PURCHASING ADMINISTRATIVE GUIDE

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Each school and department has a budget to purchase all materials, supplies and services necessary to support the school or department's daily operations. In making these purchases, the Cambridge Public Schools (CPS) follows all Massachusetts state laws, as well as City and School Committee ordinances and policies. These various requirements affect vendor selection, contract approvals, including School Committee votes, and the overall time needed to make a particular purchase.

GENERAL PROCUREMENT GUIDELINES

1. Purchase Orders (PO)

A purchase order is always necessary to make a purchase. Schools and departments are responsible for submitting requisitions to the CPS Purchasing Department to initiate the process of creating a PO.

2. Contracts

Any purchase of $10,000 or more requires a City of Cambridge/CPS contract. This is a cumulative requirement, which means that if the Cambridge Public Schools plans to spend $10,000 or more with a single vendor during the course of the fiscal year, a contract must be in place for the expected sum total of expenditures across all schools and departments.

- When multiple schools/departments use the same vendor and expenditures total $10,000 or more, the Purchasing Department will execute a single contract with a value based on the overall total of estimated annual expenditures. (Examples: School Specialty, WB Mason)

- In some circumstances, a contract's value may increase up to 25% more than original value. A signed amendment is required.

- A School Committee vote is required for contracts valued at $25,000 or more.

3. Acceptable Vendors

Only vendors that are willing to accept a Purchase Order and to bill CPS after delivery of the materials, supplies or services may be used. When making a purchase,

- **State Contract Vendors** are vendors registered and approved by the state to do business with the state, cities/ towns and school districts. Using state contract vendors may streamline the selection process because there are fewer bid requirements.

- **Local Vendors:** The City encourages all departments to do business with small, local and minority owned firms in Cambridge when possible. Please contact the Purchasing Department if you need help identifying an appropriate vendor for a particular product and/or service.

4. Vendor Selection Requirements

The **cost** of the goods or services determines which vendor selection method applies to a particular purchase. The Purchasing Dept. considers the total value of purchases made from a single vendor during the fiscal year to decide which method applies to a particular purchase. There are **three cost thresholds**, each of which have increasing levels of requirements:

> 1. **Less Than $10,000** 2. **$10,000 to $49,999** 3. **$50,000 or More**

❖ **Less than $10,000:** You may select a vendor using "sound business practices." When using sound business practices to select a vendor, quality, cost, and the availability of the good or service are important considerations.

❖ **$10,000 to $49,999:** You may use one of the following choices to select the vendor:

- ■ **Exempt Purchase:** If your purchase is exempt from bid requirements, you may select a vendor using sound business practices. (See below for list of exemptions).

- ■ **State Contract Vendor:** This is often the most expedient choice because it eliminates the need for a formal and sometimes lengthy Request for Quote process.

- ■ **Request for Quote (RFQ):** The RFQ process includes a formal written specification sent to at least three vendors. The School or Department prepares the specification and identifies preferred vendors. The CPS Purchasing Department solicits the quotes. The contract is awarded based on lowest cost as long as the vendor meets all required qualifications (this is the "lowest, qualified bidder").

- ■ **Sole Source Procurement:** A vendor may be a "sole source" for particular supplies and materials, including library and textbooks, educational software, educational programs/ curriculum, and software license agreements may be "sole source." Requests for sole source procurement require written documentation of the steps taken to choose the product. The City of Cambridge's Purchasing Agent approves all sole source procurement designations.

❖ **$50,000 or more:** You may use one of the following methods to select the vendor:

- ■ **Exempt Purchase:** If your purchase is exempt from bid requirements, you may select a vendor using sound business practices. (See below for list of exemptions).

- ■ **State Contract Vendor:** You may select a State Contract Vendor, which is often the most expedient choice because it eliminates the need for a formal Invitation for Bid (IFB) process but in some cases may still require a RFQ

- ■ **Invitation for Bid (IFB):** The school or department, along with the Purchasing Dept., prepares a detailed specification, including a description of the items or services, a description of vendor qualifications and a pricing sheet. The City advertises the IFB in the newspaper and other publications, vendors submit bids, and the school or department reviews bids. The contact is awarded based on lowest cost as long as the vendor meets all

required qualifications (this is the "lowest, qualified bidder").

5. Materials and Services Exempt from Vendor Selection Requirements

The following materials and services are exempt from bid/quote or other selection requirements:

- Special Education direct services to students
- Special Education specialized materials for students
- Most non-profit agencies providing services to students
- Professional Development

- Assessments
- Medical/Mental health services
- Student Photos
-

6. Sole Source Procurement

A "sole-source" procurement refers to a purchase of supplies of services without advertising or competition. Under Massachusetts procurement laws, only certain types of purchases qualify for non-competitive ("sole source") procurement.

- The following materials or services may qualify as a sole source procurement as long as the cost is **less than $50,000:**

  - Library Books
  - Textbooks

  - Educational Software
  - Educational programs, courses, curricula in any media
  - Software maintenance agreements

- If you plan to request for a "sole source" designation for a purchase of one of the eligible materials or services, you will need to submit a Request for Sole Source Procurement form along with a requisition to the Purchasing Department. To complete the Request for Sole Source Procurement form, you will need the following information:

  - Name of Vendor and name of the product you wish to purchase.
  - What process or investigation conducted?
  - How was the decision made?
  - How will use of this product/service align with goals/mission of CPS or your department or school?
  - Do other vendors sell this product?

- The City's Director of Procurement reviews and approves all requests for sole source procurement destinations.

- Under current Massachusetts procurement laws, purchases costing more than $50,000 do not qualify for non-competitive, or sole source, purchasing.

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7. Timeline: Average Time Needed to Complete a Purchase

Cost	Contract Required	School Committee Vote Required	Vendor Selection Process Used	Average Time Required
Less than $10,000	No	No	Sound Business Practices	1-2 weeks
$10,000-$24,999	Yes	No	Exempt	2-4 weeks*
$10,000-$24,999	Yes	No	State Vendor/RFQ/Sole Source	3- 6weeks*
$25,000-$49,999	Yes	Yes	Exempt	3-6 weeks*
$25,000-$49,999	Yes	Yes	State Vendor/RFQ/Sole Source	3-6 weeks*
$50,000+	Yes	Yes	State Vendor/IFB	6-12 weeks*

These timelines assume vendors return contracts in a timely manner.

8. Purchases That Are Not Permitted

Please avoid purchasing items that are for the **personal use of staff.** Examples of such items include:

- o Paper Plates, Eating Utensils
- o Food for Office Celebrations
- o Staff appreciation gifts or meals (When conducting professional development, you may purchase light refreshments or lunch for staff)
- o Tea, Coffee
- o Medicine
- o Candy
- o Greeting or Sympathy Cards
- o Funeral Flowers
- o Gifts, Gift Certificates

If you are uncertain about a purchase, please contact Purchasing Dept. before making the purchase. Unfortunately, if a purchase is made that is not permissible, the person making the purchase will be responsible for the cost of the item or service.

