

## REQUISITIONS / PURCHASE ORDERS / RECEIVING

Document ID: 4.1.0.1  
Document Owner: *Accounting*  
Date Revised: 2/25/2019

Approval: *CFO*  
Date Created: 8/1/2010

### **Creating a Requisition and Purchase Order**

Everything purchased by the District must be done using the requisition process. If a credit card is used to purchase goods or services, a purchase order must be entered and approved in Skyward in order to check out a credit card.

A requisition, which is a written request for the procurement of supplies, services, equipment, or any other items that are not reimbursed on payroll checks, is submitted to the campus' principal or department administrator for approval via Skyward. The system routes the requisition through the appropriate approvals. Upon completion of approvals, the requester can then print their purchase order and proceed with the ordering process. The purchase order number must be given to the vendor at the time of ordering and must be shown on invoices which are sent to the *business office*. The *business office* does not submit purchase orders to vendors, this is the responsibility of the *requisitioning staff member*.

Purchase order numbers must be on all correspondence (statements, quotes, invoices, etc.). If these requests are not met the quotes and billings will be returned to vendor for compliance prior to payment processing. This will result in payment delay (see following letter sent to all vendors).

### **Receiving**

Receiving is also completed via Skyward by marking all items received, unless there are items still on backorder. *When all items are received scan and attach all packing slips/receiving documentation.* Once the invoice is received by the *business office*, it will be entered into Skyward for payment on the next accounts payable check run. The requester can follow the process of the original requisition/purchase order through to the payment in Skyward. If the *business office* receives an invoice for goods or services that have *not been* marked received in Skyward, the invoice will remain unpaid until goods or services are received.

**All purchases at West ISD require a purchase order. Invoices received by the *business office* without a purchase order will be returned to the vendor.**

All invoices are to be mailed *or emailed*, by the vendor, to the following contact information for all requisitions other than Student Activity Funds (see the *Student Activity Fund* 13.1.0.1 manual for steps on entering requisitions for SBAA).

West ISD  
Attn: Accounts Payable  
P.O. Box 655  
West, Texas 76691  
[accountspayable@westisd.net](mailto:accountspayable@westisd.net)

## REQUISITIONS / PURCHASE ORDERS / RECEIVING

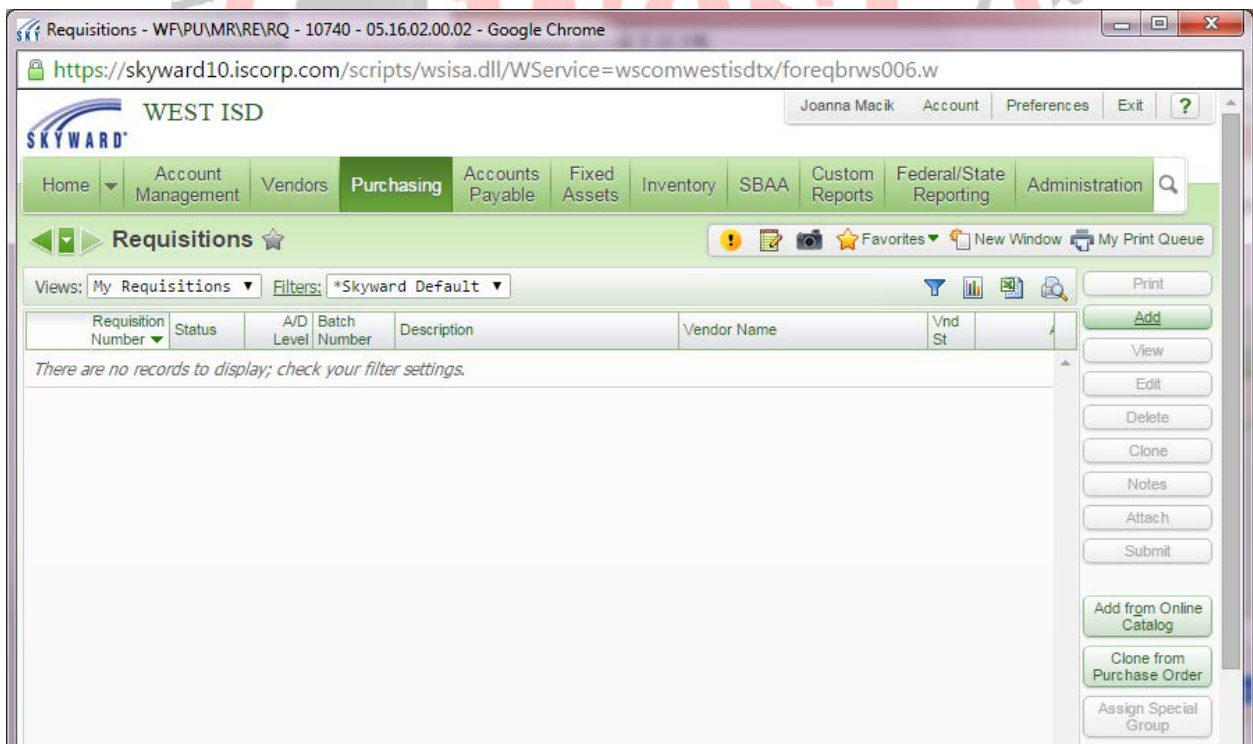
Document ID: 4.1.0.1  
Document Owner: Accounting  
Date Revised: 2/25/2019

Approval: CFO  
Date Created: 8/1/2010

To create a requisition; first log into Skyward, redirect to *Financial Management*. Under *Purchasing*, choose *Requisitions*.



- ☐ Click *Add* on the right side of the screen.



