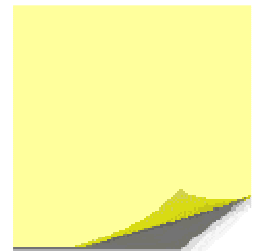




Comal Independent School  
District

# Purchasing Manual



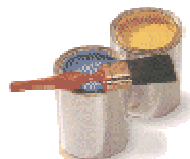
2009-2010



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# Comal ISD Purchasing Manual

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SECTION A  
Purchasing

## PURCHASING OVERVIEW

A major management process supporting financial accountability in Texas public school is the purchasing function. Purchasing has several links to overall accountability initiatives, which include the following:

- The overall mission of purchasing is to use available fiscal resources to obtain the maximum product or service for the resources expended.
- Purchasing supports instructional delivery, administration and other services. Performance and goal achievement throughout the school district depend on its effectiveness.
- The purchasing process influences day-to-day financial functions including budget management, accounting and accurate financial reporting.

Purchasing in the *public sector environment* presents numerous challenges including:

- The requirement to comply with *numerous statutes, policies, legal interpretations and procedures*. The complexity of these requirements demands not only knowledge of purchasing laws and standards but compliance in implementing a purchasing system that also meets user needs.
- The *dynamic and diverse nature* of the public education organization environment. School districts are complex organizations with diverse functions. Although instruction is the heart of the organization, numerous other services – ranging from custodial services to nutrition services to tax collection – support the overall educational mission. These distinct organizational units need a procurement process that is responsive to their needs.
- The *competition among vendors* for school district business. The strong competition among vendors for school district business may create pressure on school district personnel for product selection, bid awards, and dispute resolution. Most school districts seek to foster both good vendor relations and strong competition but balance them with objective purchasing decisions.
- The *consistent oversight by interest groups*. Diverse groups including those from the public, the media, state and federal agencies, and auditors scrutinize school district purchasing. Strict adherence to established guidelines and consistency in record keeping, documentation and execution of procedures assists the school district in withstanding this scrutiny.
- The many *“gray” areas* relating to purchasing methods and procedures. Complex and diverse needs create challenges for districts to determine the appropriate purchasing methods. Ever-changing legislative, executive and judicial decisions at both the state and federal levels further complicate the procurement process.

## Introduction

### Competitive Bid Law

The Comal Independent School District, as well as all other school districts in the State of Texas, is governed by the state competitive bid law. This law states that personal property purchases exceeding \$25,000 in aggregate for a twelve month period (CISD designates our fiscal year as the twelve month period for this purpose) must be competitively bid (\$20,000 in aggregate for buses). Therefore, the majority of our purchasing is done via competitive bids. The purpose and intent for the competitive bidding process is to help public schools obtain the best products at the lowest practical prices in the best interest of the taxpayers by stimulating competition. The competitive bidding process requires that bids be evaluated and awards made based solely upon bid specifications, terms and conditions contained in the request for bid document, and according to the bid prices offered by vendors and pertinent factors that may affect contract performance. The Comal ISD is committed to fair and equal competition among all vendors. In addition, the state competitive bid law does not allow favoritism to be shown to any vendor.

### Potential Vendor Application Forms

We request that all prospective vendors complete a Vendor Database Application Form (Exhibit 1), which can be downloaded from the web at [www.comalisd.org/bid/](http://www.comalisd.org/bid/) . This form allows Purchasing to place a company on the official bid mailing list or lists that are appropriate for a particular company. When a need exists for a product or service, companies on the District's bid mailing list for that category of item will automatically be mailed a copy of our bid specification package. In the event a vendor does not respond to bid invitations, that company could be removed from the official mailing list. Another reason for removing a vendor from the bid mailing list is unsatisfactory service and/or materials. Annually the Comal ISD advertises in both the *New Braunfels Herald-Zietung* and the *San Antonio Express News* and seeks out new vendors, in compliance with Section 44.033 of the Education Code. The Comal Independent School District encourages participation by all vendors and does not discriminate against any vendor because of race, color, national origin, age, religion, gender or handicapping condition.

### Tax Exemption

The Comal Independent School District is tax exempt on the basis that it is a governmental entity -- school district. A tax-exempt certificate can be provided to vendors upon request.

## Bid Process

### Bid Initiation

Bids are normally initiated by the Purchasing Department on behalf of the school district. A specific department, campus or student group can also request that a bid be created for their use. Prior to a bid being issued for a department, campus or student group, a Bid Request Form (Exhibit 2) must be completed and signed by the department head or principal. This form lays the groundwork for the bid creation, assures proper approval has been given to start the bidding process, and also verifies that the requestor has sufficient funds to complete the purchase for the item or service being bid. After a bid is created, a Bid Review Form (Exhibit 3) will be issued by the Purchasing Department. This form will ask the department head or principal to review the proposed bid, make any suggestions or corrections, then sign off that the final bid meets with their approval. They will also be asked to review the bid mailing list, be given the opportunity to add vendors, and sign off that the final mailing list meets with their approval.

### How to Submit Official Competitive Bids

Each invitation to bid that is released from the Comal ISD contains all of the following elements:

1. Date, time and place bid is to be opened. It is absolutely mandatory that all bids be delivered in accordance with those instructions. Bids that are received late are not accepted. All bids must be delivered to the Comal ISD Purchasing Department by the date and time specified in the bid document for bid to be considered. All bids must be sealed when presented to the Purchasing Department.
2. General requirements and conditions.
3. Detailed specifications. Many times, brand names and model numbers are utilized in the bid specifications as a way of communicating the district's minimal requirements and standards of quality. This in no way prevents a company from bidding alternates; however, all deviations must be stated in the bid document or the bidder will be required to supply the item completely as specified. All alternates must meet or exceed the specifications in order to be considered. The burden of proof is upon the vendor who states that the alternate brand meets specifications.
4. Representations and Certifications. An attestation by the vendor indicating that they are not debarred from receiving a federally funded contract, that they are not owned or operated by anyone convicted of a felony, they are not delinquent in CISD property taxes, and that there was no collusion in their bid submittal.

In addition to the elements listed above, pre-bid meetings and/or tours of facilities can be scheduled as part of the process for a specific bid. The date and time of any pre-bid meeting and/or facility tour is included in the bid specification package. These meetings are an opportunity for bidders and CISD staff to meet, discuss the bid specifications and ask all questions that are necessary to enable the bidders to prepare their bid response.

Although the district strongly recommends attendance at pre-bid meetings, attendance is not mandatory.

All questions or requests for clarification pertaining to bid specification packages must be presented in writing to the Purchasing Department to insure that the question is understood correctly, changes to specifications are made (if necessary, in the form of an addenda) and also to insure that all vendors receive the same information. Purchasing is not responsible for information that is provided by other departments. This district has implemented a “no contact” policy during the bidding process. This means that from the date the bid is issued until the date the bid is awarded by the board, there shall be no contact by any vendor to any district employee (excluding the purchasing agent/purchasing supervisor) or board member in relation to this bid, unless authorized by the purchasing agent.