CPS PURCHASING WORKFLOW

**Purchase Value
LESS THAN
$10,000**

**Purchase Value
BETWEEN
$10,000 - $24,999**

**Purchase Value
EQUAL/GREATER THAN
$25,000**

School/Dept
Submits **Requisition** or
On-Line Order

School/Dept
Submits **Requisition**

School/Dept
Submits **Requisition**

Purchasing Dept
Creates **PO**
& places **order**

Purchasing Dept.
Ensures correct **vendor
selection** process
(May Include RFQ)

Purchasing Dept.
Ensures correct **vendor
selection** process
(May include RFQ or IFB)

Vendor
Delivers good or service
directly to School/Dept

Purchasing Dept
Executes **Contract** &
creates **PO**

School Committee
Vote of Approval

Vendor
Delivers good or
service directly to
School/Dept

Purchasing Dept.
Executes **Contract** &
creates **PO**

Vendor
Delivers good or service
cirectly to School/Dept

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PROCEDURES

Requisitions & Online Ordering

To initiate a purchase, please use one of the following forms or on-line portals

Method	Use For:
❖ Standard Requisition Form	Materials, supplies, non-professional services (e.g., repairs)
❖ Professional Services Form	Professional development, consulting, instructional services
❖ On-line Ordering-School Specialty	Instructional materials, supplies, school furniture
❖ On-line Ordering-WB Mason	Office supplies, some furniture

Standard Requisition Form

Use this requisition form for materials, supplies and some non-professional services (for example copier machine or other equipment repairs). This requisition form is available on the CPS website.

Requester Name, Phone #, School/Dept– The requester is the individual who has requested the item(s) being order. This will help you identify which staff member ordered the items.

Requisition Number (REQ) # - This is an 8-digit, unique number that is used to identify and track your purchase request or requisition.   You will need to keep a log of the numbers to ensure that you don't reuse a number. Please use the following numbering protocol:

- ▪ The first 2 digits are the **Fiscal Year** and will already be populated on the form.

- ▪ The next three digits represent the **first three digits** of the school's department number.

- ▪ The last three digits should be a **unique sequential number**. Each year, you should start with 001 and increase the number by one for each requisition that you submit, so the numbering would follow the sequence 001, 002, 003, 004, 005, etc.

➢ **IMPORTANT: Please maintain a list of the Requisition numbers in order to avoid using duplicate numbers.**

Vendor - The cost of what you are buying determines how a vendor is identified. If purchase is less than $10,000, you may select a preferred vendor using best business practices and include the vendor on this form. Purchase of more than $10,000 have other vendor selection requirements. The Purchasing Department will assist you with these requirements. Please refer to *Vendor Selection Requirements* in Section 4 of General Procurement Guidelines for more information.

Budget Codes – The budget codes include the account, fund, department, and sometimes project codes. Please select the **account code** that most **closely describes** what you are buying.

Catalog/Item #/ ISBN # (Textbooks) – An item is the good or service that you would like to purchase. You will need to provide the catalog or item number (if applicable) of the item you would like to purchase. For textbooks, please provide the 13-digit ISBN number.

Item Description –Include a description of the item, including any size and color specifications.

QTY – Specify the quantity of the item you are requesting.

Unit – Specify the item's unit of measure by determining how the item is bundled or packaged.

Estimated Cost – Provide an estimated cost of the purchase from pricing that you may have available to you from a catalog or website. The Purchasing Department will request formal quotes; you only need to provide an estimate.

Additional Comments – Include any additional comments regarding the order, including specific ordering or delivery instructions.

Approval: The Principal or Department head approval is required on all requisitions.

REMINDER Please be sure to electronically save a copy of the requisition form for your records.

Please email completed, approved requisitions to the Purchasing Office at purchasing@cpsd.us. Please include the requisition # in the subject line of the email.

Professional Services Requisition

The Professional Services Requisition form is to initiate procurement for services such as professional development, consulting, and instructional services. This form provides an area to describe the scope of services, as well as the method and frequency of payments to the service provider. This requisition form is available on the CPS website.

Cambridge Public Schools
Professional Services Requisition

Requester Name:		Ck One	Account	Fund	Dept	Proj/Grant
School/Dept.:			53107 Prof. Develop			
Phone #:			55107 Instr. Services			
Requisition #:			53101 Prof/Tech			
			Other:			

Vendor Information:

Vendor Name:			
Street Address:			
City:		State:	
Email:		Zip Code:	
Contact Name:		Phone:	

Contract Period:

Start Date:		End Date:	

Contract Amount:

Not to Exceed: _____
Initial PO Amount (If Different): _____

Scope of Services (Please attach proposal if available)

Payment Terms: (Select One)
Flat Amount at end of Project: _____
Daily Rate of: _____
Hourly Rate of _____
Progress Payments as follows: _____

CORI Authorization: The undersigned CPS administrator hereby certifies that the services do/do not require a criminal background check in accordance with state law and the CORI policy of the Cambridge Public Schools.

◯ CORI Required   ◯ CORI Not Required

Administrator Name: _____   Date: _____

Submit to: CPS PURCHASING DEPT.   Form Date: July 2019

CLEAR

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Requester Name, Phone #, School/Dept– The requester is the individual who has requested the item(s) being order. This will help you identify which staff member ordered the items.

Requisition Number (REQ) # - This is an 8-digit, unique number that is used to identify and track your purchase request or requisition.   You will need to keep a log of the numbers to ensure that you don't reuse a number. Please use the following numbering protocol:

- ▪ The first 2 digits are the **Fiscal Year** and will already be populated on the form.

- ▪ The next three digits represent the **first three digits** of the school's department number.

- ▪ The last three digits should be a **unique sequential number**. Each year, you should start with 001 and increase the number by one for each requisition that you submit, so the numbering would follow the sequence 001, 002, 003, 004, 005, etc.

- ➢ **IMPORTANT: Please maintain a list of the Requisition numbers in order to avoid using duplicate numbers.**

Vendor - The cost of what you are buying determines how a vendor is identified. If purchase is less than $10,000, you may select a preferred vendor using best business practices and include the vendor on this form. Purchase of more than $10,000 have other vendor selection requirements. The Purchasing Dept. will assist you with these requirements. Please refer to *Vendor Selection Requirements* in Section 4 of General Procurement Guidelines for more information.

Budget Codes – The budget codes include the account, fund, department, and sometime Project codes. Please select the **account code** that most **closely describes** the service.

Scope of Services – A scope or description of the services that you are requesting should be provided. If cost of service is greater than $10,000 (and is not exempt from bid requirements), the scope of service will be used in either the quote process or the formal bid process.

Contract Terms - The contract terms include:
- o   Period: The start and end dates of the services.
- o   Amount: The total amount or cost for the services.

Payment Terms – Specify how the vendor is to be paid, such as a flat one-lump sum rate at the end of the project, a daily pay rate, or an hourly pay rate.

CORI Authorization – Determine whether the service to be provided requires a criminal background check in accordance with state law and the CORI policy of the Cambridge Public Schools.
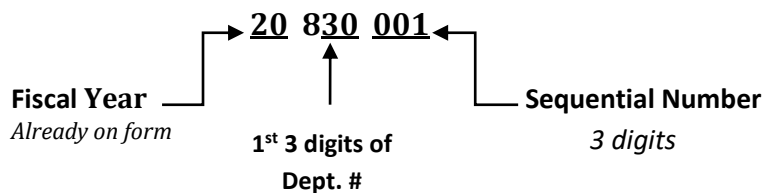
Approval: The Principal or Department head signature is approval on all requisitions.

- Please send the form to the Purchasing Department at purchasing@cpsd.us. Please be sure to electronically save a copy of the form for your records

- Services may commence once you receive a copy of the purchase order.

On-line Order Via School Specialty or WB Mason

You may use online systems to order materials and supplies from School Specialty or WB Mason. To place an order online using these systems:

1) Contact the Purchasing Department to obtain a username and password for EACH system (these are two separate systems and require separate set ups).

