



PURCHASING

Dulce Independent Schools
Business Office Handbook

Revised August 2022

DULCE INDEPENDENT SCHOOLS PURCHASING

Welcome to the new school year!

If you require information not in this handbook, please refer to the site secretary or principal for assistance. If you are not successful at that level, please feel free to contact us.

Section 1 – Business Office staff contact Information

Section 2 – Making a Purchase

Section 3 – Instructions for entering a requisition in iVision formerly known as Employee Access (the site secretary is available if you need assistance)

Section 4 – Document Samples

#1 RULE

NEVER EVER MAKE A PURCHASE OR COMMIT INTO A CONTRACT WITHOUT A VAILD PURCHASE ORDER!

Purchases made without an approved Purchase Order will not be the responsibility of the District – Employee will NOT be reimbursed!

Classroom Supplies

Certified Teachers are allowed \$500.00 per year to spend on classroom supplies.

Use the following accounts when placing the \$500.00 allowance for your supplies:

Elementary School –	15100.1000.56118.1010.054044.0000
Middle School –	15100.1000.56118.1010.054050.0000
High School –	15100.1000.56118.1010.054045.0000

- This allowance must be encumbered by **January 16, 2023**.
- Funds will be pro-rated for staff that begin mid-year or later.
- Textbook or other classroom needs must be requested through the site principal. Please DO NOT call the business office asking if funds are available for projects.

DULCE INDEPENDENT SCHOOLS PURCHASING

Section 1

Business Office Staff

Carole Gomez

Business Manager

Ext. 2909

cmgomez@dulceschools.com

Yvette Mares

Accounts Payable/Purchasing Specialist

Ext. 2910

ymares@dulceschools.com

Serenity Samora

Payroll & Benefits

Ext. 2906

ssamora@dulceschools.com

Antonia Vigil

Accounting Technician

Ext. 2905

anvigil@dulceschools.com

DULCE INDEPENDENT SCHOOLS PURCHASING

Section 2

Making a Purchase

Summary

1. Attain a price quote, training flyer, shopping list with prices, etc.
2. Enter Requisition (REQ) in Employee Access (Section 3).
3. Submit requisition for approval

REQ will be approved in the following order:

- Supervisor
 - Federal Programs, if using Federal Funds
 - Accounting Technician
 - Business Manager
 - Chief Procurement Officer
4. Purchase Order (PO) issued by the Accounts Payable – site secretary will receive a copy via email

*Please allow three (3) business days for a purchase order to be processed. **Only** in emergency situations will a purchase order be issued the same day the requisition is submitted.*

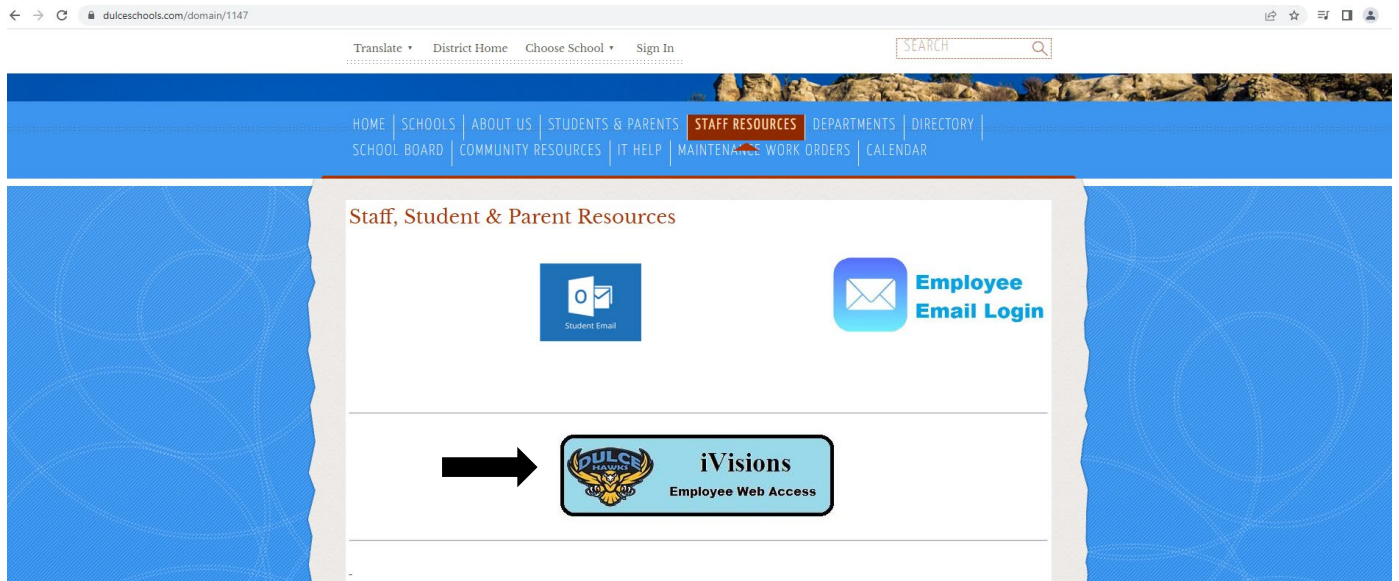
5. If the PO is stamped "**EMAILED**", then it was emailed to the vendor – if not stamped, the order must be placed by the requestor unless other arrangements have been made with the Accounts Payable.
6. Orders are delivered to the mail room at the Administration Building unless otherwise noted.
7. Check your orders for any damage and/or missing items as soon as you get it. This will make the return/replacement process a lot easier.
8. Send confirmation to Accounts Payable by SIGNING and DATING your packing slip, invoice, etc. or email Accounts Payable (ymares@dulceschools.com), stating that items/services were received, and it is "OK to Pay".
9. You can pick up your orders at the Administration Building mail room or the Maintenance Department can deliver orders at the schools one or twice a week.

