

# Newark Board of Education

Sherelle Spriggs, Director of Support Services  
Division of Purchasing

Where Passion Meets Progress

## Read In Entirety Prior To Creating Requisitions

Please Refer To The District Website Under Purchasing's "New School Year Ordering 2021-2022" Tab  
<http://www.nps.k12.nj.us/departments/purchasing/new-school-year-ordering/>

Welcome to the 2021-2022 School Year!

The Purchasing Department desires to provide optimal service to meet the needs of our school community. The ordering details for the most common goods and services are provided in the "NEW SCHOOL YEAR ORDERING" tab, located on the District website. This information should help you navigate through PeopleSoft's eProcurement system and maximize efficient processing. Please take a moment to familiarize yourself with the information, and make sure to share this guidance with your staff.

## NEW JERSEY REGULATORY REQUIREMENTS

### CODE OF ETHICS

In every action, employees must be guided by New Jersey and the Newark Board of Education code of ethics. It is an extremely important component in procurement. District policy File Code: 4119.21/4219.21 CONFLICT OF INTEREST; provides a detailed outline of the acceptable postures. All District policies are located on the District's website. Please refer to same. The following points warrant highlighting:

- A Board of Education employee shall not have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity which is in conflict with the proper discharge of his/her duties.
- A district employee shall not use or attempt to use his/her position to secure unwarranted privileges or advantages for himself/herself or others.
- A district employee shall not act in his/her official capacity in any matter wherein he/she has a direct or indirect personal financial interest such as selection or purchase of any textbook or other materials on which he/she receives a royalty.
- A district employee shall not accept any gift, favor, service or other thing of value under circumstances from which it might be reasonably inferred that such gift, service or other thing of value was given or offered for the purpose of influencing him/her in the discharge of his/her duties. Any gift shall not exceed the IRS gift regulatory standards.
- Bribery and corrupt practices by employees as described in the criminal justice code are forbidden and will result in disciplinary action including termination and shall be prosecuted to the full extent of the law.
- School officials may not accept offers of meals, entertainment, or hospitality, which is limited to clients, and/or customers of the individual providing such hospitality. School officials, if attending a conference, convention or workshop, may attend hospitality suites or receptions provided such hospitality suites or receptions are open to all persons attending the conference, convention or workshop, in accordance with School Ethics Commission Policy Guideline No. 1.

District employees, who provide services as vendors present a conflict of interest, expose the District to unnecessary additional liability and question the District's ability to safeguard against undue influence. Consequently, it is against District policy for an employee to simultaneously act as a vendor for the District.

## **UNAUTHORIZED PURCHASES**

Any employee of the Newark Board of Education who orders and/or receives any materials, supplies or services before receiving an approved **Purchase Order** has made an unauthorized purchase and has violated New Jersey Public School Contract Law.

Unauthorized purchases are a violation of New Jersey State Law

- ✓ N.J.S.A. 18A:18A-1 et. seq.
- ✓ New Jersey Quality Single Accountability Continuum Fiscal Management Indicator
- ✓ N.J.A.C. 6A:23A-5.4(a) Violation – Without State Aid (penalty)

**The State of New Jersey conducts regular audits of the District's business practices. Failure to comply with State regulations and District policy with respect to contracting with vendors puts the District at risk for penalties, and in certain instances result in the district employees assuming responsibility for the costs incurred.**

Employees, who do not follow the proper purchase order process, may be subject to the following penalties:

- Mandatory Training
- Letter in Personnel File
- Disciplinary Action
- Paying for Purchase

The goal is not to penalize employees, but the District must comply with proper purchasing procedures. All District employees must comply with this mandate.

Vendors - The District will send vendors notification of unauthorized services/goods. Such notification will explain the process for securing an authorized purchase order. It will also advise vendors that any future violations will result in a forfeit of payment. Vendors that repeatedly violate this process will be referred to our Legal Department for review.

When creating a requisition for an unauthorized purchase the fully executed unauthorized purchase form must be attached. The unauthorized purchase form is not fully executed until the School Business Administrator has signed it. The requestor is responsible for circulating the form. Requisitions submitted without the proper supporting documentation will be denied.

## **QUOTES AND VENDOR DOCUMENTATION:**

Aggregated goods and services valued at:

- **\$1 - \$6,599** - requires one (1) written quote (vendor documents = vendor form, w9 and proof of non-debarred state and federal status)
- **\$6,600 - \$43,999** - requires two (2) written quotes (vendor documents = vendor form, w9, proof of non-debarred state and federal status, and New Jersey Business Registration Certificate. over \$17,500 completion of Political Disclosure Form)
- **= or > \$44,000** - requires board approval and may require a formal solicitation, contact the Purchasing Department (vendor documents = vendor form, w9, proof of non-debarred state and federal status, New Jersey Business Registration Certificate, and Political Disclosure Form)
- Depending on the nature of the requested service additional documents may be required.

