<td>1 week</td>
</tr>
<tr>
<td>Submit requisition to Superintendent</td>
<td>Business Services</td>
<td>1 week</td>
</tr>
<tr>
<td>Board approves requisition</td>
<td>Superintendent</td>
<td>1 day</td>
</tr>
<tr>
<td>Process Purchase order</td>
<td>Buyer</td>
<td>1 week</td>
</tr>
<tr>
<td>Verify that goods/services been received</td>
<td>Buyer/Requester</td>
<td>1 week</td>
</tr>
<tr>
<td>to specifications</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Many of these activities will run concurrently

**Time lines are approximates
DISCLOSURE, PROTECTION AND MARKING OF CONTRACTOR BID/PROPOSALS

I. Purpose

To provide procedure for disclosure, protection and marking of contractor bid or proposal information and source selection information.

II. Scope

This procedure applies to all Dayton Public Schools employees and Contractor employees involved with or having access to contract or bid/proposal information.

III. Procedure

A. Except as specifically provided for in these procedures no person or other entity may disclose contractor bid or proposal information or source selection information to any person other than a person authorized, in accordance with applicable DPSD Purchasing procedures, by the Superintendent or designee, or the contracting officer, to receive such information.

B. Contractor bid or proposal information and source selection information shall be protected from unauthorized disclosure in accordance with the following procedures:

1. All bids (including modifications) received before the time set for the opening of the bids shall be kept secure. Except as provided in paragraph (III.B.2) of this policy, the bids shall not be opened or viewed, and shall remain in a secured, restricted-access bid area. If an invitation for bids is cancelled, bids shall be returned to the bidders. All necessary precautions shall be taken to ensure the security of the bids. Before bid opening, information concerning the identity and number of bids received shall be made available only to DPSD employees or their designated representatives. Such disclosure shall be only on a “need to know” basis. When bid samples are submitted they shall be handled with sufficient care to prevent disclosure of characteristics before bid opening.

2. Envelopes marked as bids but not identifying the bidder of the solicitation may be opened solely for the purpose of identification, and then only by an official designated for this purpose. If a sealed bid is opened by mistake (e.g., because it is not marked as being a bid), the envelope shall be signed by the opener, whose position shall also be written thereon, and delivered to the designated DPSD official. This official shall immediately write on the envelope (a) an explanation of the opening, (b) the date and time opened, and (c) the invitation for bid number, and shall sign the envelope. The official shall then immediately reseal the envelope.
C. In determining whether particular information is source selection information, use the following definition: Source selection information is information, including data stored in electronic, magnetic, audio or video formats, which is prepared or developed for use by DPSD to conduct a particular procurement and-

1. The disclosure of which to a competing contractor would jeopardize the integrity or successful completion of the procurement concerned and-

2. Is required to be secured in a source selection file or other facility to prevent disclosure.

Source selection is limited to-

3. Bid prices submitted in response to a DPSD solicitation for sealed bids, or lists of those bid prices prior to public bid opening

4. Proposed costs or prices submitted in response to a DPSD solicitation (for other than sealed bids), or lists of those proposed costs or prices;

5. Source selection plans;

6. Technical evaluation plans;

7. Technical evaluation of proposals;

8. Cost or price evaluation of proposals;

9. Competitive range determinations which identify proposals that have a reasonable chance of being selected for award of a contract;

10. Rankings of bids, proposals, or competitors;

11. The reports and evaluations of source selection panels or boards or advisory councils; or

12. Other information marked as “SOURCE SELECTION SENSITIVE” based upon a case-by-case determination by the Superintendent, his designee, or the contracting officer that the information meets the standards of this policy.
Individuals responsible for preparing material that may be source selection information as defined herein shall mark the cover page of information that the individual believes contains source selection information with the legend “Source Selection Sensitive.” Although the information as defined above is considered to be source selection sensitive whether or not marked, all reasonable efforts shall be made to mark such material with the same legend.

D. If the contracting officer believes that information marked as proprietary is not proprietary, information otherwise marked as contractor bid or proposal information is not contractor bid or proposal information, or information marked by the bidder as “not to be disclosed in whole or in part for any other purpose other than evaluation of the proposal,” is inappropriately marked, the contractor that has affixed the marking shall be notified in writing and given an opportunity to justify the marking.

1. If the contractor agrees that the marking is not justified, or does not respond within the time specified in the notice, the contracting officer may remove the marking and the information may be released.

2. If, after reviewing any justification submitted by the contractor, the contracting officer determines that the marking is not justified, the contracting officer shall notify the contractor in writing.

3. Information marked by the contractor as proprietary, otherwise marked as contractor bid or proposal information, shall not be released until—

   a. The review of the contractor’s justification has been completed; or

   b. The period specified for the contractor’s response has elapsed, whichever is earlier. Thereafter, the contracting officer may release the information.

E. Nothing in this section restricts or prohibits—

1. A contractor from disclosing its own bid or proposal information or the recipient from receiving that information.

2. The disclosure or receipt of information, not otherwise protected, relating to a DPSD procurement after it has been cancelled by DPSD, before contract award, unless DPSD plans to resume the procurement;
3. Individual meetings between a DPSD official and an offeror or potential offeror for, or a recipient of, a contract or subcontract under DPSD procurement, provided that unauthorized disclosure or receipt of contractor bid or proposal information or source selection information does not occur; or

4. DPSD’s use of technical data in a manner consistent with the DPSD’s rights in the data.

F. **Nothing in this section shall be construed to authorize**-

1. The withholding of any information pursuant to a proper request from US or Ohio Governmental agencies, except as otherwise authorized by law or regulation. Any such release which contains contractor bid or proposal information or source selection information shall clearly notify the recipient that the information or portions thereof are contractor bid or proposal information or source selection information related to the conduct of a DPSD procurement, the disclosure of which is restricted;

2. The release of information after award of a contract or cancellation of a procurement if such information is contractor bid or proposal information or source selection information which pertains to another procurement; or

3. The disclosure, solicitation, or receipt of bid or proposal information or source selection information after award where such disclosure, solicitation, or receipt is prohibited by law.

