**Electronic Purchasing is Here!**

**State Purchasing Thresholds**
As of January 1, 2016 the purchasing thresholds for the period January 1, 2016 through January 1, 2017 are as follows:
- Purchases from $0 to $10,500.00 do not require quotes or bids, but quotes are recommended to obtain the lowest price.
- Purchases between $10,500.00 and $19,400.00 require three quotes.
- Purchases of $19,400.00 or more require formal bid.
- The only exception to the thresholds noted above is if the vendor is an “approved” vendor.
- **Thresholds apply to “like” items district wide, not school by school.**
- Splitting a project to avoid thresholds is illegal.

**What is an Approved Vendor?**
- An approved vendor is a vendor that has bid competitively as part of a PA state approved purchasing contract or purchasing consortium.
- **How Does a Vendor Become an Approved Vendor?**
  - The vendor must contact the appropriate contract or consortium administrator.
- Contact a vendor, whenever possible, for a quote on the items you would like to order. This ensures proper pricing and the inclusion of any shipping and handling costs.
- **Office Depot, School Specialty, Kurtz and Becker’s are all approved on-line vendors.**

**RECEIVING OF PRODUCT REMINDER**
- All invoices should be received in the Business Office from the vendor. They should not be sent to the schools.
- Please forward any invoices received to the Business Office as vendors are not able to be paid without it.
- Packing slips should be scanned and attached to the Purchase Order.
- Blanket PO packing slips should be named by date and attached to the Purchase Order.
- Orders should be placed with a Purchase Order Number, not a requisition number. Requisitions are approved when they are converted to a Purchase Order.

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**Training Coming!**
Various E-Finance Training sessions will be held to review current procedures and discuss changes that have been made to the purchasing/accounts payable process. These sessions will be schedule over the next several months. It is recommended you try to attend one of the training sessions.

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**Spring is Coming!**
**REMINDER**
- You can NOW begin entering your requisitions for the 16-17 school year
- Choose the “Next Year’s Requisition Listing”

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**E-Finance Procedures Posted on Sharepoint**
E-Finance procedures are posted on the district sharepoint site. will be created for your review on the following topics:
- Requisition Entry
- Budget Balances
- Audit Trail Report
- Purchase Order Payment
- Open Purchase Orders by School Report
- On-line vendor ordering
- Requisition Attachments
- Receiving Module
- Approval Status

**Currently these instructions are posted as a**

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**Employee Reimbursement**
- All employee reimbursement for out-of-pocket expenses must be submitted on a Travel and Expense Form and approved by your supervisor.
- Itemized receipts must be attached for all reimbursements.
- DASD is a tax exempt organization. If you do not purchase with a tax exempt certificate, tax is not reimbursable.
Approved Vendor Links

- Chester County Intermediate Unit-Percent Off Catalog/Store Discount Bid
  January 1, 2013 through December 31, 2013
  http://www.cciu.org/page/28 (click on category to see list of vendors/contacts)
  This link is easy to access and notes vendor contact information for quotes and shipping and handling.
- PA Costars
  http://www.dgsweb.state.pa.us/COSTARSReg/WelcomePage
- PA State Contract
  http://www.portal.state.pa.us/portal/server
- PEPPUM
  http://www.peppm.org
- US Communities
  http://www.uscommunities.org
- Keystone Purchasing Network (KPN)
  http://thekpn.org
- Texas Cooperative Purchasing Network (TCPN)
  http://www.tcpn.org
- National Joint Powers Alliance (NJPA)
  http://www.njpacoop.org/

The Best Way to Determine if a vendor is an “approved” vendor is to ask them or call the Business Office.
E-Finance vendors are NOT all approved vendors.

FREQUENTLY ASKED QUESTIONS

Can I google a product and order from a vendor I locate on-line?
- Try to order from an approved vendor first whenever possible.
- Check to see whether or not the vendor accepts Purchase Orders.
- Determine if the value of the item(s) to be purchased is under the required threshold.

Can a new vendor be added to E-Finance?
- Try to order from an approved vendor first whenever possible.
- If the vendor accepts purchase orders and the value is under the required threshold, email the name, address, telephone and fax number of the vendor to purchasing.

Can I order from a vendor that only accepts orders on-line with discounted pricing?
- Try to order from an approved vendor first whenever possible.
- Determine if the vendor will charge tax on the item you want to order. If they do, we are not able to order from this vendor on-line. We are not able to pay now and get a refund later.
- If there is no tax, contact purchasing to place order using the district p-card.

How do I add an attachment to a requisition?
- Requisition screen, click attachment. Browse to location of scanned attachment and double click.

How do I add or remove teachers from the on-line websites of Office Depot, School Specialty, Kurtz and Becker’s?
- Email these names to Purchasing. Changes can normally be made quickly.

How can I tell if a Purchase Order has been paid?
- Go to the purchase order screen and enter the PO number. Double click on the purchase order and view the bottom of the screen. It will note total balance and total paid to date.