



TO: Principals, Bookkeepers, Media Specialists, and Administrative Assistants

FROM: LaShonda Outing, Director *LaShonda Outing*
Department of Procurement Services

DATE: June 8, 2021

SUBJ: Procurement Updates and Reminders

As we near the end of fiscal year 2020-21, we have endured much and at the same time learned to deal with adversity and change at the drop of a hat.

The Procurement Team would like to share some information that will prove to be essential for the upcoming year. This information will ultimately alleviate some of the issues in processing requisitions and change orders inaccurately. As we continue to work together, Procurement has identified the need to implement changes to the outdated practices to be in compliance with the District Procurement Code.

Guidelines are in place in order to ensure all parties are on the same page and practices are performed correctly moving forward. We also appreciate your patience as we navigate meeting your needs when questions and issues arise. Please allow time for the Procurement staff to research before response is provided. (Multiple inquiries delay response times).

We highly encourage using state contract vendors and vendors on cooperative agreements. When in doubt, please reach out to the Procurement Department, it will save time and resources in the long run. You may visit our website at <https://www.richlandone.org/Page/11112> for a list vendors on cooperative agreements and <https://www.richlandone.org/Page/657> ('click' on SFAA) to locate various resources on the state contract.

PO Requirement requirements:

- Key sales tax on a separate line item (even in the quote does not have taxes)
- Key Freight on a separate line item (if applicable)

- Enter the Quote Number, SC State Contract, Cooperative Number in the general "NOTES" & check "Print on PO" – Do Not enter this information as a part of the information in line 1.
- Typing "see attached" as a line description is NOT Acceptable. Vendors do not receive the attachments. KEY each Purchase order line.
- End users must follow up with the vendor to verify that the PO was received.
- Do not key internal notes to Print on the PO (example: Title One, Ms. Jones, account #309456456-410100-00001) USE the "NOTES" or "REFERENCE" fields
- Do not submit requisitions until you have an approved DRAPE with all signatures. Approved DRAPE form must be attached to requisitions.
- Change orders must be sent to Budget for approval first.
 - **NEW:** Change orders with increases up to \$200.00 for Taxes or Shipping only **DO NOT** require a change order form to be completed. Approve invoice and attached to PO Receiving for processing.
- Ratifications, vendor applications, and all inquiries related to ratifications and vendors , accepted via email only to: procurement@richlandone.org
- Requisitions for meals must have PRIOR upper level approval and a full explanation before a PO will be issued.
- Do not key multiple requisitions to the same vendor where the amount is greater than \$1,500 combined, this is circumventing and considered an illegal procurement.

PCard Reminders:

- The same deadlines for spending general fund, MUNIS purchases, applies to the P-Card.
- Splitting P-Card purchases with the same vendor, on the same day, where the combined amount is \$1,500.00 is circumventing the system and is considered an illegal procurement. All P-Cards have a single day transaction limit of \$1,500.00; therefore splitting orders is strictly prohibited.
- Effective immediately, if you have a P-Card assigned to your school the Warehouse will no longer purchase items for your school.

- Beginning 2021-22 if you do not have a P-Card for your school, you are strongly encouraged to obtain a card. In this instance the Warehouse will reject purchasing for you, the P-Card program is available to all. The monitoring of purchases for schools on the Warehouse Cards will be done monthly.
- P-Card Food Purchase must have an approved form; the form must be submitted with your monthly statement (form attached).
- For catering needs first contact our in District resource, Julie Livingston, Catering Lead in Student Nutrition via email: sns catering@richlandone.org.

Attachment: P-Card Food Approval Form