



Purchasing Guidelines

Stay on the Nice List

Purchasing Thresholds

Purchasing Requisitions

Purchasing Card (PCARD) Purchases

Purchase Order Purchases

Purchase Range: \$3,500.00 to \$9,999.99

Purchases made between \$3,500.00 to \$9,999.99 require three quotations prior to purchase. Verbal quotations are acceptable.

A verbal quotation is acquired by documenting quotations giving either verbally in person or via telephone conversation. Screenshots from online vendors of the requested items showing price comparisons also qualify as acceptable quotations.

A price comparison on smaller purchases made, falling under this threshold, are encouraged. Quotation documentation must be attached to the approved purchase request form when requesting a purchase order or reconciling a purchasing card transaction.

Purchase Range: \$10,000.00 to \$24,999.99

Purchases made between \$10,000.00 to \$24,999.99 (single or accumulative annually) require three (3) written quotations prior to purchase.

Written quotations are to be prepared and signed by an authorized agent of the vendor providing the quotation.

An email, listing the necessary information from an authorized agent of the quoting vendor qualifies as a written quotation.

The three (3) written quotations must be attached to the approved purchase request form when requesting a purchase order or reconciling a purchasing card transaction.

Purchasing Thresholds

Purchase Range: \$25,000.00 to \$49,999.99

Purchases made between \$25,000.00 to 49,999.99 (single or cumulative) will require a formal Request for Quotation (RFQ) facilitated by the Purchasing Department.

Schools/Departments must submit detailed specifications on product(s)/service(s) being requested.

Quotations must be attached to the approved purchase request form when requesting a purchase order or reconciling a purchasing card transaction.

Purchases \$50,000.00 and above

FAC 6A-1.012(07) purchasing policies require competitive solicitations for purchases in the amount or exceeding \$50,000.00 either individually or cumulatively. FAC 6A-1.012(1(a)) defines “competitive solicitations” to include purchases made through the issuance of an invitation to bid (ITB), request for proposal(RFP), and invitation to negotiate(ITN). If an active bid or contract exists for the commodity or service being purchased, the awarded vendor(s) must be chosen for the purchase.

Once the competitive solicitation process creates an active bid or contract for the commodity or service; purchases of \$50,000.00 and above require Citrus County School Board approval to complete the purchase.

Purchasing Thresholds

A. ALL PURCHASES MUST HAVE ALL NECESSARY APPROVALS
PRIOR TO COMPLETING PURCHASE

B. PURCHASES REQUIRING PROJECT LEVEL APPROVAL

A cardholder will scan/email a “purchase request form” to the appropriate Project Coordinator listed below:

Title I – Keirah Bandstra- Bandstrak@citruschools.org

Title II – Shannon O’Berg- Obergs@citruschools.org

Media/Technology – Lisa Stewart- Stewartl@citruschools.org

ESE – Penny Sowerby- Sowerbyp@citruschools.org

Instructional Materials- Trish Kahler- Kahlert@citruschools.org

C. INCIDENTAL FURNITURE such as, wobbly chairs, bean bag chairs, stools, rugs, ball chairs, etc. can be purchased if proper approvals to ensure item(s) meet qualifications for classroom use. Below are the approvals needed prior to proceeding with purchasing incidental furniture.

1. Cost Center Administrator
2. Code Compliance
3. ESE Project Coordinator
4. Purchasing Department

D. PURCHASES OVER \$3,500.00

1. Send purchase request form and invoice/quote to Karen Owen- owenk@citruschools.org
2. Karen will obtain costing and purchasing approvals.
3. Finance will complete the purchase.
4. After the purchase is complete, the receipt will be sent to the requesting department.

Purchasing Card (PCARD) Purchases

D. DISTRICT PURCHASING CARDS CANNOT BE USED FOR:

1. Cash advances
2. Personal items (food, clothing, etc.)
3. Fuel and oil, (except in county owned vehicles)
4. Telephone calls
5. Gifts/Gift Cards
6. Internal account purchases (they have their own purchasing cards)
7. Items in the District warehouse
8. Any other restrictions that may be placed by the Cost Center Administrator
9. Purchases that require project level approval without authorization of the project administrator. (See **B** Projects Requiring Project Level Approval)
10. STAFF CONVENIENCE ITEMS are not to be purchased with discretionary money.
For example, dish soap, paper plates, plastic ware, items for personal use.
11. NO FOOD ITEMS are to be purchased using discretionary funds. The only exceptions are Vocational Programs (i.e. Culinary Class), Clinic Use or Grant purchases specifying food items.

E. CLASSROOM OR STAFF FURNITURE can be purchased ONLY AFTER prior approval has been given from Purchasing/Finance.

Purchasing Card (PCARD) Purchases

WHEN TO USE A PURCHASE ORDER TO MAKE PURCHASES.

1. A vendor does not accept payment via PCard.
2. The total purchase price exceeds the limit a vendor will accept via PCard.
3. The vendor charges an additional fee for using a PCard.

PROCESS TO CREATE A PURCHASE ORDER

1. A complete approved purchase requisition along with a quote, order or invoice is needed to attach to the Purchase Order Requisition.
2. A Purchase Order Requisition is created in Skyward.
3. The Purchase Order Requisition goes through an approval process, the final approval is by the Finance Director.
4. The signed Purchase Order is printed, then emailed to the requesting school site/department.

Purchase Order Purchases

PROCESSING AN INVOICE FOR PAYMENT USING A PURCHASE ORDER

1. The invoice must match the product and purchase price requested on the Purchase Order.
2. An invoice must contain the following to request process for payment:
 - ➡ Administrator/Designee signature
 - ➡ The date the products/services were received.
 - ➡ The Purchase Order number
 - ➡ If the invoice is the only or last payment, make an indication to Accounts Payable on invoice to close PO after payment complete.
3. The approved invoice then needs to be emailed to Accounts Payable (currently Amanda Eberhardt) requesting payment against the corresponding Purchase Order.

NOTE: ATTACHING THE INVOICE DURING THE CREATION OF THE PURCHASE ORDER REQUISITION **DOES NOT** LEAD TO THE INVOICE AUTOMATICALLY BEING PROCESSED FOR PAYMENT.

Purchase
Order
Purchases

Helpful Contacts

Karen Owen-2426

PCard- New, Issues, or Changes
Purchase Orders
Purchases over \$3500.00

Edie Bennett-2467

Costing/Budget Concerns
PCard/PO Costing Review

Megan Davis-2479

Vendor Information
PCard Purchase

Debra Dorn-2323

PCard Review
Fixed Assets

Anne Berry-2427

PCard Review
Fixed Assets

Amanda Eberhardt-2450

Accounts Payable
PO Invoices
PCard purchases

Carin Shriver-2466

Accounts Payable-TDA's,
Utilities, and local travels

Amanda (Mandy) Judge-2416

Accounts Receivable
Monies collected
Field trip invoicing

Questions?