

Dulce Independent Schools

Business Office Handbook

PURCHASING

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BUSINESS OFFICE STAFF

Carole Gomez

Business Manager

Extension – 2909

cmgomez@dulceschools.com

Vanessa Martinez

Purchasing Specialist/Accounts Payable

Extension – 2910

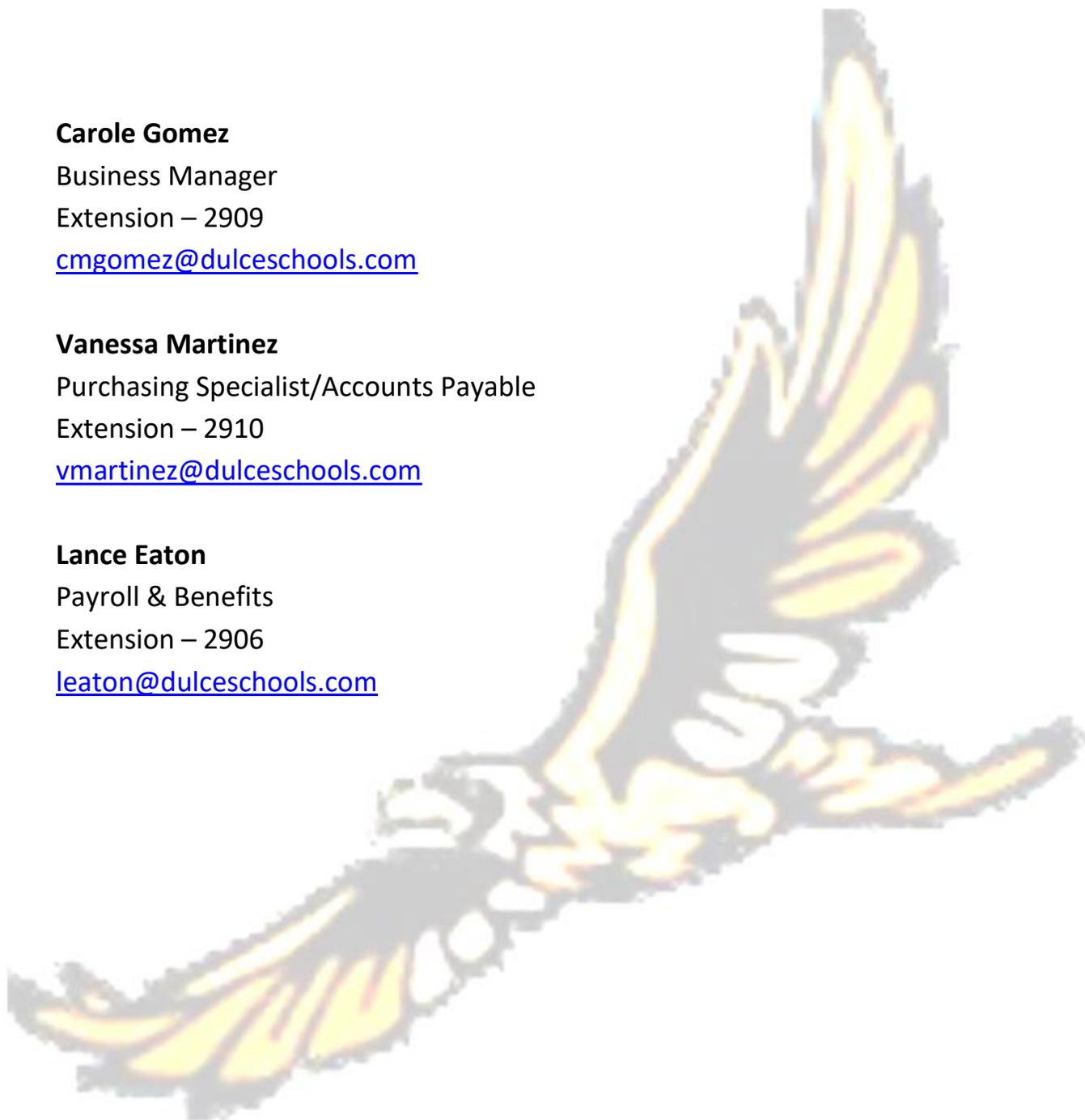
vmartinez@dulceschools.com

Lance Eaton

Payroll & Benefits

Extension – 2906

leaton@dulceschools.com



**DULCE INDEPENDENT SCHOOLS
PURCHASING**

#1 RULE

**NEVER EVER MAKE A PURCHASE OR
ENTER INTO A CONTRACT FOR SERVICES or
CONSUMABLES WITHOUT A VALID
PURCHASE ORDER!**

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

MAKING A PURCHASE

1. Obtain a price quote, training flyer, shopping list with prices, etc.
