

**BRIDGETON BOARD OF
EDUCATION**

**BUSINESS AND PURCHASING
DEPARTMENTS**

Quick Reference Guide

The
DO's
and
Don'ts
of

PURCHASING



**A COPY OF THE PURCHASING MANUAL
IS AVAILABLE AT THE DISTRICT'S
WEBSITE**

Purchasing

The Purchasing Department is responsible for all purchasing of goods and services by the district in accordance with NJ Public School Contract Law (18A:18A).

Don't Commit



No purchase or commitment to purchase should be made without a signed purchase order. A requisition is not a purchase order.

Confirming Orders are orders without first going through the purchase order approval process. They are unauthorized purchases and are a violation of state law and board policy. They are the responsibility of the employee ordering the goods or requesting the services.

Purchasing Procedures

1. Submit your requisition well in advance (at least 30 days) of the event or the need of goods or services.
2. Submit quotes supporting your purchase request. Two (2) quotes for purchases over \$5,400 – \$17,499. Purchases over \$17,499 contact the Purchasing office at x2048 & 2049.



Field Trips

Students will be offered two trips during the year, inclusive of a theater experience. A free trip is considered a field trip. Please refer to district policy # 6153 for all board approved field trips by grade level.

Procedures for Field Trip

- Make sure the field trip is in the approved list; otherwise obtain board approval
- Create a Trip Tracker Request to ensure transportation

- Create a requisition and forward all the supporting documentation to the Purchasing Department

- If advance payment is required, make sure you allow 3 month for the entire process. Refer to purchasing manual for list of vendors who require advanced payment.

- Allow sufficient time for processing the requisition. Remember if you do not have an approved purchase order, you cannot go to the field trip.

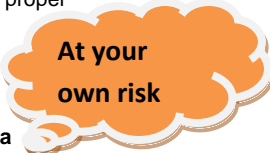
Professional Development

BOE approval is required for registration OVER \$150 in state or any PD outside of the State.

Procedures for PD

-Complete the PD request in MyLearningPlan.com

- Prepare a requisition for PD in Edu-Met and include the following: Date of event, staff attending, proper budget account and justification of the PD.



Never attend a professional day without a purchase order. Just because it was board approved does not mean you can go. You must do a PD request though MyLearningPlan.com and an approved purchase order be generated prior to attending the PD day. **If you attend a PD day without board approval and without a purchase order, you are responsible for the cost.**

Travel Reimbursement

All Travel reimbursements either for PD or regular business, must be submitted for reimbursement within 30 days. All travel forms must be signed by the employee and immediate supervisor. Please submit copy of driver's license and insurance card if requesting mileage reimbursement. Refer to District drive, Purchasing folder for all travel forms.

