

PURCHASING DEPARTMENT

Learning the Basics



Email: purchasing@washoeschools.net

Website: <http://www.washoeschools.net/Domain/65>

PURCHASING STAFF

- Andrea Sullivan – Director of Procurement & Contracts
- Monica Schuerr-Howden – Asst. Purchasing Supervisor
- Pam Homentowski – Buyer II
- Victoria (Vikki) Plants – Buyer II
- Jennifer (Jenny) Perry– Buyer II
- Aprile Anderson – Buyer II (Public Works)
- Dawn Allshouse – Buyer II (Public Works)
- Kate Price – Procurement Technician II
- Nancy Stauffer - Program Technician (BusinessPLUS)
- Layne Clarkson – Administrative Assistant



ASSISTANCE WITH BUSINESSPLUS

- For **training and questions** with BusinessPLUS please contact Kelly Case: KLCase@washoeschools.net
- For any **purchasing** related BusinessPLUS questions, please contact Nancy Stauffer in the Purchasing Department at (775) 850-8025 or via email at nstauffer@washoeschools.net



PROCUREMENT OPTIONS

PCard

- Should be used for most (but not all) purchases under \$500.
- PCards cannot be used for certain computer equipment under \$500 (e.g. Apple iPads)
- For certain expenses (e.g., travel or last minute budget-approved items) an increase in limit may be requested.
- Orders may not be “split” to bypass PCard order limits or thresholds. PCard purchases are reviewed regularly.
- For PCard training or additional information contact Robert Carson in the Office of Business & Financial Services at RCarson@washoeschools.net



PROCUREMENT OPTIONS

Purchase Requisitions → Purchase Orders

- For orders over \$500, not made with a PCard, enter a Purchase Requisition (PR), which then becomes a Purchase Order (PO).
- PRs require multiple electronic approvals, so actual approval time may vary.
- Do NOT agree to an order or accept delivery without a PO or you could be held responsible for the purchase.
- Be sure to include all information (e.g., SHIP TO code)
- Be sure to electronically attach related documents and use the “AT” requisition code.



SOLICITATIONS

- Informal Quotes are for single purchases or multiple purchases for the same item(s) that have an aggregate annual expenditure over \$5,000, but under \$25,000. *NOTE: If federal grant money is being used, the quote threshold for WCSD is \$5,000.*
- Formal Quotes (RFQs) are for single purchases or purchases that have an aggregate annual expenditure over \$25,000, but under \$50,000 and are required per NRS 332.
- Request for Bids (RFBs) are for single purchases or purchases that have an aggregate annual expenditure over \$50,000 and are required per NRS 332.
- Request for Proposals (RFPs) are generally initiated for more complex purchases over \$50,000 that may include items considered “exempt” from formal solicitation under NRS 332.



AUTHORIZED SIGNATURES ON CONTRACTS

- Independent Contractor Agreements (ICAs) are to be electronically approved through BusinessPLUS and then signed by only authorized personnel of the District (noted below).
- **ALL** other contracts and agreements are required to be formally reviewed through the **Contract Review Process**, which is initiated by the use of the new **Online Contract Review** program or by using one of the **Document Review Forms**:
 - Administrative Form AF3326 Document Review (*Exchange of Money*)
 - Administrative Form AF3327 Document Review (*NO Exchange of Money*)
- Only three (3) District individuals have the authority to execute **ANY** contract on behalf of WCSD:
 - Director of Procurement & Contracts – up to \$49,999.99
 - Chief Financial Officer – up to \$99,999
 - Superintendent/Interim - any amount (\$100,000 and over require BOT approval first)





VENDOR VISITS

- You are not obligated to meet with vendors.
- Feel free to refer them to Purchasing.
- Always check our online **Product Catalog** before agreeing to buy something...it may be on contract or call the Purchasing Dept.
- Do not accept gifts from vendors. Small gifts meant for marketing purposes only are acceptable.
- If they're too persistent redirect the call to the Purchasing Department (775) 850-8025.



QUESTIONS?



THANK YOU