

**NYOS Charter School, Inc.
Purchasing and Deposit Procedures**

Purchasing Procedures

Requisition for Funds

Requests for expenditure of funds, either NYOS or from a restricted program (i.e. 21st Century or Mentoring Grant) must be submitted to the Business Office on an official NYOS Requisition Form after completing the process below. A requisition for the expenditure of funds includes request made for goods, services or supplies.

The following criteria are used to determine whether a check or purchase order should be issued when it has not been indicated on the requisition form:

- Purchase Order – Purchase Orders will be prepared when ordering goods and services from vendors with which the School has an established buying relationship. This is the preferred method of purchasing for optimal cash management
- Check – Checks will be prepared for payment of supplies, contractual obligations for the School, and for payment to vendors that do not accept purchase orders.

Completing the Requisition

ALL REQUISITIONS SHOULD BE TYPED OR NEATLY PRINTED

Step 1

Enter name, telephone extension, campus and physical location (Grade, Building, and Room #) of the employee preparing the Requisition.

Step 2

Indicate Check or Purchase Order. Also, as importantly, please indicate the date that the Check or Purchase Order is needed to ensure timely processing. Allow 7 to 10 business days from date of request to allow time for approvals as well as processing. If you choose the "Other" category, please provide a brief explanation (Cash Box-only for school activity or reimbursement). Check delivery options (pick-up, mail, other.)

Step 3

Enter Payee's full name, address, telephone number, fax number, and contact person.

Step 4

Describe the goods/service(s) you wish to purchase. Following are the descriptions of each column:

Quantity – Number of each item ordered

Unit – The way the product is sold (each, box, case, dozen, lb., etc.)

Description/Specifications – Describe the items in detail, what is the school activity.

Unit Price – The cost of each unit

Amount - Unit x Unit price = Amount

Total – Sum of Amount Column

Step 5

The requisitioning employee must sign and date the requisition (Requestor's Signature). Also, the Principal must sign and date the requisition, indicating approval of the request. If restricted funds are requested, the appropriate activity and/or program director must approve requisition.

Note: All requisitions must have supporting documentation (i.e. consultant form for an individual; bid or quote for equipment, supplies, etc.; approved travel request form for a travel advance, information on the conference, flier, calendar with schedule events). Incomplete Requisition for Funds forms will be returned to requestor and may delay processing.

Step 6

Supply the budget source, name and number to which the purchase should be charged. (Note: Each Principal should have a copy of the approved budget – if not; the Principal should contact the Executive Director for a copy.)

Timing of Requisitions

Approved requisitions are processed within 7 working days of receipt by the Business Office, provided appropriate documentation and approvals are in order. "Urgent" or "emergency" requisitions are processed as an exception and for extremely critical situations. Lack of planning does not constitute an emergency. Frequent abuses of non-compliance to policies and procedures will be reported to the Principal and/or Executive Director.

Approval and Processing of Requisitions

Before the Requisition is submitted to the Executive Director, the Assistant Executive Director will consult the NOGA and determine if the expenditure meets the intent and objectives

of the program/grant. The Assistant Executive Director serves in the role as federal programs director, special education director, grant manager, and special programs director (i.e. AMI/ARI) and keeps on file the NOGA for each of the grants/programs. If the expense is consistent with the NOGA and the intent and objectives of the program/grant, the requisition will be approved and sent to the Executive Director. If the expense does not meet the NOGA and the intent and objectives of the program/grant, it will be disapproved and returned to the Requestor with an explanation.

Once a requisition has been submitted to the Executive Director:

- If approved, the Requisition will be given a purchase order number for supplies, ordering of consulting services or payment of contractual obligations of the School will be given back to the requestor for order placement. Once the order has been placed, send all documents to the Accounts Payable department where a Check will be generated. It will be paid off the vendor invoicing. (8.1.1.6)

- If disapproved, the Requisition will be returned to the Requestor with an explanation.

If any additional information is required to process the Requisition, the Requestor will be notified.

Completion and Delivery

Once prepared, the Purchase Order will be returned back to the requestor for order placement. After you have placed your order, please send the purchase order and all documentation to the Business Office where it will wait for an invoice for payment processing. Business Office staff will not fax Purchase Orders to the vendor except under exceptional circumstances.

Vendor Invoicing

Once goods ordered on a Purchase Order have been received, and the invoice has been received from the vendor, payment will be made. No further action is required from the campus except for these two exceptions:

- If the invoice amount is greater than the Purchase Order amount by more than 5%, the Principal and/or Assistant Executive Director must approve the increased amount. Any invoice variance less than 5% will be processed normally and

payment will be made without Principal/Assistant Executive Director notification.

- If the goods are delivered and accepted by an employee, the receiving employee should sign the packing slip included with the order and forward it to the Business Office. If a packing slip is not included with the order, then the receiving employee must come in to the Business Office and sign the invoice to show that order has been received. This will speed processing of the invoice when it arrives. We will not pay an invoice until delivery is confirmed.

Completing the Request for Payment Form

All purchases made by a NYOS employee require prior approval through the requisition process described above. The Requester will complete the Requisition Form indicating the items to be ordered, approximate cost, and intended use of the item(s). The Requester will mark "Other" and provide an explanation if they plan to purchase the items and submit a reimbursement. This option for purchasing is typically restricted for purchases made through vendors who do NOT accept Purchase Orders or checks. Purchases made that were not requested or approved may not be approved for reimbursement. The expense will be reviewed by the Assistant Executive Director/Executive Director to determine the necessity and intent of the purchase. ALL purchases made with restricted funds (i.e. NCLB, 21st Century, IDEA) must require approval prior to incurring the expense to be eligible for reimbursement; failure to do so will result in the loss of reimbursement to the employee.