### Bid Advertisements

By State law, notice of the time, when and place where bids will be opened are published in a newspaper in accordance with state bid law requirements. The Comal ISD advertises in the *New Braunfels' Herald-Zeitung*. Any company or individual who sees our advertisements and is interested in obtaining a bid specification package, may contact the Comal ISD Purchasing Department in person, in writing or by telephone, and request a copy of the bid specifications. In addition, our bids are posted to the Comal ISD web site and can be downloaded from that site. <http://www.comalisd.org/bid>

### Bid Changes or Corrections

If an error or omission is discovered after a bid has been issued but prior to the bid submittal deadline, an addendum may be issued to correct the situation. Addendums will be either mailed or faxed to the vendors on the bid mailing list. The addendum will also be posted to the District's website at <http://www.comalisd.org/bid>. It is the vendor's responsibility to check for any addendums that may have been issued for a particular bid prior to their bid submittal.

### Bid Opening Procedures

All bids are opened promptly on the date, time, and location stated in the bid specification package. All interested vendors are invited to attend. All bid openings are public and bids are read aloud and a tabulation of all bids is made at this time (with the exception of Requests for Proposals). Bid tabulations are made available to all parties in attendance. Once the deadline has passed for bids to be submitted no changes can be made. If a vendor realizes a mistake has been made, they are afforded two options:

1. Honor their bid as written; or
2. Withdraw their bid on the item(s) in question or the entire bid.

### Bid Evaluation

It is the intent of the school district and the Comal ISD Purchasing Department to obtain the best quality materials at the lowest prices possible. The bid evaluation process will begin at the lowest bid price and if that bid meets all requirements and specifications an

award will be made. If the lowest bid price does not meet all requirements and specifications, we will move to the next lowest bidder until a bid is found that meets all requirements. Texas Education Code 44.031 states that in determining contract awards to vendors, the district may consider:

- The purchase price
- The reputation of the vendor and of the vendor's goods and services
- The quality of the vendor's goods or services
- The extent to which goods or services meet the district's needs
- The vendor's past relationship with the district
- The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses (HUBs)
- The total long-term cost to the district to acquire the vendor's goods or services
- Any other relevant factor specifically listed in the request for bids or proposals.

#### Recommendations for Award

Recommendations made by employees outside of the Purchasing Department shall be in writing and kept in the official bid file. If the low vendor was not selected, this recommendation letter should state the reasons why they were not selected.

#### Bid Award Notification

Bids with an award amount of \$50,000 or greater shall be presented to the Board of Trustees at regularly scheduled board meetings for their approval. The CISD Purchasing Agent shall approve bids with an award amount of under \$50,000. The Comal ISD Purchasing Department will issue all official bid award notifications. The awarded vendor should take no action until they have received an approved purchase order for the product or service that they were awarded.

#### Invoices & Payment Terms

By law the school district has 30 days after receipt of an invoice to present payment. It is the intent of the school district to pay all invoices as promptly as possible; however, by acceptance of a Comal ISD purchase order vendors have agreed to the 30 day payment policy. All invoices are submitted to the Comal ISD Accounts Payable Department.

#### Other Procurement Methods Utilized

- **Quotes** (written and verbal): Written and verbal quotes are utilized for categories that will not reach the \$50,000 bid threshold limit. In addition, quotes may be used to obtain specific pricing from a vendor who was awarded a "discount from catalog

or price list” bid. Purchases between \$10,000 and \$25,000 shall require that 3 quotes be obtained. Some examples of exceptions to this requirement would be for items previously bid or for sole source purchases.

- **Competitive Sealed Proposals:** The competitive sealed proposals process is an alternative to competitive bidding. The terms and conditions of the competitive sealed proposals are identical to those for competitive bidding except that an important difference between competitive sealed proposals and competitive sealed bidding relates to the finality of initial offers. Under competitive sealed proposals, changes in the nature of a proposal, and in price, may be negotiated after proposals are opened. In contrast, changes in the price of goods and services are not negotiable in the competitive bidding process. The competitive sealed proposal process provides for full competition among proposals and allows for negotiation with the proposer or proposers to obtain the best services or goods at the best price. Competitive proposal procedures are recommended where other procurement procedures are not required according to state or federal rules, laws or regulations, in order to stimulate competitive prices for goods and services.
- **Catalog Purchases:** School districts may participate in the catalog-purchasing program of the TBPC - Texas Building and Procurement Commission, *formerly the General Services Commission -GSC*, which provides purchasing services for local governments. Catalog purchase procedures may be utilized for the acquisition of computer equipment, software and services only from the Department of Information Resources (DIR).
- **Inter-local Agreement:** A district can contract or agree with another local government, a purchasing cooperative, another school district(s), or with the state or a state agency, to purchase goods and any services reasonably required for the installation, operation or maintenance of goods. Basically this means that one entity can provide a service and the district can purchase that service without a formal bid, or one entity can prepare bids that other entities can utilize for the purchase of goods or services. The Purchasing Department can assist campuses and departments needing to utilize a purchasing cooperative. Examples of Inter-local agreements that the Comal ISD currently has in place are:
  - Region 2013, San Antonio/Austin
  - Region 4, Houston, Texas Cooperative Purchasing Network (TCPN)
  - Central Texas Purchasing Alliance (CTPA)
  - BuyBoard
  - Houston-Galveston Area Council of Governments (HGAC)
  - Texas Building and Procurement Commission (TBPC)
  - Texas Industries for the Blind and Handicapped
  - US Communities in Schools
  - TXMAS, part of TBPC
  - DIR, part of TBPC
  - TEXAN2000, part of TBPC
- **RFQ (Request for Qualifications):** These processes are utilized for the procurement of services that are not required to be bid (architects, engineers, consultants, etc.) as well as other various categories for which the bid law does apply.

- **RFP** (Request for Proposals): At bid openings for RFPs, bid prices are not revealed. Prices are subject to negotiation between District and vendor. Only names of vendors submitting proposals are acknowledged during an RFP bid opening.
- **Construction Manager At Risk, Design Build, Job Order Contracts (JOC)** and other construction bidding processes are available for the District to utilize as the need arises.
- **Sole Source Purchases:** Sole source purchases must be supported by a sole source affidavit & W-9 form from the vendor stating their “sole source” status. This is required regardless of the amount of the purchase. The Purchasing Department will maintain these affidavits from vendors on file. If a purchase is going to be made from a vendor who claims that they are a sole source, check with the Purchasing Department to see if an affidavit is already on file. If the Purchasing Department does not have an affidavit from the vendor on file, it is required that the requesting campus or department obtain one from the vendor for the permanent file. The original affidavit must be submitted to the Purchasing Department along with all other required documents for processing. If necessary, due to time constraints, the vendor’s affidavit may be received by fax, to be followed with an original by mail. The vendor’s affidavit must state exactly which items that they are a sole source of. The vendor may only be a sole source of just one or two items in their entire catalog. By definition, the vendor must be the only source for that item. These are items that are usually protected because of the existence of a patent, copyright, secret process, or monopoly. Common examples are films, manuscripts, or books.
  - Sole source purchase of less than \$50,000 will be approved by the Purchasing Department.
  - Sole source purchases of more than \$50,000 will be submitted to the Board by the Purchasing Department for approval. The requestor’s signed statement supporting the sole source selection and a copy of the vendor’s sole source letter will be submitted for inclusion in the Board meeting agenda.
  - A sole source template may be downloaded from our District’s website.

Identification and documentation that competition in providing the item or product to be purchased is precluded by the existence of a patent, copyright, secret process or monopoly is required. The District utilizes a form which is downloadable from our website that vendors can fill out to claim their sole source status (Exhibit 4). An alternative to this form would be for the vendor to send a notarized letter on company letterhead stating their sole source status. Acceptance and approval of all sole source letters/forms is at the sole discretion of the Purchasing Agent.