2) You will receive an email from the vendor informing you of your username and password.

3) Login to School Specialty (www.store.schoolspecialty.com) or WB Mason (https://www.wbmason.com/Login2) using your username and password.

4) Using the catalog, select the items you would like to purchase.

5) When you are finished shopping, submit the order.

6) The order is routed to your principal/administrator for his/her approval, who will be notified via email of the pending order. The principal/administrator will review, approve and provide the proper budget codes for the purchase. Once approved and submitted, the order will be routed to the Purchasing Department.

7) The Purchasing Department reviews for accuracy of budget codes and availability of funds in the designated budget.

8) The Purchasing Department approves the purchase, and authorizes School Specialty or WB MASON to fill order.

9) The Purchasing Dept. creates a purchase order and sends it to the principal/administrator

CONFERENCE REGISTRATION

When employees attend conferences or training sessions, they are responsible for registering for the event, even when the cost of the conference will be paid by the Cambridge Public Schools. Registration is frequently done on-line and requires either a credit card or a purchase order number. All conference registrations should be approved in advance by your administrator.

- **Personal Credit Card:** A staff member may register for a conference by paying with their own credit card and seek reimbursement. To request reimbursement, you will need to:

- o Submit a Requisition Form to the Purchasing Dept. In this case the "Vendor" is the staff person who paid the conference fee and is requesting reimbursement.

- o Attach a *CPS Reimbursement Request Form*, proof of conference registration and a copy of the staff's credit card statement. (or bank statement if using a debit card) reflecting payment of the conference fee.

- ▪ **Purchase Order:** Some conferences will allow an individual to register using a PO# in place of a credit card payment. The following steps are required to obtain a PO# for conference registration purposes:

  - o Submit a Requisition Form to the Purchasing Dept. In the Special Instructions section of the form, indicate that a purchase order number is needed for conference registration purposes.

  - o The Purchasing Dept. will create the PO and scan and email a copy of the PO to the school/department requester. This PO# should be used by the school/department to register the individual(s) for the conference.

  - o Once registration is complete, **please send proof of registration and/or invoice to the Purchasing Dept. immediately so that payment is made promptly**. This will ensure that your registration is not cancelled due to non-payment.

Please remember that registering for the conference the responsibility of the school/department or individual attending the conference. The Purchasing Dept. is not able to complete on-line registration forms.

For additional information on procedures for other travel related expenses, including airfare, hotels, and food expenses, please see the **Travel & Training** section of the Guide.

CONSULTING & OTHER PROFESSIONAL & TECHNICAL SERVICES

Professional and technical services include consultants, program evaluators, program developers, financial service companies, and engineering firms**.** Before engaging a vendor to provide services of this nature, you will need to develop a detailed scope of service, including specific deliverables and the timeframe for service delivery or project completion. You can contact the Purchasing Office if you need an example of a similar scope of service.

- ▪ Submit a Professional Services Requisition and include the detailed scope of services.

- ▪ If the cost is less than $10,000, include the vendor name and cost information. A PO will be issued. (If CORI background check is required, the PO will be issued after this is complete.)

- ▪ If the cost is $10,000 or more, a Request for Quote (RFQ—cost up to $49,999) or Invitation for Bid (IFB—cost more than $50,000) will be required in order to select the vendor, unless a state contract vendor is selected.

- ▪ If the cost is $10,000 or more a contract will be required. If $25,000 or more, a School Committee vote is required to execute the contract. Please be sure to plan for the time it

may take to execute a contract. Services should not commence until the contract executed and purchase order provided to you and the vendor.

➤ **Important:** Employees and retired employees may not receive payment through the vendor system for delivering professional technical services. In these situations, please submit a Service Agreement. Employees/retired employees who are service providers receive pay through the CPS Payroll Office.

COPIERS

The photocopiers located in schools and other district buildings are leased, typically for a term of three years. Schools and some departments***** pay the cost of leasing this equipment for their buildings/school.

- o The Purchasing Department maintains a log of copier lease begin and end dates by location, contacts a school or department when a new lease is needed, and assists schools in selecting a new machine.

- o The Purchasing Dept. automatically creates a purchase order for the anticipated annual cost of the school/department's copier lease(s). You do NOT need to submit a requisition for this expense.

- o Questions regarding a lease, or should you need your photocopier serviced, please contact the Purchasing Department.

**Beginning in FY 20, departments located in the new administration building located at 135 Berkshire will use shared copiers and will no longer maintain separate copier leases by department.*

FIELD TRIPS

Under an agreement with the Cambridge Public Schools, Eastern Bus Company provides transportation services to its students for athletic and field trips. If you plan to use buses to transport students for field trips, you will need to submit a standard requisition form to open a Purchase Order for Eastern Bus Company. Eastern Bus Company and its bus drivers may NOT be paid directly by you, your teachers, parents or parent organizations. "C.O.D." (cash on delivery) arrangements should not be made. If you are planning to use your student activity funds to pay for a field trip, there is a different process noted below.

- ▪ **Creating an "OPEN PO" For Annual Field Trip Transportation Costs**

Creating an "Open PO" for field trip transportation will streamline fieldtrip arrangements. Rather than submitting a requisition each time a classroom teacher plans a trip, you may submit one larger requisition for the entire year. Budget codes may include general funds, grant funds or both. The Purchasing Department will set-up an *OPEN PO* for use throughout the year. Your total estimated annual cost (or the OPEN PO Amount) is encumbered at the time the PO is created. You will be able to increase or decrease this PO as needed. Please contact the Purchasing Department if you need

help estimating the costs. Please note that your Open PO cannot be used for your student activity account. To complete the requisition for the Open PO, please use the following:

- o **Vendor:** Eastern Bus Company, Vendor ID# 4624
- o **Item Description**: OPEN Purchase Order for school year field trip transportation
- o **Estimate Cost:** Estimate of total field trip bus expenditures

A copy of the Purchase Order will be sent to you. <u>Use this PO number</u> <u>every time you schedule field trip transportation with Eastern Bus on your open PO. If you are ordering a bus with funding from your student activities account, you should use your Student Activity Fund number instead. Every Student Activity Fund number is SCAG followed by a two-digit code for your school (SCAGXX).</u>

- ▪ **Making Bus Transportation Arrangements**
  1. Contact Lisa Graham of Eastern Bus Company at (617) 628-6868 or at lgraham@easternbusco.com.
  2. Provide Lisa with the trip details, including
     - School/Department
     - Name and Contact Information of Trip Coordinator
     - Purpose of the Trip
     - Bus Capacity (How many students/adults will be travelling?)
     - Date(s) of Trip
     - Departure Location
     - Departure Time
     - Arrival Location
     - Arrival time
     - Return Trip Information
  3. Provide Lisa with your Purchase Order number or your Student Activity Fund code.

After the bus transportation has been provided, Eastern Bus Company will send an invoice for the trip to Linda Branco in the Finance Department. She will review this information and upon verification, will pay the invoice using the encumbered funds from the OPEN PO. The invoiced amount will be deducted from the OPEN PO. You should keep track of the amount remaining in your OPEN PO. If you anticipate exceeding your estimated transportation costs and the OPEN PO amount, you will need to contact the Purchasing Department to increase the Purchase Order amount.

- ▪ **Using Collected Funds to Pay for Field Trips**

Often funds are collected from students or contributed by a parent organization to support a field trip. When this occurs, the monies (CHECKS ONLY) may be sent to Linda Branco (X6445) in the Finance Department. These funds will be credited to your budget account or student activity account and will be used to offset the cost of the trip when the invoice arrives. Sometimes a parent organization wants to contribute a lump sum at the beginning of the school year to support field

trips. If this occurs, please contact Linda Branco. She will set up a budget line in the school's grant account which may be used to open a field trip purchase order.