2. Contract or services – provide a narrative summary of project initiative and a budget. Please submit in ample turnaround time to get NM PED approval if necessary. If Federal Funds are to be used, include a description of the project and materials needed in your school site **NM Dash 90 Day plan.**

Do not sign or enter into a contract before P.O. has been issued.

3. Enter Requisition (REQ) in iVisions (*instructions included in this handbook*).
4. Note: if the vendor is not in iVision, a W-9 must be obtained from the vendor and submitted to the Purchasing Specialist/Accounts Payable.
5. Submit requisition for approval.

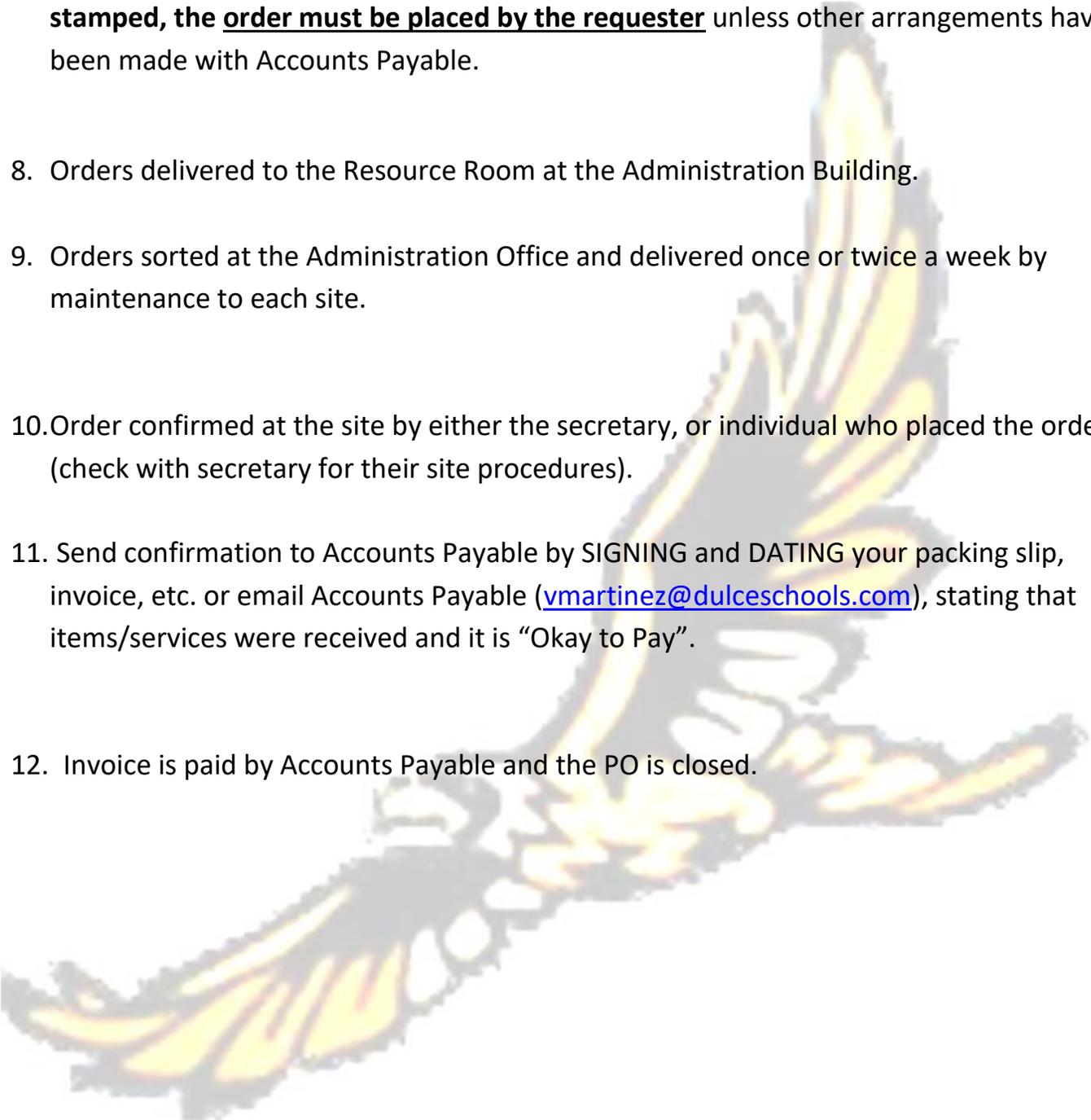
REQ may be approved in the following order:

- Supervisor
- Federal Programs if using Federal Funds
- Superintendent
- Business Manager
- Chief Procurement Officer

6. Purchase Order (PO) issued by Accounts Payable – site secretary will receive a copy via email.

Please allow 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.

MAKING A PURCHASE (PAGE 2)

7. If the PO is stamped “**EMAILED**”, it has been emailed to the vendor – **If it is not stamped, the order must be placed by the requester** unless other arrangements have been made with Accounts Payable.
 8. Orders delivered to the Resource Room at the Administration Building.
 9. Orders sorted at the Administration Office and delivered once or twice a week by maintenance to each site.
 10. Order confirmed at the site by either the secretary, or individual who placed the order (check with secretary for their site procedures).
 11. Send confirmation to Accounts Payable by SIGNING and DATING your packing slip, invoice, etc. or email Accounts Payable (vmartinez@dulceschools.com), stating that items/services were received and it is “Okay to Pay”.
 12. Invoice is paid by Accounts Payable and the PO is closed.
- 

CLASSROOM SUPPLIES

Certified Teachers are allowed **\$300.00** per year, to spend on classroom supplies. (this amount may vary each fiscal year, depending on available budget)

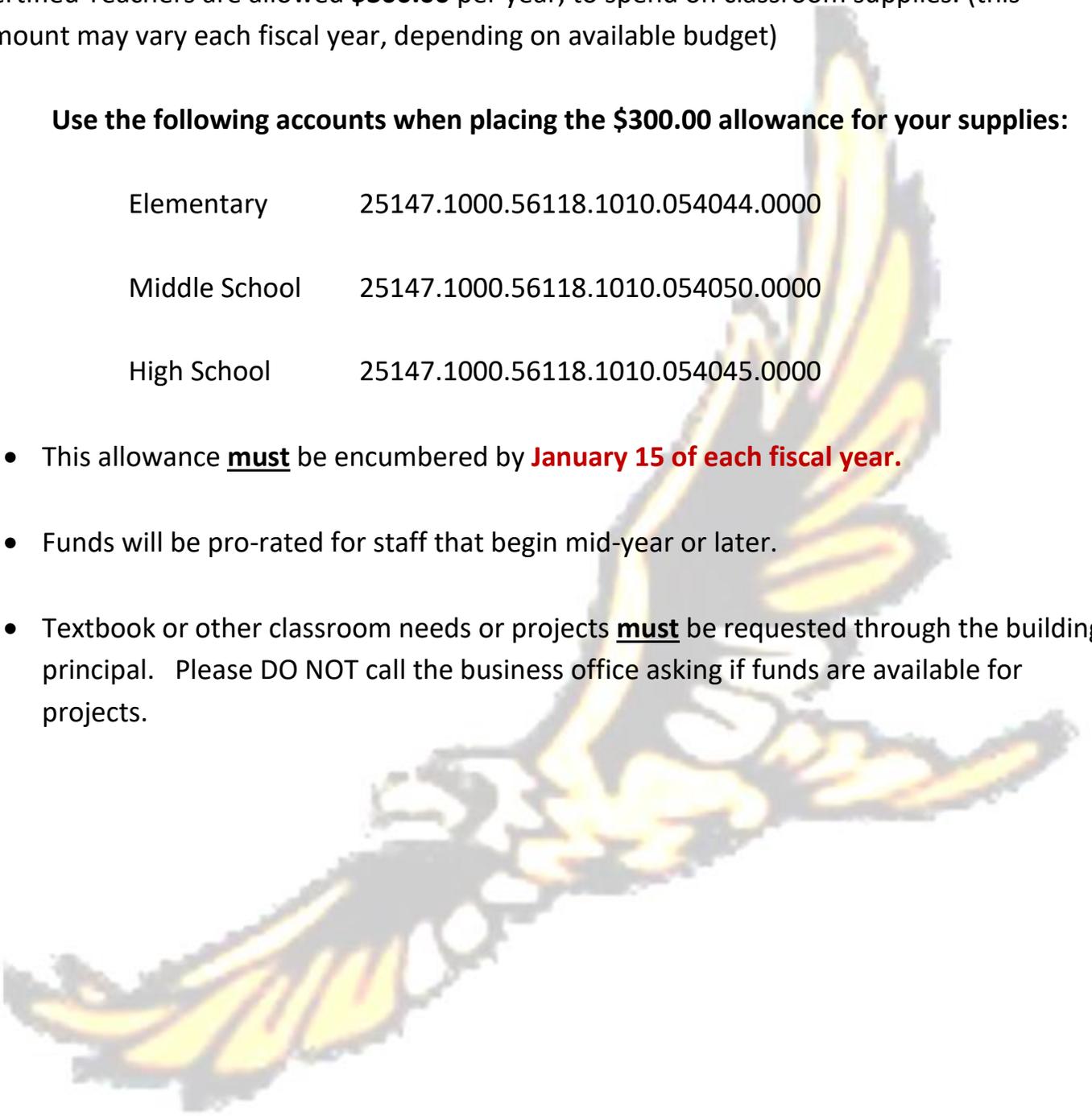
Use the following accounts when placing the \$300.00 allowance for your supplies:

Elementary 25147.1000.56118.1010.054044.0000

Middle School 25147.1000.56118.1010.054050.0000

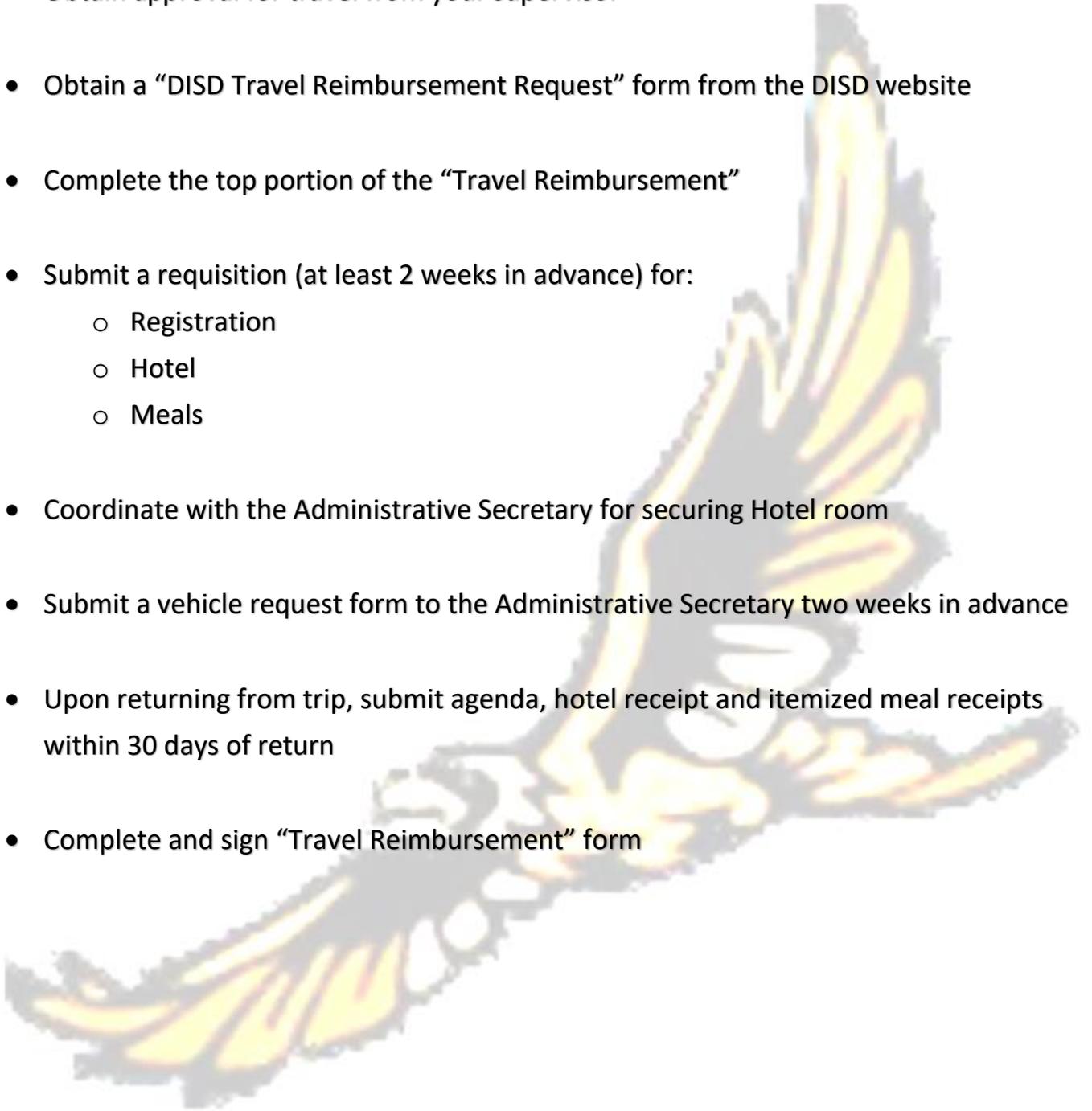
High School 25147.1000.56118.1010.054045.0000