#### Bonding and Insurance Requirements for Contracted Services

All vendors submitting proposals or bids for contracted service work shall comply with the following requirements. Vendors submitting proposals or bids, which do not comply with these requirements, shall not be considered.

#### Bonding Requirements If Construction Is Involved

Bids shall be accompanied by a cashier's check or certified check upon a state bank in the amount not less than five per cent (5%) of the total maximum bid price payable without

recourse to the Comal ISD or a bid bond in the same amount from a reliable surety company licensed to do business in the State of Texas as a guarantee that the bidder will enter into a contract and execute a payment and performance bond on any or all projects \$25,000 or above within fifteen (15) days after notice of award of the contract to him.

### Insurance Requirements

All vendors who perform contracted services for Comal ISD are required to supply proof of insurance in accordance with the following schedule prior to the start of the project. CISD requires that contractor's insurance be placed only with companies that have achieved at least an "A" rating with A. M. Best. The District reserves the right to require higher limits of coverage depending on the size, scope, and nature of a contract. Comal ISD must be named as an additional insured in liability policies with a waiver of subrogation in favor of the district for workers' compensation policies.

#### **Types of Coverage**

#### **Limits of Liability**

1. Workers' Compensation	Statutory
2. Employer's Liability	\$500,000 Each Accident \$500,000 Disease Policy Limit \$500,000 Disease Each Employee
3. Commercial General Liability	\$1,000,000 Combined Single Limit Policy Aggregate \$500,000 Combined Single Limit Each Occurrence <i>(Property damage deductible not to exceed \$500 per occurrence)</i>
4. Business Auto Liability	\$1,000,000 Combined Single Limit Each Occurrence <i>(Hired/non owned coverage must also be provided)</i>

The immunity of the owner shall not be a defense from the insurance carrier. The selected vendor will be required to supply an insurance certificate naming Comal ISD as an additional insured prior to the start of the project. **All bidders must furnish Certificate of Insurance with their bid or the bid will not be considered. Only the selected bidder is required to name Comal ISD as additional insured.**

## Post-Bid Vendor Performance Evaluation

A system for the evaluation of vendors and their performance is important to support an effective purchasing function. Factors to consider for inclusion in the evaluation are:

- Timeliness of deliveries
- Service availability
- Completeness and accuracy of order
- Quality of products or services received

Comments regarding vendor performance, both positive and negative performance should be documented after each purchase or project over \$25,000. Vendor documentation on purchases less than \$25,000 is always welcome, but not required. A Vendor Performance Form (Exhibit 5) should be utilized to communicate positive information to the Purchasing Dept. and a Vendor Complaint Form (Exhibit 6) should be utilized to communicate negative information to the Purchasing Dept. This form should be completed and submitted to the Purchasing Department within 30 days after receipt of merchandise or 30 days after the service has been performed.

## Vendor Problem Resolution Procedures

Whenever problems are encountered with a bid vendor (i.e., a vendor fails to deliver certain items or delivery does not meet specifications), it is important to document the problem, noting the date and an accurate description of the problem. This record of information about vendor performance is very important in the evaluation of the vendor and whether or not the District should contract with this vendor in the future. The vendor should then be contacted by telephone or fax to communicate specifically how the school district wants the problem corrected. The school district should keep a record of all phone calls, including the dates and what was discussed. To assist in this documentation process and to ensure adequate documentation is kept on file, a Vendor Complaint Form (Exhibit 6) will need to be completed to track your resolution efforts. If the problem is not resolved or continues, the Purchasing Department will have to intervene on behalf of the District. The Vendor Complaint Form should then be submitted to the Purchasing Department for appropriate action. The Purchasing Department will submit written notification to the vendor in question stating the problem, the corrective action required, and notify the vendor that failure to correct the problem will be considered a breach of contract and could adversely affect future business with the school district.

If significant problems are encountered with the vendor, the school district, via the Purchasing Department, should consult with legal counsel concerning the removal of the vendor from the approved vendor list and discontinuing any business with the vendor.

Finally, the school district should try to develop an open and professional relationship with each vendor while still maintaining total independence and objectivity.

SECTION B  
Methods of Purchasing

## **METHODS OF PURCHASING**

There are several ways in which to obtain supplies/equipment/services at Comal ISD:

1. Regular Purchase Order
2. Central Warehouse Order
3. Local Purchase Order
4. Activity Fund Purchases for non-centralized campuses
5. Activity Fund Purchases for centralized campuses
6. Credit Card Purchase
7. On-Line Purchasing

Each way is explained in detail below:

### **REGULAR PURCHASE ORDERS**

CISD Board Policy CH (Local) under *Purchase Commitments* states “All purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures.” A regular purchase order is used when supplies are not available from Central Warehouse. Within the CISD, a PURCHASE ORDER shall always be used unless an alternative method is necessary due to an emergency. Purchase orders must be obtained before the order is placed. The Comal ISD will not pay for purchases (any commitment of District dollars) made unless a purchase order was issued first. No confirmation (after the fact) purchase orders will be allowed.

Purchase orders are among the most commonly utilized methods for procuring goods and services within the CISD. As its name implies, this document serves as a formal order (contract offer) for goods, materials and/or services from a vendor. A PO, after the final approval process, is a binding commitment for a district to remit payment to the vendor after the district receives the items.

A PO is also an important accounting document. It should contain information on the expenditure to be made and the account code to be charged. Once issued, the PO encumbers funds, which serves as an expenditure control mechanism. Finally, the PO is utilized in the accounts payable process as it documents that an order has been placed and is acceptable by the user, and the user can make payment to the vendor upon verified receipt. The receiving process from the user is a very important process. With current law, failure for the originator to show that the item(s) is/are received could delay payment. If we delay payment beyond 30 days after receiving purchased item(s), we could be subject to a late payment fee of 1.5% to the vendor.

Until a PO receives final authorization/approval, it is a purchase requisition. Those individuals having proper authority should initiate requisitions (detailed instructions are provided below). Each Principal or Department Head is responsible for approving their organization’s purchases. After this approval, the requisition is routed through the Purchasing Department and Business Office for final approval. Phoning in to a vendor a requisition number in lieu of a PO number prior to final approval, or faxing a “print screen” of the entered requisition or any other unauthorized document(s) is a violation of these administrative regulations.

Three quotations must be received for purchases over \$10,000. Some examples of exceptions to this requirement would be for items previously bid or sole source purchases.

Some purchases require pre-approval prior to submittal, such as:

- All technology related items and equipment must be approved by the Technology Department prior to purchase.
- Sole Source Purchases, to ensure the purchase and vendor qualify for this status.
- Purchases with non-approved vendors.

Section 44.052 of the Texas Education Code makes it illegal to approve any expenditure of school funds in excess of the amount appropriated for the item(s) in the adopted budget. Consequently, close supervision and monitoring of the availability of budget dollars and of the approval process for requisitions is an important element of a district's purchasing process.

The requisition should always include the following;

- A description of the items to be purchased (the description should be complete enough for anyone to understand the item(s) being purchased)
- The quantity needed/requested
- The name of the person making the request on the "Mark For" line on the header screen so that they can be easily contacted if more information is needed.
- The Bid Number included on the PO in the space provided
- An approved vendor (from the District's approved vendor list, making sure a bid vendor is used if applicable)
- The appropriate code of the account to be charged
- Pricing / per unit, extended and in total
- Any applicable payment terms
- Discounts if applicable
- Shipping arrangements if applicable
- Any other pertinent factors such as color selection, etc.

