

Procedures and Policies Meeting

September 30, 2021

Agenda

Topics of Discussion:

1. Human Resources:

Scott Pepper, Assistant Superintendent for Human Resources

- Personnel Change Forms
- Timesheets
- Notification of leave for all employees (FMLA, Workers Comp, etc.)

2. Food Service:

Dawn McGinn, Food Service Director

- Catering Requests

3. Family Information Center:

Ilka Marino, Coordinator

- Ending Enrollments
- Person Documents

4. Transportation:

Sergio Alfonso, Transportation Supervisor

- Bus Information Updates

5. Facilities & Operations:

Frank Stefanelli, Director of Facilities and Operations

- Work Orders

6. Purchasing:

Toni Russo, Purchasing Supervisor

- Purchase Order Reminders
- Fixed Assets
- Supply Chain
- Print Shop
- Payroll
- Xerox Copiers
- SAM Verification Form
- Meeting Schedule

Procedures and Policies Meeting Sept 30, 2021

WELCOME BACK!!!

Purchasing: Toni Russo

Purchase Order Reminders:

- All purchase orders for the 21-22 school year should be encumbered sooner than later. Let's not wait until end of December to enter requisitions but get your money encumbered asap. We can always update the po by decreasing it and then resubmit a new one with the explanation "PREVIOUSLY ENCUMBERED FUNDS".
- Purchase orders will be converted/run on Tuesdays and Thursdays of each week. If the requisition is not received by 12pm on Tuesday or Thursday, it will need to wait until the following po run.
- Make sure that you include the contract numbers on the requisition along with a short one or two word explanation of what you are purchasing in the description field on the top portion of the requisition.
- Please refer to the 21-22 Preferred Purchasing Vendor List found on Purchasing's webpage (Vendor Bids and Contracts) for the most up to date listing of vendor contract information.
- The Purchasing Department will no longer be able to receive requisitions that state "as per attached quote". You must put in the detail of what you are purchasing and reference the quote in the body of the requisition. Our auditors require this information.
- All quotes must include the contract number for correct pricing. Our auditors require this information.
- Requisitions will be disapproved if they do not include the following:
 - Contract number/sole source/WPCSD Bid or RFP/quote form
 - Backup of BOE Award for the BID/RFP
 - Quotes that include contract numbers or quote form with 3 quotes
 - Correct account code- please make sure that you know the difference between an online textbook and software purchase and code accordingly. If you do not have a code, please contact the Accounting Department so they can create one for you. Once the code is created you must do a budget modification to put money in the code
 - Data Privacy Agreement approved by Ron Velez
- The District is a tax exempt organization. We will not reimburse and or pay sales tax on purchases. If you require a sales tax exempt letter, please contact the accounts payable department for one.
- Budget modification forms must be submitted electronically to Marcy Moskowitz, in the Business office. Please note they will be processed once a week on Thursdays. The Business office will do its best to accommodate your request in an emergency situation.

- ALL contracts, agreements, and Cosers must be sent to me to be processed for appropriate signatures.
- Lastly, please read the fine print on the purchase of products or services. WE CANNOT automatically renew a purchase or a service. Make sure when you purchase goods or services that you are not signing up for an automatic renewal. The District cannot bind the Board of Education for next year purchase/service until that year's budget has been approved. So simply put, we can not do automatic renewals. The purchase order should only be for the current year.

Fixed Assets:

All asset purchases or disposal forms must be submitted to the Facility and Operations Department. They will coordinate tagging and disposal of the District's assets.

Supply Chain:

Paper and other commodities that are in high demand are becoming difficult to get in a short period of time. Please make sure that you plan accordingly to purchase what you need and allow the extra time to receive the deliveries.

Paper prices will be going up so please make sure that you purchase your supply of paper sooner than later. The W.B. Mason bid from SW Boces ends on NOV 30, 2021. I am not sure what it will cost us on the next contract installment and whether or not the prices will increase. You should be made aware of the possibility of an increase in cost so you can make an adjustment in your budget if needed.

Print Shop:

Efrain Reyes is our new duplication specialist. He comes to us with a background in design, publication production and duplication equipment management and maintenance. Efrain has worked on our Print Shop Portal, and it's now open for business. Please direct any questions about print jobs to Efrain. All print jobs must be submitted through the portal. Walk ins are discouraged. Please see the Print Shop procedures, and portal, located on the Purchasing webpage.

Payroll:

Hakim Brown and Elizabeth Serrano- Tsoi are our new payroll staff. Please call them if you have any questions regarding payroll. All Timepiece questions should be routed to Ron Velez.

Xerox Copiers

Drums, Fusers and Cleaning Cartridges for our Xerox Copiers

Please reorder all your parts through the CBS Service Department. The parts to be replaced by the service tech will no longer be supplied by the service tech. The parts must be pre-ordered and available at the location of the copier in order for them to be replaced. The tech cannot fix the copier if they do not have the parts available. Please plan accordingly.

Toner and Service Issues

Any questions regarding toners, not delivered or not on automatic renewal or any service related issues, please contact Angela Carontino, CBS Client Relations Manager, at Office: 860-667-2900, Cell: 860-335-6921 or via email: angela.carontino@xerox.com

*** IMPORTANT- Whether or not the toner is on contract, and you order it to overnight ship you will be charged the \$30.00 expedite charge.

