

# **PURCHASING GUIDELINES AND INFORMATION FOR BUSD FUNDRAISING ORGANIZATIONS**

## **PURCHASING STAFF LIST** (PDF attached)

This lists the types of items each of the buyers in Purchasing Services is in charge of.

## **SUGGESTED VENDORS** (PDF attached)

These are commonly used vendors that accept our purchase orders and offer us educational discounts. The price you see on their website may be higher than what we end up paying.

## **W-9** (PDF attached)

If you are ordering a product or service from a new vendor that BUSD has not used before, please get a W-9 from the vendor and provide it to the person at your site who will be entering the requisition.

## **TAX**

Even if the vendor does not charge sales tax, BUSD will need to pay the tax directly to the State of California as Use Tax. BUSD is not tax-exempt. The only items that tend to be non-taxable are magazine subscriptions, labor, shipping charges, and some software licenses.

## **SHIPPING**

Most vendors charge for shipping unless their website specifically states that shipping is free. Please include an estimate of 10% for shipping in your budget unless you know the exact amount that a particular vendor will be charging (such as a flat fee).

## **RUSHES**

If you need an order delivered in a rush OR delivered on a specific day (like the day before a school event) even if that day is weeks away, please EMAIL or CALL Purchasing with the requisition number and the date needed.

## **MATERIALS AND SUPPLIES**

You can request instructional materials and supplies (such as classroom, art, culinary, technology, and medical supplies) from any vendor that you choose, but we prefer to use existing BUSD vendors since they accept our purchase orders as payment, are already set up in our system, and usually offer us a

discount. You can contact vendors on your own to get a quote, or you can use their website or catalog pricing for your estimate. Provide the Office Assistant at your site with the following information: vendor name, address, phone number, part number, description, quantity, and date needed. If you already have a quote from the vendor, provide that to the Office Assistant as well.

## **REIMBURSEMENTS**

Reimbursements are not guaranteed and should be a last resort (for example, if you need something the same day). Reimbursements are not allowed for rugs, computer equipment, printing equipment/supplies or office perks like coffee machines. Original receipts must be provided to the Office Assistant to be sent to Purchasing Services or Accounts Payable. Keep copies for your records.

## **AMAZON ORDERS**

BUSD has a Business Prime account. Shopping Lists should be shared electronically with the Office Assistant who will then submit the order for approval. It is recommended that you do not order from third party sellers on Amazon. Prime products are ideal.

## **SOFTWARE LICENSES**

When ordering software licenses and subscriptions, provide the email address that access should be sent to.

## **RETURNS (Form Attached)**

All returns or replacement orders are handled by Purchasing Services. Do not contact the vendor yourself. Report damage, missing items, and over-shipments as soon as possible. Due to administrative costs, returns of correctly ordered products must meet a \$25 minimum. Fill out the Request to Return Purchase Form and submit it to the Office Assistant. Keep the items that you are returning until you hear back from Purchasing.

## **BUSES/TRANSPORTATION (Information Attached)**

## **BLANKET PO'S**

A blanket PO covers a period of time (like 7/1/19 – 6/30/20) and total “not to exceed” amount (such as \$1,000.00) rather than pre-determined, specific part numbers and quantities. Blanket PO's can be created to cover your purchases at a particular vendor for the entire school year so that a new requisition does not need to be entered every time you need something. Examples of vendors that accept blanket PO's are: Smart & Final, Waxie, and Office Depot. You can also set up a blanket PO for an

employee to be reimbursed for purchases throughout the year. Contact Purchasing to find out more about how this works.

**CONSULTANTS** (PDF's attached)

Consultants (people or companies other than BUSD employees and parents that will be providing a service to staff or students) must be approved by the Board of Education before the service is provided. Approval is done on an annual basis and is specific to each school site. If a particular consultant for a particular site was Board-approved in 18-19, for example, it must be Board-approved again for that site in 19-20. Consultant agreements should be signed by Sharon Cuseo, but John Paramo or Debbie Kukta can sign if Sharon is unavailable. Please send documents to Terri Ramirez Adams in Instruction for processing. [terriramirezadams@burbankusd.org](mailto:terriramirezadams@burbankusd.org)