CAPE MAY COUNTY SPECIAL SERVICES SCHOOL
CAPE MAY COURT HOUSE, NJ

2008/2009

PURCHASING MANUAL

Cape May County Special Services
Board of Education

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Terrence Crowley

Administration

Barbara J. Makoski, Superintendent of Schools
Diane S. Fox, School Business Administrator/Board Secretary

Rev. FEB 2009
Introduction

The purpose of this Purchasing Manual is to assist all Board of Education employees in the proper purchasing practices to be in full compliance with:

- New Jersey Public School Contract Laws
- Board of Education Policy

The Purchasing Manual is designed to achieve three (3) goals:

1. Follow the law and Board policy on purchasing;
2. Promote efficiency in purchasing practices;
3. Achieve savings of money through proper purchasing practices.

We ask you, the user of the purchasing system, to help achieve these goals through proper planning. Please allow yourself enough time between generating a purchase order and the actual date materials or services are needed for processing and delivery. Please think of purchasing in terms of a whole year. What items and services do you need on an annual basis?

Through proper planning, we can eliminate much of the frustration that is encountered in all public schools purchasing procedures.

This manual should be reviewed with teachers, secretaries and others who are involved in the purchasing process. It is imperative that everyone adhere to all purchasing laws and guidelines.

If you have any questions concerning the following guidelines, please do not hesitate to call the Business Office at 465-2720 ext. 2211.

Thank you,

Diane S. Fox
School Business Administrator/Board Secretary
# PURCHASING MANUAL

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PURCHASE ORDER PROCEDURES

A. Authority to Purchase

The purchase of goods and/or services by a board of education is governed by state statutes, administrative code and board policy. New Jersey State Law (18A:18A-2(b) assigns the authority to the Purchasing Agent to make purchases for the board of education.

The Purchasing Agent is the only individual in the school district that has the authority to make purchases for the board of education.

The Cape May County Special Services Board of Education by board resolution has authorized Diane S. Fox to be the Purchasing Agent for the school district.

B. Authorized Purchases

All requests for purchases of materials, supplies and services must be made through a signed and approved Purchase Order (Appendix A).

The purchase order authorizes the work or service and/or the materials and supplies to be delivered to our school district.

C. Unauthorized Purchases

Any Board of Education employee who orders and receives any materials, supplies or services without first going through the approved purchase order process has made an unauthorized purchase.

Unauthorized purchases are a violation of State Law and Board Policy.

The Superintendent of Schools may assign penalties listed below for unauthorized purchases:

D. Penalties for Unauthorized Purchases

<table>
<thead>
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<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
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E. Corrective Action for Non-compliance

If the Purchasing Agent has determined that an unauthorized purchase has been made, a memo will be sent to the responsible administrator advising the administrator of the unauthorized purchase. The Superintendent of Schools shall receive a copy of the memo.

The responsible administrator shall prepare a memo explaining the reasons why proper purchasing procedures were not followed. The memo will be attached to the purchase order and a copy of the memo will be sent to the Superintendent of Schools.

F. Emergency Purchases

Emergency Purchases are strictly regulated by N.J.S.A. 18A: 18A-7. A situation must exist affecting the health or safety of the occupants of school property that requires the immediate delivery of articles or the performance of a service to alleviate the emergency. An actual emergency must exist. An “emergency” is not created as a result of inadequate planning, delay, failure to take into account construction season or administrative convenience. The Business Administrator/Board Secretary and Superintendent of Schools must be first notified of all emergency purchase requests. When the purchase order is entered, a notation must be made on the purchase order stating “This order has already been received”.

G. Process in Declaring an Emergency

1. Business Administrator/Board Secretary & Superintendent of Schools

   Business Administrator/Board Secretary & Superintendent of Schools are notified by the employee, supervisor, administrator or principal requesting a declaration of emergency.

2. Filing a Purchase Order

   A written purchase order for the performance of work or the furnishing of materials is filed with the Business Administrator/Board Secretary describing the following:

   - Nature of emergency;
   - Time of occurrence;
   - The need for invoking the emergency statute.

   The employee in charge of the building/facility or the employee in charge of the equipment must certify this written requisition wherein the emergency occurred.

3. Awarding of Contract
If the Business Administrator is satisfied the emergency exists; the Business Administrator/Board Secretary is, by State Law, authorized to award the contract.

4. **Filing of Documents**

In accordance with N.J.A.C. 6:20-8.5, the following documents must be filed with the Bureau of Facility Planning and the Executive County Superintendent by the Business Administrator/Board Secretary within three (3) days after awarding the contract or agreement:

- A copy of the contract or agreement;
- A copy of the written requisition.