Requests for payment of funds, either NYOS or from a restricted program (i.e. 21st Century or Mentoring Grant) must be submitted to the Business Office on an official NYOS Request for Payment Form after completing the process below.

ALL REQUESTS FOR PAYMENT SHOULD BE TYPED OR NEATLY PRINTED

Step 1

Mark "Reimbursement" or "Other."

Step 2

Enter Payee's full name, address, telephone number, and date.

Step 3

Enter the amount excluding any taxes.

Step 4

Describe the goods/service(s) purchased including an explanation of the intent of use of the items/services.

Step 5

The requisitioning employee must sign and date the request for payment (Requestor's Signature). Also, the Principal must sign and date the requisition, indicating approval of the request. If restricted funds are requested, the appropriate activity and/or program director must approve requisition.

Step 6

The original itemized receipt must be attached to the Request for Payment form. Copies are not accepted and the Request for Payment will be returned to the Requestor.

Step 7

Supply the budget source, name and number to which the purchase should be charged. (Note: Each Principal should have a copy of the approved budget – if not; the Principal should contact the Executive Director for a copy.)

The approval and processing of Requests for Payment follow the same process described above.

If the Request for Payment amount is greater than the approved Requisition amount by more than 5%, the Principal and/or Assistant Executive Director must approve the increased amount. Any invoice variance less than 5% will be processed normally and payment will be made without Principal/Assistant Executive Director notification.

Required Documentation

- Requisitions for subscriptions, memberships, and supplies/equipment should include an original, completed order/renewal form. If requisitioning equipment with a value of \$5000.00 or more, three bids are required and must be attached to the file copy of the Purchase Order.
- Requisitions for checks require the original itemized receipt be submitted to the Business office with the check stub after the items are purchased. The receipt and check stub will be attached to the original requisition form.
- Requisitions for personal services (i.e. consultants, trainer) must include an invoice or consultant contract or agreement detailing the services provided.

- Requisitions for travel advance must include a completed and approved Request for Travel and Training form in accordance with the School's Travel Policy.

Purchase Orders

Attach any available quote sheet, completed order form, or other documentation required by the preferred vendor to process the order.

Services Provided by Consultants/Independent Contractors

If professional or contracted service personnel are being hired and paid from federal or state grant funds, the following process must be followed:

1. Qualifications: The NYOS employee hiring the professional or contractor must obtain written documentation of the professional or contractor's qualifications. This could be in the form of a proposal from the professional or contractor or published information such as a brochure or website. The NYOS employee hiring the professional or contractor must provide a written rationale on why they selected that particular contractor. Both documents (qualifications and rationale) will be kept with the original signed copy of the contract.
2. Contract: NYOS will establish a written and signed contract with the professional or contractor if the total services are more than \$500.00 or the services are reoccurring on more than one date.
3. Criminal History and Fingerprinting: If the professional or contractor's services will require them to be in a role with direct contact with students, the professional or contractor MUST complete a Criminal History Record Information before beginning the contracted service. If the professional or contractor's services will require them to be in an unsupervised role with students, the professional or contractor MUST set up an account with the Department of Public Safety, complete the fingerprinting process, and submit a written report of the results of their fingerprinting before beginning the contracted service.
4. W-9 Form: W-9 form is mandatory for all consultants and they must submit it on when they initially submit an invoice for payment and when their information changes. The Business Office will periodically request renewal of all W-9 forms from professional and contracted personnel to maintain updated

records. Professional and contracted personnel who do not furnish a W-9 form (or don't have one on file) will be subject to 28% backup withholding, per IRS guidelines.

5. Invoices: The professional or contractor will submit an invoice based on terms of the contract but no later than 30 calendar days after the services were received. The invoice must include the hours and description of services performed on each date and if applicable, the number of students and/or staff served on each date and an itemized description and cost list of all supplies and materials needed to perform the service.

6. Receipt of Services/Invoices: The NYOS employee responsible for hiring the professional or contractor will sign and date the invoice verifying that the invoice is correct and the goods and services have been received. The invoice will also be signed and dated by the NYOS Executive Director (ED) or Assistant Executive Director (ED). The ED or Assistant ED will also ensure that the invoice contains the correct 15 digit coding and matching the intent of the grant.

7. Evaluation: The professional or contractor's performance will be monitored and evaluated on a regular basis. If the contract of service is less than 60 days, the professional or contractor will be evaluated at the end of the service. If the contract of service is more than 90 days, the professional or contractor will be evaluated once every 90 days. The evaluation can be in the form of a survey to the staff, students, and/or parents served and/or documented observations by the NYOS employee.

Financial Management – Deposit Slip Form

ALL DEPOSIT SLIPS SHOULD BE TYPED OR NEATLY PRINTED.

Each school club, organization or class must handle all fundraising activities through an account with the school business office.

Step 1

Enter name, telephone extension, campus and date of the person submitting the funds.

Step 2

Project description/specifications (Pre-K-Field Trip to Moon, 2/3 Fundraiser for March Dimes).

Step 3

Grand Total Amount –adding the cash + checks

List checks with the check number and currency amounts.

Step 4

Attach checks and currency in an envelope or bag to the Deposit Slip Form.

Step 5

Supply the budget source, name and number to which the purchase should be credited. (Note: Each Department Head should have a copy of the approved budget – if not; the Department Head should contact the Executive Director for a copy.)

Step 6

All Deposit should be delivered to the Business Office in the Administration Building.

All money must be counted and turned into the Business Office in the Administration Building no later than 4:30 p.m. each day it is collected. No money is to be left in the classrooms overnight.

Teachers may not use monies collected to buy items directly. The money must be deposited into an account and all items purchased must be paid with a school check.