DULCE INDEPENDENT SCHOOLS PURCHASING

Section 3

Enter a Requisition in Employee Access

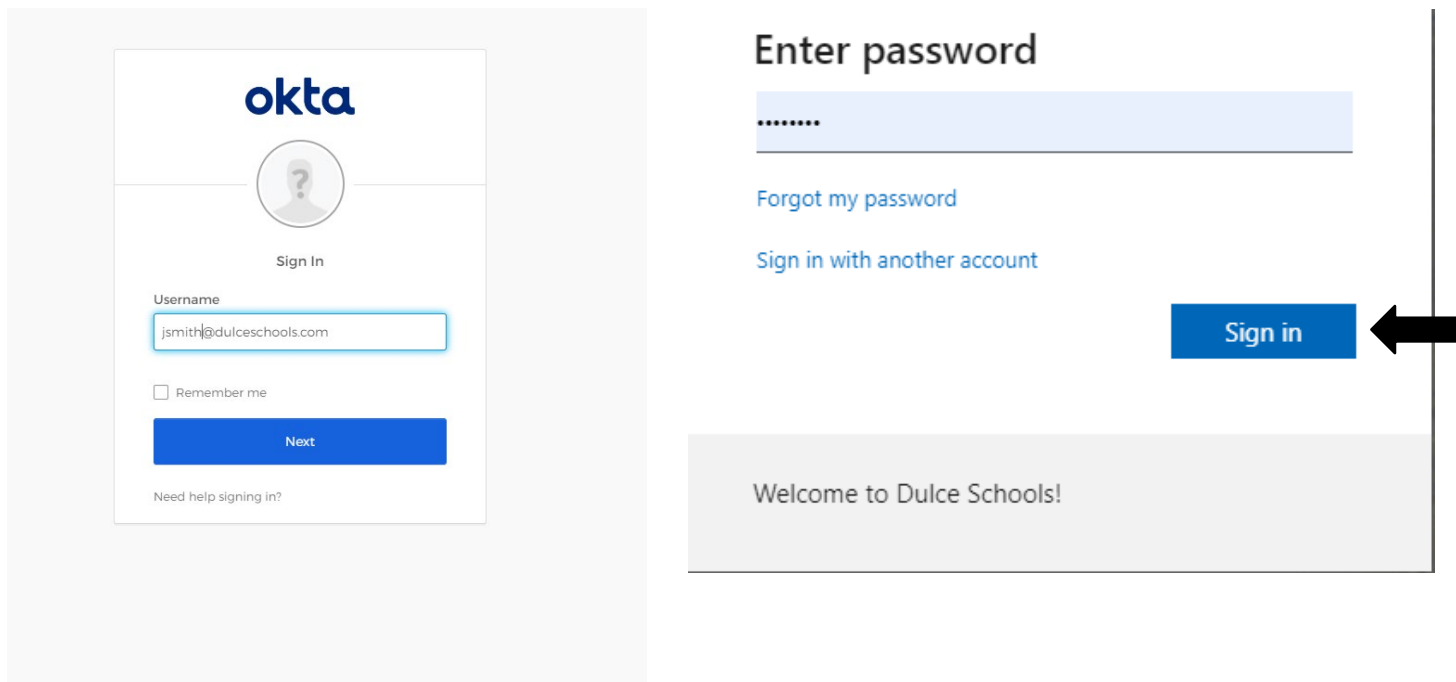
Log into Employee Access: <https://www.dulceschools.com/>



