

Toms River Regional Schools Toms River, New Jersey



Purchasing Manual

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--

Purchasing Manual Prepared By:

Bernadette Lewis Cutajar, QPA/RPPO – Director of Purchasing
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1. SUPERINTENDENT'S MESSAGE

The Purchasing Department is comprised of procurement professionals who have the required knowledge, skills and training to ensure procurement decisions are made in the best interest of the school district. All work is performed with the highest standards of ethical conduct and in compliance with New Jersey Public School Contracts Law and Board of Education policies.

By operating a structured system of open and fair competition, the Purchasing Department strives to provide goods and services of appropriate levels of quality at the lowest reasonable cost to the school district.

This manual was developed to provide an understanding of approved purchasing procedures and should be utilized by all district employees responsible for planning and communicating their School or Department needs to the Purchasing Department.

The manual clearly identifies those few employees authorized by law to procure goods and services on behalf of the Board of Education; outlines proper purchasing procedures; and relates the procedures to the appropriate forms.

Problems will be minimized and the needs of a school/department efficiently handled if the procedures outlined in this manual are followed. We are all aware funding is limited and with the high cost of goods and services it is particularly critical that proper planning and good purchasing practices be utilized district wide.

Please call the Purchasing Department regarding any concerns or questions you may have pertaining to this manual or purchasing procedures in general.

Sincerely,

David M. Healy
Superintendent of Schools

2. PURCHASING DEPARTMENT CONTACT INFORMATION

DIRECTOR OF PURCHASING

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3. GENERAL INFORMATION

3.1 PURCHASING AUTHORITY

Pursuant to New Jersey Statute 18A:18A-2b, “Purchasing Agent” means the secretary, business administrator or the business manager of the board of education duly assigned the authority, responsibility and accountability for the purchasing activity of the board of education. Pursuant to Board of Education policy, this authority, responsibility and accountability is delegated to the Purchasing Department through the Business Administrator.

District purchases authorized by any individual other than the statutory purchasing agent or Purchasing Department employees are not legal obligations of the board of education.

3.2 AGGREGATE

Pursuant to New Jersey Statute 18A:18A-2l, “Aggregate” means the sums expended or to be expended for the provision or performance of any goods or services in connection with the same immediate purpose or task, or the furnishing of similar goods or services, during the same contract year through a contract awarded by a purchasing agent.

3.3 BID THRESHOLD

Pursuant to New Jersey Statute 18A:18A-2m, “Bid threshold” means the dollar amount set in N.J.S.18A:18A-3, above which a board of education shall advertise and receive sealed bids in accordance with the procedures set forth in N.J.S. 18A:18A-1 et seq. Submittal of multiple requisitions to the same vendor or different vendors for the same category of items/services with the purpose of avoiding bidding limits is prohibited. The bid threshold for the Toms River Regional Schools is currently \$36,000.00.

3.4 CONTRACT

Pursuant to New Jersey Statute 18A:18A-2, “Contract” means any agreement, including but not limited to a purchase order or a formal agreement, which is a legally binding relationship enforceable by law, between a vendor who agrees to provide or perform goods or services and a board of education which agrees to compensate a vendor, as defined by and subject to the terms and conditions of the agreement.

3.5 PURCHASE ORDER

Pursuant to New Jersey Statute 18A:18A-2v, “Purchase Order” means a document issued by the purchasing agent authorizing a purchase transaction with a vendor to provide or perform goods or services to the board of education, which, when fulfilled in accordance with the terms and conditions of a request of a purchasing agent and other provisions and procedures that may be established by the board of education, will result in payment by the board of education. A purchase order is a contract that is legally binding on the board of education and the vendor.

3. GENERAL INFORMATION continued

3.6 EMERGENCY PURCHASES

As defined by New Jersey Statute 18A:18A-7 an emergency is defined as a contingency that will affect the health or safety of occupants of school property and therefore requires the immediate delivery of goods or the performance of services. Only authorized personnel may declare an emergency. Compensating for the results of poor planning does not fall under the guidelines of an emergency.

3.7 FUNDING

All requests for goods and services shall be as approved in the current budget and in accordance with available funds.

3.8 UNAUTHORIZED PURCHASES

The placement of any order or the receipt of goods or services without an authorized Purchase Order or verbal approval from the Purchasing Department is an unauthorized purchase. All purchases must be authorized prior to the placement of any order for goods or services.

When Purchasing becomes aware of an unauthorized purchase the appropriate Assistant Superintendent will be notified. Purchasing may then be advised to take one of the following actions:

- Direct the responsible person to submit proper purchasing documentation and an explanation memo detailing the reasons why approved purchasing procedures were not followed;
- Direct the responsible person at his/her own cost to return the order to the vendor and re-order using the approved purchasing procedures;
- Direct the responsible person to pay for the purchase him/herself.

3.9 UNIFORM COMMERCIAL CODE

The *Uniform Commercial Code* is a codification of law which clarifies and regulates the rights of buyers and sellers engaging in commercial transactions. It has been adopted by all states except Louisiana. The code states rejection of goods must occur “within a reasonable time after their delivery or tender” (2-602(1)). This “reasonable” time can fluctuate depending on the type of goods purchased and the difficulty of discovering the defect. It is standard good business practice to inspect all deliveries within five (5) business days of receipt and to submit any required Discrepancy Notices to the Purchasing Department within that time frame.

4. RESPONSIBILITIES OF THE PURCHASING DEPARTMENT

Consistent with the highest level of ethics, employees authorized to purchase goods and services on behalf of the Board of Education shall:

- Without favor or prejudice, administer purchasing procedures for the requisitioning; purchasing; receiving; and accounting of supplies, materials, equipment and services essential to the operation of the school district.
- Provide assistance to schools and departments in determining district needs in terms of products and services.
- Through a structured system of open competition, maximize the power of district dollars committed to the procurement of goods and services by acquiring those products and services at the least expense to the board of education on the basis of quality, safety, price and delivery when needed.
- Conduct all purchase transactions in accordance with New Jersey Public School Contracts Law 18A:18A and pursuant to the policies of the Board of Education.