5. **Approval**

The Board of Education, at its next regular Board of Education Public Meeting, shall review and approve said emergency purchase.

H. **Preview of Materials**

All staff members must receive permission from administrators, supervisors or principals to preview the materials. After the preview process has been completed, the item must be returned. If there is a desire to purchase the previewed item, then a requisition (Appendix B) must be signed by the administrator, supervisor or principal and then a purchase order must be entered into the computer system.

I. **Reimbursements**

The Board of Education only recognizes a reimbursement purchase order when it pertains to approved travel, meals, conferences, tuition for course work and pre-approved purchases. **The Board will not reimburse employees for items and goods personally purchased by the employee unless prior approval has been obtained.** Appropriate documentation must be presented verifying proof of payment such as receipts or credit card statements. Tuition reimbursement requires documentation as to the cost per credit hour, course completion and grade.

J. **School Activity Accounts**

Purchases made through School Activity Accounts may not be reimbursed with Board funds. Pursuant to State Law N.J.S.A. 18A:18A-5a(21), purchases made through Student Activity Accounts that exceed the bid threshold shall be awarded by the Board of Education at a public meeting.
K. Responsibilities of Person Requesting a Product or Service – Preparing a Requisition & Purchase Order

The person who is requesting a product or service has certain responsibilities before the order is submitted to the School Business Administrator/Board Secretary for approval:

1. **Requisition** – A requisition is typed with complete information regarding the product or service. (Appendix B)

2. **Requisition Approval** - The requisition is submitted to the administrator, supervisor or principal for approval and signature. NO STAMPS

3. **Submission to Business Office** – All requisitions are to be submitted to the Business Administrator for approval who will submit to Superintendent for approval.

4. **Description of Products, Services, Costs and Catalog Numbers** – Products and/or services requested are to be described clearly with correct and up-to-date catalog numbers and costs. Please use latest catalogs available. If you have a list of items that can be attached to the purchase order, you can just type “See Attached” on the purchase order.

5. **Shipping Costs** – Shipping and handling costs are to be added to all purchase orders. Read the catalog or contact the vendor to determine the actual shipping and handling costs. Do not add shipping costs if not required. Items such as subscriptions already include this cost in the subscription rate.
   
   If you are unable to ascertain the actual charges, type:
   
   “10% Estimated Shipping and Handling”

   If there is no shipping and handling charge, type on purchase order:

   “Shipping and Handling Included”

6. **Total Cost** – Make sure that the Total Cost equals the total cost of the individual items. If a discrepancy occurs, none of the purchase orders for the district can be printed.

7. **Minimum Order** – The minimum order for all purchase orders is $25.00. Try to plan and combine orders to exceed the $25.00 limit.

8. **Budget Account Number** – Please be sure the correct GAAP Budget Account Number is typed on the purchase order. Refer to your budget printout.
9. **State Contract Orders** – When ordering through State Contract vendors (minimum order $100.00) please include:

   a. State Contract Number;
   b. “Shipping and Handling Included”;
   c. Appropriate documentation when required.

10. **Quotation** – If quotations are obtained, please submit each written quotation to the Business Office. Also type “Quotation Date of ___________” in the Notation.

11. **Attachments** – All requisitions, lists of products, quotations and bids are to be submitted to the Business Office where after the purchase order is printed, they will be attached to the purchase order.

**L. Responsibilities of Administrator, Supervisor or Principal**

Administrators, supervisors or principals must ensure the following before the requisition is approved:

1. The administrator, supervisor or principal must check to assure that funds are available in their budget to cover the purchase order.

2. The administrator, supervisor or principal who is responsible for the budget account must ensure that requisitions for these accounts have the proper account number and are signed and sent to the Business Office. (No rubber stamps.)

**M. Responsibilities of the Business Office**

1. The purchase orders are divided by account and are checked to determine if funds are available in the account. If not, the purchase order is returned with a memo of explanation.

2. The School Business Administrator/Board Secretary reviews the technical aspects of the purchase order to ensure compliance with State Law and Board Policy.

3. If the School Business Administrator/Board Secretary determines that the product or service may be purchased by a different vendor at a reduced price, the purchase order will be returned with a request to obtain prices from other vendors.

4. The purchase order is also reviewed to determine:

   a. Whether it exceeds the Quotation Limit of $3,150 or the Bid Limit of $21,000;
   b. Account number is correct;
c. Shipping & handling charges have been addressed;
d. State contract number is correct.