## REQUISITIONS / PURCHASE ORDERS / RECEIVING

Document ID: 4.1.0.1  
Document Owner: *Accounting*  
Date Revised: 2/25/2019

Approval: *CFO*  
Date Created: 8/1/2010

- ☐ Choose the appropriate Requisition Group (Skyward will default if you are only assigned one group).
- ☐ Fill in a description for the requisition (be descriptive, the business office checks the coding!). *Note: This continues to be a problem which results in purchasing delays. Be thorough.*
- ☐ Choose the appropriate vendor (if the vendor is not listed, they may be inactive or not set up, contact (254) 981-2011 for set up). *This takes time depending on vendor response to information requested.*
- ☐ Select the appropriate ship to address (**do not have goods shipped to the *administration* office**, if your default is to the *administration* office, please call the *business office* to correct). *This can result in delays and/or loss/misplacement of goods.*
- ☐ Due date is used if the quote for the requisition has an ordering deadline.

Requisition Master Information - WFP\PU\MR\REQ - 10740 - 05.16.02.00.02 - Google Chrome

<https://skyward10.iscorp.com/scripts/wsisa.dll/WService=wscomwestisdtx/foreqmast001.w?isPopup=true>

### Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

#### Requisition Master Information

##### Requisition Setup Information

Requisition Group: 070 - Business Office

Fiscal Year: 2015 - 2016 September 1, 2015 - August 31, 2016

☒ Account allocation by total requisition amount (YMA).

☐ Account allocation by each requisition detail line (YDA).

☐ This requisition is used to restock a warehouse.

##### Requisition Information

\* Batch Number: 03

\* Description:

\* Vendor:

\* Ship To: West I S D Business Office 801 N Reagan PO BOX 655 WEST TX 76691

Attention:

\* Due Date: 02/23/2016 Tuesday

Ship Date: 02/23/2016 Tuesday

Ship Via:

Contract:

Method:

Asterisk (\*) denotes a required field

- ☐ Choose the appropriate method for the requisition.

CSP	Competitive Sealed Proposal
DeMinimi	De Minimis (>\$500/\$20k aggregate)
Interloc	Interlocal (meals/conf/tourmy)
Internal	In District (paper/water/transp)
Prof Svc	Professional Services
Purch Co	Purchasing Cooperative
RFP	Request for Proposal
RFQ	Request for Quote
Special	Special Circumstance

## REQUISITIONS / PURCHASE ORDERS / RECEIVING

Document ID: 4.1.0.1  
 Document Owner: Accounting  
 Date Revised: 2/25/2019

Approval: CFO  
 Date Created: 8/1/2010

- ☐ Insert one detailed item by selecting *Save and Add Detail* on the right side of the screen, or *Save and Mass Add Detail* for inserting up to 5 detailed items.
- ☐ Confirm the information at the top is correct (group, vendor, ship to).
- ☐ Enter in the quantity of the item ordered, unit of measure (each, case, etc.), unit cost, and individual item description (note the total amount is calculated for you based on the unit of measure chosen and unit cost entered).
- ☐ If more lines are needed, select *Save* and then *Mass Add*. Continue this process until all line items are entered.
- ☐ Once all items have been entered, select *Save*.

**Requisition Detail Lines/Accounting**

Requisition Master Information | Requisition Detail Lines/Accounting

**Requisition Detail Lines/Accounting**

**Requisition Master Information**

Batch Number: **03**  
 Requisition Number: **0000010658**  
 Group: **(070) Business Office**  
 Fiscal Year: **2015 - 2016**  
 Vendor: **West ISD Transportation**  
**801 North Reagan**  
**WEST TX 76691**

Accounting: **Account allocation by total requisition amount.**  
 Amount: **0.00**  
 Ship To: **West I S D Business Office**  
 Description: **Transportation**

**Requisition Detail Lines**

\* Line Number:   
 Line Type: ☒ Merchandise  
☐ Narrative  
 Catalog:   
 \* Quantity:   
 Unit of Measure:   
 \* Unit Cost:   
 Total Amount:   
 \* Description:

Buttons:

Asterisk (\*) denotes a required field

- ☐ Choose *Add Requisition Accounts* to select the account to be used for this order to add budget/general ledger code.

**Requisition Master Information**

Batch Number: **03**  
 Requisition Number: **0000010658**  
 Group: **(070) Business Office**  
 Fiscal Year: **2015 - 2016**  
 Vendor: **West ISD Transportation**  
**801 North Reagan**  
**WEST TX 76691**

Accounting: **Account allocation by total requisition amount.**  
 Amount: **10.00**  
 Ship To: **West I S D Business Office**  
 Description: **Transportation**

Buttons:

**Requisition Detail Line Items**

Views: **General** Filters: **\*Skyward Default**

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Com Code
100		transportation	1	EA	10.00000	10.00	

Buttons:

## REQUISITIONS / PURCHASE ORDERS / RECEIVING

Document ID: 4.1.0.1  
 Document Owner: Accounting  
 Date Revised: 2/25/2019

Approval: CFO  
 Date Created: 8/1/2010

- ☐ Place a check in the box of the account you want to be used for this order, note that the description of the account highlighted is displayed next to the account number list
- ☐ In the bottom section you can either allocate all the expenditure to the one account or choose others to split the costs
- ☐ Once the account is identified and selected, choose *Save Account Distribution* button to the right of the screen
- ☐ If budgeted funds are not available and the funds available amount is in **red**, the **account cannot be used**. In order to use the appropriate account it will be necessary to complete and submit a budget amendment to move funding into the chosen account (see Section 3.2.0.1 Budget Amendments)

Available Accounts (Accounts are displayed based on Account Clearance access)