Important Facts to Remember:

✓ <u>No funds may be given directly to the bus driver or to Eastern Bus Company</u> by you, your teachers, parents, or parent organizations. This means no trips may be booked "COD." (Please see above for directions on how to use funds collected from students or parent groups to pay for field trips.)

✓ You may request an increase or decrease to the Open PO during the year based on actual trips.

✓ The Purchase Order number should be communicated to Eastern Bus **each time a trip is scheduled** as it is an essential piece of information that allows us to know which school is taking the trip and to pay the invoice accurately.

✓ All field trip bus expenses must be invoiced to and paid through the CPS accounts payable procedures.

✓ Overnight field trips must meet the requirements of the Cambridge School Committee's Field Trip Policy and must be approved by the Chief Operating Officer's Office before collecting any funds for the trip and at least two months prior to out-of-country trips and at least one month prior to out-of-state trips. Overnight field trips often require buses, vans, or coaches from a vendor other than Eastern Bus. If you have a trip that has been approved, and you need to reserve transportation through another vendor, contact the Purchasing Department for assistance.

FOOD

Schools and Departments may order food for professional development and for family and community events. Many vendors in and around Cambridge accept a PO. The Purchasing Dept. can provide you with a list of vendors that accept a PO or assist with contacting a particular vendor to find out if they are willing to accept a PO. Creating an "Open PO" for food will streamline the ordering process. Rather than submitting a requisition each time, you may submit one larger requisition for the entire year. Budget codes may include general funds, grant funds or both. The Purchasing Department will set-up an *OPEN PO* for use throughout the year. Your total estimated annual cost (or the OPEN PO Amount) is encumbered at the time the PO is created. You will be able to increase or decrease this PO as needed. Please contact the Purchasing Department if you need help estimating the costs.

   o   To place an order with a PO, you will need to submit a Standard Requisition for the estimated amount.

   o   Once you receive the PO, call the vendor and place the order.

   o   Often the vendor will send the invoice directly to the school with the food delivery. Please <u>**send the invoice to the Purchasing/Accounts Payable** office to ensure that the bill is paid</u>.

Delivery charges-and gratuities are acceptable charges.

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FURNITURE

A central administration budget funds the purchase of furniture for new classrooms. In addition, a limited budget allocation is available to replace damaged furniture and other new furniture needs identified by a school or department. Contact the Office of the Chief Operating Officer if you need to replace furniture in your building.

INSTRUCTIONAL MATERIALS AND OTHER SUPPLIES

Schools and departments have budgets for instructional and curricular materials and supplies, as well as office and other general supplies. Orders for these materials are placed either through the on-line ordering portals purchasing from School Specialty or WB Mason, or by submitting a Standard Requisition form.

Schools are responsible for purchasing the following instructional materials and general supplies:

o Classroom supplies	o Library books	o Textbooks
o Art Supplies	o Office Supplies	o Student Math workbooks
o Toner & Copier Paper		o

The following materials and supplies are purchased by **central administration** departments and/or funded through a **central (non-school)** budget:

- **New Curriculum Implementation**: When the district implements a new curriculum in a particular content area, a central administration budget funds the <u>initial</u> purchase of these materials. The content area curriculum coordinator oversees the curriculum review cycle and manages the selection and purchase of the new curriculum, including ensuring that all relevant classrooms receive appropriate materials, including any special education or Sheltered English Immersion sub-separate classrooms.

- **New Classroom Set-up**: A central administration budget funds the initial purchase of instructional materials, furniture and technology. A description of this process is detailed in the section below entitled *New Classroom Set-Up*.

- **Technology:** Funds for the purchase of student and teacher devices (including Chromebooks, laptops, desktops, interactive white boards, etc.) are budgeted in the Educational Technology Department's budget as is software used by multiple schools or departments. CPS has implemented a 5-year technology replacement schedule that is building-based; however, when a new classroom is added to a building, technology will be provided for the classroom that matches the school's existing structure. See the *Technology* Section for more details about technology purchases.

- **Musical Instruments:** The Visual & Performing Arts Department purchases and allocates musical instruments to schools based on program requirements.

- **Custodial Supplies:** Schools are not responsible for custodial supplies or utility costs, including phone, electricity, heating. These items are budgeted and purchased by the Facilities Management Department.

- **Replacement of Damaged Furniture:** A limited central administration budget is available to replace damaged furniture. Contact the Office of Chief Operating Officer to report damaged furniture.

- **Teacher Instructional Materials Reimbursement and Tuition Reimbursement:** The collective bargaining agreement for CEA Unit A (teachers) and Unit B (administrators) includes a provision to reimburse unit members up $450 each school year for instructional materials that they purchase using personal funds. Staff members entitled to this benefit receive this reimbursement through their paychecks, NOT through the Purchasing system. The agreement also includes a provision for tuition reimbursement for staff who have applied and been approved. (More information about the Tuition Reimbursement application process can be found on the CPS website.) A central administration budget funds these reimbursements.

INSTRUCTIONAL SERVICES

Schools and departments may engage outside professionals to provide a number of important instructional services, including storytelling, performances, student workshops, nursing services, mental health services, specialized home tutoring and other services. Before engaging a vendor to provide services of this nature, you will need to develop a scope of service. You can contact the Purchasing Office if you need an example of a similar scope of service.

- Submit a Professional Services Requisition and include the detailed scope of services, and cost. Cost information required includes total cost and hourly or per diem rate of provider.

- If cost is less than $10,000, you may provide a vendor name. No contract will be required, although CORI background check may be required. A PO will be issued after the CORI is completed.

- If the cost is $10,000 or more, RFQ or IFB requirements may apply. However, if the service is one of the following, it is exempt from these requirements:
  o Mental Health
  o Special Education Services
  o Nursing Services
  o Non-Profit agencies providing services for the benefit of students (e.g. CPS Partners)

- If the cost is $10,000 or more, a contract will be required (regardless of whether service is exempt from bid requirements). If $25,000 or more, a School Committee vote is required to execute the contract. Please be sure to plan for the time it may take to execute a contract. Services should not commence until the contract executed and purchase order provided to you and the vendor.

➢ **Important:** Employees and retired employees may not receive payment through the vendor system for delivering instructional services. In these situations, please submit a Service

Agreement. Employees/retired employees who are service providers receive pay through the CPS Payroll Office.

NEW CLASSROOM SET-UP

When a new classroom is added to your school due to enrollment increases or the establishment of a new program, a central administration budget is allocated for purchase of instructional materials, furniture and technology. Typically, new classrooms added during the annual budget process will open at the beginning of the next school year. To ensure that the classroom is ready for students in September, ordering materials, furniture and technology occurs in late June early July. The following outlines the procedures for new classroom set-up.

- **Notification to Schools:** In May, a memo with details about the new classroom budget allocation and instructions for purchasing related materials, furniture and technology is sent to all principal of schools with new classrooms as well as to the Assistant Director of Educational Technology.

  - If there is a new special education self-contained classroom or Sheltered English Immersion classroom, the Office of Student Services and the English Language Learners Department will receive the memo as well.