_Incomplete or improper purchase orders will be returned with a memo explaining deficiencies. (Appendix C)._  

N. **Transfer of Funds**

The Business Office processes purchase orders only if there are appropriate funds to cover the purchase. Purchase orders lacking sufficient funds are sent back to the originator for a request to transfer funds. (Appendix D)

1. Following the review of the purchase order, it will be signed by the School Business Administrator/Board Secretary and the Superintendent of Schools.

2. All letters requesting a transfer of funds are to be sent to Diane S. Fox, Business Administrator/Board Secretary.

3. All transfers of funds have to be approved by the Board of Education at a public meeting.

O. **Employees Prohibited From Signing Contracts**

Board of Education employees are prohibited from signing any contract.

The power to sign and execute contracts after Board of Education approval lies with the Board President and the Board Secretary.

Contracts signed by an employee shall be considered non-binding with the Board of Education and the employee will be required to accept full responsibility for the costs of the contract.

P. **Contracts: Purchase Order Required**

The award of contract to a vendor approved by the Board of Education at a public meeting does not automatically authorize any employee to use the services of or purchase material from the vendor.

All contract purchases require the issuance of a purchase order authorizing the purchase of services and/or goods and materials from the vendor.

Q. **Cancellation of Purchase Orders**

All requests to cancel purchase orders must be made by email to the Business Office. Reasons explaining the need to cancel the purchase order must be outlined. The Purchasing Agent maintains the sole right to cancel purchase orders.
BIDS & BIDDING

A. Bid Limits

The Special Services Board of Education is restricted by New Jersey State Law (PL.1999c440) on how much money can be spent by the district for the entire year on materials, supplies and services. This Public Law was the first significant revision to local and state contracting laws in many years. It became effective April 17, 2000.

This is called the bid threshold or bid limit. The bid limit is $21,000. This means that any specific item, class of items and/or services of a similar nature purchased by the school district totaling more than $21,000 for the entire year must be competitively bid. Note: All contracts over the bid limit must be awarded by formal action of the Board of Education. You cannot circumvent the law by splitting purchase so that they are under the $21,000 bid limit.

If you find that your purchases may exceed the $21,000 bid limit, please contact the Business Office. The formal bidding process takes approximately 6-8 weeks to complete.

B. Exceptions to Bid Threshold

New Jersey State Law allows for some exceptions to the bid and quotation limits. There are approximately 22 exceptions where a Board of Education does not have to go for bid or quote. Some of them are:

1. Purchasing through State Contract;
2. Professional services as outlined by New Jersey Law;
3. Textbooks, kindergarten supplies, student produced publications;
4. Legal notices, food supplies, milk, utilities, insurance, election expenses, energy saving devices and/or supplies.

C. State Contract Purchasing

Office Supplies and School Supplies

The Business Office will provide State Contract vendors who sell office supplies and school supplies. If you plan to purchase office supplies and school supplies from a State Contract vendor, please follow the instructions on the memo.

Computers

If you plan to purchase computers, please adhere to the following process prior to completing purchase orders for computers.
1. Contact the Technology Supervisor – She will be able to assist you with the technical aspects and the State Contract requirements of purchasing computers;

2. Contact the Supervisor of Facilities who will assure that appropriate electrical hookups are available.

D. Professional Services/Professional Consultants

Quotations

Although Professional Services as defined in Title 18A: 18A, do not require competitive bids or quotations, it is in the best interest of the Board of Education to obtain at least three (3) proposals for any professional service. If proposals are to be obtained, they are to be in writing and sent to each agency. Proposals are to be sealed and scheduled to be opened at a prescribed date and time. This scheduling, together with the text of the solicitation for proposals, is to be reviewed by the Business Administrator.

Professional Contracts

All Professional Services and Consultant contracts must be approved by Cape May County Special Services Board of Education if the contract exceeds $3,150. If you plan to recommend the hiring of a professional consultant, please be advised of the following:

1. An appropriate resolution must be written for placement on the Board of Education meeting agenda.

2. With the resolution should be a written proposal from the consultant and/or vendor outlining the following:

   a. Name and address of consultant/vendor (no PO Box #’s)
   b. A description of services to be provided;
   c. Starting date of service and ending date of service;
   d. The cost of the services and terms of payment(s).

G. Cooperative Purchasing –

   Intentionally Left Blank

H. Emergency Contracts

Emergency Contracts are strictly regulated by N.J.S.A. 18A:18A-7. A situation must exist affecting the health or safety of the occupants of school property that requires the immediate delivery of articles or the performance of a service to alleviate the emergency.