G. DPSD employees or employees of organizations or firms with legally binding contract/agreements to represent or handle DPSD business affairs as partners, vendors, consultants, etc.; herein referred to as Contractor employees, may be required to sign a non-disclosure agreement which will legally bind them to the terms and conditions of the Purchasing Procedure PM-115.
I ____________________________ (print or type name), an employee of Dayton Public Schools, agree not to disclose any DPSD procurement information, including, but not limited to, any sensitive or proprietary information or data to any person or entity who has not signed a disclosure agreement. I further agree to handle all information and data according to DPSD Purchasing Procedure PM 115.

I understand that information/data I may be aware of, or possess, as a result of my assignment under this contract may be considered sensitive or proprietary by responding firms. The employee’s responsibility for proper use and protection from unauthorized disclosure of sensitive, proprietary and source selection information is described in DPSD Purchasing Procedure PM 115, attached. Pursuant to DPSD Purchasing Procedure PM 115, I agree not to appropriate such information for my own use or to release or discuss it with third parties unless specifically authorized in, writing to do so, as provided above.

This agreement shall continue for one year after the full term of any resultant contract, and shall include all information except as deemed public by the Freedom of Information Act. Upon expiration of this resultant contract, I have a continuing, obligation not to disclose sensitive, proprietary, or source selection information to any person or legal entity unless that person or legal entity is authorized by the Superintendent of DPSD or the contracting officer to receive such information. I understand violations of this agreement are subject to administrative, civil, and criminal sanctions.

(Signature of DPSD Employee)  
______________________________

Date  
______________________________

(Position/Title)  
______________________________

(Employee Telephone No.)  
______________________________

(System/Project)  
______________________________

(Employee Email Address)  
______________________________
NONDISCLOSURE AGREEMENT FOR DPSD CONTRACTOR EMPLOYEES

DPSD Contractor Employees are employees of organizations or firms with legally binding contract/agreements to represent or handle DPSD business affairs as partners, vendors, consultants, etc.

I ____________________________ (print or type name), an employee of ________________________ (insert name of company), agree not to disclose any DPSD procurement information, including, but not limited to, any sensitive or proprietary information or data to any person or entity who has not signed a nondisclosure agreement. I further agree to handle all information and data according to DPSD Purchasing Procedure PM 115.

I understand that information/data I may be aware of, or possess, as a result of my assignment under this contract may be considered sensitive or proprietary by __________________________ (insert name of company). The contractor’s responsibility for proper use and protection from unauthorized disclosure of sensitive, proprietary and source selection information is described in DPSD Purchasing Procedure PM 115, attached. Pursuant to DPSD Purchasing Procedure PM 115, I agree not to appropriate such information for my own use or to release or discuss it with third parties unless specifically authorized in, writing to do so, as provided above.

This agreement shall continue for one year after the full term of any resultant contract, and shall include all information except as deemed public by the Freedom of Information Act. Upon expiration of this resultant contract, I have a continuing, obligation not to disclose sensitive, proprietary, or source selection information to any person or legal entity unless that person or legal entity is authorized by the Superintendent of DPSD or the contracting officer to receive such information. I understand violations of this agreement are subject to administrative, civil and criminal sanctions.

(Signature of Contractor Employee)                                Date

____________________________________________________________

(Contractor Name)                                 (Employee Telephone No.)

____________________________________________________________

(System/Project)                                  (Employee Email Address)

____________________________________________________________
CONTRACTS

I. **Purpose**
   
   To provide a procedure for submission and approval of contracts.

II. **Scope**
   
   This procedure applies District wide.

III. **Procedure**
   
   A. All procurements of materials and services are to be obtained using the formal purchase order (see Procedure PM-310). If in addition to the formal purchase order, contracted goods or services are required, the following guidelines should be followed:
      
      1. Prior to entering into a contractual agreement, the requester must have a resolution approved by the Board of Education to enter into a contract for goods or services. This information must be submitted electronically into the Superintendent’s Recommendation Application on the DPS infonet.
      
      2. The Requester/Buyer will forward all contracts to be reviewed by the Board of Education’s Legal Counsel.
      
      3. **The President of the Board of Education and the Treasurer are the ONLY PERSONNEL authorized to enter into and sign contracts. Any contract not signed by these officers will be the responsibility of the signing parties.**

   B. If the purchase order is over $5,000 and the goods and/or services are required prior to next board meeting, and requires Board Approval (see procedure PM-140), the Rationale For Purpose/Prior Release form must be submitted with a copy of the contract to Purchasing and Contract Administration.
CONSULTANT SERVICES

I. Purpose

To establish a procedure for obtaining approval for consultant services.

II. Scope

This procedure applies to all district use of outside consultant services. If an existing employee is to perform consulting services, the paperwork must be initiated through the Human Resources Office.

III. Procedure

A. Board procedure requires that all consultant services and associated purchase order be approved by the Board of Education.

   1. Proposed consultant is required to complete Section I of form #19863, “Consultant Services Proposal/Contract”- Dayton City School District. Social Security or Tax Identification number must be included.

   2. The District Requester is to complete Section II of the “Proposal for Consultant Services” form. Include the appropriate fund code information and appropriate signatures.

B. The Requestor should prepare a purchase order for consultant expenses (See PM-310 for additional instructions on Purchase Order Preparation).

   1. Submit a “New Vendor Input” form on the DPS infonet which includes social security number or tax identification number if this is a new supplier.

   2. When creating the purchase order include the date the consultant proposal is to appear on the Board Agenda.

C. This information must be submitted electronically as an item on the Superintendent’s Recommendation as a Consultant/Proposal on the DPS infonet.

D. The Superintendent will recommend the proposal to the Board of Education. After the Board’s approval, the Treasurer’s office will send an official “Consultant Services Proposal/Contract” for appropriate signatures.
E. Upon receipt of required purchase order and appropriate approvals, the Buyer will approve the purchase order. Payment will be made to the consultant as agreed only after Accounts Payable is in receipt of the following:

1. Approved Consultant Proposal.
2. Consultant invoice(s) signed by Requestor.
3. Copy of purchase order.

PURCHASE ORDERS FOR BOARD APPROVAL

I. Purpose

The purpose of this procedure is to provide supporting documentation for significant expenditures.

II. Scope

This procedure applies to all procurements over $5,000.00 except for textbooks, classroom equipment and supplies, emergency repairs, and food items.