Fnd	T	Fc	Obj	So	Org	F	Pl	Loc	Funds Available	Selected
199	E	13	6411	21	042	0	11	000	\$0.00	<input type="checkbox"/>
199	E	13	6411	21	042	0	21	202	\$0.00	<input type="checkbox"/>
199	E	13	6411	21	042	0	99	000	\$89.55	<input checked="" type="checkbox"/>
199	E	13	6411	23	102	0	11	101	\$0.00	<input type="checkbox"/>
199	E	13	6411	23	102	0	99	102	\$0.00	<input type="checkbox"/>
199	E	13	6411	24	198	0	22	260	\$400.00	<input type="checkbox"/>
199	E	13	6411	24	198	0	23	000	\$88.45	<input type="checkbox"/>
199	E	13	6411	24	198	0	23	203	\$35.00	<input type="checkbox"/>
199	E	13	6411	24	198	0	24	000	\$153.00	<input type="checkbox"/>
199	E	13	6411	24	198	0	99	000	\$-3.30	<input type="checkbox"/>
199	E	13	6411	26	001	0	22	263	\$1,911.92	<input type="checkbox"/>
199	E	13	6411	26	001	0	22	273	\$3,000.00	<input type="checkbox"/>
199	E	13	6411	50	801	0	99	000	\$794.91	<input type="checkbox"/>
199	E	13	6411	51	999	0	23	203	\$1,896.70	<input type="checkbox"/>

100 records displayed

Account Number:

Quick Key:

Total Amount to Distribute: **\$10.00 100.00%**  
 Total Distributed: **\$10.00 100.00%**  
 Amount Remaining: **\$0.00 0.00%**

**Selected Accounts**

Account Number	Amount	Percent
199 E 13 6411 21 042 0 99 000	10.00	100.00

Remove Remove All

**Account Level Description**  
 Emp Travel

**Account Number Information**

Code	Description
199	General Fund
13	Staff/Curriculum Development
6411	Emp Travel
21	Middle School
042	WEST MIDDLE SCHOOL
0	N/A
99	Undistributed

**2015-2016 Available Funds By Individual Account**

Save Account Distrib Back

- ☐ Verify all data is correct.

**Requisition Detail Lines/Accounting**

Requisition Master Information | Requisition Detail Lines/Accounting

**Requisition Master Information**

Batch Number: 03  
 Requisition Number: 0000010658  
 Group: (070) Business Office  
 Fiscal Year: 2015 - 2016  
 Vendor: West ISD Transportation  
 801 North Reagan  
 WEST TX 76691

Accounting: Account allocation by total requisition amount.  
 Amount: 10.00  
 Ship To: West I S D Business Office  
 Description: Transportation

Edit Master Notes Attachments

Submit For Approval Save and Finish Later Back

**Requisition Accounts**

**Requisition Accounting**

Account Number	Account Amount	Account Percent	Over Budget
199 E 13 6411 21 042 0 99 000	\$10.00	100.00%	

Update Account Distrib View Requisition Detail Lines



## REQUISITIONS / PURCHASE ORDERS / RECEIVING

Document ID: 4.1.0.1  
Document Owner: *Accounting*  
Date Revised: 2/25/2019

Approval: *CFO*  
Date Created: 8/1/2010

- ☐ Choose *Save and Finish Later* if you need to come back for more editing.
- ☐ Choose *Submit for Approval* if complete.

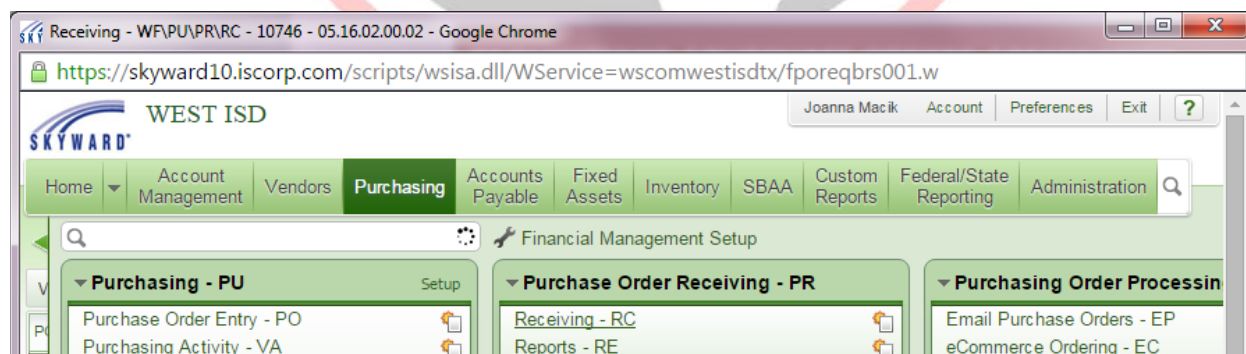
Upon submitting for approval, the requisition is routed through an approval chain. **Unless it is an emergency, please do not email those on the approval chain to notify them a requisition has been submitted.** An email is automatically generated when a requisition is submitted. This continues to be a problem. The business office does not sit at their computers waiting to approve purchase orders.

When the final approval is complete the requisition turns into a purchase order, and funds are encumbered. The requestor will receive an email when the requisition has been approved and the purchase order is ready to be printed. Only then can the order be placed with the vendor; purchase order numbers must be used at the time of ordering. Requisitions cannot be printed and used in lieu of an approved purchase order. Please plan in advance.

