

OPERATIONAL SERVICES**FISCAL MANAGEMENT – Expenditures – Purchasing Requirements/Operation
& Maintenance Related Items**

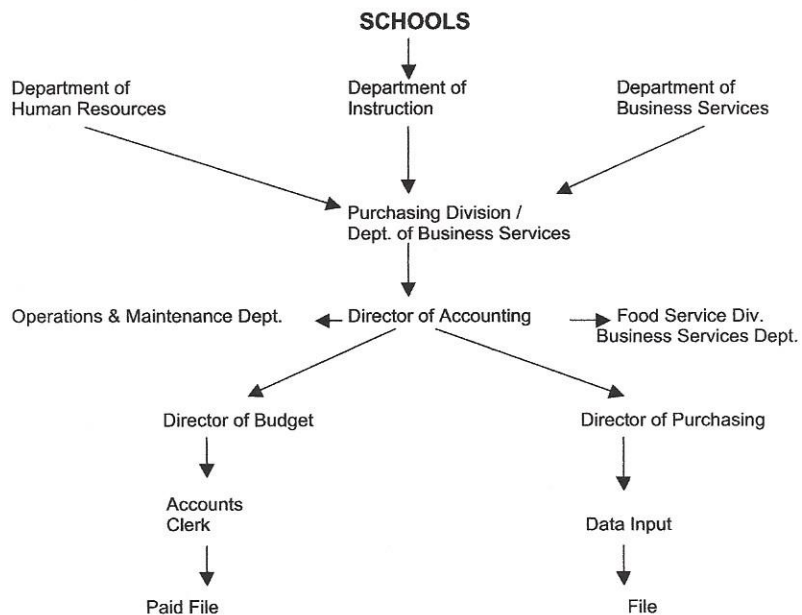
Any items, such as playground equipment, stage curtains, mowing, or custodial equipment which are related to building or grounds shall have the signed and dated approval by the Director of Operations and Maintenance prior to purchase. Safety considerations and regulations as well as insurance restrictions require advanced approval of such items. The following guidelines shall be followed:

1. Requisitions shall be completed as per the Purchasing Handbook.
2. Requisitions must have the signed and dated approval of the Director of Operations and Maintenance.
3. Playground equipment and surfaces shall meet all standards established by the District Playground Committee. Such equipment shall be shipped to the District warehouse. The Department of Operations & Maintenance shall be responsible for assembly and installation.
4. Reimbursed items shall have the reimbursement check stapled to the requisition.
Checks shall be made payable to Springfield School District 186.
5. Requisitions shall then be processed through regular procedures.

OPERATIONAL SERVICES**FISCAL MANAGEMENT – Expenditures – Purchasing Requirements/
Processing Requisitions**

In general, requisitions are sent to the Purchasing Division at 530 West Reynolds following the necessary approval[s] at the Administrative Center, 1900 West Monroe. Upon receipt by the Purchasing Division, the requisitions shall be processed as follows:

1. Date and time stamped.
2. Direct check requisitions are then given to the Accounts Clerk for processing. The Accounts Clerk shall put the requisition in vendor name order, then vendor number order and subsequently processed for payment. The clerk shall then run tapes on the requisitions and any backup attached to make sure they total for the cutoff. After the cutoff, requisitions shall then be prepared for check mailing. The requisitions shall be interfiled with purchase orders to be paid. After ACH payment forms are run and matched up with invoices from requisitions, the ACH payment form and invoices shall be mailed. Requisitions and a copy of the ACH payment form shall be filed in the paid vendor file.
3. Warehouse requisitions shall be given to the Director of Purchasing. The Director shall check for warehouse stock numbers and unit of measure. Requisitions are processed as required. After checking the requisitions against printouts, such requisitions are then filed in the Purchasing Division and the printouts shall be provided to the Warehouse for filling.
4. Vendor requisitions shall be given to the Director of Purchasing who inputs into the computer. After the purchase orders are printed, they shall be checked against the requisitions. The requisitions are then filed in the Purchasing Division.
5. Any purchases with District Master Card must have the appropriate form completed, all receipts attached and forwarded to the Director of Purchasing /Program Administrator for process of, payment.