III. General

All procurements exceeding $5,000.00, except for items exempted in above paragraph, must be submitted to the Superintendent for recommendation to the Board for approval.

IV. Procedure

A. After a purchase order is created the requester must submit an item(s) into the Superintendent’s Recommendation for Board Approval via the DPS infonet.

B. All pertinent quotes, bids and other supporting documentation must be forwarded to the Purchasing Department.

C. If a purchase order is required prior to the next Board meeting the requester must complete the “Prior Release” form and forward it to the Superintendent for approval prior to submission to Purchasing.
I. **Purpose**

To establish a uniform procedure for maintaining and updating the Comprehensive Information Management System’s (CIMS) Financial Management System’s Vendor File.

II. **Scope**

This procedure applies to all requests for new Vendors as well as coding for Vendors already established in the Vendor File.

III. **Procedure**

A. Submission to add names to the CIMS Financial Management System’s (FMS) vendor file must be submitted via DPS infonet’s “New Vendor Input Sheet”.

1. Requester’s first and last name.
2. Complete telephone number.
3. Name of requesting number.
4. Vendor’s name: complete business or individual name must be provided. Company names should include Co., Inc., Ltd., as appropriate.
5. Address: complete address must be provided to include city, state, and zip code.
6. Phone No.: A complete phone number to include area code should be provided for all individuals and businesses that are to conduct business with the District.
7. Federal Tax ID/Social Security Number must be provided. An exception would be non-profit organizations. If the Vendor’s federal tax I.D. cannot be obtained, the Requester must provide a point of contact and phone number.
8. Tax/Reimbursement block(s): Check one or both as appropriate.
9. Check appropriate vendor type.
10. Check appropriate ethnic code.

B. Additional considerations to keep in mind:

1. If Vendor number is not received in a reasonable period of time, please do not hesitate to call (542-3560).
2. Incomplete or inaccurate data may prevent Vendor from being added to Vendor file.
3. Report all changes of vendor information to the Purchasing and Contract Administration Department.

C. To locate a Vendor under the CIMS Financial System, the user can:

   1. Index (search) under the FMS “Look Up Vendor Records” menu.

### New Vendors Input Sheet

<table>
<thead>
<tr>
<th>Requestor Information:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted By:</td>
<td>Date Submitted:</td>
</tr>
<tr>
<td>School:</td>
<td>Telephone:</td>
</tr>
<tr>
<td>Department:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vendor Information:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Zip:</td>
<td>Phone: (include area code)</td>
</tr>
<tr>
<td>ATTN:</td>
<td>Fax: (include area code)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tax ID or SSN:</th>
<th>Taxed: Yes No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reimbursement:</td>
<td>Yes No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vendor Type:</th>
<th>Ethnic Code:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Type of Service/Product vendor is getting paid for:</th>
<th>Users are encouraged to buy locally.</th>
</tr>
</thead>
</table>
VENDOR PERFORMANCE EVALUATION

PM-220

I. Purpose

To provide procedures for conducting Vendor’s performance evaluations.

II. Scope

This procedure applies District-wide.

III. General

It is important that information is recorded about specific performance of Vendors.

IV. Procedure

The Purchasing Department should be notified when problems occur or when exceptional product/service is rendered. The Buyer will then investigate and based on findings will complete the performance evaluation and forward to the Manager of Purchasing and Contract Administration.
VENDOR PERFORMANCE EVALUATION

PM-220

NAME: ________________________  TITLE: ________________________

DEPT.: ________________________  TELEPHONE#: ________________________

VENDOR: ______________________  VENDOR #: ______________  DATE: ____________

PURCHASE ORDER NUMBER(S) INVOLVED: __________________________________

<table>
<thead>
<tr>
<th>PRIMARY AREAS OF CONCERN</th>
<th>Always</th>
<th>Often</th>
<th>Sometimes</th>
<th>Seldom</th>
<th>Never</th>
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</thead>
<tbody>
<tr>
<td>Continually suggests cost-saving possibilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Has competitive prices</td>
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<tr>
<td>Holds backorders to a minimum</td>
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<tr>
<td>Supplies current catalogs</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is prompt and accurate on technical assistance</td>
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<tr>
<td>Advises of potential troubles</td>
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<td></td>
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<tr>
<td>Promptly replaces rejected items</td>
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<td></td>
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<tr>
<td>Delivers without constant follow-up</td>
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<td></td>
<td></td>
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<tr>
<td>Has knowledge of products and industry</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Provides specified quality products</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Handles complaints properly</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delivers on time</td>
<td></td>
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</tr>
<tr>
<td>Produces adequate packaging</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Identifies/marks packages correctly</td>
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<td></td>
</tr>
<tr>
<td>Accurately packs shipment lists with containers</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Invoices correctly</td>
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<td></td>
<td></td>
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<tr>
<td>Issues credit adjustments promptly</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Materials/equipment performs as intended</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td></td>
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</tr>
</tbody>
</table>
| Comments: ________________________________________________________________________________

Submit to: Purchasing and Contract Administration
I. **Purpose**

To provide procedures for processing freight/shipping and handling charges.

II. **Scope**

This procedure applies to all freight charges.

Buyers are to negotiate freight into material cost preferably “Freight On Board (F.O.B.) Destination”, however, when the buyer cannot negotiate such terms, this procedure applies:

III. **Procedure**

A. **Inbound freight:**

1. The general freight cost will be charged to the Purchase Order.

2. Freight cost resulting from free, or otherwise no-cost items, will be charged to the user’s account. A Purchase Order will be required.

3. The Requester should add freight for a specified cost, or 10% of the total order, to the Purchase Order.

B. **Outbound freight:**

1. Freight cost for materials being returned to the vendor due to receipt of damage or incorrect items as a result of vendor error will be returned at the vendor’s expense.

2. Freight cost for materials returned to the vendor for reasons other than vendor error will be charged to the responsible cost center.
I. **Purpose**

The purpose of this procedure is to define approval requirements for purchase commitments. A system of authorization and approval is an important element of internal control.

II. **Scope**

This procedure applies to all procurement transactions.

III. **General**

A. Appropriate approval is required of each purchase transaction prior to the establishment of a firm order or contract.

B. **Only the Treasurer as designated by the Dayton Board of Education may commit the district for a purchase.**

C. It is the responsibility of the Requester to provide adequate description/specifications as required for procuring in the most expedient economical manner.