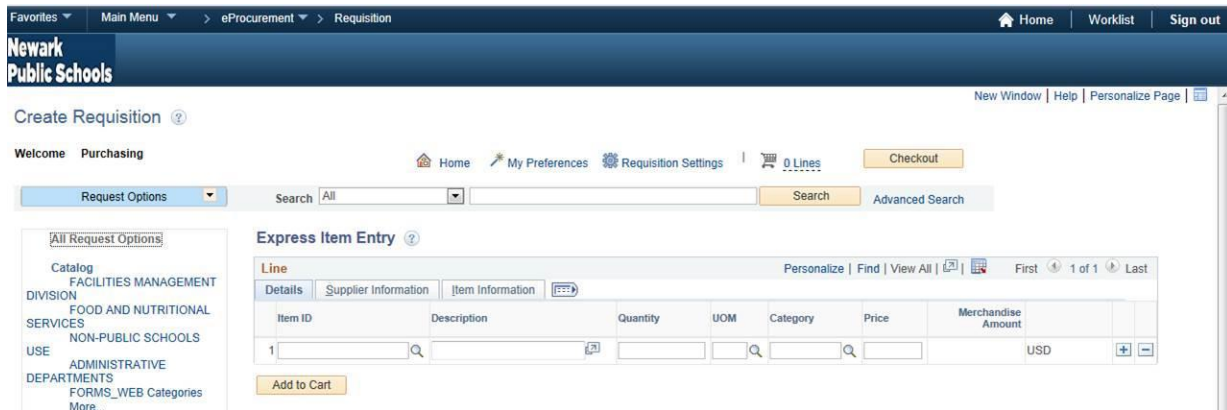
A written quote must accompany all requisitions not using a PeopleSoft item number or District contract number. When soliciting quotes for services the request for quote template (page 10) must be utilized (email Purchasing for a word version). For services (e.g. professional development) the request for quote generated must identify the anticipate service duration, method of delivery (virtual or in person), vendor

qualifications, and vendor deliverables. The request for quote must be sent to multiple vendors. Please utilize the vendor reference file and Purchasing contact sheet for assistance.

### PEOPLESOFT e-PROCUREMENT SYSTEM

All District funded purchases are processed through PeopleSoft Financials e-Procurement, the electronic procurement system. When purchasing contracted items that have a PeopleSoft item number as listed in the New School Year Ordering Folder, you should order items through “Express Item Entry”.

### EXPRESS ITEM ENTRY



- Steps:
  - eProcurement
  - Requisition
  - Express Item Entry
  - Enter the item number in the “Item ID” field and quantity in the “Quantity” field, the other fields will auto populate
  - Click the “+” sign to add items
  - Click “Add to Cart”
  - Click “Checkout”
  - Name your requisition (top right corner)
  - Enter the appropriate GAAP account code number “Mass Change”
  - Add your “Approval Justification”
  - Click on “Save for Later”
  - Click on “Budget Check”
  - Click on “Save and Submit”

### WEB BASED / PUNCH-OUT ORDERS:

- Order office supplies from the W.B. Mason punch-out.
- Order general classroom supplies from W.B. Mason, School Specialty, Lakeshore, and Kaplan through the punch-out.

### SPECIAL REQUEST:

- Only use the “Special Request” requisition feature to order items not listed in the New School Year Ordering 2021-2022 files or available on punch-out.

- Lines descriptions must match the quote. The product item numbers and complete description are required, including colors, sizes, editions, etc.
- All requisitions must be itemized, for every line on the quote, there must be a line on the requisition.
- A written quote from the vendor is required. Make sure to attach the supporting documentation in the form of a quote as this is required for approval and processing to purchase order. Online print screens are NOT valid as a quote for processing to purchase order, a formal quote is required.
- Make sure to use the same category code for all requisition lines; failure to use the same category code may result in additional approvers and delay processing.

## **VENDOR SELECTION, MAXIMUM REQUISITION LINES, and REQUISITION VALUE MINIMUM**

- Requisitions shall not exceed 50 lines.
- Requisitions shall be vendor specific, each requisition shall only have one vendor.
- Requisitions must total at least \$25.00.

## **SELECTING VENDOR NUMBERS**

Be careful when selecting vendors. If more than one vendor number or address exists, please ensure you are selecting the correct shipping address for the order.

