

Career and Technology Education Programs



Guidelines for Purchasing, Funding Substitutes, and Attending Professional Development

FY 2008

July 2007

Purchasing Guidelines

Purchasing/Expenditure Deadlines:

Federal (Perkins) Funding – October 31, 2007-All textbook, instructional materials, software, and equipment expenditures.

Formula (Consumables) Funding – February 29, 2008-All non-perishable expenditures.

(Reminder: At least 50% of consumable funds should be spent by Dec. 23)

The following guidelines are provided to help clarify questions regarding the completion of purchase order forms, charge approval requests, and appropriate account codes for processing your program request for consumable items from your Career and Technology Education consumables funding or Perkins Federal funds.

Consumable Purchases under \$1,000:

You must use a procurement card for all purchases under \$1,000 (*see pages 4 and 5 for instructions and approval form*). You can also purchase supply items through the Office of Distribution Services (*see page 15 for the form sample and page 16 for the supplies list*).

Consumable Purchases over \$1000 and all Perkins Purchases:

You may use a purchase order for consumable purchases and **lines of credit** over \$1000. All Perkins purchases must be placed on a purchase order. All purchase orders must be typed on the multiple form that you may obtain from your bookkeeper (*see page 14 for sample purchase order*) and must include a vendor quote with 5 copies attached. (Please note the vendor quote requirements on page 9 to avoid delays in processing your request.) **NO CONFIRMING PURCHASE ORDERS** (advance purchases or contracted services) will be processed by this office.

Completing a Purchase Order:

1. **Vendors:** You must have a vendor number on the purchase order for processing. Check with your bookkeeper to reference other vendors from Advantage Financial. If no vendor number is listed, please contact the company and direct them to apply online for a vendor number at <https://public-advweb.bcps.org/webapp/VSSPROD/Advantage> or through the BCPS main page for Purchasing, www.bcps.org/offices/purchasing.

Note: There are approved vendors who have contracts with BCPS for specific items (ex: Dell computers, furniture, office supplies). Please consult the appropriate county purchasing catalog, available from your bookkeeper or BCPS Intranet website (*attached*).

Dell computers must be purchased from Data Networks, (410) 823-3000, educational sales.

Printers should be purchased from Daly Computers (301-670-0381).

You must obtain a quote from Data Networks or Daly Computers and attach it to the purchase order within the 30 day quote pricing agreement.

2. **Itemizing Purchases:** Please type “see attached quote for _____” on the body of the purchase order and include the original itemized typed quote from the vendor plus 5 copies. **Always call the vendor before placing an order to verify prices and shipping cost.**

3. **Shipping:** Make sure you have checked shipping charges and listed them on the purchase order. If shipping is \$0, note the source name or reference just above the shipping total line (ex: “No shipping per Jane Doe, XYZ Co.”). Otherwise your order will be delayed.
4. **Quotes and Itemized Lists:** You must use a vendor quote to itemize your purchases. Ask them to fax or email you the quote confirming items, prices, and shipping. Attach the **original quote and 5 copies** to the purchase order.
5. **a. Account Codes - Consumables-Materials/Software:**
For consumable funds only, type the correct accounting codes (*see attached - Purchase Order Code Reference Sheet*) for your school’s agency code and school location numbers under the program name.

Fund	Department	Unit	Object	Activity	Function
1000	Your School #	2135	3507 or 3508	0004	XXXX

Be sure to note **your program name** (ex. Child Care) on the purchase order from which the funding is charged.

- For **Science** consumable expenditures, a completed “Science Only” requisition attachment form must be attached to the requisition when submitted.
- For **Advanced Technology Education** consumable expenditures, a completed “Advanced Technology Education” requisition attachment form must be attached to the requisition when submitted.

3507 Instructional Materials and Supplies. This can include safety items and workbooks used by students over a one or two year period (ex. Safety glasses, nail polish, gloves, batteries, toner cartridges, and other inexpensive supply type items). Also eligible are small tools, hand and small power equipment, which are replaced or wear out over a one or two-year period (ex: tape measures, hair brushes, stethoscopes, electric drills, replaceable portable power equipment) (up to \$200 per item). Non-consumable **textbooks** are not eligible for CTE consumable funds. Note: For specialty, higher cost consumables (ex., allied health manikins, contact your supervisor for approval before submitting.)

3508 Computer Software, which has a normal one or two-year shelf life before being updated to keep up with business/industry training standards.

Please Note: If your purchase order has more than one type of item (ex: instructional materials-3507 and software-3508), you must include both objects’ 4 digit numbers and subtotals including a shipping breakdown for each on your purchase order. (Otherwise, your purchase order will be returned to you for clarification).