Requisitions/POs are reviewed by the Purchasing Department for the following:

- Accuracy
- Budget Code
- Availability of funds (automatic with on-line system)
- Bid number in the proper place if applicable
- Adequate description (anyone would know what is being ordered)
- Proper account coding for this type of purchase
- Proper approved vendor name and address
- Ensure that the appropriate competitive purchasing (i.e. competitive bidding, pricing quotes, etc.) is determined and performed before the requisition is approved for processing
- Feasibility of purchase
- Is item available from the warehouse?
- Overall completeness

Once all of the above are in place, the Purchase Requisition is approved and becomes a Purchase Order. It is then printed and transmitted to the vendor either by facsimile or mail.

### **CENTRAL WAREHOUSE ORDER** (General and Custodial Supplies)

The Warehouse stocks a variety of office supplies, paper, classroom supplies, and custodial supplies. All of these are requisitioned through the iTCCS system only.

- Please review the warehouse catalogue (available on the Intranet and on the iTCCS system) for available merchandise before you place an order for the same items from an outside company.
- If you anticipate a large volume purchase, advance notice is appreciated to ensure that there is adequate supply on hand for your need as well as other's needs.

### **LOCAL PURCHASE ORDER**

A local purchase order request should be used only in emergencies and is approved by the administrator or principal for items not available through Central Warehouse. Local purchase orders cannot exceed \$100, and supplies must be purchased locally (New Braunfels) and billed to Comal ISD. Examples of local purchase order usage are homemaking supplies, office supplies not available through Central Warehouse (small purchases), etc.

- Employees must make a request to their building principal/supervisor for Local Purchase Order.
- Principal/Supervisor will approve/disapprove local purchase order request.
- Local Purchase Order form will be filled out and purchase order number will be obtained from the Business Office Account Payable Clerks.
- When purchasing supplies with the purchase order, employee will give the vendor the white copy only.
- After supplies are purchased employee signs receiving reports and makes adjustments to reflect the exact dollar amount spent; the canary copy is kept at the school office and the goldenrod copy with original receipt attached is sent to the Business Office.

### **ACTIVITY FUND PURCHASES FOR NON-CENTRALIZED CAMPUSES**

In order to eliminate problems associated with tracking and accounting for purchase of items to be paid from activity funds, please note the following procedures:

- Issue the activity fund check payable to CISD.
- Indicate the account number to be credited.
- Issue the purchase order indicating the same account number to be charged.
- The above should not affect your budgetary account but a paper trail will have been established.
- When the item is received at the warehouse, it will be easier to ensure it will be delivered to the correct school, etc., since documentation will be available.

## **ACTIVITY FUND PURCHASES FOR CENTRALIZED CAMPUSES**

Use the process stated above for regular purchase orders.

## **CREDIT CARD PURCHASES**

Comal ISD has charge accounts with Wal-Mart, HEB, and Home Depot, Lowe's, Sam's & Hobby Lobby. When credit cards for these vendors are issued to a campus/department for use, they are assigned specifically to that location. Under no circumstances is the card to be loaned or used for personal purposes. The card is to be returned immediately by the user the school after use. Any lost/stolen credit card(s) should be reported immediately to the office of the Director of Business. Credit cards are not to be used by outside organizations. Comal ISD has a "Direct Buy" charge account with Sam's Club. This card is issued under an individual's name and the cost is \$15.00 renewed each year in January. The District allows each campus/department to have 2 – 3 cards maximum. Please call Renee' Morrill at 221-2034 if you have any questions. **CISD requires a purchase order be issued prior to any purchases being made with a credit card.** This applies even if the vendor does not require a purchase order. Employees should turn in the cash register charge slip when returning the credit card.

## **ON-LINE PURCHASING**

Comal ISD has an on-line ordering account with Office Depot and is currently looking into branching out this service to other vendors' websites. **CISD requires a purchase order be issued prior to any purchases being on-line.**

## **DATA ENTRY INSTRUCTIONS**

### **PURCHASE ORDER ELECTRONIC PROCESSING INSTRUCTIONS**

- A. Campus/Departmental Secretary electronically submits purchase requisitions on the iTCCS system, as trained by the Purchasing Department as follows:

#### **iTCCS Requisitioning System Instructions**

Web Address: <https://itccs.esc13.net:3018/login>

## **REQUISITION ENTRY**

The purpose of a requisition is to ensure the funds are available and to document approval of the purchase or expenditure. All purchases must go through the requisition process and become a PO prior to any commitment of district dollars being made. This applies to all goods being purchased or services being rendered.

The requisition screen (WWH6125) is divided into two parts; the top half of the screen pertains to the vendor and shipping information and the bottom half of the screen pertains to the line item being entered.

**Purchase Order Requisitions - Microsoft Internet Explorer provided by Comal ISD**

File Edit View Favorites Tools Help

Google G Go Bookmarks Check Autolink AutoFill Send to Settings

**ITCCS/COMAL ISD** Reporting Products Go Log Off 9/22/2008 5:20:26 PM My Menu

Change Responsibilities Main Menu Requisition Warehouse Menu

**Purchase Order Requisitions** WWW6125

Edit Post Req Next Req Vnd Notes Reg Comments Local Print Alt Ship-to

**ENTER REQUISITION INFORMATION**

**Requisition Information**

Year: 9 Campus: 727 Accounting Period: 09  
 Requisition Number: Date Requested: 09 22 2008 Date Required:   
 Reference Number:  Requester Name:  Ship To: 727 BUSINESS OFFICE  
 Vendor Number:  Search Vendor Name:   
 Address Line 1: DBA: Requisition Total:   
 Address Line 2: PO Date:   
 Address Line 3: Zip: Vendor Contact:   
 Bid No.:  Fax PO:  Return PO:   
 PO Number:  Confirmation:  Attach:   
 Invoice No.:  Work Order No.:   
 Include Check:  Buyer's Approval:   
 Freight Amt-%:  Freight Type:  Quote:

Freight Eligible:  Freight Percent:  Discount Applied to Unit Price Percent:

Del	Item No.	Quantity	Unit / Issue	Unit Price	Discount Prct	Extended Amt	Amt Diff	Dist	Commodity	Cat No.	Priv	Item	Next	Item	Item	List
<input type="checkbox"/>																

Item Sequence: 0000 Prev Acct Next Acct

Del	Fund	Func	Obj	S Obj	Org	Prog	Percent	Amount	Balance
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

Item Description

**Vendor and Shipping Information (top half of page)**

- Campus: Enter your campus # or your Department #
- Date required: Actual date you expect the product to be delivered.
- Reference: User defined / Leave Blank
- Requester Name: Person entering requisition name first, requester second. First initial and last name use “/” to separate the names, then use name of the person requesting purchase. The key to being able to search by requestor is you must be consistent.
- Ship To: Indicate the location the items are to be delivered. Items to be picked up or shipped to the campus would select “campus code” in the ship to area. Items requested by the campus but going through the warehouse should select “warehouse code - 903” in the ship to area. Please understand that some methods of shipment; i.e.

motor freight (LTL), can not be unloaded at the campus because a forklift or a dock is required. Therefore, choose the ship to location carefully so deliveries don't have to be rescheduled. Use the look up button to select your choice of warehouse or campus delivery. Campus delivery means direct shipments and any items to be picked up by the campus. Note that all asset tagged items must go through the warehouse to be tagged unless you get warehouse authorization. These are any purchases using the 6398 and 6639 account numbers.