D. It is the responsibility of the Buyer to make alternate suggestions to the Requester if, in the judgment of the Buyer, the specification would restrict competition or otherwise preclude the most economical purchase of the required items.

E. When a Vendor proposes an alternate as equal to that specified, it is the responsibility of the Buyer to determine whether the proposed substitution is, in fact, an equal. Such decisions will be based on higher evaluation and concurrences of both the Buyer and the Requester.

IV. **Procedure**

A. Monies under the jurisdiction of the Dayton Board of Education may not be expended except upon a warrant drawn against a specific appropriation and against a specific fund. Therefore, no contract or Purchase Order for the expenditure of money will be made unless there is affixed to it certification by the Treasurer that the amount required to meet the contract or Purchase Order has been appropriated and is in the treasury, or is in the process of collection and that it is free from previous encumbrance.
B. Any contract or Purchase Order issued without such a certification affixed is void, except as the law allows later issuance with 30 days of the certificate, and except that if the amount involved is less than $100, the Treasurer may authorize it to be paid without the ratification or affirmation of the Board. Under certain conditions, the law also allows the Treasurer to issue blanket certification, subject to limitations of time and amount as set by law.

C. Purchasing procedures are designed to ensure the best possible price for the desired products and services. Procedures for purchasing will be developed to require that all purchases are made on properly approved Purchase Orders and that for items not put up for bid, price quotations will be solicited, if practical.
I. Purpose

To establish a procedure for the proper procurement of goods and services.

II. Scope

This procedure applies to all non-stock purchases.

III. General

A Purchase Order will be issued for all non-petty cash disbursements. The issuance of a formal Purchase Order has a two-fold purpose: first it notifies the vendor that specific goods or services are required. Secondly, the Purchase Order is written certification that funds are available and have been encumbered for required goods or services.

V. Procedure

The CIMS Financial Management System (FMS) has two Purchase Order types: (1.) Blanket Purchase Orders and (2.) Itemized or detailed Purchase Orders.

A. Blanket Purchase Orders will include:

   Open Purchase Orders
   Participants
   Services, Contract, and Agreements
   Consultant Contracts
   Tuition Reimbursements
   Transportation Services
   Utilities
   Telephone Services
   Food Services
   Payment Enclosed
   Bus Trips
   Admission Fees
   Reimbursements
   Subscriptions
   District Membership Dues

1. The open purchase orders should be used as a last resort. An open order is intended to be used for local purchases whereby quantity, specific item requirements, price, etc. is not known in advance.
a. Open Purchase Orders will be used when the Requester:
   • Cannot readily identify the product, quantity, or price of item/services being procured.
   • Believes that more favorable pricing can be achieved by comparative shopping at the supplier’s location.
   • Will purchase repetitive, non-specified services or items, or categories of items from a specified supplier during a specified period.

b. Open Purchase Orders shall not be used:
   • To purchase any type of equipment.
   • For catalog purchases or any procurement when the quantity, price and type of goods or services can be identified.

c. An Open Purchase Order is requested using the normal format and shall include the following information:
   • The time period to be covered (cannot exceed 90 days, except for agreements/contracts).
   • A not-to-exceed dollar amount.
   • Category of items or services to be included.
   • Authorized person(s) to sign or pick up.

2. **Participants** – In the case of multiple reimbursements for the same purpose, use the vendor “Participants”. The P.O. description should state the purpose of the reimbursement.

3. **Services, Contracts, Agreements** – The description should show what service is being purchased, the purpose, period of service (effective dates), the user (if applicable) and authorizing signatures.

4. **Consultant Contracts** – The Purchase Order description must show the purpose of the consultant services, place where services will be provided, date(s) services will be provided, and who the services are intended to benefit. Also, in the comments, provide the rate-cost of services by hour, day, or job. For details refer to PM-120, “Contracts.”

5. **Bus Trips** – The description on a Purchase Order for a bus trip must state where the bus will be leaving from and where the bus will be going (if round trip, please state so). It must show the travel dates, the purpose of the trip, and approximate number of individuals that will be traveling. Also, indicate “students” or “staff persons.” List the primary contact person, telephone number, and other information that is appropriate.
B. **Itemized (Detailed) Purchase Orders**

Use this P.O. type to order all equipment, supplies and/or materials. When ordering equipment, supplies and/or materials, enter information into the Financial Management System as an itemized purchase order by line item. Description for equipment should show:

- Name of item
- Make & Model
- Size or Capacity
- Part Number (if known)
- Manufacturer (if known)
- Unit of Purchase
- Quantity
- Unit Price
- Other Information if Applicable

Description for supplies and materials should show:

- Name of item
- Size, Color, Type, Etc.
- Quantity
- Unit of Purchase
- Unit Price
- Other Information if Applicable

C. **Computer Hardware/Software**

Purchase requirements for computer software or hardware must be reviewed and approved by the Office of Information Technology (OIT) prior to submission to Purchasing and Contract Administration. This requirement is satisfied by using the 641 (new computer equipment) or 741 (replacement computer equipment) object code for all computer software and hardware Purchase Orders. The use of these object codes will route the purchase order through (OIT) for proper approval. All Purchase Orders for computers must include installation and a minimum of a three-year warranty.

D. The Requester should also insure and examine each Purchase Order for accuracy and completeness, including working with the Buyer and Budget Office if the Purchase Order cannot be processed due to improper account codes sufficient funds are available.
E. The complete distribution of the Purchase Order is as follows:

<table>
<thead>
<tr>
<th>Copy</th>
<th>Color</th>
<th>Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original</td>
<td>White</td>
<td>Supplier</td>
</tr>
<tr>
<td>Two (2)</td>
<td>Yellow</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>Three (3)</td>
<td>Pink</td>
<td>Requester</td>
</tr>
<tr>
<td>Four (4)</td>
<td>Goldenrod</td>
<td>Ship-to-Address</td>
</tr>
<tr>
<td>Five (5)</td>
<td>White</td>
<td>Purchasing</td>
</tr>
</tbody>
</table>

F. In the absence of a ship-to-address on the PO, the #3 and #4 copy of the PO will be mailed to the requester, i.e. open purchase orders, consultant service orders, etc.

