

File: D12

## **PURCHASING POLICY**

Requisitions for materials are generated and approved by the principals of the individual schools and/or the department heads. They are approved by the Assistant Director of Budget and Human Resources and forwarded to the Purchasing Department of the City of Chicopee.

If the total purchase is for \$10,000 or more, a contract will be developed. If more than \$10,000, but less than \$35,000, three bona fide quotes must be obtained. If the anticipated total purchase exceeds \$35,000, bids must be sought.

All bills shall be processed by signature of seven School Committee members and shall be forwarded to the proper city agency for payment. Bills will be presented for approval at a regular meeting, as well.

The Committee may authorize the chairperson to approve bills at other times than those herein mentioned.

Legal Ref.: MGL Chapter 30B: 4&5

1st reading: Reg SC Mtg 12/3/2014

2nd reading: Reg SC Mtg 12/17/2014

*\*Please refer to Purchasing Procedures (File: D12.1).*

D12.1

## **PURCHASING PROCEDURES**

### **I. General Procedures for Purchasing Goods or Services**

#### **A. Purchases Under \$10,000**

1. White copy of the purchase order is either mailed to the vendor to have the order filled or is faxed, emailed or called in if it is a confirmation.

#### **B. Purchases Over \$10,000**

1. If the vendor is not on State contract or not a sole source three quotes are needed to be obtained by the Department.
2. If all quotes are equal as far as specs, lowest quote is chosen and a requisition is done.
3. It's released and flows electronically to the Department Director, where it's approved.
4. It flows to the Assistant Director of Budget and Human Resources. All items or services are reviewed to make sure of proper procurement and then electronically approved.
5. Then it flows to the City Purchasing Agent, who sends the purchase order out for signature to the vendor to verify pricing.
6. Purchase order is then returned to the Purchasing Department and sent to the Law Department for signature; then to the Mayor's Office for signature; then returned to the Purchasing Department for signature.
7. Sent to the appropriate Department to have the order sent to the vendor.

#### **C. Purchases Over \$35,000**

1. Items must go out to bid, unless they are educational items or if the vendor is on the Massachusetts State Contract.
2. The Request for Bid is advertised in the Republican and in the State of Massachusetts Central Register for two weeks.
3. Bids are returned to the City Purchasing Agent and a public opening is held.
4. Lowest bid is awarded, as long as vendor meets all specs.
5. A contract is then done.

### **II. General Procedure for Contracts for Professional Services**

Contracts for Professional Services are usually done when there are specific duties to be performed such as consulting work or, more frequently, Special Education tuitions.

1. If the paper contract is required it is typed by the Department usually in charge of the account i.e. Grants, Special Education, etc.
2. Sent to the vendor for signature.
3. Returned to the originating Department to acquire the signatures from the Department Head, the Superintendent, and the Director of Budget and Human Resources.

4. Then sent to City Hall for the signatures of the City Purchasing Agent, the City Auditor if applicable, the Law Department, and the Mayor.
5. Once all signatures are obtained it is issued a 4 digit contact number and returned to the originating department to be entered into the financial system under the contract module.
6. Once this is all done, services covered under the contract can be encumbered on a requisition that is then converted to a purchase order.
7. Services from that vendor can begin.

### **III. General Fund and Revolving Accounts Bill Paying Process**

1. Clerk at School or Departmental level creates a requisition.
2. It's released and flows electronically to the Principal or Director, where it's electronically approval.
3. It flows to the Assistant Director of Budget and Human Resources. All items or services are reviewed to make sure of proper procurement and then electronically approved.
4. Once released it flows to the City Purchasing Agent who converts it to a purchase order.
5. The purchase order is sent to the Business Office, where in turn the accounts payable clerks either send out the white copy to the vendor to have the order filled or if it is a confirmation the School or Department will call or fax in the order.
6. Once the order is received by the School and a packing slip sent over to the Business Office, it will be matched up with an invoice and the purchase order and put on a bills payable warrant.
7. The warrant is scanned once per week on a Thursday and emailed to all School Committee members for approval. Seven signatures are required to process the warrant through.
8. Vendor checks are cut once per week on a Friday and mailed out from the Treasurer's Office the following Tuesday or Wednesday.

### **IV. Special Education Bill Paying Process**

1. Clerk in the Special Education Department creates a requisition.
2. It's released and flows electronically to the Special Education Director, where it's electronically approved.
3. It flows to the Assistant Director of Budget and Human Resources. All items or services are reviewed to make sure of proper procurement and then electronically approved.
4. Once released it flows to the City Purchasing Agent who converts it to a purchase order.
5. The purchase order is sent to the Special Education Department, where in turn the accounts payable clerks either send out the white copy to the vendor to have the order filled or if it is a confirmation the School or Department will call or fax in the order.
6. Once the order is received by the School and a packing slip sent over to the Special Education Department, it will be matched up with an invoice and the purchase order and put on a bills payable warrant.