### **Receiving Goods and Services**

There are two types of receiving that can occur at West ISD. The first one involves items that are ordered using a requisition and purchase order in Skyward, and the second is when student funds are used. Student funds must be entered in the SBAA (student based activity accounting) section of Skyward. This will be addressed in detail in the Student Activity Fund Section 13.0.0.1. of this manual. Once the goods or services are received the requestor must mark all items received in Skyward if the order is complete. If items are on backorder the items on the purchase order cannot be marked received and only a partial payment will result. If this is not completed delays in payment can result. The business office does not monitor open receiving except during the fiscal year-end process.

- ☐ Select *Receiving* under *Purchase Order Receiving*.



## REQUISITIONS / PURCHASE ORDERS / RECEIVING

Document ID: 4.1.0.1  
Document Owner: *Accounting*  
Date Revised: 2/25/2019

Approval: *CFO*  
Date Created: 8/1/2010

- ☐ Select *Add* to add a new purchase order to the receiving.

The screenshot shows the 'Receiving' module in Skyward. The top navigation bar includes Home, Account Management, Vendors, Purchasing, Accounts Payable, Fixed Assets, Inventory, SBAA, Custom Reports, Federal/State Reporting, and Administration. The 'Receiving' section is active, showing a table of purchase order line items. The table has columns for PO Number, Date, Time, Batch Number, PO Status, Catalog, Description, and Unit Desc. The first row shows PO Number 0751600044, Date 01/26/2016, Time 10:32 AM, Batch Number 25, PO Status O, Catalog Xtreme Sour Punch Straws, and Unit Desc boxes. The second row shows PO Number 0751600044, Date 01/26/2016, Time 10:32 AM, Batch Number 25, PO Status O, Catalog Whole Dill Pickles in gallon jars, and Unit Desc gallons. The third row shows PO Number 0751600044, Date 01/26/2016, Time 10:32 AM, Batch Number 25, PO Status O, Catalog Starburst Original, and Unit Desc boxes. To the right of the table are buttons for Add, Edit, Delete, and Notes.

- ☐ Search by PO number or by Vendor.

The screenshot shows the 'PO Line Items' search interface in Skyward. The top navigation bar includes Home, Account Management, Vendors, Purchasing, Accounts Payable, Fixed Assets, Inventory, SBAA, Custom Reports, Federal/State Reporting, and Administration. The 'PO Line Items' section is active, showing a search form with fields for Enter PO Number, Search by PO, and Search by Vendor. The Views dropdown is set to General, and the Filters dropdown is set to \*Skyward Default. A Back button is located at the bottom right.

- ☐ Enter quantity received or select *Receive All* to the right and then select save.
- ☐ This will place the order in batch status awaiting the **matching invoice for payment**.

The screenshot shows the 'PO Line Items' table in Skyward. The top navigation bar includes Home, Account Management, Vendors, Purchasing, Accounts Payable, Fixed Assets, Inventory, SBAA, Custom Reports, Federal/State Reporting, and Administration. The 'PO Line Items' section is active, showing a search form with fields for Enter PO Number, Search by PO, and Search by Vendor. The Views dropdown is set to General, and the Filters dropdown is set to \*Skyward Default. The table has columns for Catalog, Description, U of M, Qty Ordered, Prev Received, Qty Received, Qty Remaining, and Comments. The first row shows Catalog Lodging Austin Marriott North 3/2/2016 Supt. A, Description Each, Qty Ordered 1, Prev Received 0, Qty Received 0, Qty Remaining 1, and Comments. To the right of the table are buttons for Save, Receive All, Reset All Qty Received to Zero, and Show All Detail Items.

### **Invoices Greater than Purchase Order**

If an invoice is received that does not match the approved purchase order the invoice will be scanned to the purchase order originator to resolve discrepancies. **The issuer must sign and date the invoice(s) as well as state the reason for the increased variance.**

## REQUISITIONS / PURCHASE ORDERS / RECEIVING

Document ID: 4.1.0.1  
Document Owner: *Accounting*  
Date Revised: 2/25/2019

Approval: *CFO*  
Date Created: 8/1/2010

### **Business Office Mailing and Invoice Remittance Address**

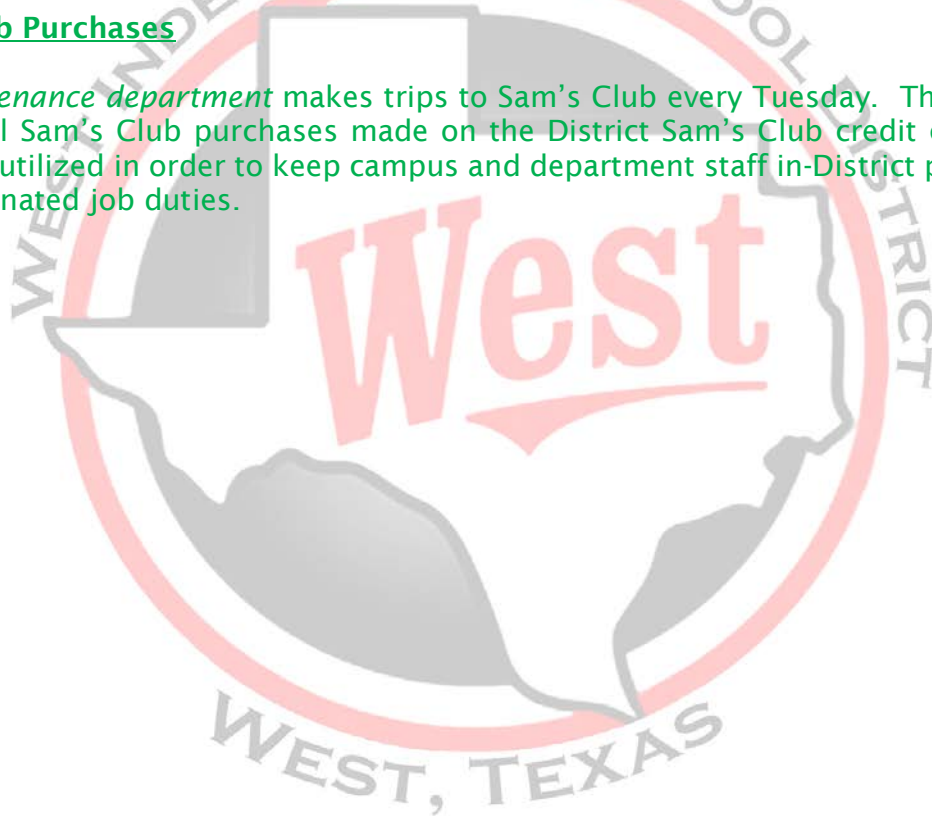
All invoices and correspondence must be sent to **the following:**