5. PURCHASING PROCEDURES

The following outlines the procedures for the acquisition of goods and services and relates these procedures to the necessary form.

5.1 FUNDS AVAILABILITY

Prior to beginning all requests for goods or services, it is the responsibility of the requestor to confirm sufficient funds are available for the purchase in the appropriate budget account. This can be accomplished through the requestor's authorized access to Fund Accounting in Systems 3000 or by contacting the Accounting Department or Purchasing Department for assistance.

If sufficient funds are not available in the appropriate budget account, the requestor may request a budget transfer through the office of the Superintendent or Business Administrator.

5.2 REQUISITIONS

Those requestors not utilizing the Systems 3000 encumbrance system shall include the following information on all offline requisitions:

- Complete 18-digit budget account number to be charged
- Complete name and address of the vendor, if known
- Accurate catalog numbers, if utilizing vendor catalog to source products
- Complete product or service description
- Quantities required, unit prices and extended prices
- Estimated shipping costs (12% of the order total), where applicable
- Grand total of estimated expenditure

Those requestors utilizing the Systems 3000 encumbrance system shall follow procedures established during User system training.

5.3 ORDER CATALOGS

An order catalog is a requesting document that categorically details standardized items used and replenished on a yearly basis. Order catalogs are specific in nature and are developed and updated yearly by the Purchasing Department in collaboration with the end user. Order catalogs are generally utilized to purchase supplies through the public bidding process. Textbooks, trainer supplies, janitorial supplies and carpentry supplies are a few of the commodities purchased using this order format.

The requestor shall complete an order catalog as follows:

- Insert the complete 18-digit budget account number to be charged
- Insert the quantity required next to the appropriate line item

5. PURCHASING PROCEDURES continued

5.4 REQUEST REVIEW/APPROVAL – 1st LEVEL – Requesting Location

All completed requisitions and order catalogs must be reviewed and signed by the authorized School Principal, Supervisor or Department Head prior to submission to the Superintendent's office for review and approval. Original legible signatures are required. Stamped signatures are not acceptable.

5.5 REQUEST REVIEW/APPROVAL – 2nd LEVEL – Assistant Superintendent

After 1st level review and approval, signed requisitions and order catalogs shall be submitted to the appropriate Assistant Superintendent or Business Administrator for review and approval. 2nd level approved requests are forwarded to the Purchasing Department for processing.

5.6 PROCUREMENT METHOD

Purchasing shall review appropriately approved requests, and in accordance with New Jersey Public School Contracts Law, determine the appropriate method of procurement (i.e. Public Bid, New Jersey State Contract, Formal or Informal Quotation, Inter-Local Agreement or Cooperative Bid).

5.7 EDUCATIONAL COOPERATIVE PRICING SYSTEM

The Board of Education participates in the Educational Cooperative Pricing System currently sponsored by the Educational Services Commission of Morris County. As a member of the Cooperative Pricing System, Toms River Regional Schools is able to utilize the online order system administered by Educational Data Services for the procurement of various types of instructional supplies. Guidelines for participation are provided during annual Purchasing Department sponsored in-service sessions.

5.8 PURCHASE ORDERS

An official Purchase Order is generated by the Business Office and signed by the appropriate purchasing authority after the procurement method is completed and approved by the Board of Education. The Purchase Order is distributed by the Business Office as follows:

1. Vendor copy (white) and voucher (white) are mailed to the vendor
2. Receiving copy (pink) is forwarded to the requesting location
3. Business Office copy (yellow) is filed in the Accounts Payable Department

5. PURCHASING PROCEDURES continued

5.9 DELIVERY/RECEIPT OF GOODS

Prior to the receiver signing the delivery receipt:

Verify number of packages delivered: The number of packages received should be counted and checked against the delivery receipt. If any shortage is noted, it is the responsibility of the receiver to have the carrier note and initial the delivery receipt accordingly.

Inspect packages for damage: It is the responsibility of the receiver to inspect packages for visible damage. If any of the packages are visibly damaged, have the carrier note and initial the receipt accordingly. If a package has the appearance that the contents may be damaged, the package should be opened in the deliverer's presence so a joint inspection of contents can occur.

Timeliness is critical in the inspection and acceptance of goods and services. All shipments must be checked for damaged goods, accuracy and completeness within a reasonable time after receipt. Use the packing slip included with delivery to confirm the vendor actually shipped what is stated on the packing slip. A packing slip is the shipping document that accompanies delivery packages. The packing slip itemizes the contents of a package and can generally be found inside the package itself or inside a shipping pouch attached to the outside of the package. Failure to report concealed damaged within a reasonable time will likely result in the carrier and/or vendor denying the claim.

5.10 DAMAGED ITEMS AND ORIGINAL PACKAGING

If a damaged delivery is received it is incumbent upon the receiver to save the damaged items and damaged packaging, including inner packing materials, for possible inspection by the shipper. The Purchasing Department will advise when damaged items will be picked up/replaced and when damaged packaging can be discarded.

If an item is incorrectly ordered and received, or just incorrectly received, it is incumbent upon the receiver to save the original packaging and packing materials for return of the incorrect item. A manufacturer may not accept return of damaged goods or incorrectly ordered/received goods if the goods cannot be returned to the manufacture in its original packaging.

5. PURCHASING PROCEDURES continued

5.11 RECEIVING COPY (“PINK”)

In the event of a partial shipment, photocopy the original Receiving Copy; indicate on the copy what items were received; sign the copy; and forward same to the Accounts Payable Department.

Upon verification of complete delivery, sign and forward the original Receiving Copy along with all packing slips to the Accounts Payable Department.

Full, legible signatures are required. Stamped signatures and initialed Receiving Copies are not acceptable.

It is imperative signed Receiving Copies are forwarded to the Accounts Payable Department in an expeditious fashion in order to avoid the incurrence of interest charges. The Board of Education desires to maintain its excellent reputation for promptly paying justified invoices. Prompt payment by the Board of Education encourages vendors to offer the lowest possible purchase prices on future requirements.