You will be receiving the vendor (white) copy and accounting (pink) copies on all purchase orders. You will only receive the receiving (green) copy if items are shipped direct to the campus; therefore, the accounting (pink) copy will have your signature and receiving date on when you return for payment to Accounts Payable.

- Vendor Number: Choose the applicable vendor
- Vendor Contact: Use as needed (important when there is a problem)
- Bid no: Blank for now (future use)
- Fax PO: Blank for now (future use)
- Return PO: Blank for now (future use)
- Confirmation: Blank for now (future use)
- Attach: Choose whether you have an attachment or not. If you have an attachment follow the purchasing procedure for attaching the file to the :P drive.
- Invoice No: Blank for now (future use)
- Work Order No: Blank for now (future use)
- Include Check: Indicate if a check needs to be returned; Y=return check to requestor, N=mail check to vendor. Use the requisition notes for detailed instructions on check processing such as date check is needed, whether to send check to vendor or to requestor, and whether paperwork needs to be mailed out with the check.
- Quote: User defined, can be used as a reference field from vendor i.e. the vendor quote number.
- Freight Amt-%: If you want the computer to calculate the shipping charges, enter either the amount of the shipping charges or the percentage to be applied. Percentages must be in decimal form. (example: 10% would be 0.1000)
- Freight Type: If you want the computer to calculate shipping charges, define here whether to use an amount or a percentage of the item to calculate with. P=percentage and A=amount.

## **Item/Quantity being Entered (Bottom Half of Page)**

- Freight Eligible: Must select yes on each line item to have the computer calculate shipping charges for you. If you fail to select yes on each line item your shipping may be off
- Freight Percent: If you are using a single account number to purchase items, you can use the freight tabs accordingly. If you are using more than one account number, use a single line item in the body of the REQ for the freight charges
- Discount Applied to unit price percent: If you are using the percent you must choose yes in this field, if not leave blank or no.
- Quantity: Enter the quantity of the line item you have requested.  
(Note: If multiple line items are being requisitioned, they should be entered in the quantity and item price not as one unit. If less than 30 items, enter line items and if 30 or greater line items, use attachment.)
- Unit / Issue: Enter the unit of measure per the item you are purchasing (example: each, box, carton, dozen, etc.)
- Unit price: Enter the price of the item you are purchasing
- Discount Percent: Enter the discount as it applies to the line item.
- Dist: Enter whether you want the distribution to be equal, percent or amount
- Commodity: Blank for now (future use)
- Catalog Number: Enter the catalog or item number of the item you are purchasing. You can use the vendor number for cross referencing
- Fund: Enter the budget code account number that meets the items purchased.
- Percent: You may enter the percent to apply to each account if you choose percent above
- Amount: Enter the amount to be charged by account number if you selected amount above.
- Item Description: Give specific details on all items being requisitioned.
  - All requisitions for Walmart, HEB, Sams, not to exceed, etc. must list specific items being purchased (write-ups will be issued for individuals purchasing items not indicated on the original purchase order request).
  - Registration fees and hotels need to include who is going in addition to where and when (All hotels and registrations need to be completed in the requisition system and not through the travel reimbursement form – only mileage, meals (only if overnight stay) and parking will be allowed on the reimbursement form)

- Requisitions will have a minimum amount of \$25 for all office supply related items (Example: Office Depot) such as pens, pencils, markers etc. – all requisitions will be returned to originator if they do not exceed minimum thresholds.
- All requisitions will be returned in the requisition approval process if incomplete data is given.
- Requisitions requiring 12 separate, but equal payments, should be entered on one requisition entry using 12 separate lines (only applies when 1 budget code is being used – if multiple budget codes are being used, 12 separate requisitions will need to be entered).

**Hit the Edit button and then Post Req. button to submit your requisition**

*\*Any additional items or changes in quantity needing to be added to an order, after a purchase order number is assigned, will require a separate requisition to be entered - make sure additional purchase order has a separate invoice number.*

**ADDITIONAL INFORMATION**

Vendor notes print on the white vendor copy only. The requisition notes print on the accounting and warehouse copy only – not on the vendor copy. Please be appropriate in adding notes as the POs become documents that are used to conduct business and are public record.

To avoid duplication, all white vendor copies of the PO will be returned to the originator so that they can be communicated to the vendor for confirmation.

“Requester Name” field is very important to the routing process because it will help you look up requisitions in the future plus it determines the paper work flow.

**PURCHASING EXCEPTIONS FOR EMERGENCIES & ITEMS NEEDED ON WEEKENDS/HOLIDAYS for the Maintenance and Operations Dept. only!**

1. Prior to data entry of requisition, M&O employee verifies there is sufficient funds for the purchase and that the purchase is being made by an approved vendor.
2. M&O employee electronically submits Requisition on the iTCCS system, as trained by the Purchasing Department.
3. The Department Head approves the Requisition, as trained by the Purchasing Department.
4. The Requisition is then routed to the Maintenance Coordinator who:
  - Verifies that there is sufficient funds for the purchase
  - Verifies the budget code being used
  - Verifies that they are using an approved vendor
  - Gives final approval for the purchase.
5. Only after the requisition has gone through the approval process listed above can PO # be provided to the vendor.
6. **All non-emergency/weekend-holiday purchases are to be handled in the normal District manner.**

**AVOIDING PURCHASE ORDER PITFALLS-** some helpful reminders...

1. **Accounts Payable Instructions** – All billings must be to Comal ISD, 1404 IH 35 North, New Braunfels, TX – not individual campuses. You can only purchase from “approved” CISD vendors. These are vendors who are either a “sole-source” vendor or have gone through the bidding process with our district, the State, or one of the purchasing cooperatives to which we belong.

The Business Office needs back-up support for all purchase orders for audit purposes. If you need a purchase order to be prepaid, the Business Office will need the back-up documents as soon as you receive them. For example: Hotel reservations or registration fees that do not accept purchase orders or require payment in advance.

The Accounting (pink) copy of the purchase order must be signed and dated upon receipt of the items or services then returned to the Accounts Payable Department for payment. Do not wait for an invoice.

**2. Comal ISD Fixed Asset Purchasing Procedures** - Which budget code do I use? Is it equipment or a supply item? Understanding the District fixed asset policy will help you code your supply/equipment purchase correctly and expedite the processing of your requisition.

Items valued below \$250.00 will not be tagged and inventoried unless they are items that are likely to be stolen or walk away. Listed below are examples of tagged and non tagged items below \$250.00. Tagged items will be purchased with object code 6398 and non tagged items will be purchased with object code 6399.

Tagged Items (6398)

Cameras (35 mm & digital over \$100.00)  
 CD boom boxes  
 Chain saws  
 DVD players  
 Floor machines (scrubbers, polishers)  
 Hubs/routers/switches  
 Ladders  
 Lawnmowers  
 Printers  
 Vacuum cleaners  
 Weed-eaters  
 IPODS

Non Tagged Items (6399/6396)

Adding machines/Calculators  
 Drapes, window blinds  
 Exhaust hoods  
 Fans  
 Globes  
 Keyboards  
 Lockers  
 Monitors  
 Paper cutters  
 Pole vault poles  
 Record players  
 Staplers  
 Tape recorders  
 Telephones  
 Walkie Talkies

Group control items are small individual value items that account for a large value due to the quantity of items on each campus. These items are listed below and should be purchased with object code 6398. The items are counted campus wide each year for inventory and insurance purposes.