- **All Classrooms-Technology:** The ICTS department is responsible for providing the required technology for the new classrooms, including teacher and student devices and interactive whiteboard technology. The Assistant Director for Educational Technology determines the appropriate technology for the classroom based on the grade and program. Classrooms may receive new technology or may receive technology re-deployed from another school or classroom

- **General Education Classrooms-Furniture & Instructional Materials**: Principals are responsible for submitting requisitions or using the on-line School Specialty or W. B. Mason ordering systems for furniture and all instructional materials for General Education classrooms. This includes any teacher kits necessary to implement grade level curriculum. (Curriculum Departments do not order materials for new classrooms.)

- **Self-Contained Special Education Classrooms- Furniture & Instructional Materials:** The Office of Special Student Services (OSS) is responsible for submitting requisitions for furniture and <u>all</u> instructional materials for self-contained Special Education classrooms. <u>This includes any general education curriculum materials.</u>

- **Sheltered English Immersion Classrooms- Furniture & Instructional Materials:** Principals will take the lead in ordering furniture and materials, coordinating with the English Language Learners Department to ensure that appropriate instructional materials are ordered.

PARTICIPATION INCENTIVES (Gift Cards & One Time Payments)

Incentives to motivate participation or attendance in an out-of-school time program (such as vacation or summer academic programs), or to recruit participants or encourage community participation in a district initiative may be used when it has been determined that such incentives are a vital component to the success of a particular program or initiative. Incentives may include food, items such as books or T-shirts, or a special field trip.

In addition, in some circumstances **Gift Cards** or **One-time Payments** may be used. Use of Gift Cards or One-Time Payments require specialized approvals and procedures, outline below.

One-Time Payments and Gift Cards Guidelines

- Payments and gift cards may be used as an incentive when it has been determined that such payments are necessary to recruit participants or promote attendance for a particular program or initiative. The only approved vendor for gift cards is Target.

- Incentive payments are lump sum payments, not hourly rates of pay.

- Incentive payments using general funds must be approved by the Superintendent or his designee. A memo, describing the program, approved by the Superintendent or his designee, must be submitted to the Chief Financial Officer prior to payment requests.

- When using grant funds, the Grants Coordinator must confirm that participant incentives were approved as part of the grant. A memo, describing the program, approved by the Superintendent or his designee, must be submitted to prior to payment requests.

- The administrator must ensure that payments are made through the appropriate systems (payroll or vendor) based on the procedures outlined below.

Procedures for Payments:

In order to process incentive payments, **a *Participation Incentive Payment Invoice*** form must be completed <u>for each and every</u> individual who will be paid.   Depending on whether the individual is a CPS employee, City of Cambridge employee, community member (for example, a parent) the forms will be submitted to either the Payroll, Budget or the Purchasing Office.   The chart below will assist you in determining where the forms should be submitted.

If Individual Is a	Submit To:
Student – a Target gift card will be provided	Purchasing
CPS Employee – they will be paid through payroll	Payroll
City of Cambridge Employee – the City will pay them directly	Budget
Others (e.g. community member, non-employee) – they will be able to choose whether to receive a gift card or a check in the mail	Purchasing

1. **CPS Students:** CPS students will receive Target gift cards as participant incentives. These will be mailed to them after participation.

    a. Submit the ***Participation Incentive Payment Form*** to the Purchasing Department along with a memo describing the program for which incentives were approved (or pages from grant application). NOTE: Participation Incentives should be paid as <u>one</u> lump sum per individual.

    b. Students that are participating in a more formal, extended program should be paid through the payroll system as Work Study participants. The Participation Incentive Payment Form should only be used for participation incentives.

    c. No student can receive more than $500 in participant incentive gift cards in a year.

2. **CPS Employees:** Any CPS employee receiving an incentive payment must be paid through the payroll office. The payment will be included in a regular pay check (i.e. a separate check will not be issued).

    a. Submit the ***Participation Incentive Payment Form*** to the Payroll Office along with a memo describing the program for which incentives were approved (or pages from grant application). NOTE: Participation Incentives should be paid as <u>one</u> lump sum per individual.

    b. No service agreement will be required; however, a copy of the approved memo or grant application pages must be submitted to the Payroll Office along with the Participation Incentive Payment Forms.

2. **City of Cambridge Employees:** Any City of Cambridge employee receiving an incentive payment must be paid through the <u>City's</u> payroll system. The payment will be included in a regular pay check (i.e. a separate check will not be issued).

    a. Submit the ***Participation Incentive Payment Form*** to the Budget Office, along with a memo describing the program for which incentives were approved (or pages from grant application). NOTE: Participation Incentives should be paid as <u>one</u> lump sum per individual.

    b. The Budget Office will contact the City Department to communicate payment information and will ensure that the appropriate transfers are made between CPS and City budgets.

3. **Community Members:** A community member who is not a CPS or City of Cambridge employee receiving an incentive payment will be paid through the City's vendor system.

    a. Submit the ***Participation Incentive Payment Invoice*** to Purchasing, along with a memo describing the program for which incentives were approved (or pages from grant application). NOTE: Participation Incentives should be paid as <u>one</u> lump sum per individual.

    b. The participant can elect to receive a gift card or a check. For check payments, a W9 is required. Please note that large amounts or payments for individuals who have

participated in multiple programs may require a W9, even if the participant wishes to receive gift cards.

c. A W-9 form may be required if an individual has already received compensation from the City of Cambridge or CPS in the calendar year. The Purchasing Department will research the vendor payment system before processing one-time payments and make this determination. If it is determined that a W-9 is required, the Purchasing Dept. will request a W-9 before making the payment.

d. In unusual circumstances, when the above process is not feasible (ex. providing gift cards to homeless families as part of a grant), the Chief Financial Officer may approve a department head to receive gift cards to be distributed rather than mailed. In these cases, there are requirements for distributing and tracking those gift cards that will be shared with the department head upon approval.

POSTAGE

There are a number of ways to purchase postage for school mailings.

- **Stamps:** To purchase postage stamps submit a standard requisition form to the Purchasing Department Your budget code will be charged via a Form 20 (no purchase order is created), and the stamps will be sent to you via interoffice mail. Please use the following information:
  - o *Vendor*: U.S. Postal Service
  - o *Item Description:* (# of stamps) Stamps for the (please describe the mailing).
  - o Please do NOT purchase stamps using personal funds and request reimbursement.

- **Postage Machines.** Some schools have opted to lease postage machines. These leases are charged to the school.
  - o The Purchasing Dept. automatically creates a purchase order for the anticipated annual cost of the postage machine lease. You do NOT need to submit a requisition for this expense.
  - o If your School or Department has a postage machine and you need to add postage to postage the machine
    - Contact the Purchasing Department to confirm that funds are available to download onto your machine and send a requisition to Purchasing
    - Log on to your machine and click on the "Funds" button
    - Enter the amount of postage you are requesting and follow the prompts on the screen
  - o If you do not have a postage machine and would like to lease one, please contact the Purchasing Dept.

PROFESSIONAL DEVELOPMENT

Professional Development, including employee training and meeting facilitation, is exempt from bid requirements. This means that you may select a provider who best meets the training needs that you have identified. Before engaging a vendor to provide professional services, you will need to develop a written scope of service, including any relevant timeframe, and training content.

- Submit a Professional Services Requisition and include the detailed scope of services, and cost. You can contact the Purchasing Office if you need an example of a similar scope of service. Cost information required includes total cost and hourly or per diem rate of provider.

- If the cost is $10,000 or more, a contract will be required. If $25,000 or more, a School Committee vote is required to execute the contract. Please be sure to plan for the time it may take to execute a contract. Services should not commence until the contract executed and purchase order provided to you and the vendor.