- This allowance **must** be encumbered by **January 15 of each fiscal year.**
- Funds will be pro-rated for staff that begin mid-year or later.
- Textbook or other classroom needs or projects **must** be requested through the building principal. Please DO NOT call the business office asking if funds are available for projects.



TRAVEL

- Obtain approval for travel from your supervisor
- Obtain a “DISD Travel Reimbursement Request” form from the DISD website
- Complete the top portion of the “Travel Reimbursement”
- Submit a requisition (at least 2 weeks in advance) for:
 - Registration
 - Hotel
 - Meals
- Coordinate with the Administrative Secretary for securing Hotel room
- Submit a vehicle request form to the Administrative Secretary two weeks in advance
- Upon returning from trip, submit agenda, hotel receipt and itemized meal receipts within 30 days of return
- Complete and sign “Travel Reimbursement” form

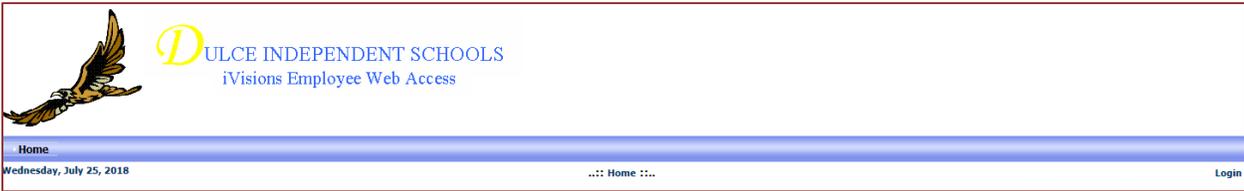


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Log into iVisions: <https://ivisions.tylertech.com/dulce/>



User Name: First Initial and Last Name, e.g., John Smith = **jsmith**

Password: **Password1** (Case sensitive - this can be changed this after first login)

NOTE: <XXXX> = Click on tab or menu item between <>
 = Correlates with steps 1 through 15.

1. <My Workflow>
2. Make sure you are in the correct fiscal year
3. <OK>

4. <Purchasing & Payables>
5. <Purchasing>
6. <Control Panel>
7. <+>

iVisions Enterprise Menu

- My Workflow (20)
 - Attendance (20)
 - Hours Entry Approval
 - Budget Adjustments
 - Purchase Order Approval
 - Invoice Approval
 - Purchase Requisitions
 - ePARs
 - HR - PAR Completion
 - PR - PAR Completion
 - General Ledger
 - Purchasing & Payables (4)
 - Purchasing (5)
 - Control Panel (6)
 - Print Requisitions
 - Print Purchase Orders

Actions iVisions Enterprise Display

Req. No.: DAC: All

PO. No.: Project: All

Vendor: All Show Paid Column

View: All

7 Export To

Req. No.	Req. Date	Req. App.	Vendor Name	PO No.	R	PO Date
No records to display.						

