

BROOKLAWN STUDENT ACTIVITIES

NASC GOLD COUNCIL OF EXCELLENCE 2006-2007-2008-2009-2010-2011

Lou Miller, *Student Activities Coordinator*
(973) 428-7551 Ext. 2191
Fax: (973) 784-3613

Brooklawn Middle School, Room B26
250 Beachwood Road
Parsippany, New Jersey 07054



TO: All Faculty
DATE: September 14, 2011
RE: Purchases from Student Activity Accounts

Please note that the following six-step procedure MUST be followed in the order specified below, without exception, to expend funds from any Student Activity Account:

- Determine whether the vendor is approved.** You will need to see Terry Calafiore in the main office to verify status of a vendor. Do NOT assume that vendors you have used in the past are still approved, due to implementation of recent state regulations a number of vendors have been removed from the system due to their failure or refusal to comply. If the vendor is in the system, you can proceed to Step 2. If not and you still intend to use this vendor, you will need to have paperwork sent requesting that vendor to submit a NJ Business Registration Certificate, W-9, etc. Until they return this paperwork, you cannot proceed.
- Obtain a Detailed Quote from the vendor.** You should contact the vendor and have them send you IN WRITING a quote for the goods or services intended to be purchased. This quote must include the name, address, and phone number of the potential vendor and must include in detail the goods or services for which it has been requested. Please note that "blanket" purchase orders are not allowed – in other words the quote cannot just say "supplies", the details need to be spelled out. Please note that you can NOT order or book anything at this step of the process; to do so would be an "illegal purchase" (see below). Please also note that you can NOT sign any contract (see below), but you can give me an unsigned contract so that I can create a Requisition Worksheet (see Step 3).
- See the Bursar with your Quote(s).** Once you have the quote in writing, you should see me with FOUR copies of it - I need these copies to begin the purchase order process and for my files (you will get one back). Please note that if you are dealing with bus transportation, unless you are using STA (for school buses) you will need to obtain THREE quotes and you must proceed with the lowest one - in that case, I will need copies of ALL THREE quotes. Once I verify that the account in question has a sufficient balance I will update my records for the account, create the Requisition Worksheet, and submit it to Terry Calafiore for entering into the system.
- The Business Office will process the Purchase Order.** Once this has been done, they will mail the purchase order and voucher to the vendor. The receipt of the purchase order by the vendor IS the actual placement and processing of the order – you may NOT place an order by phone or online at any time. The vendor is responsible for signing and returning the voucher to the Business Office.

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5. **The Vendor delivers the goods or services ordered.** When this happens, they will include a bill or invoice. That bill or invoice needs to be given to me, so that I can update my records as Bursar to indicate that the purchase has been made and adjust account balances if a change in amount was needed (see below). Once I have completed my update, I will give the bill/invoice to Terry Calafiore so she can formally “receive” on the purchase order in our computer system.

6. **The Business Office will pay the vendor.** In order for a vendor to be paid you must have received the goods or services that were ordered, Terry Calafiore must have formally “received” the items or services in the computer system, and the Business Office must have received a copy of the invoice and signed voucher. All payments must be approved by the Board of Education at a regularly scheduled meeting before they can be sent to a vendor by the Business Office.

As you may guess, this process takes some time to complete. Therefore, I must advise you to **start this process in motion AT LEAST FOUR WEEKS in advance** of the time that you need the goods delivered or services rendered. In emergency cases, Step 4 of the process can be expedited by quickly processing and then faxing a purchase order to the vendor - but please note this is an exception that must be specially requested to the Business Office, and should not be considered as routine or an expectation. Also please note that it is entirely possible that the original amount entered may need to be changed after a purchase order has been entered into the system, and I have been told that adjustments can be made if this becomes necessary - but only by the Business Office.

CONTRACTS: Please note that you may NEVER sign a contract! Only the School Business Administrator can sign contracts, so if you have a contract that needs signing please give it to me so that I can generate a Requisition Worksheet (see Steps 2-3) and then I will send it to the Business Office for signature.

ILLEGAL PURCHASES: Please note that any request for a purchase order submitted AFTER an order or purchase has been made is considered illegal, will not be paid by the district, and may result in you becoming responsible for paying the balance.

If you have any questions with regard to this six-step procedure or the requirements for a vendor to be approved for entry into our system, please see me personally or call Sue Tindal at the Business Office. Thank you for your cooperation.