It is recommended each location keep photocopies of all Receiving Copies for future reference. Any warranty documentation received should be kept on file with the appropriate Receiving Copy in the event warranted equipment fails and repairs are required.

5.12 DISCREPANCY NOTICE

When the details of the packing slip do not accurately match what was actually received, a Discrepancy Notice form must be completed in full and submitted to the Purchasing Department for follow up corrective action by the vendor. The Discrepancy Form is used if goods received are damaged, short-shipped or incorrectly shipped.

In the event of a partial shipment, it is not necessary to file a Discrepancy Notice if the packing slip provides details about the back-ordered items.

The requestor shall also utilize the Discrepancy Notice to inform Purchasing if goods or services are not received within a reasonable time so Purchasing may follow up with the vendor.

5.13 PAYMENT TO VENDOR

In accordance with generally accepted accounting principals, a partial or full payment to vendor is processed by the Accounts Payable Department upon Accounting’s receipt of signed Receiving Copy, vendor’s invoice and signed voucher. Checks are mailed to vendors after Board of Education approval.

5. PURCHASING PROCEDURES continued

5.14 DUPLICATE DELIVERIES

Requestor shall immediately notify the Purchasing Department of any duplicate deliveries. Duplicate deliveries must be returned to the vendor unless otherwise authorized. Requesting location will be charged for all duplicate deliveries that are retained by the requesting location.

5.15 EXPEDITED PURCHASE ORDERS (EPOs)

While advance planning is expected of all requestors, it is recognized unanticipated needs or rush situations do arise that may not allow for the normal turnaround time involved in standard purchasing procedures. If an unanticipated need or rush situation should arise, it is the responsibility of the requestor to avoid an unauthorized purchase by immediately articulating these needs to the Purchasing Department. To expedite the request, Purchasing will take one of the following actions:

- Provide the requestor with an EPO number that authorizes the requestor to place a verbal or fax order with the vendor; or
- Direct the requestor to fax a signed requisition to Purchasing for immediate processing.

When an EPO number is issued, it is the responsibility of the requestor to immediately submit a “confirming” requisition through normal channels. The EPO number must be clearly referenced on the requisition as well as all other information pertinent to the expedited purchase.

5.16 PURCHASE ORDER CHANGE NOTICE

An open Purchase Order may be changed for the following reasons:

Add a commodity item
Delete a commodity item
Increase a quantity
Increase or decrease unit prices and purchase order amount
Change a budget account number
Cancel a purchase order in full

All changes must be in writing and may only be authorized and processed through the Purchasing Department.

5. PURCHASING PROCEDURES continued

5.17 PURCHASE ORDER CANCELLATION

Situations such as change in demand, use or conditions may necessitate canceling a purchase order.

Prior to receipt of goods or services: Requestor will submit a memo to Purchasing detailing the Purchase Order number, vendor name and the reason for cancellation. This should be done as soon as the requestor realizes there is no longer a need for the goods or services. Purchasing will take the necessary action to determine whether or not the purchase order can be cancelled and advise the requestor accordingly. If a Purchase Order Change Notice is issued to cancel an order the requesting location should not accept delivery if delivery is attempted by the vendor.

Cancellation after an order is accepted: Once an order has been accepted and acted upon by the vendor, the order can only be cancelled by mutual consent and after negotiation by the Purchasing Department with the vendor. If the vendor has incurred any loss through cancellation of the order, either in manufacturing, resale, shipping and/or restocking costs, the requesting location may be responsible for these costs as a consideration for the cancellation of the order.

The requestor should take no further action until notified by the Purchasing Department that the cancellation is effective. If the goods have already been delivered, the requesting location shall hold the goods unused until further advised by Purchasing.

Notice to the Accounting Department: Purchasing shall provide proper notification to Accounting when a purchase order has been cancelled.

5.18 DOCUMENT ARCHIVAL

Purchase orders and associated documentation are archived pursuant to law and are available for review by the Board of Education, its auditors and/or auditors of the State of New Jersey. As public records, these documents are available for general public review pursuant to the guidelines set forth by the Open Public Records Act (OPRA). All OPRA requests are processed through the Superintendent's Office.

5.19 PREVIEW OF MATERIALS

All staff members must receive permission from principals or supervisors prior to requesting materials for preview. After the preview process has been completed, preview materials must be returned to the vendor. If there is a need to purchase the previewed materials, a requisition must be generated and submitted through proper channels.

5. PURCHASING PROCEDURES continued

5.20 EQUIPMENT REPAIRS

Prior to contacting the Purchasing Department for repair authorization:

- Requestor should have available the make and model of equipment requiring repair.
- Requestor should determine if equipment repairs are covered under an existing maintenance agreement.
- If of the age and type of equipment normally covered under an equipment warranty, requestor shall review warranty documentation to determine if equipment is still under warranty.
- If warranty documentation is not available, requestor shall have available the Purchase Order Number under which equipment was purchased so Purchasing can research warranty status.
- Properly completed Toms River Regional Schools equipment tags must be attached to all equipment sent out for repair. Contact Purchasing if tags are needed for your location.

If equipment is covered under warranty, Purchasing will advise procedural instructions and shipping documents for requestor use.

If equipment is not covered under warranty, Purchasing will determine if equipment value justifies repair costs prior to issuing an authoring EPO number and confirming which vendor requestor will contact for repair services.

5.21 SHIPMENTS TO VENDORS

Prior to a requestor utilizing the school district's UPS shipping service for equipment repairs or returns to a vendor, requestor shall contact Purchasing to request authorization and shipping forms to be utilized.

5.22 CENTRAL WAREHOUSE SUPPLIES

Batteries, cardboard boxes, paper towels for Cormatic dispensers, and paper for photocopiers and printers are currently stocked in the Central Warehouse for district use. Requesting locations may submit requests for delivery by faxing an approved Warehouse Order Form to the Central Warehouse. Requesting location will be charged back for all delivered supplies.