- **“Perishable” Consumables:** For Culinary Arts, Agriculture, Child Care, Nutrition and Food Science instructors, we recommend establishing an approved line of credit using a purchase order with a food, animal supply, or floral supply vendor to purchase items on an as-needed basis. If you wish to use your procurement card for perishable items, we require that only the instructor use this card to purchase approved items. Please forward your monthly ProCure statement to your supervisor as we have done in the past.

5. b. Account Codes - Consumables-Contracted Services/Equipment:

There are NO confirming purchase orders. If you have been allocated 05 activity funds in your consumable budget, you may spend it on contracted services (repairs) and/or equipment. If you have items over \$1,000 please create a purchase order. If the expenditure is under \$1,000, please complete the “School Request for ProCure Card Purchasing” and submit to our office before placing the order.

Note: For emergency repairs, obtain a repair estimate from the vendor and contact your supervisor. Approved charges and POs will be expedited for safety and emergency program needs.

Fund	Department	Unit	Object	Activity	Function
1000	Your School #	2135	2834 or 5530, 5535	0005	XXXX

To assure that your fully allocated consumable funds are available for your program and instructional needs, we request you forward all purchase orders to the CTE office by **February 29, 2008**.

NOTE: Your CTE Office supervisor will close out the remainder of available funds after the above deadline dates.

6. Account Codes- Perkins:

For Federal Perkins grant funds leave the accounting code area blank. The CTE office will place account numbers on the purchase order. Please type “Perkins and the program name” on the body of the PO. To meet local and federal purchasing guidelines, all purchase orders for Federal Perkins funds must be delivered to the CTE office by **December 23, 2007**. This will enable the office to close out grant spending in time to meet BCPS closing procedures and MSDE deadlines.

Note: For items over \$25,000 contact your supervisor in September to begin the Board of Education bid process. (see attachment – “Purchase Order Bid Procedures” for items \$25,000 or over)

7. Your principal or school administrator and CTE supervisor will sign in the lower section of the body of the purchase order. **The CTE Coordinator will be the final signature on the Account Manager line.**

8. Accountability – All department chairs should keep a log and copies of all purchase orders, vendor quotes, and charge purchases forwarded to the CTE office for approval. This will clarify immediate questions and verify CTE and school accounts at the end of each budget cycle.

THANK YOU for your efforts and planning during the purchasing process. Your adherence to these guidelines will ensure effective use of resources. Please contact your supervisor or his/her office assistant for account balance or processing assistance.

Perkins/Grant Funds Consumable Funds - 05 Activity	Doreen Coyne, 8921
Consumable Funds - Technical Programs Technology Education	Regina Norwood, 8926
Consumable Funds - Business Education Family Studies School to Career Transition	Vacant, 8924

CAREER AND TECHNOLOGY EDUCATION

2007-08 PROCUREMENT CARD PROCESSING POLICY AND PROCEDURES FOR CTE INSTRUCTORS

This consumable funds charge card process was established for:

1. Vendors who do not take purchase orders
2. Total dollar amounts under \$1,000
3. Time sensitive items

This process requires proper submission of this charge card request form with appropriate signatures and vendor quotes.

Note: This form may be used for all requests with a limit of \$1000 (per quote, per vendor). Requests for more than one \$1,000 limit charge from a single source vendor may not be honored at the same time.

Charge Card Purchase Request Directions

1. Visit or call the business to select your items (with materials or tool item names and descriptions, not just item numbers) and get a written quotation (no sales tax).
2. Review the items to confirm proper description, pricing and quantity.
3. Review and complete charge card purchase request with proper signatures.
4. FAX this charge card purchase request to the CTE Office for approval.
5. After the request is approved by the CTE Office, we will fax the approved request to your school.

This FAX is your authorization to make the charge and pick up or request delivery from the vendor.

If you have any questions please call:

8924	Business Education
8922	Family Studies
8925	School To Career Transition
8926	Technical Programs
8927	Technology Education

**CAREER AND TECHNOLOGY EDUCATION
CONSUMABLE FUNDS 2007-08**

SCHOOL REQUEST for ProCure CARD PURCHASE

FAX request and vendor quote to CTE Office at 410-252-6218

PLEASE PRINT

DATE: _____

FROM: School Name: _____

CTE Completer Program: _____

Person Responsible for Order: _____ CTE Supervisor: _____

School Fax Number: _____ School Phone Number: _____

Vendor: _____ Vendor Phone Number: _____

Typed Quote #: _____ Contact Person (Vendor): _____

School Bookkeeper's Signature: _____ Date: _____

Total purchase request, plus shipping or delivery **NO SALES TAX:** \$ _____

(NOTE: Fax vendor quote on company letterhead. Quotes must total less than \$1,000.)

