

REGULATIONS

DJF-R

School Purchasing

Each school shall establish and maintain such systems of bookkeeping, accounting and controls as are necessary to the proper operation of the system of competitive purchasing above the authorized level. All purchases shall be made by the rules established by State code.

The term “supplies”, “materials”, “contractual services” and “equipment” shall be construed to mean any and all articles, services or things that shall be used by or furnished to the school.

- A. Purchases Based on Competitive Bids – All purchases of, and contracts for, supplies, materials, equipment and contractual services shall be based whenever possible on competitive bids. If the amount of the expenditure is estimated to exceed \$30,000.00, an agent of the School Board shall conduct the bid.
- B. Award or Rejection of Bids – All open market orders or contracts made by the school shall be awarded to the lowest and best bidder, taking into consideration the qualities of the articles to be supplied, their conformity with the specifications, their suitability to the requirements and the delivery terms.

A detailed record must be maintained of the bid process including the bidder name, date and amount along with a record of the successful bidder. This documentation will be open to public inspection and audit.

- C. Certification of Sufficient Funds – the ordering school certifies, at the time the item is ordered, that the unencumbered balance in the account concerned is in excess of all unpaid obligations and is sufficient to defray the cost of such order.
- D. Details on Bid Request and Order – The details of goods and/or services requisitioned should be clearly stated. The quantity should be indicated as well as the unit in which the goods are ordered.
- E. Purchase Limits – Purchase limits refer to the total, not individual item amounts.

\$0.00 - \$999.99

No bid required, but preferred. A detailed record of each order must be maintained.

\$1,000.00 - \$2,499.99

At least three (3) telephone quotations should be obtained and recorded.

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\$2,500.00 - \$29,999.99	At least three (3) written quotations should be submitted by possible suppliers.
\$30,000.00 and over	should be bid at the division level.

Sole Source Items

Care must be taken not to abuse this exception. Extensive use of sole source criteria will negate the fiscal advantage of getting the best price on acceptable products. If the sole source criterion were used, it would be appropriate to maintain a written record of the reasons for applying this exception, which should be attached to the school file copy of the order.

Local Suppliers

Schools are encouraged to seek bids and pricing from local suppliers, but are expected to purchase from the supplier offering the best pricing.

Repetitive Purchases

When it is known that the same low cost items will be purchased at multiple times throughout the school year, and the administrative requirement to obtain a bid on each occasion would be burdensome, it is acceptable to solicit, at the beginning of the school year, a vendor's "best and final price" for the entire school year. This does not relieve you of the requirement to solicit this same information from multiple vendors whenever possible. When this process is used, the pricing sheet must contain an acknowledgment by the vendor that these prices will prevail throughout the upcoming year.

- F. Forms – Attached are copies of telephone quotation forms and request for quotation forms to be included whenever needed for your documentation. Also included is the Purchase Order Form and directions for coding the forms.

Effective: October 2006

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Principal Single Item Expenditure Limit

For any amount greater than \$4,999.99 for a single item purchase, a principal must seek authorization from the Division Superintendent. The Superintendent shall inform the School Board of all such approvals.

Approved: November 10, 2009

This is not an order

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This is not an order

Amelia Count Public Schools Request for Quotations

Return to: _____

Return by: _____

Instructions to Bidder: Quote lowest possible price and best delivery on items listed below. Advise what discount, if any, will be allowed for payment within specified time. Terms and delivery date must be specified. Terms and delivery date must be specified. Complete all items. Include handling and delivery charges, if any.

Quotation No.: _____ Delivery by: _____ Terms: _____

QUANTITY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	EXTENDED PRICE

BIDDER GUARANTEES product offered will meet or exceed specifications identified on this request for quotation.

Right is reserved to reject any or all bids, to divide the business, to waive Any informality in any bid and to award the business to someone other than the lowest bidder should it be deemed to be in the best interest of the school division.