Username: work email address, e.g., John Smith = jsmith@dulceschools.com

Password: Password1 (case sensitive – this can be changed after first login)

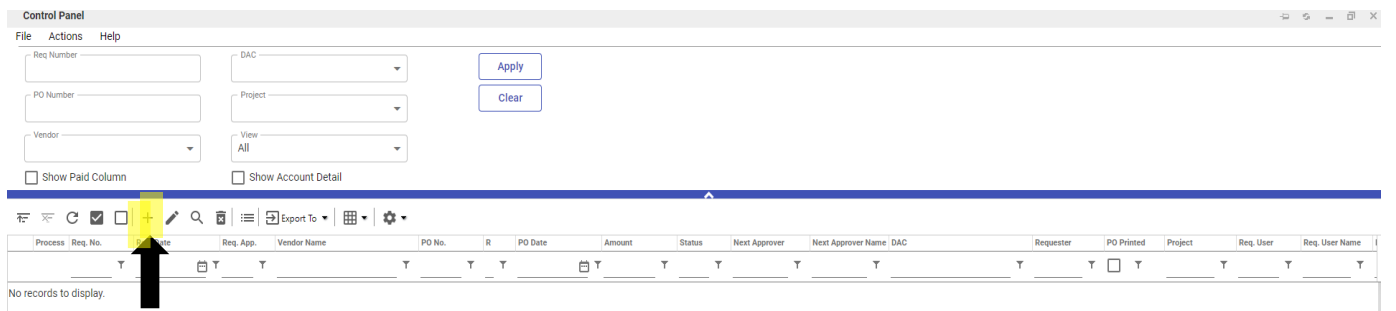
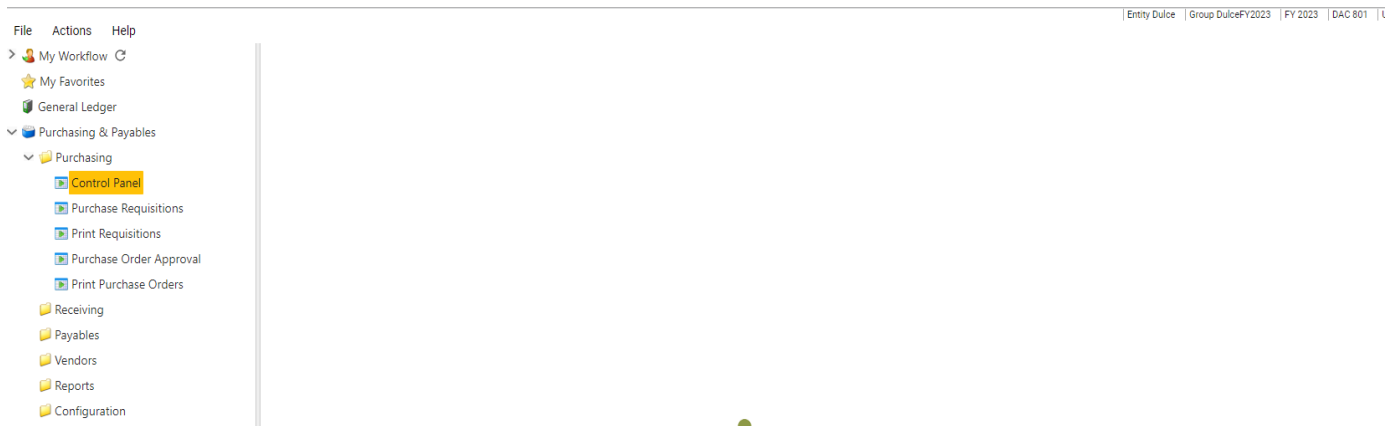
Once you sign into Employee Access click on Resources - iVisions



DULCE INDEPENDENT SCHOOLS PURCHASING

Note: Make sure you are in the correct fiscal year (ex. 2023) – you can find the fiscal year on the top right corner.

