

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 200-1
Subject: APPROVAL OF REQUISITIONS VIA THE AUTOMATED PROCUREMENT SYSTEM	Date of Issue: 1/4/82
Preparing Office: Office of the Superintendent	Amended: 9/13/05

I. Policy

II. Procedures

A. Overview

The automated procurement system is a technology procurement process increasingly utilized by the Frederick County Public Schools. The purchasing department fully endorses the implementation and utilization of an automated procurement system.

B. Process

1. An electronic requisition is prepared by the originating school or non-school based office.
2. The originator of the requisition is responsible for utilizing all existing board of education contracts when ordering applicable materials of instruction, supplies, equipment, and/or service.
 - a. The contract number should be noted on the electronic requisition under the "header comments" tab if all items being ordered are from the contract or under the "line comment" option for each line item from the contract.
 - b. If the originator of the requisition is not utilizing a board of education contract for items that are covered under an existing contract, he/she must explain why the existing board of education contract is not being utilized. This justification should be noted under the header comments" tab of the requisition.
3. The originator of the requisition is responsible for ensuring that all textbooks and media materials included on the requisition have been pre-approved by the appropriate curriculum specialist or department supervisor. All requisitions for textbooks and media materials will be routed automatically to the appropriate curriculum specialist or department supervisor for his/her review based on the "REQ TYPE" selected. The curriculum specialist or department supervisor may recommend that the originator of the requisition order another text in lieu of the one requested.
4. The originator of the requisition is responsible for ensuring that the requisition is coded to the correct account code. All requisitions not coded correctly will be returned to the originator so that the requisition can be canceled and reissued with the correct account code.

Note: Refer to the Chart of Accounts published by the finance department for a description of all account code categories.

- 5. The originator of the requisition is responsible for ensuring that sufficient funds are available in the appropriate code. When sufficient funds are not available, the originator of the requisition is responsible for:
 - a. Forwarding a budget transfer to the budget department for processing, and
 - b. Noting under the "header comments" tab the date on which the budget transfer was forwarded to the budget department.

Requisitions using accounts that do not have sufficient funds will not pass the budget checking process and will be held in a temporary folder in the electronic system for review by staff in the budget department. If sufficient funds are not identified, either through budget transfer or other instruction, the budget department will not approve the requisition for processing.

The originator of the requisition is responsible for tracking its progress through the procurement system by periodically checking the status of all entered requisitions.

- 6. The originator of the requisition shall be responsible for ensuring that all requisitions for instructional equipment and software are routed to the technology services department for approval by selecting "REQ TYPE 2" on the "requisition form" tab.
- 7. The approval path for all electronic requisitions will consist of the following positions:
 - a. In the general operating budget, requisitions are routed electronically based on the location or point of origination of the requisition. The first approver is always the financial account code manager, identified by the budget department, who is responsible for all expenditures made for the school or department. In the case of schools, the first approver is the school principal. In the case of a department, the first approver is almost always the department supervisor.
 - b. The point of origination should be changed on the requisition to ensure proper routing if a requestor, who is ordering on behalf of a department or school, does not work at that school or department.
 - c. In the general operating budget, after the principal has approved the requisition, the requisition is routed based on the type of materials/equipment being procured. The second tier routing is determined based on "REQ TYPE" identified by the person entering the requisition. Below is a listing of "REQ TYPE" options and second tier approvers:

<u>REQ TYPE</u>	<u>TYPE ITEMS BEING PROCURED</u>	<u>REVIEWER'S TITLE</u>
1	Agricultural Ed., Career & Technology, Technology Education programs	Curriculum Specialist for Technology Ed., Agricultural Ed., and Career & Tech. Ed.
2	Computer hardware and administrative software (excludes Media Services & CTC)	Instructional Technology Coordinator
3	Custodial supplies or equipment and any equipment repair order	Supervisor of Operations & Safety

