

# **Clarksville School District**

## **Purchasing Policy Manual**

**November 27, 2023**

# Introduction

In order to comply with the various laws and regulations that pertain to the purchasing of commodities and supplies as defined by the State of Arkansas, as well as the local policies of the Clarksville School District, we have developed this manual for the use of the employees of the Clarksville School District to ensure that all purchases are properly made and accounted for.

This manual will be reviewed periodically and may be revised as necessary to comply with changes in either state laws or local district policies. Be sure that you use the most recent manual in planning your purchases.

This manual was approved and adopted by the Clarksville School Board on November 27, 2023.

## Purchasing Responsibility

The persons responsible for purchases will be designated as follows:

Clarksville High School – Shelley Vaughn, Principal  
Clarksville Junior High School – Brandy Cogan, Principal  
Middle School – Brad Pearson, Principal  
Intermediate School – Kathy Gregory, Principal  
Elementary School – Christel Thompson, Principal  
Clarksville Primary School – Mark Mooney, Principal  
Transportation Department – Steven Wyatt, Assistant Superintendent  
Food Service Department – Steven Wyatt, Assistant Superintendent  
Maintenance Department – Steven Wyatt, Assistant Superintendent  
Athletic Department – Michael Banning, Activity Director  
Federal Programs – Chase Carter, Assistant Superintendent  
State Categorical Funds (ESA, ALE, ELL, PD) – Chase Carter, Assistant Superintendent  
Central Business Office – Brittany Koch, Business Manager  
Information Technologies – Brody Wilhelms, Technology Supervisor or Cory Mooney,  
Technology  
Assistant Supervisor  
District Buildings and Improvements – David Hopkins, Superintendent

All people responsible for purchases must be familiar with this manual and its contents. Also, each person listed above must obtain the annual Tier II training as required by the Arkansas Department of Education.

# Purchasing Procedure

The process of making a purchase is a multi-step process. The initial step is the requisition process, followed by the purchase order approval process, the actual process of purchasing and then the receiving of the desired product or service. We will go through each process individually in this manual.

## Requisition Process

1. The teacher or staff member will decide what items they need for their classroom or in their department.
2. The teacher or staff member will then complete an electronic requisition form listing in detail what item or items they are requesting.
3. The teacher or staff member will then forward this form to the building principal.
4. The building principal will then review the requisition and determine if it is to be approved or not.
5. If the requisition is not approved, then the person responsible for purchasing must notify the requestor that the requisition has been denied. This should be done within 48 hours (about 2 days) of receiving the request.
6. Online purchases are not allowed to be made by teachers/staff (except at the High School). Send in a requisition with a notice that this is to be an online purchase. See CREDIT CARD AND PURCHASE CARD USE section of this manual.
7. Meal purchases should be kept to a minimum. Any In-District meal purchase must be accompanied by a meeting agenda, including a sign-in sheet, lesson plan, or explanation as to why meals were purchased.
8. If the requisition is approved, then the Purchasing Secretary must complete or authorize the completion of a requisition request in the Arkansas Public School Computer Network (APSCN) system for further review by the Business Manager.
9. **NOTE:** If the estimate of this purchase is determined to be equal to or in excess of \$20,000, then special procedures will apply and will be discussed in depth in the section of this manual entitled BIDDING REQUIREMENTS. If the amount is over \$20,000 or is estimated to be equal to or more than \$20,000 **STOP** the completion of the requisition until you have complied with all provisions of Bidding Requirements. **You may not divide a planned purchase into two or more smaller purchases to get below the \$20,000 bidding requirement.**

# Purchase Order Process

1. The Business Manager will review the requisitions that have been entered into APSCN at least daily.
2. This review will examine to be sure that no requisitions are creating an over-budget situation in any budget unit.
3. The approval of the requisition will proceed unless there is a question concerning the requisition and further information is needed.
4. The Business Manager will convert all approved requisitions into purchase orders, print them, and digitally sign the purchase order.
5. Purchase Orders will then be emailed to the school or department that originated the requisition.
6. Once the digitally signed purchase order is received, the person responsible for purchasing may place it as requested.

## IMPORTANT:

The purchase order is the authorization for you to place the order. DO NOT place any order before the receipt of a signed and approved purchase order.

7. Any order placed without a purchase order will be the responsibility of the person placing the order and not the responsibility of the Clarksville School District. To place an order without an approved and signed purchase order is to exceed any authority you may have to do so and will result in either you personally paying for the purchase, or an employee written reprimand being placed in your personnel file.