1. Purchasing & Payables
2. Purchasing
3. Control Panel – double click



4. <+> to add requisition

DULCE INDEPENDENT SCHOOLS PURCHASING

Add Requisition
□ ×

Actions Help

REQUISITION DETAIL
ADDRESSES
NOTES

REQUISITION INFORMATION

Req. Number

Date

Vendor

Ship To

DAC

Requester

W9 Rcvd

Buyer

ORDER INFORMATION

Order Via

Project

Date Required

Order Type

Reference

Award Number

PO INFORMATION

PO Number

PO Date

Revision

Req. App.

Closed Date

Status

↕ ↔ ↻ ☑ ☐ + ✍ 🔍 🗑 ⋮ 📄 Export To ⌵ ⌵ ⚙

Line	Account	Qty	Unit	Part Number	Description	Unit Price	Ext Price	Tax	Freight	Li
	<input type="text"/>	<input type="text"/>	EA	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	

No records to display.

Hold Account
 Submit for Approval
 Sales Tax Percent
Use Tax Percent

⏪ < Mode: Add > ⏩
 Close after update? Cancel Save

5. Enter information in highlighted areas.

If Vendor is not listed, contact Accounts Payable for direction.

PO notes and Internal Notes are sometimes optional.

DULCE INDEPENDENT SCHOOLS PURCHASING

Add Requisition

Actions Help

REQUISITION DETAIL ADDRESSES NOTES

REQUISITION INFORMATION **ORDER INFORMATION** **PO INFORMATION**

Req. Number Date 8/1/2022 Vendor Quill Corporation Order Via Mail Project Undesignated PO Number PO Date

Ship To Dulce School Administration DAC BUSINESS OFFICE Date Required 8/16/2022 Order Type Purchase Order Revision Req. App.

Requester Vigil, Antonia W9 Rcvd Buyer Reference Award Number Closed Date Status

Export To

Line	Account	Qty	Unit	Part Number	Description	Unit Price	Ext Price	Tax	Freight	Li
	11000.2500.56118.0000.054801.C	1	EA	901-738034	2/5-Cut Tab Pressboard Clas	84.14		\$0	\$0	

No records to display.

Hold Account Submit for Approval Sales Tax Percent 0.0000%

Mode: Add Close after update? **Cancel** **Save**

6. Enter detailed information

Make sure you itemize your order and enter an accurate description. –

ex. *2/5-cut tab pressboard classification*

Your supervisor will advise you as to the proper account to use if not you may email the Business Manager for the proper account line.

If freight and/or tax is included with your order, please include it when completing your requisition if not the Accounts Payable can revise the PO to include the tax and/or freight once order is OK to Pay.

7. Click the box for **Submit for Approval** and **Save**

8. Close

DULCE INDEPENDENT SCHOOLS PURCHASING

Section 4

Document Samples

1. Purchase Order – note “EMAILED” stamp and date. This PO was emailed to the vendor on July 30, 20xx. If this stamp is not present, then the requestor must place the order unless other arrangements have been made with the Accounts Payable.
2. Invoice – email sent by employee with invoice attached and instructions of “OK to Pay”.
3. Response to email from the Accounts Payable that order is complete, and invoice is “OK to Pay”.
4. Packing slip sent by employee – received and DATED
5. Invoice signed by employee – “OK to Pay”

Note: we are normally required to pay invoices within 30 days, or we could get an audit finding. Make sure to respond as soon as possible after you have received your supplies/services.

If you have not received all items within your order, please notify the Accounts Payable of what items you have not received yet.

#1 RULE

NEVER EVER MAKE A PURCHASE OR COMMIT INTO A CONTRACT WITHOUT A VAILD PURCHASE ORDER!

Purchases made without an approved Purchase Order will not be the responsibility of the District – Employee will NOT be reimbursed!