By: _____

Title: _____ Date: _____

By: _____

Effective: February 2002

TELEPHONE QUOTATION FORM

Company: _____ Date: _____

Quoted By: _____ Telephone: _____

QUANTITY	UNIT	ITEM	UNIT PRICE

Terms: _____ Person Taking Order: _____

Delivery Date: _____

Company: _____ Date: _____

Quoted By: _____ Telephone: _____

QUANTITY	UNIT	ITEM	UNIT PRICE

Terms: _____ Person Taking Order: _____

Delivery Date: _____

Company: _____ Date: _____

Quoted By: _____ Telephone: _____

QUANTITY	UNIT	ITEM	UNIT PRICE

Terms: _____ Person Taking Order: _____

Delivery Date: _____

Coding for Purchase Order Numbers

As we start using the new purchase order forms, we will also be using a new P.O. numbering system that will help with my coding of the purchases. The first three digits will be alpha characters to represent what funds are to be used to pay for the expenditures. The next four digits will be numeric. This will give a P.O. this format: XXX-9999.

Now to describe the three-digit alpha codes.

The first digit will be the school:

E – Elementary	M – Middle
H – High	S – School Board Office

The second digit will be the area of expenditure:

A – Superintendent	B – School Board
C – Title II	D – Title VI-B
E – Title I	F – Gifted Education
G – Guidance Department	H – Testing
L – Library/Media	N – Finance
O – Office of the Principal	P – Personnel
R – Regular Instruction	S – Special Education
T – Technology	V – Vocational Education

The third digit will be type of expenditure:

B – Books	C – Technology Supplies
D – Dues and Memberships	E – Equipment
F – Furniture	I – Instructional Supplies
L – Luncheons	O – Office Supplies
P – Purchased Services	R – Printing
S – Software	T – Travel

So, if the Elementary School was to order instructional supplies for Title I and it was the first one under the new system, the purchase order number would be : EEI-0001.

Maintenance will use MNT to start their P.O.'s and Transportation will use TRN and they will keep a sequential numbering system also.

Vendor Relations

Regulation on Acceptance of Vendors To be included in Payroll Deduction Program

A company requesting inclusion in the Amelia County Public Schools' payroll deduction program will be considered when the following conditions have been met:

- 1- Employees request premiums be paid through payroll deduction
- 2- 49 employees are participants
- 3- If necessary, the company must be eligible to participate with the division's third party administrator (retirement plans)
- 4- Company must accept paper fund transfers on a monthly basis

Adopted: September 14, 2010

REGULATIONS

DL/DLA-R

Increase in Pay

Teachers who are employed for one-half or more of a school year shall receive credit on the salary scale for a year of service. Teachers who are employed for less than one-half of a school year shall receive no credit toward advancement on the salary scale. Teachers with prior teaching experience shall receive credit on the salary scale for such experience if such experience is properly certified by the school division(s) in which the teacher previously taught.

Teachers who receive advanced college degrees shall receive credit for the degree on the salary scale beginning the first of the month following receipt in the superintendent's office of verification of the award of the degree or that all requirements have been met.

Effective: February 2002

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Payments-Personnel

All employees will be paid on the last teaching day of the month during the school year. In the summer months, employees will be paid on the last workday of the month.

Effective: February 2002

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Salary Schedules

The school board has the implied authority to set the salaries of persons they employ. There will be salary schedules for the various categories of employees. Salary schedules may be altered or amended at the School Board's discretion. Without an expressed provision in the employees' contract, the salary schedules are not a part of the School Board's contractual obligations.

The School Board will adopt a salary schedule that will incrementally raise the salaries of employees. Such a decision will be based on reasonable classifications and uniformity of treatment of those having like training and experience and performance of similar services. Differentiation's in salary must be reasonable specific and relevant. Increasing salaries for persons with postgraduate degree from accredited schools is deemed a reasonable policy necessary to attract quality instructors.

The School Board will designate base salaries according to levels of experience and training.

Teacher Compensation

It is the goal of the Commonwealth that its public school teachers be compensated at a rate that is competitive in order to attract and keep competent teachers.

Legal Reference: Code of Virginia, Section 22.1-289.1.

Effective: February 2002

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Payroll Deductions

No deductions shall be made from the salary of any employee except as required by law or specifically approved by the School Board and requested by the employee. No such approval for any deduction shall be granted which does not offer advantages or opportunities that are open and available to all employees. Deductions required by laws are as follows: State retirement and life insurance, withholding tax, social security, retirement, and disability insurance (old age survivors). Deductions other than those required by law shall be made only on the approval of the School board and at the written request of the individual desiring such deductions.