- Do not select vendor numbers that read “punch-out”.
- Do not use online retailers that do not accept purchase orders.

## **NEW VENDOR INFORMATION**

- Do not add vendor information in the comments field.
- If the vendor is new, use the “Suggested Supplier” field and provide complete information.
  - Full name, complete location address, email address
  - Note required documents as listed under “Consultants”
- The ‘New Vendor Set-up’ informational form and ‘IRS Request for Taxpayer Identification Number and Certification: W-9’ must be completed before the requisition can be processed to a purchase order. Purchasing will request this documentation directly from the vendor if not attached to the requisition. Note: processing may be delayed until information is received, and contingent upon the expenditure additional documents may be required.
- Optional: You can always request the vendor set-up form from Purchasing by emailing [Purchasing@NPS.K12.NJ.US](mailto:Purchasing@NPS.K12.NJ.US) . You may send it to your recommended vendor for completion and attach to your requisition, this will aid in expediting the delivery of goods/services.

## **CATEGORY CODES and ACCOUNT CODES**

- Make sure to use the correct category and account code. You can search for category codes by clicking on the magnifying glass when creating the requisition, on the new page that opens select Description from the drop down menu and perform a search using key words e.g. catering, or incentives.
- Select the most appropriate category code from the codes that appear.
  - This will ensure your order is routed to the appropriate Analyst. Requisitions containing improper category codes will be denied.
  - Make sure to use the same category code for all requisition lines; failure to use the same category code may result in additional approvers and delay processing.
- Special Category Codes
  - 4200 –Required for all health supplies not in the pre-approved list
  - 4321 –Required for all technology and electronic items

- 4321CS –Required for all curriculum software
- 4617 –Required for security devices and equipment
- 4617CS – Required for security camera systems
- 46170000 - Required for security surveillance
- 4617SR –Required for security radios

**JUSTIFICATION FIELD**

- Use the “justification” field to communicate to approvers only.
- Select the appropriate reason from the list of categories or enter a unique justification applicable for your requisition.

**INCOMPLETE DESCRIPTIONS AND ITEM NUMBERS**

- Please proofread your requisitions, the requisition should mirror the quote.
- Ensure item numbers and complete descriptions are included. Both are needed. In the item description field, enter the item number first followed by the description.
- Additional item information should be placed in the comments field.
- Do not enter multiple items on the same line or in the comments field. Each item must be entered on a separate line (itemized).

**SHIPPING COST**

If your quotes includes shipping, include a requisition line for shipping; make sure this line has the same category code as the others.

**PURCHASING GOOD AND SERVICES**

**ADMISSION TICKETS FOR FIELD TRIPS AND EMPLOYEE TRAVEL**

- Field trips are submitted electronically.
- Employee travel is submitted electronically.

**CATERING**

All Districts are governed by Administrative Code N.J.A.C. 6A:23A-7.12 on allowable expenditures for meals and refreshments. The section addresses procurement of allowable items. All requisitions must include the following information:

- Purpose, date of event, number of people, cost per person and list of district staff in attendance. catering can only be provided for staff during the parent-teacher conference per the Newark Teacher Union contract.
- The District’s unit price maximums are as follows:
 

Breakfast	\$ 3.75
Lunch	\$ 7.00
Dinner	\$10.00
- Description examples:
  - NOT ACCEPTABLE:
    - “Qty 1, unit price \$200. For Parent/teacher conference May 1:”
  - ACCEPTABLE:
    - “Qty. 30 Unit Price \$6.00 Description: For community engagement event for 8<sup>th</sup> grade parents dinner, Friday, April 2, Menu: Salad, potatoes, sandwiches, soft beverages. 2 teachers will be in attendance: Mr. John Smith and Ms. Jane Jones.”

## CELLULAR TELEPHONES & EQUIPMENT

The Newark Board of Education will provide cellular telephones to select groups of employees whose affiliation with the District requires this form of communication to perform their functions. The related policy and procedures are located in the “New School Year Ordering” tab on the District’s website. The type of phone and plans available are limited. Choices must be limited to the options indicated.

- Any new phone/service orders will require written authorization and secured funding, from the school/department, prior to ordering.

## CONSULTANTS

• Use the ‘Consultant’ form to order professional services. Do not use Special Request for consultants. Enter complete details. “Consultant for 2021 – 2022” is not considered a complete description. make sure your descriptions and/or scopes of work are comprehensive and inclusive. all vital facts about the services requested must be included.

