

Procedures for Purchase Orders

An Electronic Requisition (via MUNIS) is required to obtain a Purchase Order (PO) number for all Supplies, Service, and Reimbursements for Andover Public Schools.

Please contact your School Administrative Assistant/Program Head/Department Chair (typically whoever you submitted your requests in the past) or submit yourself if you are a MUNIS Requisitions originator (contact the Bus Ofc with questions):

Requisitions indicate the vendor, ship to location, account manager, account, date (fiscal year), detailed item/s description of the purchase, and cost. Once you create the electronic requisition, automatic approval will be sent to each approver.

When the Requisition is converted to a Purchase Order, the originator of the requisition will receive an automated email from purchasing@andoverma.gov. Once the email with a PDF of the PO is received the order may be placed with the Vendor. Requisition numbers may NOT be used to place orders.

Purchases under \$10,000 should be determined using sound business practices. “Sound business practices” requires the periodic solicitation of price lists or quotes. If the total of the purchase order (including shipping) is between \$10,000 and \$50,000, you must solicit three quotes, fill out the attached “Request for Quotation Tally Sheet” and attach it to the purchase order. If there are no other vendors who can supply this item, you must fill out the attached “Sole Source Vendor” sheet and attach it to the purchase order. Without this documentation, the Town Purchasing Agent will not be able to approve the purchase. The exception to these rules is for the purchase of textbooks and Special Education services.

When you receive your supplies or services:

When products or services are RECEIVED, the business office (BO) must be provided the information for payment. Please also keep the BO updated on returns. Please note a PO may have additional items that are not on an invoice.

Payment/invoicing: *An Invoice must be paid if ALL the items on the Invoice are received.*

You may send a signed detailed PO, invoice, or order detail/quote to approve payment.

Your Order is received,

- **Invoices:** You may receive Invoices from the Vendor or from Business Office –
Sign 2 copies of the invoice, write in the PO number and send to the Bus Ofc if OK to pay
- **Purchase Order (detailed line item only)**
Print and sign 1 copy of the detailed PO. If all items are not received, indicate the missing items on the PO.
- **Purchase order-No Line specific detail (i.e., Blanket or POs with quotes/cart attachments)**
Print and sign 1 copy of the quote or the actual order placed notating items received or missing if applicable
- Requester will follow-up with the Vendor regarding any missing items.

Blanket Purchase Orders

You may prepare a blanket requisition for commonly used Vendors (i.e., WB Mason, Staples, Koopman). This will save time preparing and approving purchase orders throughout the school year. You may put whatever amount your budget will support on the purchase order – the typical being in the \$500 - \$1,000 range. This will encumber the money only and be reflected in your “available” budget.

- Prepare one Requisition for each department/appropriation account (principal’s office, media/tech etc.). **Do not** mix the account numbers.
- You may begin placing orders once the requisition becomes a purchase order, you must reference the purchase order number on all future orders placed with that vendor. It helps to add an alphabetical letter at the end of the PO number. I.e., PO23002001A
- When you have received any items, **send the items ordered marked with what has been received or missing, along with the packing slip** to the business office so we may pay the invoice when it arrives. If there were errors regarding the order or items returned, please indicate this information on the item list before sending to the business office.
- When an item or order needs to be returned, call the Vendor’s Customer Service Department. They will issue a pick-up slip (like their packing slip). This is their way of keeping track of items returned and credits due us. **Make a copy of this slip for your records and return the original to the business office.**
- When you have placed your last order of the fiscal year, or do not anticipate further ordering, notify the business office so the purchase order can be closed – any funds not used will return to your “available balance”.
- You must keep track of funds expended on the PO and not exceed the amount on the purchase order.

Purchase Orders for Reimbursement:

Please be familiar with these details before submitting a reimbursement.

A requisition is required to obtain a purchase order number for all reimbursements.

A) Reimbursement for Office Supplies:

Although we should take advantage of the MA state contracts ([COMMBUYS](#)) whenever possible, we understand it is not always possible, but the savings add up and the vendors have already been procured by the state. Delivery can be as soon as the next day.

Submit the following to your school administrative assistant/department chair/program head:

- A completed Employee Reimbursement Form ([available on APS1.net](#))
- Original receipts for items purchased
- A copy of your completed form and copies of all receipts (2 total submitted by employee requesting reimbursement or the request will be returned/held for the copies).

B) Reimbursement for Mileage:

Submit the following to your school administrative assistant/department chair/program head:

- A completed In-district Mileage Reimbursement Form for school-to-school travel or Employee Reimbursement Form for out-of-district travel ([available on APS1.net](#))
- A copy of your completed form (forms will be returned/held for copies)

C) Reimbursement for Other Travel Expenses:

Submit the following to your school administrative assistant/department chair/program head:

- A completed Employee Reimbursement Form ([available on APS1.net](#))
- Original receipts for expenditures (i.e., original restaurant order detail)
- A copy of your completed form and copies of all receipts or the forms will be returned/held for copies.