5.23 COMPUTER HARDWARE/SOFTWARE/TECHNICAL SERVICES

Special compatibility requirements exist for the purchasing of computer hardware/software items. To assure compatibility with existing infrastructure and equipment, all requests for computer hardware/software items shall be in compliance with the school district's long-range acquisition plan and standards set forth by the Technology Department.

Please contact Jay Attiya, Director of Technology, at (732) 505-5543 for assistance in ascertaining your needs.

5. PURCHASING PROCEDURES continued

5.24 TAX EXEMPTIONS

The Board of Education is exempt from New Jersey Sales Tax in matters involving the normal educational function of the district.

Goods and services purchased from out-of-state vendors for delivery and use in New Jersey are exempt from sales tax if they are used in the normal educational function of the school district. Out of state goods picked up by school employees are not tax exempt.

5.25 ZERO VALUE AND DISPOSAL OF EQUIPMENT

Prior to the disposal of any equipment a requestor deems to no longer have value to the Board of Education:

- Requestor shall submit the proper Zero Value form that includes equipment details and reason for request.
- Requestor shall continue to store equipment at requestor's location until disposition status is advised by the Purchasing Department.
- Requestor shall contact the Technology Department prior to submitting Zero Value requests for computer equipment for possible alternate use throughout the Technology program.

6. PURCHASING CYCLE

REQUESTING LOCATION	PURCHASING DEPARTMENT	VENDOR	ACCOUNTS PAYABLE DEPT.
1. Submits approved requisition to the Superintendent's office for review and approval.	2. Upon receipt of 2 nd level approved requisition, reviews details for accuracy, funds availability and determines method of procurement.		
	2a. Non-Bid Requirements – develops as needed formal or informal Request for Quotation (RFQ) to solicit pricing from vendors.	3a. Upon receipt of RFQ, quotes firm prices pursuant to terms and conditions of RFQ.	
	2b. Formal Public Bid and Competitive Contracting Proposal Requests permission from the Board of Education to advertise for bids. Forwards legal ad details to newspaper for required publication prior to bid opening date or Competitive Contracting Proposal receipt date. Develops specifications, terms and conditions detailing goods or services required. Prints bid documents and mails bid package to prospective bidders.	3b. Upon receipt of bid or Competitive Contract Proposal (CCP) package, bids prices pursuant to the terms and conditions of the formal bid or CCP.	
	4a. Receives and analyzes RFQs to determine low acceptable quote. Authorizes purchase request and forwards completed requisition to Accounting.		5a. Upon receipt of properly authorized requisition from the Purchasing Department, Prints Purchase Order. Includes purchase order details on Purchase Journal for Board of Education approval. Submits purchase order to the Board Secretary for signature. Mails purchase order and voucher to vendor.

Continued on next page

6. PURCHASING CYCLE continued

REQUESTING LOCATION	PURCHASING DEPARTMENT	VENDOR	ACCOUNTS PAYABLE DEPT.
	<p>4b. Receives and analyzes bids and CCPs to determine acceptable bid. Recommends contract awards for Board of Education approval at next scheduled Board of Education meeting. Prepares contract documents and forwards completed requisition to Accounting. Oversees administration of contract completion by vendor.</p>		<p>5b. Upon receipt of properly authorized requisition from the Purchasing Department, Prints Purchase Order. Includes purchase order details on Purchase Journal for Board of Education approval. Submits purchase order to the appropriate authority for signature. Mails purchase order and voucher to vendor after formal Board of Education approval.</p>
			<p>6. Sends Receiving Copy to requesting location and files Business Office copy in open file.</p>
		<p>7. Upon receipt of Purchase Order delivers goods or provides services as detailed in the Purchase Order. Includes packing slip with shipment.</p>	
<p>8. Checks in delivery and confirms receipt of goods and/or services. Notifies Purchasing of any discrepancies or submits signed report of receipt of goods/services to Accounting.</p>		<p>9. Prepares invoice and submits same with signed voucher to Accounting for payment of goods delivered or services rendered.</p>	<p>10. Reviews Purchase Order, signed Receiving Copy and receiving slips. Checks vendor invoice for accuracy, discounts, etc. and prepares voucher for payment. Debits applicable budget accounts and generates check. Mails check to vendor after Board of Education approval. Archives purchase order and corresponding documentation.</p>

Note: Under normal circumstances, purchase orders for non-bid requirements are generally mailed to the vendor within ten (10) business days of Purchasing's receipt of properly completed and signed requisition. The formal bid process requires a minimum of 60 days for completion.

7. SAMPLE DOCUMENTS

REQUISITION WITH PRE-ASSIGNED REQUISITION NUMBER (2-part Carbonless Form # 341)		
Location	Descriptor	Requestor Provided Information/Action
1	REQ. NO. – Pre-assigned	No action required on the part of requestor
2	FY:	SY funds to be utilized for purchase. (i.e. 2011/2012)
3	DATE:	Date request is generated
4	BUDGET ACCOUNT	Complete 18-digit budget account to be charged (i.e. 11-190-100-610-002-1200)
5	REQUESTED BY	Requestor's name
6	SCHOOL	Requesting Location
7	DEPARTMENT	Using Area within School or Support Department
8	P.O. #	Leave blank
9	STATE CONTRACT NUMBER	Leave blank
10	VENDOR	Complete vendor name and address
11	SHIP TO	Complete delivery location name and address
12	ITEM	1, 2, 3, etc. or leave blank
13	QUANTITY	Quantity required/packaging. (i.e. 3 each; 6 boxes)
14	DESCRIPTION	Catalog/ISBN number & complete description of item required
15	UNIT PRICE	Price for quantity of one (1)
16	AMOUNT	Extended total of quantity X unit price
17	TOTAL	Total anticipated expenditure (including shipping fee)
18	Confirm Materials Received	Check if applicable
	Confirm Verbal Order To Vendor	Check if applicable
	This P/R Replaces Items Cancelled/Returned	Insert corresponding information if applicable
	Accounting: See Special Instructions	Check if applicable and insert instructions under DESCRIPTION
19	AGENDA DESCRIPTION	Insert reason for request
20	APPROVED SCHOOL/DEPT ADMINISTRATOR	Original signature of authorized 1 st Level approver. Signature stamps are not acceptable.
21	SUPERINTENDENT/BOARD SECRETARY/BSA	Original signature of approving Superintendent. Signature stamps are not acceptable.