G. If the “ship-to-address” is the Receiving Department, the #4 copy (goldenrod) of the Purchase Order is sent to the Distribution Center. Receiving will process the #4 copy of the Purchase Order when the merchandise arrives at the Distribution Center.

H. If the merchandise is shipped directly to the ordering department/school, the Requester must forward the #4 copy sign, date and send it to the Distribution Center, notating any exceptions or discrepancies.

I. **The Requester should not contact the Vendor to change a ship-to-address.**

J. If the ship-to-address is a location other than the Distribution Center, the #4 copy is sent to the receiving location except when otherwise indicated.

1. Upon receipt of the goods or services, it is the responsibility of the Requester to acknowledge receipt by signing the #4 copy of the purchase order and forwarding it to the Distribution Center.

2. The #4 copy of an open purchase order should not be signed until the final purchase. **Indicate the total amount spent on the #4 copy.**

3. The Requester should annotate on final invoice that the final purchase has been made.

K. If there are exceptions or discrepancies, the Requester must annotate the purchase order prior to submitting to receiving. The Requester should contact the Buyer to resolve all shortages, partial shipments and discrepancies.
I. **Purpose**

The purpose of this procedure is to provide specific steps that should be taken to ensure Blanket Purchase Orders (P.O.) are closed in a timely manner and removed from the encumbrance listing.

II. **Scope**

This procedure applies to all Blanket type Purchase Orders that do not require receiving.

III. **General**

Blanket Purchase Order type: See PM-310, Section IV., A. for a complete listing.

IV. **Procedure**

It is the responsibility of the Requester to track and insure all expenditures do not exceed purchase order amount.

A. If the Purchase Order was used and the Requester knows the status of invoices, the Requester shall always annotate on the last invoice the phrase “Final Invoice – Please close P.O.”

B. If the Purchase Order was never used and needs closing, Requester is to annotate #4 copy with the phrase “Never used – Close”, sign and date beside this phrase only (do not sign in the receiving block) and forward to the Distribution Center.

C. When the #4 copy is not available, Requester will use copy of the P.O. to sign and forward to the Distribution Center.

D. Requester should not sign and forward the #4 (Blanket P.O.) copy to the Distribution Center until all services or supplies have been received and final invoice has been paid. Requester must annotate the P.O. copy to indicate the total amount spent.

E. Distribution Center personnel, upon determining that a Purchase Order is a Blanket, will forward the #4 copy to Buyers in Purchasing for review.

F. Accounts Payable Department will close blanket purchase orders upon receipt of Final Invoice.
ADVANCE PAYMENT TO VENDOR/PAYMENT ENCLOSED REQUEST

I. **Purpose**

To establish a procedure for requesting remittance to a vendor when pre-payment is required prior to delivery.

II. **Scope**

This procedure applies District-wide.

III. **General**

It is the practice of the Dayton Board of Education to make all purchases using a bona fide Purchase Order. However, occasionally there will be vendors which require pre-payment due to business policy or minimum dollar limitation for credit orders. In this case a check will accompany the Purchase Order.

IV. **Procedure**

A. When vendors require pre-payment of the Purchase Order, or will not invoice for materials and services, the following steps should be taken:

1. If the dollar amount is less than $50.00 and the vendor is local, explore the option of using the petty cash fund.

2. If the above option is not feasible, complete a “Payment Enclosed Request Form” (stock #19864 – see next page), and forward it to Accounts Payable with the appropriate Purchase Order number.

3. The Accounts Payable Department will generate payment by forwarding check and po to Requester or Vendor.

4. **REMEMBER**, the Requester is responsible for the repayment of all such funds to the Board of Education should the vendor fail to deliver or refund monies.
ADVANCE PAYMENT TO VENDOR/PAYMENT
ENCLOSED REQUEST

DAYTON BOARD OF EDUCATION
115 South Ludlow Street
Dayton, OH 45402

Payment Enclosed Request

Account Code: ____________________________

Purchase Order Number: ______

Federal ID No: ____________________________

Invoice No: ____________________________

(For Office Use Only)

Requester Name/Dept:

Amount $ ____________________________

Payment enclosed for the purchase of the following items:

___________________________________________________________________________________________________________

___________________________________________________________________________________________________________

___________________________________________________________________________________________________________

Name: ____________________________________________

Address: ____________________________________________

I, the undersigned, request payment prior to or in the absence of an invoice and will provide the necessary information per the Treasurer’s Office requirements, including invoices where possible. I authorize payroll deductions for any amount undocumented per the Treasurer’s Office requirement after 60 days from the date of Payment.

__________________________

Requestor Approval

__________________________

Cost Center Manager Approval

Date

Date
REQUEST FOR PURCHASE ORDER CHANGE (S)  PM-350

I. Purpose

To establish Purchase Order change procedures.

II. Scope

This procedure applies to all change requests.

III. Procedure

A. All changes affecting purchase orders and/or all changes regarding specifications, prior to any commitment or obligation to vendor, shall be submitted for review to Purchasing and Contract Administration.

1. All changes must be submitted via e-mail or on the Request for Purchase Order change(s) form to the appropriate buyer.

2. Under the discretion of the Buyer, additional requirements may necessitate the submission of a new Purchase Order.

B. If there is an increase on a Board-approved Purchase Order, the additional amount must be submitted to the Board for approval.

D. If a written confirmation is required, the Vendor will be sent a revised copy of the Purchase Order by the appropriate Buyer.
REQUEST FOR PURCHASE ORDER CHANGE (S)  PM-350

REQUEST FOR PURCHASE ORDER CHANGE (S)

TO: Purchasing and Contract Administration Department

FROM: ____________________________________________  ________  Date: __________
      (Cost Center/Department & Requester ID)

P.O. Number __________________  Vendor Name ________________________  Req. No. ____________
      Invoice Number_____

ACCOUNT CODE: Fund ____________________ Account ____________  Center ________

☐ CANCELLATION  Amount $ ____________________  Item __________
                      ____________________  

☐ ADD/SUBTRACT ____________ OF UNITS  Item ____________  
                      ____________________  

☐ PRICE CHANGE  Amount to be Added/or Subtracted $
                      ____________________  

COMMENTS: __________________________________________________________________________

____________________________________________________________________________________

APPROVED BY: ____________________________  ____________________________
      Cost Center Head  Purchasing and Contract Administration Department
PURCHASE ORDER EXPEDITING

I. Purpose

To establish a uniform method of assuring prompt completion of purchase requests.