Audio visual carts & tables  
 Bookcase/bookshelves  
 Book truck (library)  
 Cabinet, file – 2 drawer  
 Cabinet, file – 4 drawer  
 Cabinet, file – 3 drawer  
 Cabinet, storage  
 Chart stand  
 Chair, student  
 Chair, (rolling) teacher/secretary  
 Chair, (non-rolling) guest/library/lounge  
 Chair/desk combo (1 unit welded together)  
 Credenza  
 Desk, student  
 Desk, teacher  
 Easels/big books/dry erase boards  
 Fan/cooler/air mover (commercial size)

Lectern (podium)  
 Model, anatomical  
 Model, biological  
 Music stands  
 Projector, overhead  
 Scale, clinic  
 Scanner  
 Screen, projection (tripod)  
 Screen, projection (wall)  
 Shredder, paper  
 Stool (any type)  
 Table, cafeteria  
 Table, square/rectangular/trapezoidal  
 Table, round/oval/kidney  
 Table, student laboratory (science)  
 VCR  
 Workstation/desk, computer (not computer)

Items valued between \$250.00 and \$4,999.00 with a useful life of one or more years will be tagged and inventoried. These items should be purchased with object code 6398.

Items valued at \$5,000.00 or more with a useful life of one or more years will be considered capital outlay and be subject to the accounting rules and regulations of the TEA Financial Accountability Resource Guide and will be tagged and inventoried. These items will be purchased from object code 6631 (buses and vehicles) and 6639 (other capital equipment). Used vehicles under the price of \$5,000.00 will be purchased from object code 6398.

3. **Form 1099 Requirements** - The IRS requires the District to issue a 1099 form for any purchase of services. Services include repairs, training, etc. Purchases of supplies are excluded from 1099 requirements. Please note that If a vendor does anything to customize or inscribe the item you are buying, it qualifies for a Form 1099. Examples of this situation include custom belt buckles given as awards, trophy purchases, custom certificates, etc. This means the District will have to provide the vendor a Form 1099. In order to issue a 1099 form to the vendor, we will need to have a W-9 form on file in the Business Office. W-9 forms are required in order to set up a vendor into the accounting system. W-9 forms (Exhibit 7) can be downloaded from the web, along with a letter of explanation (Exhibit 8), at [www.comalisd.org/bid](http://www.comalisd.org/bid)

Section C  
Ethics / Penalties/Gifts

## PURCHASING ETHICS

The competitive nature of the public purchasing arena and the expenditure of significant amounts of public funds require that ethical standards be incorporated into the foundation of all purchasing functions. Purchasing personnel and school district staff face the difficult task of developing good vendor relations and encouraging vendor competition while avoiding even the appearance of favoritism or other ethical misconduct.

Numerous problems may be encountered, not limited to but including the following:

- Employees, in an effort to get the job done successfully and on time, are tempted to circumvent policies, procedures and laws, or to make their own liberal “legal” interpretations of existing policies. Such activity, although well intentioned, will cause ethical problems.
- Sequential purchasing of the same items or type of items over the course of twelve months may exceed the school district and/or state competitive quotation and procurement requirements. Although some sequential purchasing is intentional, it usually results from needs that could not be anticipated. It may also result from lack of centralization and/or centralized control of the purchasing function.
- An item (usually equipment) is purchased in component parts. Component purchasing usually is an attempt to circumvent bid laws or other requirements by buying an item through the issuance of multiple purchase orders for the component parts of the item versus a single purchase order for the entire item. Repeated purchases of additional optional equipment or parts after an initial purchase may create the perception of component purchasing.

Ethical standards relating to conflicts of interest, financial interests in firms conducting business with the school district, kickbacks and gratuities, and improper use of a position or confidential information should be clearly communicated throughout the school district.

Additionally, school district personnel should be made aware of the penalties for violations of purchasing laws and ethics which may include criminal prosecution and loss of employment opportunities.

## VENDOR GIFTS AND RELATIONS

School district officials and employees cannot accept anything of value from a vendor, such as personal gifts or gratuities, which may be construed to have been given to influence the purchasing process. Although such practices may be legitimate and generally accepted in the private sector, giving and receiving gifts in the public sector may constitute a violation of law.

Items that may be considered as gifts are:

- Meals
- Trips
- Tickets for entertainment
- Gifts of any value

<p>NOTE: "Gift to a Public Servant" is a Class A misdemeanor offense if the recipient is a government employee who exercises some influence in the purchasing process of the governmental body.</p>
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Another legal consideration is the disclosure of conflict of interest by board members. If a board member or member of their immediate family has a financial interest in a business entity(s), they are required to disclose this relationship through the execution of an affidavit. Board members should abstain from voting on award of contracts to businesses in which they or their immediate family members have a financial interest.

School districts should also be aware of the disclosure requirements regarding federal conflict of interest regulations that prohibit an employee (and members of the employee's immediate family) who is involved in administering, directing or authorizing federally funded transactions.

LEGAL PENALTIES FOR VIOLATING PURCHASING LAW

TEXAS EDUCATION CODE – SUBCHAPTER B

Sec. 44.032. Enforcement of Purchasing Procedures:  
Criminal Penalties; Removal; Ineligibility.

- (a) In this section:
- “Component purchases” means purchases of the component parts of an item that in normal purchasing practices would be purchased in one purchase.
  - “Separate purchases” means purchases made separately, of items that in normal purchasing practices would be purchased in one purchase.
  - “Sequential purchases” means purchases, made over a period; of items that in normal purchasing practices would be purchased in one purchase.
- (b) An officer, employee or agent of a school district commits an offense if the person with criminal negligence makes or authorizes separate, sequential, or component purchases to avoid the requirements of Section 44.031(a) or (b). An offense under this subsection is a Class B misdemeanor and is an offense involving moral turpitude.
- (c) An officer, employee, or agent of a school district commits an offense if the person with criminal negligence violates Section 44.031(a) or (b) other than by conduct described by Subsection (b). An offense under this subsection is a Class B misdemeanor and is an offense involving moral turpitude.
- (d) An officer or employee of a school district commits an offense if the officer or employee knowingly violates Section 44.031, other than by conduct described by Subsection (b) or (c). An offense under this section is a Class C misdemeanor.
- (e) The final conviction of a person other than a trustee of a school district for an offense under Subsection (b) or (c) results in the immediate removal from office or employment of the person. A trustee who is convicted of an offense under this section is considered to have committed official misconduct for purposes of Chapter 87, Local Government, and is subject to removal as provided by that chapter and Section 24, Article V, Texas constitution. For four years after the date of the final conviction, the removed person is ineligible to be a candidate for or to be appointed or elected to a public office in this state, is ineligible to be employed by or act as an agent for the state or a political subdivision of the state, and is ineligible to receive any compensation through a contract with the state or a political subdivision of the state. This subsection does not prohibit the payment of retirement benefits to the removed person or the payment of worker’s compensation benefits to the removed person for any injury that occurred before the commission of the offense for which the person was removed. This subsection does not make a person ineligible for an office for which the federal or state constitution prescribes exclusive eligibility requirements.
- (f) A court may enjoin performance of a contract made in violation of Section 44.031(a) or (b). A county attorney, a district attorney, a criminal attorney, or a citizen of the county in which the school district is located may bring an action of an injunction. A citizen who prevails in an action brought under this subsection is entitled to reasonable attorney’s fees as approved by the court.