- A complete proposals that includes a detailed scope of work and daily rate are required.
- If the vendor is new, use the “Suggested Vendor” field and provide complete information.
  - Full name, complete address, email address
- The ‘New Vendor Set-up’ and ‘IRS Request for Taxpayer Identification Number and Certification: W-9’ forms must be completed before the requisition can be processed to a purchase order. Purchasing will request directly from the vendor; additional documents may be required.
- The request for quote form must be utilized when soliciting quotes for consulting services. Quotes should be sent to at least three vendors, utilize the Purchasing contact sheet if assistance is needed identifying additional vendors.

## COPIERS

- Copier inventory for the service and maintenance program requires continual updating as new equipment is purchased, and older models become obsolete. It is imperative that **ALL** copiers are identified; service options will be determined.
- Utilize the google form to complete your copier inventory <https://forms.gle/U5u6UJdCb7u1NXQk6> **complete form is due by June 1, 2021.**
- Note that due to cost, machines more than 7 years old are no longer included in the program. Any repairs will be based on time & labor; cost will be charged to the requestors budget. The machines included on the Districts’ Service & Maintenance Inventory for your location are available upon request.
- Today’s technology advances rapidly, new machines include fax, scanning, and network capabilities. Administrators are encouraged to replace older machines or expand usage on newer models at their locations. Contact information for Ricoh and Xerox are available on the New School Year Ordering Tab.

### Copier Lease Payments

The annual lease payments for all copiers were appropriated to the accounts during the Budgeting Process. The Purchasing department will create a Purchase Order for each lease agreement by July 2021. Funds will automatically be drawn from your budgeted accounts. If additional funds are needed notification will be sent.

- Lack of appropriate funding may cause the suspension of services and supplies District wide.
- Any print charges in excess of the contractual allowances (overages) will be the responsibility of the individual location.

## CURRICULUM

The Office of Curriculum has released guidance on purchasing instructional materials for the coming school year. For curricula adopted centrally, the Office of Teaching and Learning will continue to purchase student consumables and materials for new students. Schools may opt to purchase supplemental materials.

- Schools requesting instructional materials **NOT** approved through the Office of Teaching and Learning and **NOT** listed on the curriculum google site must seek approval from the applicable department.
- Documented approval must be attached to the requisition. Documentation can be in the form of a scanned or saved email.

<https://sites.google.com/a/nps.k12.nj.us/curricula/home>

## **HEALTH SUPPLIES**

Health supplies are to be ordered through the District's approved Health Supplies contract. All items will ship directly from the vendor, the warehouse no longer stocks supplies. The item number **MUST** be utilized. If your location desires health items outside of the contracted lists, approval from the Office of Health Services is required.

- Category code 4200 must be used for Health Services to approve.
- All health supplies require the approval of the Director of Health Services Dr. Marguerite Leuze.

## **INSTRUCTIONAL TECHNOLOGY**

The Department of Information Technology is actively working to provide a list of updated hardware. Once finalized you can review from the District website <http://www.nps.k12.nj.us/departments/information-services/>

- All requisitions requesting technology not on the Information Services List must use category code 4321 for approval.
- All software license requisitions must use category code 4321CS for approval.

## **PETTY CASH**

- Disbursements cannot exceed \$700 for elementary and \$1200 for high school **Annually**.

## **SCHOOL PLANNERS**

- Supporting documentation in the form of a quote must be attached to the requisitions for approval and processing to purchase order.
- Some vendors require a signed agreement before processing the order. All agreements requiring a signature must route to legal for review. The only authorized signatories for the district are the Board Chair or School Business Administrator.
  - Note, some terms may affect the District's ability to use certain vendors.

## **WATER**

- A requisition must be submitted for water delivery at your location.
- Each location will be assigned a separate purchase order for water supplies. It is incumbent on the users to monitor their consumption and guarantee sufficient funding.
- Delivery will be terminated once funds are exhausted.
- Receipts must be entered after each delivery.
- Refer to the **Water 2021-2022** file for requisition instructions.

## RESOURCES

There are several procurement resources available; the links are listed below for your convenience.