<u>REQ TYPE</u>	<u>TYPE ITEMS BEING PROCURED</u>	<u>REVIEWER'S TITLE</u>
4	Food Services program	Food Services Officer
5	Media equipment, materials including software and computer hardware	Supervisor of Media Services & Instructional Technology
6	Musical instruments or other equipment for the music program	Curriculum Specialist for Visual and Performing Arts
7	Physical education equipment	Curriculum Specialist for Physical Education, Health and Athletics
8	Playground Equipment	Supervisor of Operations & Safety
9	Special Education program	Supervisor of Special Education
10	Business Ed., Computer Science, Family & Consumer Science, Integrated Studies	Curriculum Specialist for Integrated Studies, Family & Consumer Science & Computer Science
11	Textbooks for Foreign Language	Curriculum Specialist for Foreign Language
12	Textbooks for Gifted & Talented	Coordinator of Gifted & Talented
13	Textbooks for Language Arts/English	Curriculum Specialist for Language Arts/English
14	Textbooks for Mathematics	Curriculum Specialist for Math
15	Textbooks for Phys Ed, Health & Athletics	Curriculum Specialist for Phys Ed, Health and Athletics
16	Textbooks for Pre-K & Kindergarten	Curriculum Specialist for Early Childhood Education
17	Textbooks for Science	Curriculum Specialist for Science
18	Textbooks for Social Studies	Curriculum Specialist for Social Studies
19	Textbooks for Visual & Performing Arts	Curriculum Specialist for Visual & Performing Arts
20	OTHER	Instructional Director of Curriculum & Administration
21	High School Transition Education	Curriculum Specialist for Transition Education, Student Services Learning, & Business Partnerships
22	Career Development Education	School to Careers Facilitator
23	Textbooks for Multicultural Education	Supervisor of Education that is Multicultural
24	Professional Development	Director of Professional Development
25	Textbooks for ELL	Supervisor of English Language Learners

Where the reviewer's title is further defined as elementary or secondary, the electronic purchasing system automatically routes requisitions from an elementary or secondary school location to the appropriate elementary or secondary curriculum specialist, director or supervisor.

- d. In the general operating budget, the second tier approval level for non-school orders is always the first approver's immediate supervisor, unless the first reviewer is a director or higher, in which case no second pre-purchasing review is necessary.
 - e. All approvers retain the right to designate another staff member to perform their review function for them. Written authorization delegating their authority to another staff member shall be obtained and kept on file in the office of the system security administrator.
 - f. Approvers may share their work list, and review responsibility, with other qualified staff in their own department or school. Delegating review to another staff outside the supervisor's department or school is discouraged and the security administrator may require a written explanation for doing so.
 - g. All requisitions for materials, equipment, and/or projects under the restricted funds will be forwarded electronically to the grant or project coordinator or his/her designee for first approval. The second tier of approval is, in all cases, a staff member in the budget department.
 - h. All requisitions for materials, equipment, and/or projects under the construction fund, except furniture and equipment, are initially forwarded to the project manager in the facilities department for his/her review and approval. The second tier approver is the director of construction management or his/her designee. Requisitions for furniture and equipment for furnishing a new school construction/renovation project are routed first to the school principal and secondly based on requisition type as described for other school orders.
 - i. All electronic requisitions will be screened and approved by the designated buyer specialist or assistant purchasing officer upon receipt in the purchasing department. Final approval of any requisition over \$15,000 is required from the purchasing officer or designee.
8. All requests for purchase are carefully reviewed to ensure the appropriateness of the purchase, compliance with all board of education policies and procedures, accuracy in pricing and that existing contracts are being utilized.
9. Purchase orders for warehouse inventory are charged to asset accounts. Orders for inventory stock are subject to first review by the assistant manager for warehouse and second review by his/her supervisor, the executive director of fiscal services.
- a. Stocked items are reallocated to schools and offices as needed from the board of education warehouse via an electronic "Material Stock Request," hereafter referred to as a MSR form. At the time of issuance, the cost of the items obtained via a MSR is expensed from the school/department 's account.

- b. Because the items ordered on a MSR have been previously approved for purchase, and the material stock request is reallocating BOE assets and not making a new purchase, the approval of the account code manager and others is not required for processing. The assistant manager for warehousing and property accountability is responsible to ensure that correct ordering information and the proper account codes are being applied to all MSRs.
10. The procurement system processes electronic requests for payment or "voucher requests." Vouchers, or check requests, are intended to process payment reimbursement for mileage and travel expenses, usually after the purchase has been made. Therefore, it is the responsibility of the requestor to obtain the prior approval of the account code manager before initiating a purchase that results in a voucher request.
11. The procurement card is intended for small dollar purchases only. As such, orders made via the procurement card are subject to a more streamlined review and approval process.
12. A system security administrator shall be designated who will establish and maintain a security plan that will ensure the integrity and security of the electronic procurement system.

Approved:

Original signed by

Linda D. Burgee
Superintendent