➢ **Important:** Employees and retired employees may not receive payment through the vendor system for delivering professional development workshops. In these situations, please submit a Service Agreement. Employees/retired employees who are workshop facilitators receive pay through the CPS Payroll Office.

REIMBURSEMENTS

Reimbursements for items that are permitted is allowable only in certain circumstances. Using the PO process and established purchasing protocols is required of all staff members who purchase goods and services for their school or department. On occasion, however, an employee may find it necessary to make a purchase with personal funds due to an emergency or to buy an unusual item that not available using a PO, and request reimbursement for the expenditure. Pre-approval from the Purchasing Department is necessary to ensure that the reimbursement will be processed.

Employees may be reimbursed for out of pocket expenses in the following situations. A Purchase Order is required for all Reimbursements:
- o Travel for Conferences/Training: including airfare, conference registration fees, in-city travel, mileage, hotel and food costs. Please see the Travel & Training section of the Guide for specific procedures related to this travel.

- o Mileage when using personal vehicle to travel between CPS schools. Consider an Open PO to meet needs throughout the year

- o Emergency purchases

❖ **Mileage reimbursements**

Employees may be reimbursed for using their personal vehicle for travel, either between school buildings when their schedule requires them to be at more than one building during a day, or when

they travel to a meeting or training opportunity either in or out of Cambridge. The procedures for submitting mileage reimbursements are outlined in *Travel & Training* section of the guide.

- **Mileage Reimbursement Rates** are determined by whether the person traveling is a member of a union with a rate specified in the contract or not.

- **Mileage or Travel Distance** is determined in one of two ways:
    - o   For travel between school buildings within Cambridge, *a Districtwide Mileage Chart* (available on the CPS website and included in the appendix) that provides the mileage between every building has been created.
    - o   For other travel, mileage from point A to point B is determined by either google maps, MapQuest, or another on-line navigation tool, which may be printed and submitted as documentation.

- **Teachers /Staff Travel between CPS School Buildings.** For teachers or other staff who have schedules requiring regular travel between schools, please submit a requisition for the expected annual expense for that teacher.
    - o   Once per month, the teacher/staff member will submit a *Mileage Reimbursement Log* form, see below, to their administrator for approval who then sends it to the Accounts Payable Dept. for processing. Please use Districtwide Mileage Chart when calculating distance from school to school.

- **Travel to Meetings or Trainings.** When you or your staff use a personal vehicle for travel to a meeting or training, please submit a requisition, a completed *Mileage Reimbursement Log* form (see below) with the destination and purpose for travel, and verification of mileage from a navigation tool such as google maps or MapQuest. Please submit this form within 30 days of the date of travel.

❖ Emergency Purchase of Materials

From time to time, an employee may need to use personal funds to make an emergency purchase, or unusual purchase for which the usual PO process is not possible. When this situation arises, it is

important to request approval from the Purchasing department <u>before</u> making the purchase to ensure that the purchase will be eligible for reimbursement. Reimbursement for purchases should be the exception not the rule, and may be denied if proper procedures are not followed

Please be sure any purchase made with personal funds meets the following guidelines:

- ✓ Received prior approval by the Purchasing Department.

- ✓ Occurred during the fiscal year that reimbursement is sought.

- ✓ Adhered to the guidelines for public purchases: this means that the items are for a public purpose, not taxed, and not purchased in a manner that would appear to circumvent the state purchasing laws.

- ▪ **To request reimbursement for an approved expenditure of personal funds, you will need to:**
  - o Complete a requisition. In this case the "Vendor" is the staff person who is requesting reimbursement
  - o Attach the original receipt for each item purchased.
    - - Purchases paid by check will require a copy of the front and back of the cancelled check.
    - - Purchases paid by Credit/Debit Card will require a copy of the staff's credit card or bank statement reflecting the transaction of the item purchased.
  - o Attach a completed *CPS Reimbursement Request Form* signed by the administrator and the employee requesting reimbursement. This form is available on the CPS website and is included in the appendix.
  - o Send completed requisition, the <u>original receipts</u> and payment documentation, and the Reimbursement Request Form to the CPS Purchasing Department.

Important: This reimbursement process differs from the annual Instructional Materials Reimbursement of $450 to which all members of CTA units A and B are entitled

TECHNOLOGY

The Information, Communication & Technology Services (ICTS) Department oversees all technology purchases, including student and staff devices, classroom technology, wireless and other network infrastructure, and software. A central administration budget funds the purchase of most teacher and student devices as well as interactive whiteboards. The district established a five-year replacement cycle for all student and teacher devices. Beginning in FY 20, the district maintains a 1:1 student device (Chromebooks) allocation for grades 3rd to 12th. High School students participate in a take-home technology program; devices for students in grades 3rd through 8th remain at the school.   Technology in Junior Kindergarten through 2nd grade classrooms includes iPads and interactive whiteboards.

Principals and administrators occasionally use school/department budgets to purchase additional hardware. In addition, schools or departments may choose to implement a new software. The ICTS Department reviews these purchases, using an internal procedure known as the *Tech Req Process*:

- **Hardware:** When the Purchasing Dept. receives a requisition for computer related devices of any kind, they forward the requisition to the ICTS Department.
    - o The ICTS Department verifies that the purchase meets the district's specification, including whether the device is one that can be managed/supported by the ICTS technicians. Please direct any questions about computer-related purchases to the ICTS department.
    - o If the purchase is less than $10,000 or a contract already exist, the ICTS Department places the order and creates the purchase order.
    - o To inquire about the status of a computer related purchase, please contact the ICTS Department.

- **Software:** When the Purchasing Department receives a requisition for software, they forward the requisition to the ICTS Department for review.
    - o Non-Educational Software purchases of $10,000 or more are subject to Request for Quote (RFQ) or Invitation for Bid procedures. ICTS will assist with the development of written specifications.
    - o Education Software purchases of $10,000 to $49,999 qualify as a *Sole Source Procurement*. The ICTS Department will assist with the documentation required to qualify for this designation.
    - o Any software that uses student identifying information requires an executed Data Privacy Agreement between the software vendor and the Cambridge Public Schools. The ICTS department will obtain a Data Privacy Agreement (DPA) from the vendor when necessary. NOTE—Even when software may be provided on a no cost basis, a DPA may still be necessary. Please contact ICTS if you have any questions about this.

- **Contract:** If purchase price is $10,000 or more, a contract is necessary. After ICTS indicates that its review is complete and any necessary DPA obtained, the Purchasing Department will send a contract to the vendor, and place on School Committee agenda if the purchase price is $25,000 or more.

- **Software License Agreements or Vendor Terms and Conditions:** If a software vendor submits a software license agreement or Terms and Conditions to the Cambridge Public Schools as a condition of purchase, the Purchasing Dept., with the assistance of the City Solicitor's Office will work to determine acceptable terms and conditions for both the City/CPS and the vendor. When this occurs, contract execution typically takes an extended length of time. Advance planning for this type of purchase is recommended.

TRANSLATION AND INTERPRETATION SERVICES

CPS uses both in-house resources as well as outside vendors to provide professional translation (written) and interpretation (spoken) services.