- PeopleSoft e\*Procurement Training  
This session will include an overview of best practices in Procurement. Statutory and District policies will be discussed. Attendees will receive hands on PeopleSoft e\*Procurement training.  
<http://www.nps.k12.nj.us/departments/purchasing/eprocurement-training-registration-form/>
- Frequently Asked Questions will provide general knowledge of most common aspects of procurement  
<http://www.nps.k12.nj.us/departments/purchasing/>
- NBOE Policy Manual  
[http://policy.microscribepub.com/cgi-bin/om\\_isapi.dll?clientID=1908723966&depth=2&infobase=newark.nfo&softpage=PL\\_frame](http://policy.microscribepub.com/cgi-bin/om_isapi.dll?clientID=1908723966&depth=2&infobase=newark.nfo&softpage=PL_frame)

**It is important that you follow the guidance provided for submitting school orders to ensure accurate processing. If you have any questions, please contact a Purchasing Team Member.**





**Division of Purchasing**  
**Contact Sheet**  
**Tel 973-733-6549 Fax 973-733-6600**

<b>Staff</b>	<b>Commodities</b>	<b>Email</b>	<b>Ext</b>
Vanessa Albuquerque	PeopleSoft Assistance, Special Education, Tuition, Transportation (Pupil Transportation Repairs, Motor Pool Parts, Motor Pool Fuel) Telephones, Storage, and Incentives	<a href="mailto:valbuquerque@nps.k12.nj.us">valbuquerque@nps.k12.nj.us</a>	7704
Susan Balbosa	PeopleSoft Assistance, Food Services, Catering, Software, Security, Science, and Music Instruments	<a href="mailto:sbalbosa@nps.k12.nj.us">sbalbosa@nps.k12.nj.us</a>	6553
Karen Blessing	PeopleSoft Assistance, Instructional Materials, School/ Office Supplies, Athletics, Health Supplies, Hardware, Furniture, Diplomas, Trophies, T-Shirts, Forms, and Business Cards	<a href="mailto:kblessing@nps.k12.nj.us">kblessing@nps.k12.nj.us</a>	6548
Chantal Scott	PeopleSoft Assistance, School Specialty and other School Supplies, Contract Administration, and Cellular Phones	<a href="mailto:c3scott@nps.k12.nj.us">c3scott@nps.k12.nj.us</a>	6212
Nathaniel Harp	Warehouse Services and Motor Pool	<a href="mailto:nharp@nps.k12.nj.us">nharp@nps.k12.nj.us</a>	8055
<b>Print Services</b> Yahsameen Bush	Reproduction	<a href="mailto:printservices@nps.k12.nj.us">printservices@nps.k12.nj.us</a>	973-938-7503
<b>Mail Services</b> Frederick Frierson Nicholas Pietropaolo	Central Office Mail Room and Central Office Multi-Purpose Paper Management	<a href="mailto:f1frierson@nps.k12.nj.us">f1frierson@nps.k12.nj.us</a>	973-938-7338
<b>Facilities Purchasing</b> Ledah Arbubaker Nicole Yarbough	Industrial/Building Supplies, Building Repairs, Air Conditioners, Signage, Banners, and Construction	<a href="mailto:larbubaker@nps.k12.nj.us">larbubaker@nps.k12.nj.us</a> <a href="mailto:nyarbough@nps.k12.nj.us">nyarbough@nps.k12.nj.us</a>	973-938-7537 973-733-8589

**Note: When calling for assistance have either your requisition number or purchase order number ready.**



Roger León  
Superintendent

# Newark Board of Education

Where Passion Meets Progress

## REQUEST FOR QUOTATION

Reply to: \_\_\_\_\_@nps.k12.nj.us

### Newark Board of Education \_\_\_\_\_ Services Request for Quotation

The Newark Board of Education seeks a vendor to provide \_\_\_\_\_ Services for \_\_\_\_\_ school students or teachers at \_\_\_\_\_ School, located at \_\_\_\_\_ 07102. The awarded vendor is tasked with introducing students to \_\_\_\_\_. We're looking to schedule 2-hour long sessions over a 2-month residency to service \_\_\_\_\_ students \_\_\_\_\_ days per week. Sessions will not exceed \_\_\_\_\_ students.

#### Session deliverables

- 
- 
- 
- 
- 
- 

#### Vendor Qualifications

- 
- 
- 

#### Required documents

- Resume
- Proposal (must include a detailed scope of services proposed to the District, daily rate, all materials)
- W9
- New Jersey Business Registration Certificate
- Completion of enclosed Political Disclosure
- Completion of enclosed Certifications, Representations, and Special Conditions

**This is a template,  
please customize to  
your requested  
service.**

Session/ Hourly Rate \_\_\_\_\_

Quotation Total \_\_\_\_\_

\_\_\_\_\_  
Signature Title Date

\_\_\_\_\_  
Printed Name Legal Business Name

All travel, administrative, and or incidental expenses related to the services provided are the responsibility of the service provider. The District will not provide reimbursement for any travel, administrative, and or incidental expenses. Only a valid signed purchase order authorizes the performance of services and/or delivery of goods.