8. Enter information in highlighted areas →
 If Vendor is not listed, contact Accounts Payable for direction. →
- PO Notes and Internal Notes are sometimes optional. →
9. <+>

Actions Edit Requisition

Requisition Information Proposed Vendor

Req. Number:

Req. Date: 7/11/2018

Vendor: Quill Corporation

DAC: BUSINESS OFFICE

Ship To: Dulce School Administration

Requester: Eaton, Patty

PO Notes: "optional"

Buyer:

Order Via: Mail

Project: Undesignated

Date Required: 7/26/2018

Order Type: Purchase Order

Reference:

Award #:

Internal Notes: Justification, Quotes, etc. for Approvers to see

Has Documents: No

W9 Received

9 Export To

Description	Part No.	Unit	Unit P
No records to display.			

10. Enter detail information.

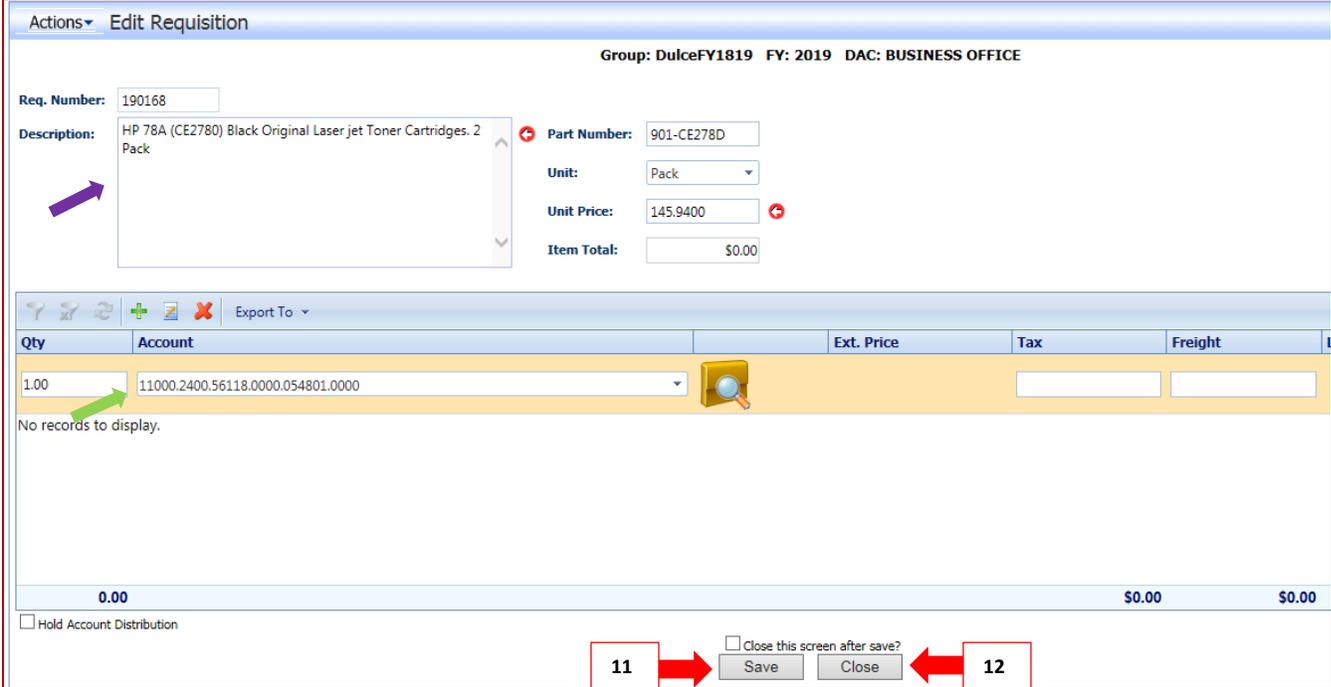
Make sure you itemize your order and enter an accurate description. 

Your supervisor will advise you as to the proper account to use. 