Toms River Regional Schools

Requisition No. 068826 ^①

FY: ^② DATE: ^③

BUDGET ACCOUNT ^④	REQUESTED BY ^⑤
SCHOOL ^⑥	P.O. # ^⑧
DEPARTMENT ^⑦	STATE CONTRACT NUMBER ^⑨

VENDOR

^⑩

Attn: _____

VENDOR CODE

SHIP TO ^⑪

SHIP TO CODE

Attn: _____

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
^⑫	^⑬	^⑭	^⑮	^⑯
SAMPLE DOCUMENT				
TOTAL				^⑰

AGENDA DESCRIPTION ^⑱

APPROVED SCHOOL/DEPT ADMINISTRATOR ^⑲

SUPERINTENDENT/BOARD SECRETARY, BSA ^⑳

^㉑

Confirm Materials Received

Confirm Verbal Order To Vendor

This P/R Replaces Items Cancelled/Returned ^⑱

From P.O # _____ Bd. Appr. _____

Accounting: See Special Instructions

BOARD APPROVAL & ISSUE

APPROVAL DATE _____

ISSUE DATE _____

(#341)

7. SAMPLE DOCUMENTS continued

REQUISITION WITHOUT PRE-ASSIGNED REQUISITION NUMBER (Electronic Form)		
Location	Descriptor	Requestor Provided Information/Action
1	REQ. NO.	Create and insert unique identifying number (i.e. HS North may use numbers similar to HSN-0035)
2	SY:	SY funds to be utilized for purchase. (i.e. 2011/2012)
3	DATE:	Date request is generated
4	BUDGET ACCOUNT	Complete 18-digit budget account to be charged (i.e. 11-190-100-610-002-1200)
5	REQUESTED BY	Requestor's name
6	SCHOOL	Requesting Location
7	DEPARTMENT	Using Area within School or Support Department
8	P.O. #	Leave blank
9	STATE CONTRACT NUMBER	Leave blank
10	VENDOR	Complete vendor name and address
11	SHIP TO	Complete delivery location name and address
12	ITEM	1, 2, 3, etc. or leave blank
13	QUANTITY	Quantity required/packaging. (i.e. 3 each; 6 boxes)
14	DESCRIPTION	Catalog/ISBN number & complete description of item required or description of services required
15	UNIT PRICE	Price for quantity of one (1)
16	AMOUNT	Extended total of quantity X unit price
17	TOTAL	Total anticipated expenditure (including shipping fee)
18	Confirm Materials Received	Check if applicable
	Confirm Verbal Order To Vendor	Check if applicable
	This P/R Replaces Items Cancelled/Returned	Insert corresponding information if applicable
	Accounting: See Special Instructions	Check if applicable and insert instructions under DESCRIPTION (i.e. Send attached to vendor)
19	AGENDA DESCRIPTION	Insert reason for request
20	APPROVED SCHOOL/DEPT ADMINISTRATOR	Original signature of authorized 1 st Level approver. Signature stamps are not acceptable.
21	SUPERINTENDENT/BOARD SECRETARY/BSA	Original signature of approving Superintendent. Signature stamps are not acceptable.

**PURCHASE REQUISITION
TOMS RIVER REGIONAL SCHOOLS**

REQ. NO. ①

SY: ② DATE: ③

BUDGET ACCOUNT	④	REQUESTED BY	⑤
SCHOOL	⑥	PURCHASE ORDER NUMBER	⑧
DEPARTMENT	⑦	STATE CONTRACT NUMBER	⑨
VENDOR CODE	⑩	SHIP TO CODE	⑪

ITEM NO.	QUANTITY/ PACKAGING	DESCRIPTION	UNIT PRICE	TOTAL PRICE
⑫	⑬	⑭	⑮	⑯
SAMPLE DOCUMENT				
TOTAL				⑰

Agenda Description	<input checked="" type="checkbox"/> Confirm Materials Received <input checked="" type="checkbox"/> Confirm Verbal/Fax Order to Vendor <input type="checkbox"/> This P/R Replaces Items Cancelled/Returned from P.O. # _____ Board Appr. _____ <input type="checkbox"/> Accounting: See Special Instructions <p style="text-align: center;">Board Approval & Issue</p> Approval Date: _____ Issue Date: _____
⑱ Approved School/Department Administrator	
⑲ Superintendent/Board Secretary/Business Administrator	
⑳	

Form # 341

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7. SAMPLE DOCUMENTS continued

REQUISITION ATTACHMENTS	
Descriptor	Requestor Provided Documentation/Action
Any document that must be sent to the vendor as part of the Purchase Order. i.e. Workshop Registration Forms Book Lists Contracts	Requestor shall staple to the back of the requisition a total of three (3) copies of any documentation that must be sent to the vendor. A requisition may be returned to the requestor, and therefore processing delayed, if the required number of attachments are not submitted as required.



Welcome, Susan Mils (Yours Ever Intermediat North) - Super! Current List Revised Order First Great Mail - 1/24/08

Quote for Toms River Intermediat North - Susan Mils

Printed page 1 of 1

To: Polina Library Services, 1340 Bolinger Drive, Monticello, IL 60050. Order ID: 4368217, Customer Number: 2004199, List Number: 1304689. List Name: Revised Order First Great Mail, Date: 02/22/2008, Time: 11:30:33.

Total Books (Qty): 34 (MS) \$ 1,534.54. Total shipping and processing for books: \$ 88.00. Grand total: 1,622.54.