West ISD  
Attn: Accounts Payable  
P.O. Box 655  
West, Texas 76691  
[accountspayable@westisd.net](mailto:accountspayable@westisd.net)

There are no exceptions. Invoices and statements sent elsewhere could result in a payment delay or penalty.

### **Sam's Club Purchases**

The *maintenance department* makes trips to Sam's Club every Tuesday. They pick up any and all Sam's Club purchases made on the District Sam's Club credit card. This method is utilized in order to keep campus and department staff in-District performing their designated job duties.





## PURCHASING LEVELS CHART

Document ID: 4.1.1.1  
 Document Owner: Accounting  
 Date Revised: 2/25/2019

Approval: CFO  
 Date Created: 8/1/2010

PURCHASING LEVELS AND REQUIREMENTS					
Purchase Commitment Amt.	Support Required	Add'l Forms	RFP/RFQ	Board Approval	Advertising
Purchases with State and Local Funds					
De Minimis purchases Less than \$500.00 but within \$20k category aggregate	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
For purchases Less than \$20,000.00	3 QUOTES or CO-OP PURCHASE	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
For purchases of \$20,000.00 to \$49,999.99	3 QUOTES or CO-OP PURCHASE	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
For purchases over \$50,000.00 Competitive Procurement/Texas	COMPETITIVE PROCUREMENT (Education Code 44.031)	BID OR PROPOSAL TABULATION FORM	REQUIRED	BOARD AGENDA ITEM REQUIRED	REQUIRED Two (2) consecutive weeks
Purchases with Federal Grant Funds (EDGAR)					
For purchases Less than \$3,000.00 (Micro-purchase/Fed Funds)	1 QUOTE	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
For purchases of \$3000.00 to \$49,999.99 (Small purchase/Fed Funds)	3 QUOTES CO-OP PURCHASE	3 QUOTE FORM	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
For purchases over \$50,000.00 (Small purchase/Fed Funds) Competitive Procurement/Texas	COMPETITIVE PROCUREMENT (Education Code 44.031)	BID OR PROPOSAL TABULATION FORM	REQUIRED	BOARD AGENDA ITEM REQUIRED	REQUIRED Two (2) consecutive weeks
For purchases over \$150,000.00 Single Acquisition Threshold/Fed	COMPETITIVE PROCUREMENT (Sealed Bids or Competitive Proposals)	SCORE CARD	REQUIRED	AGENDA ITEM REQUIRED	REQUIRED Two (2) consecutive weeks

## CREDIT CARDS

Document ID: 4.2.0.1

Document Owner: Accounting / Accounts Payable

Date Revised: 1/17/2019

Approval: CFO

Date Created: 8/1/2010

The District utilizes purchasing cards that may be used for several types of transactions. **It is important to remember that before a card can be checked out a requisition must have been submitted and approved via Skyward. This process must be completed before the checkout of the card occurs.** The *business office* will not approve purchases for *campuses* and *departments* without the *administrator's* approval of an online requisition.

Credit cards can be used for most District authorized purchases. These cards are purchasing cards, meaning they are not unique to any one person, and may be signed by any **District employee**. Many Districts have experienced issues with misuse of purchasing cards; therefore, there will be **NO** exceptions to this procedure.

Each campus or department has a card issued specifically for supplies. All transactions on the supply cards are coded to department supply budgets. There is only one card for each campus/department. There is also a set of cards for employee travel and a separate set of student travel cards.

Authorized purchases:

- |                                   |   |
|-----------------------------------|---|
| <input type="checkbox"/> Lodging  | <input type="checkbox"/> Books                |
| <input type="checkbox"/> Supplies | <input type="checkbox"/> Student travel meals |
| <input type="checkbox"/> Repairs  | <input type="checkbox"/> Fuel                 |

The person requesting the card must sign the check-out log. When signing for a card the employee is acknowledging that the following is understood:

*I understand by signing below that I will be personally responsible for any unauthorized charges made to this card while in my possession. I further understand that upon return of the card all receipts must be accompanied by an approved purchase order. I also give my consent to have any **undocumented** charges deducted from my next paycheck (this includes unauthorized charges or charges with no receipts).*

Prior to checkout of a card each campus/department must submit and approve a requisition for each transaction that will occur while the card is checked out. If total charges are unknown, an estimate must be made. Adjustments **will** occur when exact charges are known. Requisitions should be entered to **Compass Bank** with the vendor noted in the reason field. Violations to this procedure will not be tolerated and will be dealt with by the following:

- ☐ Card usage revocation
- ☐ Employee discipline as outlined in the employee handbook

**Employees who use credit cards are responsible for ensuring that a Sales Tax Exemption Form is used, and should not pay sales tax. Taxes that are paid must be paid by the employee.**

## CREDIT CARDS

Document ID: 4.2.0.1

Document Owner: *Accounting / Accounts Payable*

Date Revised: 1/17/2019

Approval: *CFO*

Date Created: 8/1/2010

Please remember that District credit cards have spending limits. To ensure the card in use has sufficient spending ability, please check with the *business office at the time of checkout*. If a charge is attempted and declined due to spending limits, personal cards can be used and reimbursed. Sales tax cannot be reimbursed.