OPERATIONAL SERVICES**FISCAL MANAGEMENT – Expenditures – Purchasing Requirements/
Processing Requisitions****Purchasing Flow Chart**

NOTE: Specific purchasing information is included in the District Handbook "Do You Buy This?" which is incorporated and made a part of these Administrative Rules & Regulations

OPERATIONAL SERVICES

FISCAL MANAGEMENT – Expenditures – Purchasing Requirements

The Board has declared its intention to purchase competitively, as provided by law, without prejudice and to seek maximum educational value for every dollar expended.

The acquisition of services, equipment, and supplies shall be the responsibility of the Director of Business Services under the supervision of the Superintendent.

The function of the purchasing division shall be to serve the educational program by providing the necessary supplies, equipment, and services.

All purchases will be made in the best interests of the educational program, considering price, quality, and service.

The Director of Business Services is authorized to proceed with the purchase of equipment within the following limits:

1. If deemed advisable, quotations will be obtained for purchases up to \$1,000.
2. To the extent possible, purchases of \$1,000 to \$2,499 should have support of telephone quotations, verbal quotations, catalog prices, or letter quotations.
3. Purchases of \$2,500 to \$9,999 shall have support of formal written price quotations. The extent of competition shall determine the number of quotations received.
4. Awards or rejections may be made by the Director of Business Services on purchases below \$10,000.
5. Purchases over \$10,000 shall have the support of sealed bids acted upon by the Board.
6. All contractors and suppliers must comply with the provisions of the Equal Opportunity Clause as required by the Illinois Fair Employment Practices Act and all applicable provisions of the Illinois Prevailing Wage Act.
7. Pursuant to the Local Government Prompt Payment Act, any bill from a vendor for goods or services furnished the District, shall be approved or disapproved for payment within 30 days after receipt of such bill, goods, or services. Payment for such goods or services shall be made within 30 days after the date of approval.

Note: Specific procedures to be followed are presented in the District handbook, "Purchasing Rules and Regulations" which is incorporated and made a part of these Administrative Rules & Regulations.

OPERATIONAL SERVICES**FISCAL MANAGEMENT – EXPENDITURES – Purchasing Requirements**

The Superintendent shall promulgate all necessary and proper Administrative Rules and Regulations in regards to bidding by the District so as to bring the District into compliance with all applicable federal and state statutes, rules and regulations. In addition to the state statutory requirement for the formal bidding of purchases amounting to \$25,000 or more, the Board also hereby establishes requirements for formal written quotations for purchases amounting to \$10,000 or more, but less than \$25,000; and either letter or telephone quotations for purchases amounting to \$2,500 or more, but less than \$10,000.

Purchasing procedures will comply with 29 CFR Part 95, including reasonableness of costs, standards or requirements for allowability and allocation of costs with reference to the approved cost allocation plan.

OPERATIONAL SERVICES

FISCAL MANAGEMENT – REVENUE

The budget is a prospective document, which provides the foundation for the educational plan of the District and, after Board approval, will be used as both the financial and management plan of the District. The budget is prepared and adopted on the modified accrual basis of accounting and is comprised of funds which are fiscal and accounting entities established and managed in accordance with State laws, rules, and regulations.

The budget shall be considered as a controlled spending plan for the ensuing year and only the Board is authorized by State law to amend the budget and/or to pay bills, authorize transfers, make interfund loans, and provide for short-term borrowing.

According to State law, the Superintendent and/or Treasurer are hereby authorized by the Board to process revenues, administer investments, and make expenditures as specified in the approved Board Policy, District budget and/or Administrative Rules and Regulations.

The Board and the Administration shall strictly observe the letter and the spirit of all laws and regulations relating to District purchases and control of its finances and property. Within the framework of such applicable laws and regulations, purchases and use of materials and manpower shall be accomplished competitively, in accordance with good business practices with the primary purpose of serving the program of instruction. The Business Manager shall be primarily responsible for developing rules and regulations executing this policy.