# **Placing the Purchase**

As soon as the signed and approved purchase order is received, you are authorized to place it on the school's behalf. No order can be placed until you have received the approved purchase order.

1. You will receive a copy of the purchase order by email.
2. Send a copy to the vendor to confirm this is a properly approved purchase order. If this is a CREDIT CARD purchase, a copy should be given to your school secretary to check out the credit card or the Federal Programs Secretary for a Federal Credit Card.
3. Sometimes items are backordered or delayed in shipment. You may make a copy and send it to the Purchasing Secretary for partial payment. Please mark on this copy exactly what has been received so we can match up the proper purchase order. Also please write "PARTIAL" on this copy. This will tell your Purchasing Secretary that other items are to be received on this purchase order. Do not hold this until all items have been received since this can cause problems with vendors over delinquent accounts.
4. We are using Softdocs software to maintain all of the district's accounts payable records. Before we can process any invoice for payment, it must first be scanned and saved into the system along with the purchase order, receiving slips and any other required information such as bid results, single vendor notices, TIPS/TAPS numbers, etc.
5. The Central Office will not make payments until we receive the hard copies of all documentation along with the scanned documents entered Softdocs stating that it has been received.
6. Be sure that you indicate on the Softdocs entry page, whether this is a completed order or a partially complete order. After the purchase order has been completely received be sure to mark that the order is completed so it can be removed from our active purchase order database.

## **Receiving the Order**

The building principal or department head is responsible for ensuring the order was received if not received by the Purchasing Secretary. As soon as it has been received, either partially or completely, send a copy of the purchase order and signed invoice to the Purchasing Secretary for processing. Be sure that the item(s) have been received before sending the invoice to be entered into the Softdocs system. Be sure to send and attach all documents, including packing slips, to the purchase order prior to sending for payment. This is the way that we know you have received the order, and it is ready to be processed for payment.

## **Payment for Purchases**

Once the hard copies of the purchasing documentation are received by the Purchasing Secretary it is paired with the appropriate invoice. This lets the district know the order was properly approved, the items ordered were received, and the invoice can be paid as presented to us.

Our procedure is to pay vendor checks once per week. The normal day of payment is Thursday, but due to the school calendar and other conflicts this day is subject to change. We will notify you of any departure from the Thursday pay date if it occurs. Since all items to be paid for must be properly matched and entered into the APSCN accounts payable system, it is necessary that any payment for that week be turned into the Accounts Payable Clerk **NO LATER THAN NOON ON THE PRECEDING TUESDAY**. Failure to get the information to the Accounts Payable Clerk by the appropriate time will result in a week's delay in payment to the vendor.

# Arvest Credit Card Use

These procedures must be followed in using any Clarksville School District credit card.

1. Arvest credit cards will be maintained either at the building level or within the Central Office.
2. Before anyone can use a credit card, they will have to present the credit card holder with an approved Purchase Order made out to Arvest.
3. You will need to sign a checkout sheet to obtain the card, and this will list the time you need it and when you will return it.
4. Cards are available first come first serve.
5. No one can keep the card number in their files of information.
6. Failure to use the card in the approved manner will make the user personally responsible for any charges made on the credit card.
7. The school will not be responsible for any charges made that are not in accordance with the above procedures.
8. School Credit Cards CANNOT be used for online purchases unless authorized beforehand by the business manager.
9. School Credit Cards are not to be used on Amazon, a purchase order for Amazon must be created.

## **Purchasing rules to remember:**

- No ink purchases/no tech purchases with this PO
- No cleaning supplies or tissues
- No hand sanitizer
- No air freshener items
- No refrigerators or microwaves
- No gifts for students-this includes welcome to the class goody bags
- No clothing items unless authorized by the Business Manager prior to purchase.
- Keep track of PO total and receipt total. Don't spend more than is on the PO.
- Please let the Purchasing Secretary know if you want to leave open or close the PO.