Please allow 4-6 weeks for shipping and handling of books and out-of-state orders within the United States and an additional 4-6 weeks for shipping and handling for books in Canada.

Shipping Preference: When submitting your quote or an order, please check your shipping preference. If you do not check a preference we will use what we have on file.

Shipping Options: Complete Order in 1-2 Day Shipping, Complete Order in 3-5 Day Shipping (Priority to Shipments).

For details on shipping or processing options offered by Polina Library Services, call customer service at 800.311.3114 ext. 1403.

Table with columns: ISBN, Title, Author, Tr, Ind, St, Il, Rev, Len, Price, Qty. Lists various books including 'The Abolitionist', 'Alibi', 'Al Capone does my dirty work', etc.

Société Honoraire de Français Order Form for Membership / Materials to be sent to: H. Todd Koss, 500 Monticello Dr., Lafayette, LA 70506 or faxed to: 1-527-984-6118.

Société Honoraire de Français

Send to: H. Todd Koss, 500 Monticello Dr., Lafayette, LA 70506-4300. Note: Retail Purchase orders accepted only with this completed order form and with the understanding that the amount will be billed within 30 days of receipt of the order or a \$5.00 handling fee will be added.

Form fields for Date Mailed, Sponsor's Name, School Name, Sponsor's Signature, Address, City, State, Zip, School Fax, School Phone.

Send this form with additional sheet of paper listing member's names clearly showing the sponsor's name and school. TYPE the names, FIRST NAME then LAST NAME, in the order that they appear on the certificate. Please see back envelope or envelope of names.

Table with columns: Order Form, Work sheet, Number ordered, Price. Lists items like 'Number of memberships needed', 'Special Recognition of Excellence Book', 'SHF T-shirt', etc.

Order Received on: Received by: Received by mail. P.O. Number, Payment with check, Order not Paid.

Advance Registration Form Save time...register online! 56th NSTA National Conference on Science Education Boston, Massachusetts • March 27-30, 2008

Membership Status: I am a member of NSTA, Member ID: I am not a member of NSTA but wish to join I am unable to determine my membership status and need help with my registration process.

Personal Information: Name, Address, City, State, Zip, Country. I prefer to receive mail at: Home, Work, Duplicate please: Yes, No. I am a member of NSTA: Yes, No.

Checklist table with columns: Registration Fees, Professional Development, Payment. Lists items like 'Early arrival', 'Hotel', 'Registration fee', 'Professional Development fee', etc.

Registration Fees: Name to Register, Early arrival, Hotel, Registration fee, Professional Development fee, Payment. Includes fields for Name, Address, City, State, Zip, Country.

Fill in last year's completed form with payment for National Science Teachers Association, Conference Dept., PO Box 88214, Reston, VA 20198-0214. Phone 703-295-2800, or register online at nsta.org/registration.

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7. SAMPLE DOCUMENTS continued

ORDER CATALOG (All Categories) – FRONT COVER		
Location	Descriptor	Requestor Provided Information/Action
1	SCHOOL	Requesting Location
2	DEPARTMENT	Using Area within School or Support Department
3	TOTAL EXPENDITURE NOT TO EXCEED \$	Insert "Not to Exceed" amount, if applicable
4	PRINCIPAL/SUPERVISOR SIGNATURE	Original legible signature of authorized 1 st Level approver. Signature stamps are not acceptable.

21A

JANITORIAL SUPPLIES & EQUIP.	
JAN01	PRELIMINARY BID
	by Item Number
SCHOOL <u>①</u>	DELIVERY CODE
DEPARTMENT _____	<u>②</u>
TOTAL EXPENDITURE NOT TO EXCEED \$ _____	<u>③</u>
PRINCIPAL / SUPERVISOR SIGNATURE _____	<u>④</u>
SUPERINTENDENT'S APPROVAL _____	

SAMPLE DOCUMENT

7. SAMPLE DOCUMENTS continued

ORDER CATALOG (All Categories) continued INSIDE PRELIMINARY BID LIST PAGES		
Location	Descriptor	Requestor Provided Information/Action
1	QUANTITY	Quantity required
2	TOTAL PRICE	Quantity X Last Unit Price
3	BUDGET ACCOUNT	Complete 18-digit budget account to be charged (i.e. 11-000-262-610-063-0000) Note: It is only necessary to insert the budget account on the first line, or on the front cover, if all line items are to be charged against the same budget account.

PRELIMINARY BID LIST

JANITORIAL SUPPLIES & EQUIP.

JAN01

22A

Item Sequence	Item Seq	Qty / Def #	Vendor / Item Description	Unit Price	Quantity	Pkg	Total Price	Budget Account
001			BROOM 18" SILVER SWEEP BROOM W/HANDLE POLYPROPYLENE FILLED	\$5.60	①	EA	②	③
002			CLEANER RAPID REMOVER ADHESIVE REMOVAL FORMULA UNBELIEVABLE CITRUS GEL, 4 GAL/CS	\$84.00		CS		
003			LOCATION: RC BROOM 36" JOB MASTER, PUSH BROOM W/HANDLE POLYPROPYLENE FILLED, C & S #139-36 RENOWN #03937	\$12.85		EA		
004			VACUUM BAGS WINDSOR SENSOR VACUUM BAGS 10 BAGS/PKG.			PK		
SAMPLE DOCUMENT								
005			SOAP COCO CREME PINK, 4 X 1 GAL PER CASE	\$14.95		CS		
006			LOCATION: RC, IS BRUSH POLYPROPYLENE DECK SCRUB BRUSH W/HANDLE ABCO #00011 W/1102 *WILL ORDER AS NEEDED	\$4.14		EA		
007			BRUSH RADIATOR BRUSH - FLAT, W/LEN E409100 *WILL ORDER AS NEEDED	\$2.33		EA		