Effective: February 2002

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Reimbursement of Expenses

All employees who leave their workstation on school business will be provided with a School Board vehicle or will be paid mileage at the approved rate. An accurate accounting of the miles traveled is required on forms provided. All other approved expenses incurred will be reimbursed; however, a receipt must accompany each expenditure for which reimbursement is claimed, including meals.

When administrators authorize expenses for other personnel, names and positions of these persons must be listed on the voucher. The reason for the meeting must also be listed. However, if groups of more than four (4) people are involved, the name of the group is sufficient.

Effective: February 2002

REGULATIONS

Payment of Salary

A. Certificated Personnel

1. Payroll

- a. On the last work day of each month or as soon thereafter as possible, the clerk of the School Board shall issue and sign payroll warrants drawn on the county treasurer and payable from county funds in payment of compensation for said month for all employees under written contract.
- b. The clerk shall pay contractual employees from school funds on the last day of each month, or as soon thereafter as possible upon receipt of vouchers certified by the person authorized by the School Board to supervise the work for which such compensation is claimed.
- c. The payroll warrants shall be countersigned by the Superintendent of schools.

B. Classified Personnel

1. Payment of Salaries

Secretaries, clerical workers and aides shall receive their salary checks on the last day of the month.

Custodians and maintenance and bus garage employees shall receive their salary checks on the last working day of each month.

When an employee is separated from service in the system, his terminal pay shall be computed and prorated on a per diem basis on the last working day of the month.

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Payment of Salary (Cont.)

C. Payroll Deductions

Deductions shall be made from the salary of an employee only for purposes required by law or specifically approved by the School Board. Approval shall only be granted for deductions that offer advantages or opportunities that are open and available to all employees.

D. Certificated Personnel

Certificated personnel shall forfeit their per diem salary for each day's absence from assigned duties for reasons not covered in school Board policies.

E. Classified Personnel

Classified employees shall forfeit their per diem salary for each day's absence from assigned duties for reasons not permitted under these policies. However, an employee, with the consent of his supervisor, may absent himself for personal business. Such lost time will be deducted from his annual allowable vacation time.

Effective: February 2002

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Compensatory Time For Twelve Month Employees

Twelve-month professional personnel can accumulate compensatory time as follows:

1. Saturdays when school is in session.
2. Holiday or vacation time worked when required by the Superintendent.

Professional personnel must work 3 ½ hours to get ½ day compensatory time or 7 hours for a full day. No compensatory time is available for less time worked.

Twelve-month classified personnel can accumulate compensatory time as follows:

1. Hours worked beyond the regular workday when required or approved by the employee's supervisor.
2. Emergencies that require the employee to come to work beyond the hours or days that the employee is regularly assigned.

Classified personnel will be awarded compensatory time on an hourly basis.

Cross Ref: GDBSD-R-5 – Regulations Governing Overtime

Effective: February 2002

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Expense Reimbursement

The School Board encourages attendance and participation of school personnel at professional meetings. The purpose of this encouragement is to provide the staff with opportunities to improve their work skills and to maintain high morale.

Requests for reimbursement from School Board funds will only be honored for trips that have been approved in advance by the Superintendent or designee and for which a statement of travel with proper documentation is submitted at the conclusion of the trip.

Persons who receive approval to attend professional meetings, conferences and/or workshops will be required to drive a school division car if one is available. If no school vehicle is available, personnel may drive their personal vehicle and receive reimbursement for mileage at an approved rate. If an employee chooses to drive his personal vehicle when a school vehicle is available, there will be no reimbursement for mileage.

To receive reimbursement for meals or lodging while in attendance, or traveling to or from a conference or other professional meeting, personnel must present receipts with the request for reimbursement.

Registration fees and lodging deposits for conferences etc. are to be paid by the employee attending such conferences. Requests for reimbursement should be included in the statement of travel expenses.

Reimbursement rates:

1. Lodging – Will be paid based upon the actual receipt; personal phone calls will not be reimbursed.
2. Food – The School Board will pay up to a total of \$35.00 per day for meals; alcoholic beverages will not be reimbursed.
3. Tips – The School Board will reimburse for tips paid up to 15% of the total food bill.
4. Mileage – The School Board will pay \$0.445 per mile when the employee uses a personal vehicle.

Effective: February 2002

Revised: August 2006