Section D  
Exhibits



Comal Independent School District  
**Purchasing Department**  
 1404 IH 35 North, New Braunfels, Texas 78130  
 (830)221-2145 fax # (830) 221-2007

**Exhibit One**

**VENDOR DATABASE APPLICATION FORM**

Thank you for your request to be included on our vendor database. Below are categories for which bids are usually invited. Place a check mark next to all categories for which you will be able to provide products/services. Please return this form to the Purchasing Department.

<b>COMPANY NAME</b>	<b>ADDRESS</b>	<b>DATE</b>
<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>
<b>(AREA CODE) PHONE #</b>	<b>(AREA CODE) FAX #</b>	<b>LOCAL SALES REPRESENTATIVE</b>
<b>EMAIL ADDRESS</b>		

**TRANSPORTATION**

- AUTO PARTS/SUPPLIES
- AUTO REPAIR/REFURBISH SERVICES
- AUTO TOOLS/EQUIPMENT
- BUS RADIO EQUIPMENT
- BUS VIDEO EQUIPMENT
- CHARTER BUS SERVICE
- DRUG TESTING SERVICE
- FUEL/OIL
- LUBRICATING FLUIDS
- SCHOOL BUS PURCHASE
- TOWING SERVICES
- VEHICLE PURCHASE
- VEHICLE RENTALS
- VEHICLE TRACKING SERVICES

**ATHLETICS**

- ARTIFICIAL TURF
- ATHLETIC EQUIPMENT
- ATHLETIC SUPPLIES
- BLEACHERS
- CONCESSIONAIRE SERVICES
- DANCE/CHEERLEADER SUPPLIES
- EQUIPMENT REPAIR
- LOCKERS
- MARQUEES/SCOREBOARDS
- MEDICAL SUPPLIES/EQUIP.
- PE SUPPLIES/EQUIPMENT
- UNIFORMS/SHOES
- WEIGHT TRAINING EQUIPMENT

**MAINTENANCE & OPERATIONS**

- ALARM MONITORING SERVICE
- ALARM SYSTEMS/PARTS/SUPPLIES
- ARCHITECTS
- ASBESTOS ABATEMENT
- CUSTODIAL SUPPLIES
- DOOR CLOSERS
- ELECTRICAL CONTRACTORS
- ELECTRICAL SUPPLIES
- ELEVATOR MAINTENANCE
- FIRE ALARM SYSTEMS
- FIRE EXTINGUISHERS MAINT.
- FLOOR COVERINGS
- GARBAGE DISPOSAL SERVICES
- GENERAL CONTRACTORS
- GENERAL MAINT PARTS & SUPPLIES
- GROUND MAINTENANCE EQUIP.
- HEAVY EQUIPMENT
- HVAC FILTER MAINTENANCE
- HVAC FILTER MEDIA
- LANDSCAPING/SERVICES/SUPPLIES
- LOCKSMITH SUPPLIES
- LUMBER/BUILDING MATERIALS
- MOVING OF PORTABLE BLDGS.
- PAINT SUPPLIES
- PAINTING CONTRACTORS
- PEST CONTROL CHEMICALS
- PLUMBING CONTRACTORS
- PLUMBING SUPPLIES
- PORTABLE BUILDINGS
- PROPANE
- REFINISH GYM FLOORS
- ROOFING CONTRACTORS
- SIGNAGE
- SUB-CONTRACTORS (GEN.)
- TURF CHEMICALS
- TURF/LAWN IRRIGATION
- WATER TREATMENT CHEMICALS
- WHEELCHAIR LIFT
- WINDOW SHADES

**MISCELLANEOUS**

- APPLIANCES
- ARMORED CAR SERVICE
- AUCTIONEER SERVICE
- AUDIO VISUAL REPAIRS
- AUDIO VISUAL SUPPLIES/EQUIP
- AUDITING SERVICES
- AWARDS & PROMOTIONAL ITEMS
- BANKING SERVICES
- COPIERS
- EMBROIDERY/SEAMSTRESS
- FINANCIAL CONSULTANTS
- FLAGS
- FURNITURE-CLASSROOM
- FURNITURE-OFFICE
- GENERAL MERCHANDISE
- INSURANCE
- LEGAL SERVICES
- LETTER JACKETS
- LIBRARY SHELVING
- LOCKERS
- MAILROOM SUPPLIES
- OFFICE SUPPLIES
- PAPER
- PHOTO I.D. EQUIP/SUPPLIES
- PLAYGROUND EQUIPMENT
- PRINTING SERVICE
- RECORDS MANAGEMENT SVCS
- SAFETY SUPPLIES
- SECURITY PATROL SERVICE
- TRAVEL AGENCY SERVICES
- UNIFORMS
- WAREHOUSE SUPPLIES

**TECHNOLOGY**

CELL PHONE SERVICE  
CLOSED CIRCUIT TV  
COMPUTER/PRINTER EQUIPMENT  
COMPUTER/PRINTER SUPPLIES  
DATA CABLING  
FILE SERVER EQUIPMENT  
LOCAL TELEPHONE SERVICE  
LONG DISTANCE SERVICE  
PAGER SERVICE  
REPAIR/MAINTENANCE SERVICE  
SOFTWARE  
TECHNOLOGY CONSULTANTS  
TECHNOLOGY TRAINING/TESTING  
TELECOMMUNICATION VOICE SYS.  
TELEPHONE EQUIP. & SUPPLIES  
WAN/INTERNET

**MUSICAL INSTRUMENTS/EQUIP.**

BAND & COLOR GUARD UNIFORMS  
MUSIC SUPPLIES/SHEET MUSIC  
INSTRUMENT REPAIRS  
MUSICAL  
INSTRUMENTS/EQUIPMENT  
MUSIC/BAND/DANCE  
CONSULTANTS

**FOOD SERVICES**

CAFETERIA FURNITURE  
CLEANING OF GREASE TRAPS  
EMPLOYEE UNIFORMS  
KITCHEN/CAFETERIA EQUIPMENT  
PAPER/CHEMICAL SUPPLIES  
SMALLWARES

**INSTRUCTIONAL MATERIALS.**

ADAPTIVE/ASSISTIVE DEVICES  
AG/FFA SUPPLIES  
ART SUPPLIES & EQUIPMENT  
CALCULATORS  
CAREER & TECHNOLOGY EDUC  
CLASSROOM SUPPLIES  
GUIDANCE & COUNSELING ITEMS  
HEALTH EDUCATION MATERIALS  
INSTRUCTIONAL MATERIALS  
LIBRARY BOOKS  
MAGAZINE & PERIODICALS  
ROTC SUPPLIES/SERVICES  
SCIENCE SUPPLIES & EQUIPMENT  
SPECIAL EDUCATION SUPPLIES  
TESTING MATERIALS  
TEXTBOOKS  
THEATRE/DRAMA SUPPLIES/SVC  
UIL MATERIALS  
VOCATIONAL SUPPLIES

If you do not find a category above that adequately describes the goods or services that your company provides, please list your product or service description in the area below:

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Comal I.S.D. Purchasing Department  
Bid Request Form

Note: Complete this form and return to Purchasing along with bid specifications.