7. SAMPLE DOCUMENTS continued

DISCREPANCY NOTICE (3-part carbonless Form # 342)		
Location	Descriptor	Requestor Provided Information/Action
1	TO:	Complete vendor name and address as stated on Purchase Order
2	P.O. No.	As stated on Purchase Order
3	School	Requesting Location
4	Date	Origination Date
5	School Notations:	Check applicable reason for Discrepancy Notice
6	REMARKS:	Provide explanation or details of discrepancy



TOMS RIVER REGIONAL SCHOOLS
BOARD OF EDUCATION
 1144 Hooper Avenue
 Toms River, NJ 08753
 (732) 505-5617 / 505-5618 • FAX: (732) 914-1607

To:

①

P.O. No. ②

School ③

Date ④

Vendor Order No. _____

The following discrepancies have been noted regarding the above Purchase Order:

⑤

School Notations: (check one)
 Received Damaged

Order Incomplete
 Received Wrong Item

Nothing Received
 Received Inferior Quality

SAMPLE DOCUMENT

REMARKS: _____

⑥

VENDOR REPLY: _____

Vendor: Please acknowledge receipt of this discrepancy and return to:

TOMS RIVER REGIONAL SCHOOLS
 Board of Education
 P.O. Box 877
 Toms River, NJ 08753

(#342)

23A

7. SAMPLE DOCUMENTS continued

FIXED ASSET "ZERO VALUE" REQUEST (2-part carbonless Form # 67)		
Location	Descriptor	Requestor Provided Information/Action
1	SUBMITTED BY	Requestor
2	DATE	Origination Date
3	SCHOOL/DEPARTMENT	Requesting Location
4	TAG # ON EQUIPMENT	B.O.E. Tag # provided at time of purchase
5	LOCATION	Area of equipment use
6	DESCRIPTION OF ITEM	i.e. Dell Optiplex G100 Computer
7	SERIAL #	As stamped on equipment
8	EQUIPMENT CLASS	If known or stated in Location's "Fixed Assets" book
9	ASSET GROUP	If known or stated in Location's "Fixed Assets" book
10	QUANTITY	Number of units to be zero valued
11	ACQUISITION COST	Purchase cost, if known
12	DATE ACQUIRED	Purchase date, if known
13	FUND CODE	Budget Account charged for equipment purchase, if known
14	REASON FOR DISPOSAL	i.e. No longer working, no longer used

FIXED ASSET "ZERO VALUE" REQUEST

SUBMITTED BY ① DATE ②
SCHOOL/DEPARTMENT ③
TAG # ON EQUIPMENT ④ LOCATION ⑤
DESCRIPTION OF ITEM ⑥ SERIAL # ⑦
EQUIPMENT CLASS ⑧ ASSET GROUP ⑨
QUANTITY ⑩ ACQUISITION COST ⑪
DATE ACQUIRED ⑫ FUND CODE ⑬
REASON FOR "ZERO VALUE" ⑭
SAMPLE DOCUMENT

1. Use this form only for items with a per unit acquisition cost of \$500.00 or more.
2. Verify that the tag # on equipment corresponds with the tag # and description of item in your "Fixed Assets" book.
3. If numbers correspond, copy the information in the "Fixed Assets" book onto the "Zero Value Request" form.
4. Forward completed form to Wendy Saxton, Director of Accounting.
5. After equipment has been removed from your building, please cross out the item in your "Fixed Assets" book.

7. SAMPLE DOCUMENTS continued

CONSUMABLE SUPPLIES DISPOSAL REQUEST (2-part carbonless Form # 68)		
Location	Descriptor	Requestor Provided Information/Action
1	SUBMITTED BY	Requestor
2	DATE	Origination Date
3	SCHOOL/DEPARTMENT	Requesting Location
4	DESCRIPTION OF ITEM	i.e. Califone 1776 Cassette Player
5	# OF ITEMS	Number of units to be zero valued
6	AGE	Approximate age
7	SERIAL # <i>(If Applicable)</i>	As stamped on equipment
8	REASON FOR DISPOSAL	i.e. No longer working, no longer used

CONSUMABLE SUPPLIES DISPOSAL REQUEST

SUBMITTED BY _____ ① _____ DATE _____ ② _____
SCHOOL/DEPARTMENT _____ ③ _____
DESCRIPTION OF ITEM _____ ④ _____
OF ITEMS _____ ⑤ _____ AGE _____ ⑥ _____
SERIAL # (If Applicable) _____ ⑦ _____
REASON FOR DISPOSAL _____ ⑧ _____

(#68)

(Please forward to Bernadette Lewis Cutajar, Purchasing Department)

SAMPLE DOCUMENT

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7. SAMPLE DOCUMENTS continued

WAREHOUSE ORDER FORM		
Location	Descriptor	Requestor Provided Information/Action
1	SCHOOL/DEPT	Requesting Location
2	DATE	Origination Date
3	BUDGET CODE	Complete 18-digit budget account to be charged (i.e. 11-190-100-610-002-1200)
4	QTY	Quantity required per line item
5	TOTAL PRICE	Extended total of quantity X unit price
6	GRAND TOTAL	Total expenditure
7	SIGNATURE	Original signature of authorized approver. Signature stamps are not acceptable.

BOARD OF EDUCATION

TOMS RIVER REGIONAL SCHOOLS
1144 HOOPER AVENUE
TOMS RIVER, N.J. 08753
(732) 805-6917

THE PURCHASE ORDER
NUMBER MUST APPEAR
ON ALL INVOICES, PACK-
AGES, PACKING SLIPS,
SHIPPING PAPERS AND
CORRESPONDENCE

PURCHASE ORDER

P.O. NUMBER

ISSUE
DATE

DATE
APPROVED

PLEASE FURNISH THE FOLLOWING SUBJECT TO TERMS AND CONDITIONS SET FORTH IN THIS ORDER

DELIVERIES MUST BE MADE MON. FRI. 8:00 AM TO 3:00 PM

ITEM QUANTITY DESCRIPTION UNIT PRICE AMOUNT

SAMPLE DOCUMENT

WHITE

VENDOR

BOARD OF EDUCATION, TOMS RIVER REGIONAL SCHOOLS
TOMS RIVER, N.J.