II. Scope

This procedure applies to all purchases.

III. Responsibility

It shall be the responsibility of Purchasing and Contract Administration to follow-up on all overdue or back-ordered purchase orders. Follow up will be initiated when:

A. Requester or Vendor calls and identifies a problem with a Purchase Order.
B. A problem is identified by the receiving section.
C. A Buyer determines a Purchase Order warrants follow-up.
D. Purchase Orders are identified by Accounts Payable as having invoice discrepancies.

IV. Procedure

In order to accomplish prompt receipt of goods/services required by the user and efficient purchase order closure, Purchasing and Contract Administration shall:

A. Review Aged Purchase Order Listing and determine the need for follow-up as required.

1. Check with the requester to ascertain:
   a. If goods/services are still outstanding
   b. If goods/services are still required

2. If Requester states that goods/services have not been received and are no longer required:
   a. Have the Requester initiate a “Request For Purchase Order Change(s)” or via e-mail.
   b. Forward notification of cancellation to vendor.

3. If Requester states that goods/services have not been received and are still required:
   a. Contact Vendor and ascertain shipping date.
b. Note expected date of delivery along with any other pertinent information derived from Vendor. Suspense for follow-up.

PURCHASE ORDER EXPEDITING cont’d

4. If Vendor states that order has been shipped:
   a. Obtain shipping date and carrier.
   b. If shipment is overdue, call Vendor and initiate a trace on item(s).

5. If Vendor states that goods were delivered, obtain name of receiver and date delivery slip was signed.

6. If Vendor states that goods have not been shipped but were special ordered, and a charge is levied for cancellation:
   a. Ask Vendor to delay cancellation notice.
   b. Advise Buyer of Vendor’s requirement.
   c. Advise Vendor of Buyer’s decision.
   d. Make memo as appropriate.
   e. If cancellation is necessary, notify Vendor by letter.

B. Upon receipt of a follow-up request from a Requester, Purchasing will:
   1. Research Purchase Order using CIMS Financial System and other resources as appropriate.
   2. Contact Vendor to determine status of order and ability to expedite.
   3. Depending upon results of the above two steps, take appropriate action(s) as required.
I. **Purpose**

To establish the procedure for the return of merchandise for credit.

II. **Scope**

This procedure applies District-wide.

III. **Procedure**

A. It is the Buyer’s responsibility to negotiate and arrange return of the merchandise. The Buyer is to be notified of merchandise determined excessive, damaged, non-acceptable or substandard.

B. Disposition alternatives to be considered include:

1. Vendor furnishes suitable replacement at no charge, or negotiates cost differences to the company and arranges pick-up, handling and freight costs.

2. Vendor will re-invoice or issue a credit memo to the District for negotiated price reduction.

3. Buyer will provide disposition instructions to the Distribution Center.

4. Return to Vendor for full credit, less restocking charge and freight.

5. Return to Vendor for full credit, freight collect, or return authorization authority.

C. The Buyer will provide the Distribution Center personnel with specific instructions concerning the return of such materials.
RETURNABLE MATERIAL PROCEDURE  

PM-420

I. Purpose

To provide a procedure for returning materials to vendor.

II. Scope

This procedure will apply to all returned materials.

III. Responsibility

A. Purchasing and Contract Administration will approve the return of all items after contact is made with supplier (see procedure PM-410, Returns for Credit Procedure).

B. Paper work will be processed for goods that need to be added or removed from inventory.

C. Departments requesting material to be returned will furnish pertinent information regarding original receipt to the Buyer:
   1. Vendor name and invoice number
   2. Full description
   3. Reason for returning material
   4. Purchase Order number

IV. Procedures

A. Damaged Material

   1. Items determined or suspected to be damaged at time of receipt will be noted on carrier packing slip.

      a. Determine extent of damage and ask Buyer to contact vendor for remedy.

      b. Personal exchange of items when appropriate, omitting additional paper work, is acceptable if cleared through the Buyer.

B. Material received into inventory:

   1. Items (stock) determined to be returnable after they have been processed into inventory and put on the shelf will be processed as follows:
EQUIPMENT REPAIRS

I. Purpose

To provide a procedure for requesting equipment repair services.

II. Scope

This procedure applies to equipment repairs provided through Purchasing and Contract Administration.

III. Procedure

A. Purchasing and Contract Administration provides for the repair or selected office equipment, i.e. typewriters, laminators, date-stamp machines, etc.

B. The Requester must complete a “Request for Equipment Repair” form #19690 (see next page), and submit to Purchasing and Contract Administration or via e-mail. Emergency repairs may be phoned to Purchasing; the caller should have the following information accessible:

   1. School or Department and room number
   2. Name of individual making request and contact number
   3. Description of item including make, model number, and manufacturing serial number.
   4. Description of repairs needed

C. Purchasing and Contract Administration will then contact the appropriate supplier and arrange for necessary repairs.

D. Exceptions to this procedure are:

   1. Any item covered by warranty or a service
   2. Audiovisual equipment (call Media Technology 542-3841)
   3. Computers (call the Help Desk Response Line 542-3184)
   4. Food Service equipment (call Nutrition Services 542-3962)
   5. Copier repair (call Logistical Support Services 542-3810)
REQUEST FOR EQUIPMENT REPAIR

SCHOOL/DEPARTMENT: ____________________________________________

CONTACT PERSON: ____________________________________________

TYPE OF EQUIPMENT: ___________________________________________

DATE: _________________________________________________________

PHONE NO: ____________________________________________________

EQUIPMENT TO BE REPAIRED

MANUFACTURER: _______________ MODEL: _______________ SERIAL NO: ___________

DESCRIBE REPAIRS NEEDED:

____________________________________________________________________

FOR PURCHASING DEPARTMENT ONLY

VENDOR: _________________________________________________________

PHONE NO.: _____________________________________________________

COST OF REPAIR: ________________________________________________
CAPITAL GOODS INVENTORY  

PM-600  

I. Purpose  
The maintenance of perpetual capital goods inventories.  

II. Scope  
This procedure applies to all District-owned moveable equipment.  

III. Procedure  
A. In accordance with the Ohio Revised Code Section 3313.29, the Dayton Board of Education maintains a perpetual capital goods inventory.  
   1. The inventory is concerned with moveable equipment, which has a probable useful life of three (3) years and meets predetermined criteria of a minimum dollar value:  
      a. Audio-visual equipment $75.00  
      b. Computer equipment $100.00  
      c. Musical instruments $100.00  
      d. All other equipment $200.00  
   2. The term “moveable” implies that the items are neither permanently attached to a building nor incorporated into the building at the time of construction or during later modifications. The term pertains to impermanence of installation and not to bulk or weight.  