There are a limited number of District employees that have been issued a permanent credit card. The same rules apply to these cards.

## SALES TAX

Document ID: 4.3.0.1

Document Owner: *Accounting / Accounts Payable*

Date Revised: 1/17/2019

Approval: *CFO*

Date Created: 8/1/2010

### **Sales Tax on Purchases**

West ISD is exempt from paying Texas sales tax. Accordingly, no expenditures for Texas sales tax will be allowed. Employees who purchase supplies for District use and for which reimbursements will be claimed should use a Sales Tax Exemption Form (see Section 4.3.1.1 Sales Tax Exemption Form), no reimbursement will be allowed to an employee for sales tax.

Employees who use credit cards are responsible for ensuring that sales taxes are not paid, and should use a Sales Tax Exemption Form.

Sales taxes improperly paid by use of credit cards or other means will be the responsibility of the employee who made the purchase and reimbursement of taxes will not be honored to the employee.

### **Booster Clubs**

Booster clubs may not legally use the District's tax exempt status for purchases. It is the Booster Clubs' responsibility to secure their own tax exempt status from the state; this is not a District function. Booster clubs using the District's tax ID will not be tolerated. If District employees are aware of this occurrence, the *superintendent* or *assistant superintendent* must be notified immediately (see Section 13.2.0.1 *Student Activity Funds*).

## SALES TAX EXEMPTION FORM

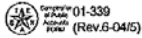
Document ID: 4.3.1.1

Document Owner: *Accounting / Accounts Payable*

Date Revised: 1/17/2019

Approval: *CFO*

Date Created: 8/1/2010



### TEXAS SALES AND USE TAX RESALE CERTIFICATE

Name of purchaser, firm or agency <b>West Independent School District</b>	Phone (Area code and number) <b>(254) 981-2010</b>
Address (Street & number, P.O. Box or Route number) <b>P.O. Box 655</b>	
City, State, ZIP code <b>West, Texas 76691</b>	
Texas Sales or Use Tax Permit Number (or out-of-state retailer's registration number or date applied for Texas Permit – must contain 11 digits if from a Texas permit) <b>74-6002551</b> (Mexican retailers must show their Federal Taxpayers Registry (RFC) number on the certificate and give a copy of their Mexican registration form to the seller.)	

I, the purchaser named above, claim the right to make a non-taxable purchase (for resale of the taxable items described below or on the attached order or invoice) from:

Seller: \_\_\_\_\_

Street address: \_\_\_\_\_

City, State, ZIP code: \_\_\_\_\_

Description of items to be purchased on the attached order or invoice:

misc items


Description of the type of business activity generally engaged in or type of items normally sold by the purchaser:

educational use

The taxable items described above, or on the attached order or invoice, will be resold, rented, or leased by me within the geographical limits of the United States of America, its territories and possessions, or within the geographical limits of the United Mexican States, in their present form or attached to other taxable items to be sold.

I understand that if I make any use of the items other than retention, demonstration or display while holding them for sale, lease or rental, I must pay sales tax on the items at the time of use based upon either the purchase price or the fair market rental value for the period of time used.

*I understand that it is a criminal offense to give a resale certificate to the seller for taxable items that I know, at the time of purchase, are purchased for use rather than for the purpose of resale, lease, or rental and, depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.*

sign here 	Title Assistant Superintendent	Date 10/22/2018
---	-----------------------------------	--------------------

This certificate should be furnished to the supplier. Do **not** send the completed certificate to the Comptroller of Public Accounts.



## PURCHASING CONTRACT SERVICES

Document ID: 4.4.0.1

Document Owner: *Accounting / Accounts Payable*

Date Revised: 1/17/2019

Approval: *CFO*

Date Created: 8/1/2010

### **Definition of Contracted Services**

A contracted service is the acquisition of services from a vendor. The vendor will often provide some materials or tangible goods, but the primary purpose for involving the vendor is to receive a service.

It is important to distinguish between a contracted service relationship and an employee relationship. In both cases the District is receiving something from the labor of an individual. However, there are critical differences in the legal relationships of a contractor versus an employee. The Internal Revenue Service also provides for different means of reporting contracted services versus employment relationships and there may be significant penalties for improper reporting.

### **Criteria for Contractors**

There is no one test that conclusively determines if there is a contractor relationship. The following criteria are generally the most relevant. If the provider of the service does not meet one of these tests they would generally not qualify as a "contractor."

If the provider is an established business that provides the services on a regular basis there will generally not be any question of the contractor status. The difficulty in applying the criteria is usually when the provider is an individual.