Please review clarifications at end of procedures

Purchase Orders for Large Orders (such as a book list over 10 unique products):

When submitting a Requisition for large orders with an attached list or quote, you must:

- Include on the Requisition Description what the list is for, such as **MISCELLANEOUS MATH 50 BOOK TITLES FOR 140 TOTAL BOOKS – SEE ATTACHED LIST.**
- Attach the list to the Requisition. The attachment should indicate the name of the vendor as well as where to ship the items. Once you receive your converted Purchase Order, a copy of the list (or quote) should be emailed to the vendor along with your electronic copy of the purchase order. Once you receive any of the items, send a copy of the list to the business office clearing marking items received. Continue notifying the BO until the order is complete.

Purchase Orders for Annual Contracts or Subscriptions:

The Business Office needs to pay the vendors of copiers, magazines, etc. throughout the year, not just the school year. Requisitions **MUST BE IN PLACE BEFORE THE END OF JUNE** for the following fiscal year to pay these vendors throughout the entire year (if late, we are typically charged a late fee).

The BO will notify when the MUNIS has been updated to permit requisitions for the next Fiscal Year. The requisitions for the next Fiscal Year should have a date July 1 or later. Invoices or copies of the detailed PO for payment must be sent to the BO with PO number and be dated July 1 or later. This will allow us to pay invoices if you are on summer break.

Please review clarifications at end of procedures

**TOWN OF ANDOVER
REQUEST FOR QUOTATIONS TALLY SHEET**

To be used for any procurement of Goods and Services that cost \$10,000 to \$50,000
MGL Chapter 30B

Attach a detailed description of the product and/or services requested and at least 3 written price quotes for purchases of \$10,000.00 to \$50,000.00. A copy of this form, and required documentation described above, must be kept in your records and one set attached to your purchase order.

VENDOR #1			
Company Name		Quoted Price	
Address		Date:	
Contact Person		Phone #:	
Notes: (use as much space as necessary)			
VENDOR #2			
Company Name		Quoted Price	
Address		Date:	
Contact Person		Phone #:	
Notes: (use as much space as necessary)			
VENDOR #3			
Company Name		Quoted Price	
Address		Date:	
Contact Person		Phone #:	
Notes: (use as much space as necessary)			
Recommend Procurement From:		Date:	
Reason:			
I certify that I have attached all backup documentation for the above procurement.			
Signed:		Date:	
Department:			

**TOWN OF ANDOVER
DETERMINATION OF VENDOR AS A SOLE SOURCE**

Date: _____

Theresa Peznola, Purchasing Agent
Andover Town Offices
Andover, MA 01810

I have investigated alternative sources for obtaining the (goods) or (services) particularly described as:

Specifically, I have determined that no practicable alternative vendor exists for the above described (goods)(services) after making the following investigation:

Therefore, I have determined that a contract/purchase order in the amount of \$_____ be awarded for the (goods)(services) described above to:

Department Head Signature

Clarifications for common errors in purchase orders:

Employee Reimbursement Forms and In-district Mileage Reimbursement Forms are available at “Forms” under “Useful Links for Staff” on the APS1 website.

Reimbursements must be paid out of fiscal year funds in which travel, or purchase was made (encumber funds when necessary.) Submit reimbursements as soon as possible

Employees should complete an Employee Reimbursement Form (available on APS1.net)

Include name prominently at top, address or school, date, total amount due

List each receipt separately

Don't use a highlighter on receipts – often makes receipt illegible

Original receipts must always be provided. Handle original receipts like cash. On-line purchases, hotel reservations, airline bookings, car rental agreements and similar transactions must accompany proof that payment has been made.

Restaurant receipts without ITEM detail are unacceptable

Tax and reasonable tip on non-alcoholic purchases will be reimbursed

If receipt includes costs of more than one person, include additional name(s)

Receipts without written description are unacceptable. (Dollar Store type can be handwritten)

Sales tax will not be reimbursed for supply purchases or purchases where a purchase order could have been used. Vendors will not charge sales tax at the time of purchase if the tax-exempt number is provided to them. Staff members can get the tax-exempt number from the school business office.

For transactions in foreign funds, the actual amount in US dollars that you have paid will be reimbursed as reflected on your credit card bill.

For out-of-district travel, simply include googlemap or mapquest type printout of distance (we don't need actual map or detail of directions) being sure destinations are stated. Out-of-district mileage is calculated from your work location, not your home location unless it is a day when school is not in session. The rate at which mileage is reimbursed is the current IRS mileage rate – call the School Business office to confirm the rate.

The signed invoice or PO should not be in the business office if service has not been completed if order has not been fulfilled completely or if travel has not been completed.

Keep track of what you are spending on blanket POs. Let us know when a PO may be closed if nothing further will be ordered from that vendor.

We will not reimburse for the purchase of gift cards.

We are happy to reimburse you when paperwork is complete. Inadequate submissions will be returned and not paid.