School Administrator Approval: _____ Date: _____

CAREER & TECHNOLOGY EDUCATION OFFICE APPROVAL (for CTE Office use only)

Entered into Spreadsheet: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Coordinator's Signature: _____ Date: _____

Use the following approved account string: 1000 - _____ - 2135 - _____ - 000__ - 0401
Fund Dept Unit Object Activity Function

Fax Date: _____

Special Notes: _____

COMPLETED FORM WILL BE FAXED TO THE PERSON RESPONSIBLE FOR ORDER, WHO WILL THEN PROCESS THE ORDER USING THE SCHOOL'S PROCURE CARD AND LOG THE TRANSACTION IN THE APPROPRIATE ACCOUNT STRING AFTER THE ORDER IS PLACED.

SCHOOL RECORDS

Ordered By: _____ Date: _____

Vendor Representative: _____ Charge Amount: \$ _____

Receipt Received: _____ Date: _____

Attending Professional Development Conferences:

CAREER AND TECHNOLOGY EDUCATION Conference Procedures

The following procedures may be modified by the CTE Office for groups attending conferences.

Overnight Travel Approval (In or Out of State) – Complete this document fully, including total costs of transportation, per diem (contact CTE office for rate and/or electronic version of this form), housing, and registration. Our office will also give you the proper account strings. Have the document signed by your principal and your executive director. This completed and signed approval form should accompany all purchase orders and reimbursements.
This form must be completed 4 weeks prior to the early bird deadline of the conference.

Hotel Arrangements – You should make reservations at the hotel (usually the one that hosts the convention but check with our office regarding the price range for each trip). Use your personal credit card to reserve the room. Lodging should be organized to conserve funds. When available, the CTE Office recommends that rooms be shared. For prepayment of hotel fees, a purchase order must be submitted 3-4 weeks before the first date of your hotel reservation. You may also pay with your personal credit card and request reimbursement upon your return.

Travel – If traveling by airplane the tickets must be booked through Burton Travel. We suggest that you go online and select a flight you prefer – something reasonable from Southwest or Air Tran (or comparable). Orbitz is a good start as is Southwest’s online reservations site. Print out your preference and call it in to Burton at 1-888-654-8484. Have Burton fax the confirmation to our office at 410-252-6218 so we can type and process the PO within the 24 hour price quote limit. Your signed Overnight Travel Approval form is required to be attached to the purchase order.

If traveling by car to and from the airport, please document the mileage reimbursable at the current rate on the travel reimbursement voucher.

Note: When computing daily mileage, the employee’s normal round-trip commuting distance shall be subtracted from the total daily mileage.

Receipts are needed to be reimbursed for the cost of parking, taxis, or shuttles. Include this on the travel reimbursement voucher.

Meals – You do NOT need to save meal receipts. You will be reimbursed at the *per diem* rate for meals during the conference/convention. Please contact the CTE Office for the rate as it varies by city and state.

BCPS Rule 3126 for expense reimbursement is available at
http://www.bcps.org/system/policies_rules/rules/3000Series/RULE3126.pdf.

Substitutes: If you have been approved by your supervisor to acquire a substitute, the bookkeeper should pay the substitute through the school's account. For reimbursement to the school's account, forward this form to the CTE Office.

Journal Entry Form for Substitute Teachers 2007-08

School Name: _____ **School Number:** _____

Person Preparing: _____

Date: _____

In order for your school to be reimbursed for a substitute teacher, please fill out the following information:

Teacher Name: _____

Amount for Substitute (Check One):

_____ \$82.92 (Degreed)

_____ \$65.15 (Non-degreed)

Account string to be reimbursed (Substitute Account):

____ - ____ - ____ - ____ - ____ - ____
Fund Dept Unit Object Activity Function

Date of Teacher Absence: _____

Reason for Teacher Absence: _____

Please note that the name of the substitute is not required. An account code is needed so that a journal entry can be made to reimburse the school. This is NOT a Westi or crosswalk payroll number, which is an eight-digit number (your bookkeeper should know which codes to use). If you have any questions, call 8921.

PLEASE RETURN THIS FORM TO YOUR SUPERVISOR IN THE CTE OFFICE AS SOON AS THIS INFORMATION IS AVAILABLE TO YOU.