Only the Purchasing Agent may award an Emergency Contract.
QUOTATIONS & QUOTATION PROCEDURES

A. Quotations (Appendix E)

The new quotation limit (threshold) is now $3,150. This means that any specific item or group of items of a similar nature purchased by the school district, totaling more than $3,150 and less than $21,000 for the entire year must be competitively quoted or advertised for bid at the discretion of the Purchasing Agent. You cannot circumvent the law by splitting purchases to be under the quote limit.

B. Quotation Process

All quotations will go through to the office of the Business Administrator/Board Secretary. When a quotation is deemed necessary, the administrators, supervisors or principals will be asked to contact the Business Office. The Business Administrator/Board Secretary will review these quotation specifications to determine whether they are set up to provide open and competitive quotations.

Note: The formal quotation process could take approximately 2-4 weeks from start to finish.

There will be no telephone quotations except in the case of an extreme urgency.

C. Receipt of Two Quotations

Pursuant to N.J.S.A. 18A:18A-37(a) the school district shall receive two quotations if practicable. Evidence of the quotation process shall be kept on file. A copy of the quotation shall be attached to the purchase order.
PURCHASE ORDER PROCESS

A. Processing the Purchase Order

The purchase order will be disseminated as follows:

<table>
<thead>
<tr>
<th>Copy</th>
<th>Color</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Copy</td>
<td>White (top)</td>
<td>Sent to vendor for signature</td>
</tr>
<tr>
<td>Voucher Copy</td>
<td>White (2nd)</td>
<td>Sent to vendor for signature</td>
</tr>
<tr>
<td>Business Office Copy</td>
<td>Pink</td>
<td>Filed in Business Office</td>
</tr>
<tr>
<td>Receiving Copy</td>
<td>Green and yellow</td>
<td>Sent to Shipping &amp; Receiving; returned to Business Office Upon receipt of goods</td>
</tr>
<tr>
<td>School Copy Originator Copy</td>
<td>Blue</td>
<td>Remains with office of administrator, supervisor or principal</td>
</tr>
</tbody>
</table>

B. Receipt of Materials, Goods or Services – Shipping & Receiving

The Shipping & Receiving Department will abide by the following process when receiving materials, goods or services.

1. Receipt of Items Ordered

   It is important that all items received be immediately checked.

   a. Obtain receiving copies (green and yellow) of purchase order and packing slip of items ordered.
   b. Open boxes and check off items received on the receiving copy and the packing slip.
   c. If all items are enclosed, then sign the packing slip and attach it to the receiving copy of the purchase order and send it to Accounts Payable at the Business Office. The Board of Education desires to pay its bills in a timely fashion and asks all employees to assist in the accomplishment of this goal.
   d. If there is a backordered item/items, S&R will remit the yellow copy of purchase order with any packing slip for any item received to Accounts Payable. When final shipment has been received, then the final green copy of purchase order will be submitted to Accounts Payable.
2. Problems Encountered with Receipt of Goods

a. Back Orders

Sometimes items ordered will not be received in the first shipment. The packing slip will have “back order” written on those particular items. If the order is incomplete because there is a back order, do not wait for the next shipment. Do the following:

- Mark on your receiving copy (yellow) of the purchase order those items you did not receive;
- Make a copy of the packing slip for your file;
- Send the yellow form with the packing slip to the Business Office;
- Upon receipt of the back ordered item, sign the green copy and send it with the packing slip to the Business Office.

b. Items Missing from Order

Sometimes items are marked on the packing slip that indicates that they were delivered but in fact are missing from your order:

- Call the company and tell them what is missing. Write down the date and name of contact person;
- Mark on the receiving copy (yellow) and packing slip what items are missing;
- Make a copy of the packing slip for your file;
- Send the yellow form with the packing slip to the Business Office;
- Upon receipt of the missing item, sign the green copy and send it with the packing slip to the Business Office.

c. Items Damaged/Wrong Items

Sometimes you will receive items that are damaged or the wrong item:

- Call Accounts Payable at the Business Office and report that an item is going to be returned to the company due to damage or being the wrong item. This will assure that the item is not paid for.
- Call the company and ask them what the procedure is for returning damaged or wrong items. Note the date and person contacted.
- Return the items to the company through Shipping & Receiving. Indicate on the receiving copy (yellow) and the
packing slip mark what items were returned and the reason for being returned. Note how the items were returned, i.e. UPS, post office, vendor pick up.

- Make a copy of the receiving copy and the packing slip for your file.
- Send the original receiving copy and packing slip to the Business Office.
- Upon receipt of the undamaged item or correct item, check off your copy of the receiving copy and the packing slip and send to the Business Office.