11. <Save>

If more than one line item, repeat step 10 and 11.

12. <Close>



10

11

12

Req. Number: 190168

Description: HP 78A (CE2780) Black Original Laser jet Toner Cartridges. 2 Pack

Part Number: 901-CE278D

Unit: Pack

Unit Price: 145.9400

Item Total: \$0.00

Qty	Account	Ext. Price	Tax	Freight
1.00	11000.2400.56118.0000.054801.0000			

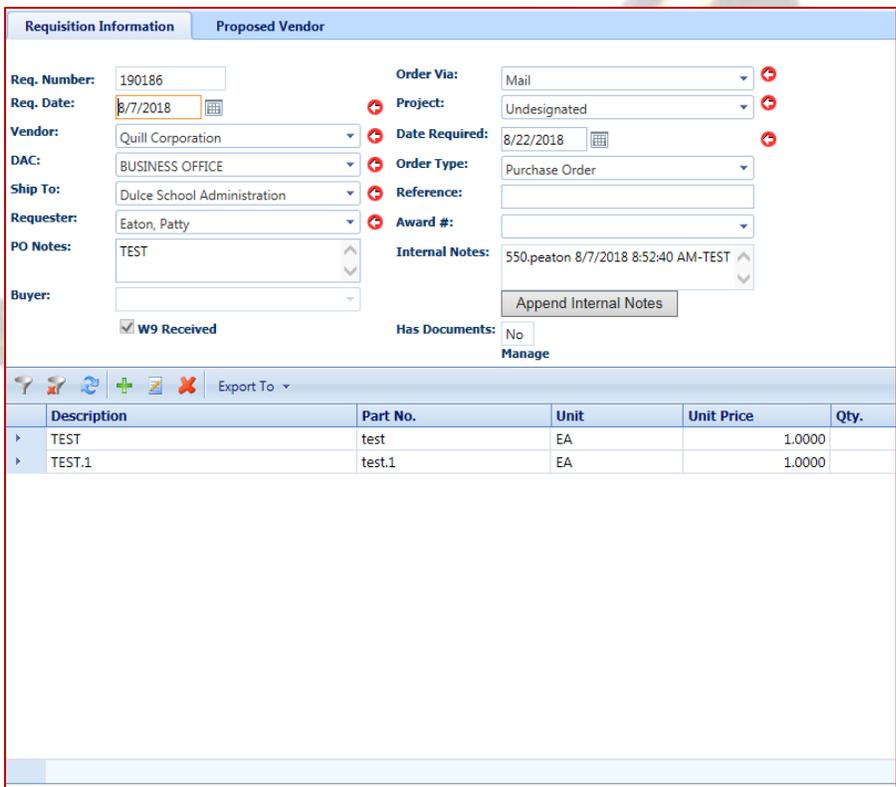
No records to display.

0.00 \$0.00 \$0.00

Hold Account Distribution

Close this screen after save?

Save Close



13

Req. Number: 190186

Req. Date: 8/7/2018

Vendor: Quill Corporation

DAC: BUSINESS OFFICE

Ship To: Dulce School Administration

Requester: Eaton, Patty

PO Notes: TEST

Buyer:

W9 Received

Order Via: Mail

Project: Undesignated

Date Required: 8/22/2018

Order Type: Purchase Order

Reference:

Award #:

Internal Notes: 550.peaton 8/7/2018 8:52:40 AM-TEST

Append Internal Notes

Has Documents: No

Manage

Description	Part No.	Unit	Unit Price	Qty.
TEST	test	EA		1.0000
TEST.1	test.1	EA		1.0000

Submit for Approval

13. <Submit for Approval>

14. <Save>

Your REQ should now be at your Supervisor's

1. Purchase Order – note “EMAILED” stamp and date. This PO was emailed to the vendor on July 30, 2018. If this stamp is not present, the requestor must place the order unless other arrangements have been made with Accounts Payable.
2. Invoice – email sent by employee with invoice attached and instructions of “Okay to Pay”
3. Response to email from Accounts Payable that order is complete and invoice is “Okay to Pay”
4. Packing slip sent by employee – Received and DATED
5. Invoice signed by employee – “Okay 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.

You may have noticed by now what the **#1 RULE** is and how important it is!

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