IV. Procedure  
A. The Dayton Board of Education’s Capital Goods Inventory System Procedure Manual details all instructions pertaining to identifying and maintaining a Capital Goods Inventory.  
B. Manuals can be obtained by contacting the Treasurer’s Office.  
C. Requesters/Buyers will annotate purchase orders which include capital goods.
D. Capital Goods items will be tagged upon receipt with tags provided by the Treasurer’s Office.

E. The Requester/Receiving (Distribution Center) will provide the required information on the Capital Goods Inventory Listing/Data collection form, including serial number and location where Capital Goods Inventory will be housed.

F. Any changes of inventory or its location should be reported to the Treasurer’s Office on the “Capital Goods Inventory Deletion/Transfer” form:

1. Lost items: include information on who was responsible for item at time of loss and the circumstances of the loss.
2. Trade-in or Return: include company name, purchase order number, return authorization number and any other pertinent information.

G. If capital goods inventory item is stolen, a “Vandalism Theft Report” (stock #19774) must be filed.

H. No equipment is to be disposed of prior to contacting Treasurer’s Office for disposal instructions unless it is being picked up via a “Request for Services” form (see Forms section) for Auction/Reuse. Board numbers must be noted on the “Request for Services” form to eliminate the need to file a “Deletion/Transfer” form for discards.
TRAVEL/EXPENSE REIMBURSEMENT REQUEST PROCEDURE  PM-650

I. **Purpose**

To provide a procedure for processing Travel/Expense Reimbursement Request (TERR) forms for travel in and outside the district.

II. **Scope**

This procedure applies District-wide.

III. **Procedure**

All travel arrangements – to include registration fees, hotel and transportation will be obtained using the Travel/Expense Reimbursement Request form and the following procedures:

1. The employee (traveler) will forward the completed Travel/Expense Reimbursement Request form to their Supervisor for approval. It is recommended that this be done no later than 60 days prior to the travel date.

2. The Supervisor will obtain the appropriate Cabinet Member’s approval and then forward the completed Travel/Expense Reimbursement Request form to the Superintendent’s Office for approval. It is recommended that this be done no later than 45 days prior to the travel date.

3. After receiving the Superintendent’s approval (1-week turn around):

   a). The Travel/Expense Reimbursement Request form will be forwarded to the Travel Services Coordinator for processing and payment for items such as: registration fees, hotel and transportation.

   OR

   b). After receiving the Superintendent’s approval, the employee (traveler) may make their own travel arrangements according to the DLC and DLC-R policies. The employee (traveler) will be reimbursed upon completion of their travel (see step 7).
4. The Travel Services Coordinator will process the employee (traveler) based on the information provided. The Travel Services Coordinator will attempt to accommodate the employee’s (traveler) preferences as much as possible without expending additional DPS funds.

5. The Travel Services Coordinator will verify the travel itinerary with the employee (traveler) prior to finalizing the arrangements.

6. The employee (traveler) must notify the Travel Services Coordinator immediately if itinerary changes or travel is canceled.

Purchasing Procedures Manual

TRAVEL/EXPENSE REIMBURSEMENT
REQUEST PROCEDURE cont’d

7. No later than 45 days after planned return date of the trip the employee (traveler) must submit the following:

   a). Employee copy of the Travel/Expense Reimbursement Request (TERR) form.
   b). Travel Reimbursement Request (Expense) form.
   c). Original receipts
      1. Meal receipts that are submitted should be a detailed and itemized accounting of what was purchased.
TRAVEL/EXPENSE REIMBURSEMENT
REQUEST PROCEDURE cont’d
Travel/Expense Reimbursement Request

COMPLETE FORM – FORWARD TO SUPERINTENDENT’S OFFICE

EMPLOYEE NAME: ___________________________ FUNDING SOURCE: ___________________________ DATE: ___________________________

HOME ADDRESS: ___________________________ CITY: ___________________________ STATE: ___________________________ ZIP CODE: ___________________________

CONFERENCE NAME: ___________________________ DATES (S) OF ATTENDANCE: ___________________________ LOCATION: ___________________________

Please attach completed Rationale for out of District Travel Workshop/Conference Contract form.

TRAVEL EXPENSE CODE:

☐ Please check the box if Fiscal Services will be making your travel arrangements.

If Fiscal Services will be making your travel arrangements, please complete the sections CONFERENCE INFORMATION and TRANSPORTATION:

CONFERENCE INFORMATION

Please attach completed registration form (should include appropriate travel information).

Do you wish to stay at the conference hotel?

☐ Yes ☐ No If yes, ________________ Hotel ________________ Address

Additional Information: ____________________________________________

TRANSPORTATION

☐ Rental Vehicle ☐ Flight ☐ Both

Arrival Date: ___________________________ Departure Date: ___________________________

Destination (City, State): ___________________________

EMPLOYEE’S SIGNATURE: ___________________________ SIGNATURE: ___________________________ TITLE: ___________________________ DATE: ___________________________

SUPERVISOR’S APPROVAL: ___________________________ SIGNATURE: ___________________________ TITLE: ___________________________ DATE: ___________________________

COST CENTER’S APPROVAL: ___________________________ SIGNATURE: ___________________________ TITLE: ___________________________ DATE: ___________________________

SUMMARY OF ESTIMATED EXPENSES

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Hotel</td>
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<tr>
<td>Transportation</td>
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<tr>
<td>Registration</td>
<td></td>
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<td>Meals</td>
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<td>Taxi, Baggage Charges</td>
<td></td>
</tr>
<tr>
<td>Other</td>
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TOTAL ESTIMATED EXPENSES $ ___________________________