### d. Discontinued Item

Sometimes the items you requested have been discontinued:

- Mark on the receiving copy of the purchase order “discontinued” next to the item;
- Do **not** call the company for a replacement item. You must complete a new purchase order and have it processed.
- Shipping & Receiving will notify the Business Office
- Business Office will notify the appropriate administrator
ETHICS IN PURCHASING

It is the desire of the Cape May County Special Services Board of Education to have all Board employees to practice exemplary ethical behavior in the purchasing of goods, materials, supplies and services. With this in mind the Board reminds all employees of the following:

**Family Members**

District officials and employees should avoid recommending purchases from members of their family or businesses that employ members of their family.

**Favoritism**

District officials and employees who recommend purchases should not extend favoritism to any vendors. Each recommended purchase should be based upon quality, price, service, delivery and other applicable factors and in full compliance with N.J.S.A. 18A: 18A.

**Funds/Solicitation of Gifts**

District officials and employees are prohibited from soliciting funds, materials, goods, supplies, favors and other items of value from vendors doing business with the Cape May County Special Services Board of Education.

All district officials should be guided by the tenets of the New Jersey School Ethics Law.

**Criminal Code Citations**

All district employees must understand the seriousness of the section on Ethics in Purchasing. Pursuant to N.J.S.A. 2C:27-4 a person commits a crime if the person as a public servant:

“….. directly or indirectly, knowingly solicits, accepts or agrees to accept any benefit from another for or because of any official act performed or to be performed by the person or because of a violation of official duty.”

A public servant commits a crime of the fourth degree if, while performing his official functions on behalf of a governmental entity, the public servant knowingly transacts any business with himself, a member of his immediate family, or a business organization in which the public servant or an immediate family member has an interest.

If you have any questions concerning recommendations of purchasing goods and services, please contact the Purchasing Agent.
APPENDIX B – REQUISITION

Cape May County Special Services School
4 Moore Road, DN 704
Cape May Court House, NJ 08210

Justification for Purchase:

<table>
<thead>
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<th>Requisition 2008-2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company/Person to be Paid</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Phone/Fax:</td>
</tr>
<tr>
<td>Email:</td>
</tr>
<tr>
<td>Quantity</td>
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<tr>
<td>Subtotal</td>
</tr>
</tbody>
</table>

Budget Accounts

Principal/Supervisor:

Signature

Date
APPENDIX C – MEMORANDUM
CAPE MAY COUNTY SPECIAL SERVICES
4 MOORE ROAD, DN 704
CAPE MAY COURT HOUSE, NJ 08210

MEMORANDUM

Date: _____________________________________________________________

To: _____________________________________________________________

From: Arlene Rambo, A/P, Purchasing

Re: RETURN OF REQUEST FOR PURCHASE (S)

I am returning the attached requisition(s) for the reason(s) checked below:

_____ Proof of Payment (cancelled check, bank statement, paid receipt)

_____ Bid Number, Quotation Number, Not Included on Purchase Order

_____ Description of Item(s), Service Needed

_____ Date of Requisition Missing

_____ Minimum Order $25.00. Minimum State Contract Order $100.00

_____ Quotation Needed – Please contact me at ext. 2211

_____ Shipping Charges Not Added _____ Catalog _____ 10% _____ Not Needed*

_____ Initials Missing – Administrator, Supervisor, Principal

_____ State Contract No-Incorrect-Missing, State Contract Documentation Missing

_____ Unauthorized Order/Confirming order required before purchase is made.

_____ Vendor Address Incomplete – Post Office Box Number Only

_____ Approved Requisition

_____ As Per Attached Memo

_____ Other _____________________________________________________________

*Please make adjustments needed & return the purchase order with this form to my office.
*Please type on P.O. “Shipping & Handling Included”
APPENDIX E – PRICE QUOTATIONS
CAPE MAY COUNTY SPECIAL SERVICES
CAPE MAY COURT HOUSE, NJ
PRICE QUOTATIONS

DATE: ______________________
TIME: _____________________

DESCRIPTION: ________________________________________________________

MANUFACTURER ______________________________________________________

VENDORS:

1. ________________________________________________________________
   TERMS: ______________
   DELIVERY: ____________
   SALESPERSON: ________________ UNIT PRICE: ____________
   TELEPHONE: ________________ TOTAL: ________________

2. ________________________________________________________________
   TERMS: ______________
   DELIVERY: ____________
   SALESPERSON: ________________ UNIT PRICE: ____________
   TELEPHONE: ________________ TOTAL: ________________

3. ________________________________________________________________
   TERMS: ______________
   DELIVERY: ____________
   SALESPERSON: ________________ UNIT PRICE: ____________
   TELEPHONE: ________________ TOTAL: ________________