1. Does the person provide the service for others (outside of the District)? They will generally have other clients, an office location and address, business cards, stationary, letterhead, invoices, etc. They will definitely not submit their "invoice" on a District time card.
2. Does the person require supervision? We should not have to show a contractor how to do a job in the same way we show an employee. With a contractor you do have to show what you want done and there should be monitoring of the work product, but if the monitoring is more instructional in nature that person is probably better classified as an employee. Highly skilled persons are more likely to meet the test of being a contractor.
3. Does the provider work for District at regularly scheduled times? If the individual keeps regularly scheduled hours and the District is responsible for providing work during those hours the relationship may be more of an employee.
4. Does the person provide his or her own tools and do they incur costs related to their business? A contractor generally provides such things as computers and other tools, and they incur normal business costs for things such as training, cell phones, office and administrative activities, and job-related materials.
5. Does the person provide a report or finished work product related to the service? The provider of professional services will often provide a report on their findings



## PURCHASING CONTRACT SERVICES

Document ID: 4.4.0.1

Document Owner: *Accounting / Accounts Payable*

Date Revised: 1/17/2019

Approval: *CFO*

Date Created: 8/1/2010

or a final work product. The provider of any services is generally expected to provide some finished work product.

A District employee can also provide contract services to the District, but it is rare. In such cases, the service would have to be clearly different than their work as an employee and there would have to be clear evidence that the contracted service is something they provide to others and that they meet other criteria for contracted services as well.

Fees based on "hourly rates" are not uncommon for contracted services. However, with contracted services the provider must generally incur time for training and professional development, preparation of materials, travel and administrative duties which are not billed.

### **Failure to Meet "Contractor" Criteria**

In most situations this will involve an individual that should be classified as an employee. Campuses and departments may hire "temporary" employees to be paid through operating budgets.

The campus or department must comply with procedures required by business services for the hiring of temporary workers. Contact the *business office* for guidance in hiring temporary employees.

### **Requirements for Purchasing Contracted Services**

Contracted services should be procured through the requisition process and always coded to object 62xx.

If the value of services is anticipated to exceed \$25,000, the purchase should comply with board policy and state requirements for bids. Purchases of professional services in excess of \$25,000 should comply with board policy for the procurement of professional services.

All purchases in excess of \$25,000 from a single vendor must be approved by the *board of trustees*.

**Contracts can only be signed by the *superintendent* or *assistant superintendent*. Contracts signed by others will be considered null & void and disciplinary action may occur.**

### **Obtaining W-9 Information**

Before purchasing a contracted service, the campus or department should determine that the vendor has been established and is active in Skyward. If the vendor is inactive or not found contact the *business office* for assistance. Only the *business office* can add or activate vendors in Skyward.

## PURCHASING CONTRACT SERVICES

Document ID: 4.4.0.1

Document Owner: *Accounting / Accounts Payable*

Date Revised: 1/17/2019

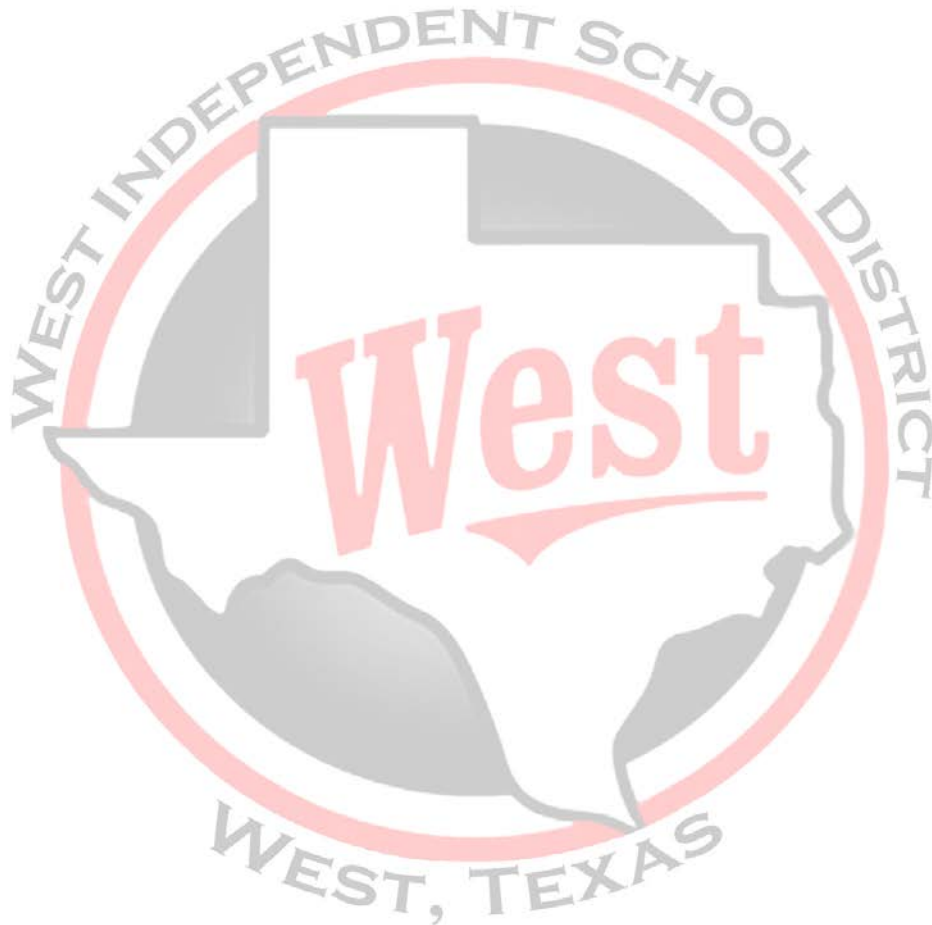
Approval: *CFO*

Date Created: 8/1/2010

*Vendors should be advised that West ISD will withhold funds from payment as required by IRS regulations if a W-9 is not provided.*

### **Reminder**

It is important to remember that the *business office* possesses the right to determine the method of payment, whether employee or vendor, according to the IRS code.