❖ **In-house Resources**

Written translations and interpretation services may be provided by the district's Bilingual Liaisons (languages are Spanish, Haitian Creole and Amharic). If the work is done by a Bilingual Liaison outside of the individual's regular work schedule, they will need to report the additional hours in Novatime and may be paid overtime for those additional hours. *Written translations* may also be provided by other staff members who work in your school or department (or other school/departments). If the translation work is done outside of the individual's regular work schedule, they will be paid through a **Service Agreement**, typically at $30, per hour and payment vouchers submitted to the Payroll Department. Please note that non-exempt staff will be entitled to overtime if they exceed forty hours per week. For the appropriate hourly rate for non-exempt staff members, please contact Deborah Nordstrom at dnordstrom@cpsd.us.

❖ **Outside Vendors**

Each year CPS executes contracts that support written translations, in-person interpretation and phone interpretation services. While the vendors may change from year to year, efforts will be made to provide a consistent, streamlined process, documented procedures as well as training opportunities. Requests for translations and interpretation services and the related contracts are currently managed by the Communications staff in the Office of Strategy.

END OF YEAR PURCHASING SCHEDULE

Current year funds may not be "saved" or used to purchase supplies that will be used in a future year. It is important that you make timely purchases to ensure that you have adequate supplies to carry your school or department to the end of the fiscal year.

Important Due Dates

Late April – Mid May	End of Year Supplies & Materials	Final purchases for the fiscal year should occur. Submit requisitions to Purchasing. If expenditures exceed $10,000, be sure to keep contract execution timelines in mind, including School Committee votes. All materials purchased must be delivered & invoiced no later than June 30th.
Late April	May and June Field Trips	Arrangements for field trips that will occur in May and June must be in placed by this date, including: ▪ **Bus confirmations**: Submit to Linda Branco, **Finance** (x6445). ▪ **Eastern Bus POs**: Open or increase POs in order to ensure there are funds reserved for all field trips remaining in the year. Contact Ann Wright or Judy Doran in **Purchasing** (x6410). ▪ **Requisitions for entrance fees:** Submit to purchasing@cpsd.us
Late May	Summer Program Planning	Anyone requiring Summer Program materials and supplies should submit requests for supplies and services to purchasing@cpsd.us in May to ensure all needs are met.

PURCHASING REPORTS

On a weekly basis the Purchasing Department will send to you via email an OPEN Purchase Order Report (also known as the Procurement Activity Report). This report will list all the items/services for which a purchase order has been created and its status. The following statuses are possible:

Dispatched indicates that the order has been placed.

Pending indicates that the City is reviewing and the PO is pending their approval. An order will not be placed until the PO has been dispatched

How to Use the Open PO Report To Manage Your Purchase Orders

❖ If you do not see a Purchase Order listed for a requisition that you recently submitted, it is likely that the order has not yet been placed (goods or materials), or a contract has not yet been returned (services). If more than three weeks have passed since you submitted your requisition, contact the Purchasing Department to get further information about the particular purchase.

- ❖ If you see a Purchase Order for supplies or materials with a date that is more than 3 months old and you have NOT received the order, contact the Purchasing Department for assistance in contacting the vendor about your order.

- ❖ If a Purchase Order for materials or services that you have received is still listed, please make sure that you follow the instructions in the *Accounts Payable* Section of this guide to notify the Accounts Payable Department that the bill may be paid.

- ❖ "Closed" Purchase Orders are not included on the report. Purchase Orders for items that have been ordered, received, and paid are automatically closed when the payment fully liquidates the encumbrance.

- ❖ If a Purchase Order has been partially liquidated (a payment has been made but a balance remains), and you have received the **full** shipment, contact the Purchasing Department to close the purchase order so that the remaining balance is returned to your budget and is available for future purchases.

PeopleSoft Purchasing
PROCUREMENT ACTIVITY REPORT

Report ID: CS_POS83
Page No. 1
Run Date: 08/05/2011
Run Time: 12:

Business Unit: CPSMA
Remaining Amount >= 0.01

Budget Codes | Vendor | Status

From: 50000 To: 59999
Date From: 01-JUL-2011
Date To: 05-AUG-2011

Amount remaining in PO: Orig. Amt Less Paid Amt

PO ID	Ref	L/S/D	PO Date	Acct	Fund	Dept	Prog	Proj	Vendor	VendorID	Status	Original PO Amount	Paid Amt	Balance
0000885181	AU10	1/1/1	08/03/2011	53404	15000	810148	148		IKONOFFICE-001	0000006394	Dispatched	1,520.00	0.00	1,520.00
0000885207	AU10	1/1/1	08/04/2011	53404	15000	810148	148		IKONFINANC-001	0000040632	Pending	3,176.71	0.00	3,176.71
0000884375	AU10	1/1/1	07/08/2011	55103	15000	810148	148		SCHOOLSPEC-001	0000016885	Dispatched	549.88	0.00	549.88
0000884377	AU10	1/1/1	07/08/2011	55103	15000	810148	148		SCHOOLSPEC-001	0000016885	Dispatched	549.25	0.00	549.25
0000884378	AU10	1/1/1	07/08/2011	55103	15000	810148	148		SCHOOLSPEC-001	0000016885	Dispatched	545.62	0.00	545.62
0000884380	AU10	1/1/1	07/08/2011	55103	15000	810148	148		SCHOOLSPEC-001	0000016885	Dispatched	661.50	0.00	661.50
0000884381	AU10	1/1/1	07/08/2011	55103	15000	810148	148		SCHOOLSPEC-001	0000016885	Dispatched	431.63	0.00	431.63
0000884382	AU10	1/1/1	07/08/2011	55103	15000	810148	148		SCHOOLSPEC-001	0000016885	Dispatched	34.00	0.00	34.00
0000884383	AU10	1/1/1	07/08/2011	55103	15000	810148	148		SCHOOLSPEC-001	0000016885	Dispatched	5.14	0.00	5.14
0000884384	AU10	1/1/1	07/08/2011	55103	15000	810148	148		SCHOOLSPEC-001	0000016885	Dispatched	67.06	0.00	67.06
0000884385	AU10	1/1/1	07/08/2011	55103	15000	810148	148		SCHOOLSPEC-001	0000016885	Dispatched	25.10	0.00	25.10
0000884386	AU10	1/1/1	07/08/2011	55103	15000	810148	148		SCHOOLSPEC-001	0000016885	Dispatched	.47	0.00	254.47
0000884387	AU10	1/1/1	07/08/2011	55103	15000	810148	148		SCHOOLSPEC-001	0000016885	Dispatched	191.90	0.00	191.90
0000884388	AU10	1/1/1	07/08/2011	55103	15000	810148	148		SCHOOLSPEC-001	0000016885	Dispatched	315.16	0.00	315.16
0000884389	AU10	1/1/1	07/08/2011	55103	15000	810148	148		SCHOOLSPEC-001	0000016885	Dispatched	549.54	0.00	549.54
0000884390	AU10	1/1/1	07/08/2011	55103	15000	810148	148		SCHOOLSPEC-001	0000016885	Dispatched	354.04	0.00	354.04
0000884391	AU10	1/1/1	07/08/2011	55103	15000	810148	148		SCHOOLSPEC-001	0000		244.47	0.00	244.47
0000884392	AU10	1/1/1	07/08/2011	55103	15000	810148	148		SCHOOLSPEC-001	0000		836.10	0.00	836.10
0000884393	AU10	1/1/1	07/08/2011	55103	15000	810148	148		SCHOOLSPEC-001	0000		551.53	0.00	551.53
0000884394		1/1/1	07/08/2011	55103	15000	810148	148		SCHOOLSPEC-001	0000		551.53	0.00	551.53
0000884607	AU10	1/1/1	07/13/2011	55103	15000	810148	148		NEWENGLAND-012	0000		17.65	0.00	17.65
0000884649	055133	1/1/1	07/14/2011	55103	15000	810148	148		WBMASON-001	0000		455.00	0.00	3,455.00
0000884650	055122	1/1/1	07/14/2011	55103	15000	810148	148		HANDWRITIN-001	0000		172.98	0.00	172.98
0000884651	055132	1/1/1	07/14/2011	55106	15000	810148	148		EVAN-MOOR-001	0000		79.97	0.00	79.97
0000884652	055125	1/1/1	07/14/2011	55106	15000	810148	148		TEACHER'S-001	0000		576.06	0.00	576.06
0000884653	055131	1/1/1	07/14/2011	55106	15000	810148	148		EVAN-MOOR-001	0000		166.69	0.00	166.69
0000884654	055112	1/1/1	07/14/2011	55106	15000	810148	148		HEINEMANNG-001	0000		862.50	0.00	862.50
0000884655	055118	1/1/1	07/14/2011	55106	15000	810148	148		NATIONALGE-001	0000		97.65	0.00	97.65
0000884656	055168	1/1/1	07/14/2011	55106	15000	810148	148		HANDWRITIN-001	0000		165.00	0.00	165.00