Title of Bid: \_\_\_\_\_

Timeline for Project: \_\_\_\_\_

Source of Funds: \_\_\_\_\_

Budget Code to be used: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Bid Request Submitted By: \_\_\_\_\_

Date Submitted: \_\_\_\_\_



**For Purchasing Department use only**

Date Received from User Department: \_\_\_\_\_

Budget Code Verified: \_\_\_\_\_

Availability of Funds Verified: \_\_\_\_\_

Location of Specs: \_\_\_\_\_

Bid Assigned to: \_\_\_\_\_

Bid # Assigned: \_\_\_\_\_

Estimated Board Meeting Date for Approval: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Exhibit Three

Comal I.S.D. Purchasing Department  
Bid Review Form

Date: \_\_\_\_\_

Bid: \_\_\_\_\_

Please read and review the final draft copy of the above named document and the proposed corresponding vendor mailing list for this bid (see attached). If you want to make changes to the draft, mark any proposed changes that you would like to be made on the attached draft copy. If you wish to make any additions to the proposed mailing list, please attach a separate sheet of paper with the vendors' name, address, phone number, and contact name (if available). Do not sign in the space below and return the modified draft and/or list of supplemental addresses to Billy Becker in Purchasing.

If everything meets with your approval and you do not wish to make any changes to the proposed bid or add any additional vendors, then please do all of the following:

- Initial each page of the bid
- Initial the first page of the proposed vendor mailing list
- Sign in the space below marked "Departmental Approval" and return to Billy Becker in Purchasing.

If you have any questions, please feel free to contact me at extension 2145 or by email at [billy.becker@comalisd.org](mailto:billy.becker@comalisd.org)

Thank you,  
William Becker



Departmental Approval: \_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

*Comal Independent School District*  
**Sole Source Affidavit**

Exhibit Four

**Instructions:** Sole Source vendors need to complete this form in its entirety, have it notarized, and returned to the Comal ISD Purchasing Dept., 1404 IH 35 North, New Braunfels, TX. 78130 prior to any purchase being made.

A sole source purchase can be made without the benefit of a competitive process when there are **no other items available in the marketplace that have the same fit, form and function of the items being purchased.**

To comply with the State of Texas definition of a sole source provider, the vendor must satisfy one of the following requirements as defined in the Texas Education Code, Subchapter B., Sec. 44. 031.

(j) Without complying with Subsection (a), the Board of Trustees of a school district may purchase an item that is available from **only one source** including:

- (1) an item for which competition is precluded because of the existence of a patent, copyright, secret process, or monopoly;
- (2) a film, manuscript, or book;
- (3) a utility service, including electricity, gas, or water, and
- (4) a captive replacement part or component for equipment

(k) The exceptions provided by Subsection (j) do not apply to mainframe data-processing equipment and peripheral attachments with a single-item purchase price in excess of \$15,000.

We have carefully reviewed the Texas Education Code, Subchapter B., Sec. 44.031 (listed above) and hereby certify that we meet and comply with Section (j) and (k) of the aforementioned code for the sale of \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*(attach additional sheet(s) if necessary to list all items)*

In addition, we certify that no suspension or debarment is in place, which would preclude receiving a federally funded contract.

Company \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
Email Address \_\_\_\_\_

Authorized Signature \_\_\_\_\_  
Title \_\_\_\_\_

SUBSCRIBED AND SWORN to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
**Notary Public, State of** \_\_\_\_\_

\_\_\_\_\_  
**Printed Name**

*(Seal)*

\_\_\_\_\_  
**Date Commission**

# Vendor Performance Form

Exhibit Five
--------------

Please provide feedback on the following company based on your experience with them as a vendor. Your feedback is an important part of our review and selection process. To report major vendor problems, please use the Vendor Complaint Form so that the Purchasing Department may assist you in resolving those problems.

Vendor Name:	Sales Representative:
Was there a Specific Bid or Contract for this purchase?	P.O. #:
Today's Date:	Campus or Department:
Campus/Dept. Contact Name:	Campus/Dept. Contact Phone #:

Yes    No    N/A

**Customer Service**

1. Vendor representative has good product knowledge
2. Vendor's staff was proactive in handling issues
3. Customer experienced outstanding service
4. Phone calls or e-mail was returned promptly


**Delivery**

5. Satisfied with order completion timeliness
  6. Satisfied that back-orders were completed promptly
- If no, please state expectation that was not met:


**Sales and Support Service Area**

7. Satisfaction with staff
8. Satisfaction with your ability to contact company
9. Satisfaction with problem resolution
10. Satisfaction with warranty or replacements


**Overall Satisfaction**

11. Provide a numerical rank of your recommendation regarding this vendor/dealer (a high evaluation is a recommendation to continue working with this vendor) on a scale of 1 to 5 with 5 meaning very satisfied to 1 meaning very dissatisfied:

12. Other comments about your experience with this vendor (optional):

Please fax, email or pony to:

Billy Becker  
 Fax:            221-2007  
 Phone:        221-2145  
 Email: [billy.becker@comalisd.org](mailto:billy.becker@comalisd.org)

## Comal I.S.D. Purchasing Department Vendor Complaint Form

Exhibit Six
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When you have a problem with any of the vendors, as far as service, quality of product, deliveries, substitutions, unjustified price increases, excessive freight, etc., please fill out this form so that the District will have written documentation to possibly consider when making future awards.

Campus or Department:	Campus/Dept. Contact Name:
Campus/Dept. Phone:	Campus/Dept. Email:
Today's Date:	Time Frame of Problem:
Company:	Salesman:
Company Phone #:	PO#(s) for this purchase:

Problem or complaint: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Was the company contacted?       Yes       No

If yes:  
 Date the company was contacted: \_\_\_\_\_

Person that was contacted: \_\_\_\_\_

What actions were taken by the company, or representative of the company, to correct the problem?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Was the problem handled in an appropriate and timely manner?       Yes       No

If No, please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please fax, email or pony to:

Billy Becker  
 Fax: 221-2007  
 Phone: 221-2145  
 Email: [billy.becker@comalisd.org](mailto:billy.becker@comalisd.org)

Substitute Form **W-9**  
(Rev. February 2005)

**Request for Taxpayer  
Identification Number and Certification**

**Give form to the requester. Do not send to the IRS.**

Please print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> _____ <input type="checkbox"/> Exempt from backup withholding	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	<b>Comal Independent School District 1404 IH 35 North New Braunfels, Texas 78130</b>
List account number(s) here (optional)	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Social security number								

or

Employer identification number								

**Note:** If the account is in more than one name, see the chart on page 3 for guidelines on whose number to enter.

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 3.)

<b>Sign Here</b>	<b>Signature of U.S. person</b>	<b>Date</b>
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Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

**Note:** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Additional instructions available upon request.**

Date: \_\_\_\_\_

Dear Vendor:

RE: Taxpayer Identification Number (W-9 form)

***Federal Income Tax law requires us to have your taxpayer identification number (TIN) on file. Under Federal Regulation Section 6109, you are required to provide us with this information on form W-9 which is enclosed in this mailing. If you fail to furnish us with this information, you may be subject to penalty imposed by the Internal Revenue Service under section 6723 and all payments we make to your company could be subject to a 30.5% backup withholding.***

If you are an exempt payee, we will not have to file an annual Information Return Form 1099. If you do business as a sole proprietor you must furnish your individual name, social security number, business name and taxpayer identification number. A sole proprietor must not furnish only the business name.

***PLEASE BE ADVISED, NO PAYMENTS WILL BE ISSUED UNTIL WE RECEIVE A COMPLETED W-9 FORM WITH AN ORIGINAL SIGNATURE.***

Thank you in advance for taking the time to complete the information requested.

Please return the completed form W-9 to:

Comal Independent School District  
Attention: Diane Locke  
1404 IH 35 North  
New Braunfels, TX 78130