SAM Verification Forms & Process:

The portion of the form that is for OFFICE USE ONLY must be filled out by the WPCSD employee who is requesting the new or updated vendor or if you are creating a contract. Please do not leave it blank.

SAM.GOV Portal

The Sam.gov portal has been updated. Please follow the below instructions to check if your vendor has been disbarred or has any exclusions. If the vendor has any disbarments or exclusions, we cannot do business with them. Follow the instructions below on how to use the portal. Any questions, contact the Purchasing Department.

Instructions on how to use the SAM.GOV portal:

1. To verify vendor: SAMS.GOV site
2. Click on ENTITY INFORMATION on middle of page
3. Enter vendor name in field under SEARCH
4. Numerous entries will be found. These are the entities that are either debarred or have exclusions.
5. In order to find only the vendor, you want, go to fields on left of screen under FILTER BY and use either ENTITY NAME or LOCATION. Under entity name, enter Name, Duns Number or Cage Code. Under location, enter the Address or Zip Code.
6. If no matches are found, then your search is complete and you can verify the form. If the vendor comes up, please print the information on the screen and call Purchasing.
7. See attached for portal examples.

MEETING SCHEDULE:

Policy and Procedure meetings will take place on the third Thursday of the month. All meetings will be held at Education House in the assembly room. We will begin our meetings at 9:30. If the scheduled meeting time or venue needs to be changed, you will receive an email with the updated change. All meeting agendas and handouts will be posted on the Purchasing webpage.

MEETING SCHEDULE:

November 18, 2021

January 20, 2022

March 17, 2022

May 19, 2022

June 16, 2022

Looking ahead: PURCHASING WITH EDUCATIONAL DATA



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Official U.S. Government Website

100% Free

The Official U.S. Government System for:

- [Contract Opportunities](#)
was fbo.gov
- [Contract Data](#)
Reports ONLY from fbois.gov
- [Wage Determinations](#)
was wbol.gov
- [Federal Hierarchy](#)
Departments and Subunits
- [Assistance Listings](#)
was cda.gov
- [Entity Information](#)
Entity Registrations, Disaster Response Registry, and Exclusions
- [Entity Reporting](#)
SCP and Bio-Preferred Reporting

Already know what you want to find?

Select Domain...

▼ e.g. 15616VQ29C02



Announcements

Have Questions about SAM.gov?

Register Your Entity

Register your entity to get started doing business with the federal government

- 📁

Get Started
- 📁

Renew Entity
- ✅

Check Registration Status



Update: Planned Maintenance Schedule [Show Details](#)
4/12/2022

Recognize and Avoid Phishing Emails [Show Details](#)
4/14/2022



Home Search Data Bank Data Services Help

Entity Information

You can search and view entity information, including entity registration records, exclusions, and the Disaster Response Registry from this page. Most entity records are public information, but you must be signed to search and view them.

+ What is an entity?



Please **Sign In**: You must sign in to your SAM.gov account to search entity information or the Disaster Response Registry.

[Sign In](#)

Search

All Entity Information ▾

Advanced Search



Show active only

Register Your Entity

Register your entity to get started doing business with the federal government



Get Started



Renew Entity



Check Registration Status

+ [Get help with searching entity registration](#)

+ [Get help with searching exclusions information](#)

Filter By

Keywords

"coach tours, ltd"

Entity

Entity Name

DUNS Unique Entity ID

SAM Unique Entity ID

CAGE

Zip Code

State, Province

City

Country

Address

(blank)

SAM Unique Entity ID

(blank)

VINALES TOURS ● Active

DUNS Unique Entity ID

(blank)

SAM Unique Entity ID

(blank)

FASTEN TOURS LLC ● Active

DUNS Unique Entity ID

(blank)

SAM Unique Entity ID

(blank)

TROPICANA TOURS GMBH ● Active

DUNS Unique Entity ID

(blank)

SAM Unique Entity ID

(blank)

TROPIC TOURS GMBH ● Active

DUNS Unique Entity ID

(blank)

SAM Unique Entity ID

(blank)

ORIENTE TOURS S.R.L. ● Active

DUNS Unique Entity ID

(blank)

SAM Unique Entity ID

(blank)

PARIVAN INVALID COACH SERVICES ● Active

DUNS Unique Entity ID

(blank)

SAM Unique Entity ID

(blank)

3. VINALES TOURS, FIRM, PER, PER

Special Entity Designation

Activation Date

Dec 9, 2019

Termination Date

Indefinite

Exclusion

Classification

Special Entity Designation

Activation Date

Termination Date

Indefinite

Exclusion

Classification

Special Entity Designation

Activation Date

Termination Date

Indefinite

Exclusion

Classification

Special Entity Designation

Activation Date

Termination Date

Indefinite

Exclusion

Classification

Special Entity Designation

Activation Date

Termination Date

Indefinite

Exclusion

Classification

Special Entity Designation

Activation Date

Termination Date

Indefinite

Exclusion

Classification

Firm

Activation Date

Jan 18, 2005

Termination Date

Indefinite

Physical Address

40 BROOKSIDE RD, EDISON, NJ 08817

USA

Physical Address

Jr. Soledad 113, Lima, PER

Physical Address

Lietzenburger Strasse 51, Berlin, DEU

Physical Address

XX USA

Physical Address

292

Physical Address

Cancun, MEX