AUTHORIZED SIGNATURE

Vendor must comply with applicable Federal, State and Local requirements, including:

- Affirmative Action P.L. 1975, C. 127 (N.J.A.C. 17:27)
- Public Works Contractor Registration P.L. 1990, C.238 (N.J.S.A. 34:11-56.48 et seq.)
- New Jersey Business Registration P.L. 2004, C.57, (C40A:11-23.2 et seq.)

Vendor is required to supply Material Safety Data Sheets for all products containing hazardous or toxic substances pursuant to N.J.S.A. 34:5A-1 et seq. Mail to Toms River Regional Schools, Attention: Purchasing Department, 1144 Hooper Avenue, Toms River, NJ 08753.

ALL SHIPMENTS SHALL BE F O B. DESTINATION. PREPAY TRANSPORTATION CHARGES AND INCLUDE EXACT
MOUNT ON INVOICE UNLESS OTHERWISE AGREED TO

THIS ORDER MUST NOT BE CHANGED OR FILLED AT PRICES HIGHER THAN STATED WITHOUT APPROVAL FROM THE PURCHASING DEPARTMENT.

VENDOR'S COPY

27



BOARD OF EDUCATION
 TOMS RIVER REGIONAL SCHOOLS
 1144 HOOPER AVENUE
 TOMS RIVER, N.J. 08785
 (732) 606-6617

THE PURCHASE ORDER
 NUMBER MUST APPEAR
 ON ALL INVOICES, PACK-
 AGES, PACKING SLIPS,
 SHIPPING PAPERS AND
 CORRESPONDENCE.

PURCHASE ORDER

P.O. NUMBER

ISSUE
 DATE

DATE
 APPROVED

PAYMENT WILL BE MAILED TO ADDRESS BELOW UNLESS OTHERWISE NOTED.

PLEASE FURNISH THE FOLLOWING SUBJECT TO TERMS AND CONDITIONS SET FORTH IN THIS ORDER

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
<p>SAMPLE DOCUMENT</p> <p>WHITE</p> <p>VENDOR</p> <p>VOUCHER</p>				

This voucher represents partial requirements of order. If billing amounts differ from those billed on the original order, or if partial shipment has been made, and partial payment is required, an invoice must be submitted with this voucher. Claimant's Certification & Declaration must be signed by an official representative of the company. Vendor will comply with requirements of PL 1975C 127.

Prices Checked: _____
 Extensions Verified: _____
 Materials Received or Services Rendered: _____
 Amount Paid: _____
 Purchase Order Number: _____

Claimant's Certification & Declaration:

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all particulars, that the articles have been furnished or services rendered as stated therein, that no bona fide dispute has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim and the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

 Date

 Signature

 Official Position

VOUCHER COPY

28

BOARD OF EDUCATION

TOMBS RIVER REGIONAL SCHOOLS
1166 HOOVER AVENUE
TOMBS RIVER, NJ 08058
(732) 882-2222

THE PURCHASE ORDER
NUMBER MUST APPEAR
ON ALL INVOICES PACK
AGES PACKING SLIPS
SHIPPING PAPERS AND
CORRESPONDENCE

PURCHASE ORDER

P.O. NUMBER:

VENDOR NO.:

ISSUED
DATE:

DATE
APPROVED:

PLEASE FURNISH THE FOLLOWING SUBJECT TO TERMS AND CONDITIONS SET FORTH IN THIS ORDER

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
------	----------	-------------	------------	--------

		SAMPLE DOCUMENT YELLOW		
--	--	----------------------------------	--	--

		Accts. PAYABLE		
--	--	-----------------------	--	--



BOARD OF EDUCATION

TOMS RIVER REGIONAL SCHOOLS
1144 HOOPER AVENUE
TOMS RIVER, N.J. 08786
(732) 808-6612

THE PURCHASE ORDER
NUMBER MUST APPEAR
ON ALL INVOICES, PACK-
AGES, PACKING SLIPS,
SHIPPING PAPERS AND
CORRESPONDENCE

PURCHASE ORDER

P.O. NUMBER

VENDOR NO.

ISSUE
DATE

DATE
APPROVED

*PLEASE FURNISH THE FOLLOWING SUBJECT TO TERMS AND CONDITIONS SET FORTH IN THIS ORDER

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
------	----------	-------------	------------	--------

SAMPLE DOCUMENT

"PINK"

REQUESTING LOCATION

RECEIVED BY

RECEIVING COPY

30

TOMS RIVER REGIONAL SCHOOLS
 1144 Hooper Avenue • Suite 304 • P. O. Box 877 • Toms River, NJ 08753-0877
 Phone (732) 505-5617 • Fax (732) 914-1607

PURCHASE ORDER CHANGE NOTICE

Vendor Name & Address	Purchase Order Number:
	Accounting Reference No.:
	Date:
Department:	Change Notice Number: Resolution

PURCHASE ORDER CHANGES • EFFECTIVE IMMEDIATELY

ORIGINAL INFORMATION	MODIFIED INFORMATION
<u>Previous Vendor Information:</u> (i.e. Name, Address):	<u>New Vendor Information:</u> (i.e. Name, Address):
<u>Previous Budget Account Code:</u>	<u>New Budget Account Code:</u>
<u>Previous Order Information:</u>	<u>New (Increase/Decrease/Cancel, etc.):</u>
<p>SAMPLE DOCUMENT</p> <p>BUSINESS OFFICE</p>	
	CHANGE in Encumbrance:

(YELLOW COPY OF P.O. MUST BE ATTACHED TO ACCOUNTING'S COPY OF THIS FORM)

Authorized Signature: _____

- VENDOR COPY
 ACCOUNTS PAYABLE COPY
 PURCHASING COPY
 SCHOOL/DEPT. COPY



TOMS RIVER REGIONAL SCHOOLS

School _____
Equipment _____
Serial # _____
Date _____
Problem _____

30001

30001

School _____
Equipment _____
Serial # _____
Date Returned to School _____
Signature _____

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