## **ARVEST CARD Rules Highlight:**

- No online purchases! No exceptions! (High School can make online purchases)
- All receipts must be signed
- Please note the PO number on your receipt

# **Bids and Quotes**

It is the policy of the Clarksville School District to require bids on all purchases of items that equal or exceed \$20,000. We require that these bids be obtained by the solicitation of written bids. In addition all bidders must complete and attach to the bid a notarized **STATEMENT OF BIDDER**, which is required under the laws of the State of Arkansas. You must give each bidder a formal list of the items to be purchased and their quantities. All bids received must be attached to the supporting documentation along with a completed and signed bid tabulation sheet. You must accept the lowest bid unless you file a request with the Superintendent to accept any bid other than the lowest. This request must be completed on the **REQUEST TO ACCEPT ALTERNATIVE BID** form. This form will require you to give the reason(s), in detail, for requesting to accept any bid other than the lowest bid. The tabulations sheet and copies of the written bids must also be attached to this form. Acceptance of any bid other than the lowest bid **MUST** be approved by the Clarksville School District Board of Directors.

Any purchase over \$30,000 must be approved by the Clarksville School District Board of Directors. Exceptions to this requirement are routine and bulk purchases of copy paper, fuel, food service commodities, HVAC replacements and maintenance items that may be purchased in bulk. All these are still required to undergo the normal bid processes but due to the specific and routine nature of these items they will not have to have board approval.

For projects (major repairs/alterations, new buildings/structures) with an estimated cost of \$50,000 or more, there are specific requirements including advertising, sealed bids, timelines for awarding bids, bid bond, performance bonds, and contractor licenses (A.C.A. § 22-9-203).

## **Federal Procurement Procedure**

- Micro-purchases (under \$10,000) – do not require competitive bid; requires distributing purchases among qualified suppliers to the extent practicable. Small Purchases
- (\$10,000 to \$249,999) - require price quotations from at least two qualified sources.
- Purchases of \$250,000 and greater – require formal bidding procedures – sealed bids, competitive proposals, or single source suppliers.



# Statement of Bidder

Clarksville School District  
1701 Clark Road  
Clarksville, AR 72830

Johnson County, Arkansas

I, \_\_\_\_\_, hereby state:

(1) I am the duly authorized agent of \_\_\_\_\_, the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among and between bidders and state officials, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the awarding of any contract pursuant to the bid to which this statement is attached.

(2) I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of the bid.

(3) Neither the bidder nor anyone subject to the bidder's direction or control has been a party:

(A) To any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding;

(B) To any collusion with any state official or employee as to quantity, quality, or price in the prospective contract, or as to any other terms of the prospective contract; or

(C) In any discussions between bidders and any state official concerning the exchange of money or other things of value for special consideration in the awarding of a contract.

(4) I hereby guarantee that the specifications outlined in the bid shall be followed as specified and that deviations from the specifications shall occur only as part of a formal change process approved by the Board of Directors of the school district.

Signature \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

# Permission to Purchase Without a Purchase Order

## Clarksville School District

Current Date: \_\_\_\_\_

Vendor Name and Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brief description of what is to be purchased including cost and the reason the purchase order system cannot be used:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

\_\_\_\_\_  
Signature of Requestor Date

\_\_\_\_\_  
Signature of Principal Date

\_\_\_\_\_  
Signature of Business Manager or Superintendent Date

Circle ONE:                      APPROVED                      DENIED

# Bid Tabulation Sheet

## Clarksville School District

Description of Item(s) Being Bid:

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Low Bidder: \_\_\_\_\_ Bid Price: \_\_\_\_\_

**Bidder # 1**

Name: \_\_\_\_\_ Bid Amount \$ \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Bidder # 2**

Name: \_\_\_\_\_ Bid Amount \$ \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Bidder # 3**

Name: \_\_\_\_\_ Bid Amount \$ \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal/Department Head

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Business Manager

**ATTACH ORIGINAL BIDS TO THIS BID TABULATION SHEET  
ADDITIONAL COPIES OF THIS PAGE MAY BE USED IF MORE THAN 3 BIDS ARE RECEIVED**

# Request To Accept Any Bid Other Than Low Bid

## Clarksville School District

Bids have been received through the bidding procedures of the Clarksville School District. The low bid received was from \_\_\_\_\_  
After reviewing the bids, we request a bid other than the lowest be received. The reasons for needing to accept a bid other than the low bid are detailed below.

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We request that the Clarksville School District Board of Directors approve the acceptance of the bid received from \_\_\_\_\_  
as the accepted bid due to the above specified reason(s).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal/Department Head

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Business Manager

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent

***A COPY OF THE BID TABULATION SHEET AND COPIES OF ALL BIDS RECEIVED MUST BE ATTACHED TO THIS REQUEST AND SUBMITTED TO THE SCHOOL BOARD FOR REVIEW***