7. The warrant is scanned once per week on a Thursday and emailed to all School Committee members for approval. Seven signatures are required to process the warrant through.
8. Vendor checks are cut once per week on a Friday and mailed out from the Treasurer's Office the following Tuesday or Wednesday.

**V. Maintenance Bill Paying Process**

1. Clerk in the Maintenance Department creates a requisition.
2. It's released and flows electronically to the Director of Maintenance, where it's electronically approved.
3. It flows to the Assistant Director of Budget and Human Resources. All items or services are reviewed to make sure of proper procurement and then electronically approved.
4. Once released it flows to the City Purchasing Agent who converts it to a purchase order.
5. The purchase order is sent to the Maintenance Department, where in turn the accounts payable clerks either send out the white copy to the vendor to have the order filled or if it is a confirmation the School or Department will call or fax in the order.
6. Once the order is received by the School and a packing slip sent over to the Maintenance Department, it will be matched up with an invoice and the purchase order and put on a bills payable warrant.
7. The warrant is scanned once per week on a Thursday and emailed to all School Committee members for approval. Seven signatures are required to process the warrant through.
8. Vendor checks are cut once per week on a Friday and mailed out from the Treasurer's Office the following Tuesday or Wednesday.

**VI. Grants Bill Paying Process**

1. Clerk in the Grants Department creates a requisition.
2. It's released and flows electronically to the Grants Administrator, where it's electronically approved.
3. Then flows to the Assistant Superintendent for Student Support Services for approval.
4. Then flows to the Assistant Superintendent for Instruction and Accountability for approval.
5. Then to the Assistant Director of Budget and Human Resources. All items or services are reviewed to make sure of proper procurement and then electronically approved.
6. Once released it flows to the City Purchasing Agent who converts it to a purchase order.
7. The purchase order is sent to the Grants Department, where in turn the accounts payable clerks either send out the white copy to the vendor to have the order filled or if it is a confirmation the School or Department will call or fax in the order.

8. Once the order is received by the School and a packing slip sent over to the Grants Department, it will be matched up with an invoice and the purchase order and put on a bills payable warrant.
9. The warrant is scanned once per week on a Thursday and emailed to all School Committee members for approval. Seven signatures are required to process the warrant through.
10. Vendor checks are cut once per week on a Friday and mailed out from the Treasurer's Office the following Tuesday or Wednesday.

#### **VII. Food Service Bill Paying Process**

1. Clerk in the Food Service Department creates a requisition.
2. It's released and flows electronically to the Director of School Cafeterias, where it's approved.
3. It flows to the Assistant Director of Budget and Human Resources. All items or services are reviewed to make sure of proper procurement and then electronically approved.
4. Once released it flows to the City Purchasing Agent who converts it to a purchase order.
5. The purchase order is sent to the Food Service Department, where in turn the accounts payable clerks either send out the white copy to the vendor to have the order filled or if it is a confirmation the School or Department will call or fax in the order.
6. The order is received by the School and a packing slip is sent over to the Food Service Department, it will be matched up with an invoice and the purchase order and put on a bills payable warrant.
7. The warrant is scanned once per week on a Thursday and emailed to all School Committee members for approval. Seven signatures are required to process the warrant through.
8. Vendor checks are cut once per week on a Friday and mailed out from the Treasurer's Office the following Tuesday or Wednesday.

#### **VIII. Athletics Bill Paying Process**

1. Clerk in the Athletic Department creates a requisition.
2. It's released and flows electronically to the Coordinator of Athletics, where it's electronically approved.
3. It flows to the Assistant Director of Budget and Human Resources. All items or services are reviewed to make sure of proper procurement and then electronically approved.
4. Once released it flows to the City Purchasing Agent who converts it to a purchase order.
5. The purchase order is sent to the Athletics Department, where in turn the accounts payable clerks either send out the white copy to the vendor to have the order filled or if it is a confirmation the School or Department will call or fax in the order.
6. Once the order is received by the School and a packing slip sent over to the Athletics Department, it will be matched up with an invoice and the purchase order and put on a bills payable warrant.

7. The warrant is scanned once per week on a Thursday and emailed to all School Committee members for approval. Seven signatures are required to process the warrant through.
8. Vendor checks are cut once per week on a Friday and mailed out from the Treasurer's Office the following Tuesday or Wednesday.

*\*Please refer to Purchasing Policy (File: D12).*