EXECUTIVE CABINET MEMBER’S APPROVAL:

Signature: ___________________________ Date: ___________________________

SUPERINTENDENT’S APPROVAL:

Signature: ___________________________ Date: ___________________________

SUPERINTENDENT’S OFFICE – PLEASE FORWARD TO TRAVEL SERVICES COORDINATOR

EMPLOYEE COPY
SAMPLE FORMS
# PURCHASE ORDER

**Dayton Board of Education**

115 South Ludlow Street  
Dayton, Ohio 45402-1812

**TO:**  
REMINGTON STEELE  
1512 MAIN ST.  
DAYTON, OH 45404

**SHIP TO:**  
MEADOWDALE HIGH  
4280 JAMES MCGEE BLVD  
DAYTON, OH 45427

**DATE:**  
REQUIRED:  
SHIP:  
REQ:  

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>DISCOUNT</th>
<th>UNIT PRICE</th>
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<tr>
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<tr>
<td>1759821</td>
<td>MICKEY MOUSE LABELS (50 SHEET PK)</td>
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<tr>
<td>2</td>
<td>EA</td>
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SUB TOTAL  
69.00

FREIGHT  
7.00

TOTAL  
76.00

**BUYER:** BOBBY SMITH

ACCOUNT: 019.2310.512.8727.00000.000.000.00

AMOUNT  
76.00

**SAMPLE ITEMIZED ORDER**

---

**INSTRUCTIONS TO VENDOR**

1. Direct all inquiries to Purchasing Services  
   937-542-3560  Fax # 937-542-3590.
2. DO NOT exceed, substitute or decrease prices without prior approval from Purchasing Services. Submit a separate invoice for each purchase order.
3. Transportation charges must be pre-paid and added to the invoice as a separate line item.
4. Please mark purchase order number on the outside of all shipments. A packing slip must accompany all shipments. All shipments must be FOB destination.

Firms doing $500, or more, business annually with the school district must have an Affirmative Action Certification from the Human Relations Council of the City of Dayton.
# PURCHASE ORDER

**Dayton Board of Education**

115 South Ludlow Street  
Dayton, Ohio 45402-1812

## TO:

SCIENCE MASTER  
1234 HAPPY ST  
DAYTON, OH 45402

## SHIP TO:

888  
NOT APPLICABLE

## DATE:  
REQUIRED:

## SHIP:

## REQ:

<table>
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<tr>
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<th>DESCRIPTION</th>
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<tr>
<td></td>
<td>CONSULTANT SERVICES TO CONDUCT STAFF</td>
<td></td>
<td>$1,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TRAINING FOR TWENTY ONE (21) TEACHERS ON SCIENCE CURRICULUM</td>
<td></td>
<td></td>
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</tr>
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<td>EFFECTIVE DATES: 3/1/08 THRU 6/30/08</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>PERSON AUTHORIZED TO SIGN FOR SERVICES RENDERED: VICTORIA TAMALE</td>
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<td></td>
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<td>ID 648 MEDIA SERVICES/SERVICE BLDG</td>
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</table>

**TOTAL** $1,000.00

**BUYER:** JIMMY HUBBARD

**ACCT:** 019.2130.412.9727.000000.0000.0000.000

**SAMPLE OPEN PURCHASE ORDER FOR SERVICES RENDERED**

---

**INSTRUCTIONS TO VENDOR**

1. Direct all inquiries to Purchasing Services. 937-542-3560  Tax # 937-542-3890.
2. DO NOT negotiate, substitute or increase prices without prior approval from Purchasing Services. Submit a separate invoice for each purchase order.
3. Transportation charges must be pre-paid and added to the invoice as a separate line item.
4. Please mark purchase order number on the outside of all shipments. A packing slip must accompany all shipments. All shipments must be FOB destination.

**Formally signed:**  
**Date:**

---

**TREASURER:**

**I HEREBY ACKNOWLEDGE RECEIPT OF ABOVE LISTED ITEMS / SERVICES (EXCEPT AS NOTED):**

**Signature**  
**Date**

**INSTRUCTIONS TO VENDOR:**

1. Direct all inquiries to Purchasing Services. 937-542-3560  Tax # 937-542-3890.
2. DO NOT negotiate, substitute or increase prices without prior approval from Purchasing Services. Submit a separate invoice for each purchase order.
3. Transportation charges must be pre-paid and added to the invoice as a separate line item.
4. Please mark purchase order number on the outside of all shipments. A packing slip must accompany all shipments. All shipments must be FOB destination.

**Formally signed:**  
**Date:**
PURCHASE ORDER
Dayton Board of Education
115 South Ludlow Street
Dayton, Ohio 45402-1812

TO: SALEM OFFICE SUPPLIES
4604 SALEM AVE.
DAYTON, OH 45405

SHIP TO: WILL BE PICKED UP
BY AUTHORIZED PERSON(S)

DATE: REQUIRED: SHIP: REQ:

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>DISCOUNT</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>OPEN ORDER FOR INSTRUCTIONAL SUPPLIES</td>
<td>$1,000</td>
<td></td>
<td></td>
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</tbody>
</table>

EFFECTIVE DATES: 2/1/08 THRU 6/30/08

PERSON(S) AUTHORIZED TO SIGN FOR AND/OR PICK UP:
JAMES JONES
SUE WILSON

AUTHORIZED SIGNATURE: VICTORIA TAMALE

TOTAL $1,000.00

BUYER: NANCY BOWMAN
ACCT: 019.2130.412.9727.000000.000000.00.00

SAMPLE OPEN PURCHASE ORDER

INSTRUCTIONS TO VENDOR
1. Direct all inquiries to Purchasing Services: 937-542-3866 Fax # 937-542-3890.
2. DO NOT reship, authorize or increase prices without prior approval from Purchasing Services. Submit a separate invoice for each purchase order.
3. Transportation charges must be pre-paid and added to the invoice as a separate line item.
4. Please mark purchase order number on the outside of all shipments. A packing slip must accompany all shipments. All shipments must be FOB destination.
From doing $500, or more, business annually with the school district, must have an
Affirmative Action Certification from the Human Relations Council of the City of Dayton.