# W-9 FORM

Document ID: 4.4.1.1

Document Owner: Accounting / Accounts Payable

Date Revised: 1/17/2019

Approval: CFO

Date Created: 8/1/2010

<b>Form W-9</b> (Rev. October 2018) Department of the Treasury Internal Revenue Service		<b>Request for Taxpayer Identification Number and Certification</b>		<b>Give Form to the requester. Do not send to the IRS.</b>	
<b>▶ Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.</b>					
<b>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</b> West Independent School District					
<b>2 Business name/disregarded entity name, if different from above</b>					
<b>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</b>					
<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate					
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____					
<b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.					
<input checked="" type="checkbox"/> Other (see instructions) ▶ <b>Public School</b>					
<b>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</b> Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)					
<b>5 Address (number, street, and apt. or suite no.) See instructions.</b> P.O. Box 655					
<b>6 City, state, and ZIP code</b> West, Texas 76691					
<b>7 List account number(s) here (optional)</b>					
<b>Part I Taxpayer Identification Number (TIN)</b>					
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.					
<b>Note:</b> If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.					
<b>Social security number</b>					
[ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ]					
<b>or</b>					
<b>Employer identification number</b>					
7 4 - 6 0 0 2 5 5 1					
<b>Part II Certification</b>					
Under penalties of perjury, I certify that:					
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and					
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and					
3. I am a U.S. citizen or other U.S. person (defined below); and					
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.					
<b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.					
<b>Sign Here</b>		<b>Signature of U.S. person ▶</b>		<b>Date ▶</b>	
		<i>Glenn Macik</i>		12-14-18	
<b>General Instructions</b>					
Section references are to the Internal Revenue Code unless otherwise noted.					
<b>Future developments.</b> For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> .					
<b>Purpose of Form</b>					
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.					
<ul style="list-style-type: none"><li>• Form 1099-DIV (dividends, including those from stocks or mutual funds)</li><li>• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)</li><li>• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)</li><li>• Form 1099-S (proceeds from real estate transactions)</li><li>• Form 1099-K (merchant card and third party network transactions)</li><li>• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)</li><li>• Form 1099-C (canceled debt)</li><li>• Form 1099-A (acquisition or abandonment of secured property)</li></ul>					
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.					
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.					
Cat. No. 10231X					
Form W-9 (Rev. 10-2018)					

## CONTRACTS

Document ID: 4.5.0.1

Document Owner: *Accounting / Accounts Payable*

Date Revised: 1/17/2019

Approval: *CFO*

Date Created: 8/1/2010

Contracts or memorandums of understanding (MOU) are instruments used to create and bind a legal agreement between the District and a third party. It can be difficult to remove the District from a contract once it is signed; therefore, it is imperative that all contracts be reviewed and signed by either the *superintendent* or the *assistant superintendent*. Many times there are hidden costs to the District that can be overlooked and can create a problem for the District's budget. Contracts are subject to audit review and the originals are kept at the *business office*.

In some instances it may be appropriate for the District's attorney to review the contract for accuracy and other factors that could affect the District.

All contracts or MOU's should be sent to the *business office* for review and signing. This includes contracts for all funds of the District (example: general fund, construction, executive/campus funds and activity funds).

**Any contracts signed by others than those mentioned above will be considered null and void. Employees that abuse this procedure will be subject to disciplinary action as outlined in the employee handbook.**

## SUSPENSION & DEBARMENT REQUIREMENTS

Document ID: 4.6.0.1

Document Owner: *Accounting*

Date Revised: 1/17/2019

Approval: *CFO*

Date Created: 8/1/2010

Suspension and Debarment requirements affect requisition and grant expenditures over \$25,000.

Upon receipt of a requisition pertaining to any grant expenditure that exceeds \$25,000, the *business office* will verify that the vendor is not on the Excluded Parties List System (EPLS). The website to review is <https://mail2.epls.gov/eplsearch.do>.

If a vendor is listed as suspended or debarred, the requisition will be returned to the issuer and the vendor will be suspended and inactivated permanently from the District's vendor file to prevent any future use. Notes will be kept with the vendor file documenting any findings. All findings shall be kept in the *vendor's* payable file located in the *business office*.

In compliance with the Computer Matching and Privacy Act of 1988 (5 U.S.C. § 552(a)(o), *et seq.*) when running the search using the EPLS, consideration will be taken that all searches must be reviewed carefully for any variance in the name and address due to slight similarities vendors may represent.



## UNAUTHORIZED PURCHASING

Document ID: 4.7.0.1

Document Owner: *Accounting / Accounts Payable*

Date Revised: 1/17/2019

Approval: *CFO*

Date Created: 8/1/2010

### Unauthorized Charges and/or Purchases

The following guidelines are applicable to all employees:

- ☐ Any commitment to acquire goods or services from budgeted funds prior to securing an approved purchase order or without prior approval from the *business office* is prohibited. Anyone creating or authorizing such a commitment prior to securing a purchase order or obtaining authorization may be personally liable for payment of such agreement and subject to disciplinary action.
- ☐ The only official authorized to obligate or commit the District involving the acquisition of goods or services from budgetary funds is the *superintendent, assistant superintendent or designee*.
- ☐ Anyone creating or authorizing such a commitment prior to securing a purchase order will be held personally liable for payment of such agreement and/or may be liable to prosecution under the Texas Penal Code Chapter 39 Abuse of Office, Section 39.01.
- ☐ No goods or services are to be ordered or repairs made without an approved purchase order. The individual placing an order without a **purchase order** number will be responsible for payment of the invoice.

### Purchases for Individuals

Any commitment to acquire goods or services in the name of West ISD for personal use or ownership is prohibited. Any individual making such a commitment may be liable for prosecution under the Texas Penal Code Chapter 39, Abuse of Office, and Section 39.01.