Purchase Order Code Reference Sheet

High School	Department #	Location Number
Carver	471	0975
Catonsville	576	0174
Chesapeake	584	1574
Dulaney	472	0872
Dundalk	585	1273
Eastern	535	1575
Franklin	563	0472
Hereford	473	0772
Kenwood	586	1572
Lansdowne	577	1371
Loch Raven	474	0973
Milford Mill	564	0271
New Town High	790	0473
Overlea	536	1473
Owings Mills	565	0472
Parkville	537	0972
Patapsco	587	1272
Perry Hall	538	1171
Pikesville	566	0371
Randallstown	567	0272
Sollers Point	588	1274
Sparrows Point	589	1573
Towson	475	0971
Western	578	0175
Woodlawn	579	0172

PURCHASE ORDER BID PROCEDURES

ALL CTE PROGRAMS

In accordance with revised state law, effective July 1, 2006, the threshold for requiring bids has increased to \$25,000. This applies to any purchase of a single item or for an annual systemwide purchase for the same item. If no current approved contract exists for the item(s), follow these steps:

- If a purchase is less than \$15,000, get one written quote. Complete a purchase requisition, attach the vendor quotes(s), and forward to your program's CTE supervisor.
- Get two written vendor quotes if a purchase is greater than \$15,000 and less than \$25,000. Complete a purchase requisition, attach the vendor quotes(s), and forward to your program's CTE supervisor.
- If any purchase is anticipated to be more than \$25,000, contact your program's CTE supervisor immediately for assistance in following the bid process. It is important that large purchases are planned in advance because of the time necessary to prepare and issue bids, evaluate responses, and schedule a contract for presentation to and approval by the Board.

ADVANCED TECHNOLOGY EDUCATION 2007-2008

CONSUMABLE ITEMS REQUISITION ATTACHMENT FORM SUPPORT DATA

SCHOOL: _____

PRINCIPAL: _____

TEACHER: _____

TECH ED CHAIR/TEAM LEADER SIGNATURE REQUIRED: _____

DIRECTIONS

Please attach a copy of this form to each requisition/purchase order submitted to Career and Technology Education, Attn: Regina, when requesting the use of annual consumable funding.

**THIS FORM MUST BE COMPLETED AND
ATTACHED TO THE PURCHASE ORDER
BEFORE FUNDING WILL BE AUTHORIZED.**

1. Course and course number for which materials are being requested:

Name of Teacher using materials:

2. Number of students that will use materials:

=====
Office Area Notes:



REQUISITION ORDER

1940-G Greenspring Drive
 Timonium, Maryland 21093
 410-887-4334 Fax 410-887-7831

BILL TO:
 Office of Accounting
 1940-G Greenspring Drive
 Timonium, MD 21093

PURCHASE ORDER NO.:

DATE:
CURRENT DATE

BID/QUOTE NUMBER
 If Applicable

FISCAL YEAR:
 2007
VENDOR NUMBER:
 NEW NUMBERS FOR FYO

DELIVERY REQUIRED:
 DATE

VENDOR NAME:
ATTN:
 VENDOR NAME
 STREET ADDRESS
 CITY STATE ZIP

SHIP TO: AGENCY #
 School/Office: SCHOOL NAME
 Attention: TEACHER'S NAME
 Address: SCHOOL ADDRESS
 City, State, Zip: CITY STATE ZIP
 Telephone: SCHOOL PHONE #

THIS REQUISITION MUST BE ACCOMPANIED BY AT LEAST ONE VENDOR QUOTATION

Line	Commodity Code and Description	Quantity	Unit	Unit Price	Amount	
1	If you wish to include a phone or fax number, type here. Description of item(s) to be purchased	#	each, kit, etc.	cost per item	total cost per item(s)	
2	Description of next item to be purchased, etc.					
<p>NOTE: If multiple items or quote, type "see attached" for the description.</p> <p>CTE Program Name:</p> <p>_____</p> <p>Principal</p> <p>_____</p> <p>CTE Supervisor</p>						
ACCOUNT INFORMATION						
<i>Enter account information and amount in space below:</i>						
Fund	Department	Unit	Object	Activity	Function	Amount
1000	XXX	2135	3507 or 08	0004	XXXX	
					SHIPPING \$	cost of S&H or n/a
					GRAND TOTAL \$	
<p>More than 1 account string can be used. Make sure the amounts are typed in after each individual account string, and that the shipping is included in each.</p>						<p>EXEMPTION NUMBERS: Maryland Sales Tax: 3000-111-0 Federal Excise Tax: 52-73-0449K Federal Identification Number: 52-6000866</p>

CTE Coordinator Signs Here

Account Manager

Office of Purchasing

Distribution: White – vendor copy, Pink – Accounting Office, Green – Purchasing Office,
Canary – receiving copy/return to Accounting, Goldenrod – school/office/file, Blue – funding office copy

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