Amount **encumbered** – the amount reserved to pay the invoice

810148 Program Totals: $17,008.13 $0.00 $17,008.13
===
0000884657 055134 1/1/1 07/14/2011 54201 15000 810150 150 BAYSTATEEN-001 0000002194 Dispatched 142.26 0.00 142.26

810150 Program Totals: $142.26 $0.00 $142.26
===
0000884331 ANNUAL 1/1/1 07/07/2011 52702 15000 810740 740 CHICCARELL-001 0000019677 Dispatched 13,257.17 3,314.29 9,942.88

810740 Program Totals: $13,257.17 $3,314.29 $9,942.88
===

Revised March 2021

PURCHASING FREQUENTLY ASKED QUESTIONS

Q: Where do I get a Standard or Professional Services Requisition Form?

A: Requisition Forms are available on the CPS website.

Q: How do I obtain a username and password to access the on-line ordering portals for School Specialty and WB Mason?

A: Please contact the Purchasing Department – contact information is included below.

Q: If I choose to use a new vendor, what information do I need to provide?

A: When choosing a new vendor, please verify that this vendor will accept Purchase Orders. The Purchasing Department will assist you with this if requested. Please make sure that you provide all vendor contact information on the requisition, including vendor name, address, email, phone, and any contact person who might be helpful. The Purchasing Department will contact the vendor to get a W-9 form and any other information required to add the vendor to the Purchasing system.

Q: What is a "State Contract Vendor?"

A: A state contract vendor has been awarded a contract by the Commonwealth of Massachusetts for the commodity that it provides. The Commonwealth of Massachusetts conducts a formal bid for the commodity indicated and as a result cities, towns and school districts may take advantage of favorable pricing. Please note that a vendor may only be a state contract vendor for certain items or services they provide – in other words a vendor that is a state contract vendor for some goods or services, may be required to participate in a quote or bid process for other goods or services.

Q. How do I know that my order has been placed?

A. To place an order the Purchasing Department creates a Purchase Order and sends a copy to the vendor and a copy to the school or department. When you receive a copy of the Purchase Order you will know that the order has been placed. In addition, on a weekly basis the Purchasing Department will send to you via email an OPEN Purchase Order Report. This report will list all the items/services for which a purchase order has been created and its status. A Purchase Order with a status of ***dispatched*** indicates that the order has been placed.

Q. What if I don't have enough money in my budget?

A. If you do not have enough funds left in your department's budget, the Purchase Order will not pass "budget check," and will not be issued. When this happens, the Budget Department will contact you.

Q. When can I expect to receive the items I ordered?

A. The time will vary depending on a number of things including the cost, whether or not a state vendor is used, and the item itself. On average, you can expect the following timeframe for some commonly ordered items:

ITEM	TIME
Text books	2-5 weeks
Instructional materials ordered from School Specialty	2-3weeks
Office supplies ordered from WB MASON	1-3 weeks
Paper	2-3 weeks
Toner	2-3 weeks
Furniture	6-8 weeks
Professional Development Contract Less than $25K	2-3 weeks
Professional Development Contract More than $25K	4 -6 weeks

Q. Who should I call if I don't receive my order in a reasonable time?

A. Please contact the Purchasing Department

Q. When can the service provider begin to deliver the specified services?

A. Services may commence as soon as the contract is fully executed (if cost greater than $10K) and a Purchase Order has been issued. The Purchasing Department will send you the Purchase Order.

Q. When is my budget charged for the purchase of a material or supply?

A. After your requisition is reviewed a Purchase Order (PO) is created using the budget codes that you provided on your requisition. A Purchase Order creates an ***encumbrance*** equal to the cost of the item. The encumbered amount is deducted from your budget and as a result, your school's or department's available budget balance will be decreased by this amount.

Q. When is my budget charged for a service contract?

A. A Purchase Order is processed and placed on hold to create an ***encumbrance*** equal to the cost of the full contract amount. When the contract is fully executed, the PO will be taken off of hold and sent to the school or department, indicating that services may begin.

Q. May I pay for a field trip using money I collected from students or a parent organization?

A. Yes. In order to do this, you must collect the funds and remit (CHECKS ONLY) to Linda Branco in the CPS Finance Department. These funds will be credited to your budget account or student activity account and will be used to offset the cost of the trip when the invoice arrives. Please

remember: <u>No funds may be given directly to the bus driver or to Eastern Bus Company by you, your teachers, parents, or parent organizations.</u>

Q. What should I do if my school's parent organization wants to contribute a lump sum at the beginning of the school year for field trips?

A. Please contact Linda Branco (6445) in the Finance Department. She will set up a budget line in a grant account for your school which may be used to open a field trip purchase order.

Q. What should I do if I'm planning an overnight trip with students, and I need to reserve a bus/coach?

A. Once the field trip has been approved by the Chief Operating Officer's Office, you can contact the Purchasing Department for assistance with identifying a vendor, and reserving transportation.

Q. How does the bill get paid? Do I have any responsibility to make sure the vendor receives payment?

A. Vendors are instructed to send all invoices to the CPS Accounts Payable Office located at 159 Thorndike Street. If you receive a bill, please forward it to Accounts Payable Department immediately. Before a bill can be paid, the school or department must notify the Accounts Payable Department that the materials, supplies or services have been provided. Please see *Accounts Payable* Section for specific instruction on how to let Accounts Payable know when a bill may be paid.

Q. What should I do if I receive an invoice that exceeds the amount encumbered (or available) in the PO?

A. Send an email to the Purchasing Department requesting that the PO be increased to pay the invoice in full.

Q. Do I need to close my PO after I receive my order?

A. Usually the PO is automatically closed after payment is made. You should always let the Accounts Payable Department know whether you have received the full order or a partial order. If the full order has been received, the PO will close at the time of payment and the remaining balance (if any) will return to your budget. If you notice a PO with a small balance on your open PO report and you have received the full order then you should send a request to Purchasing to close the PO. This will ensure that all of your unspent funds are available to you for future purchases.

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GLOSSARY OF TERMS

Budget Codes: Includes the account, fund, and department codes.

Encumbrance: The obligated Purchase Order amount which is equal to the total cost of the goods purchased or the service contracted amount. This amount is "reserved" and deducted from the budget balance until a payment is made. The obligated or encumbered amount will decrease by the amount paid or expensed once an item is received or services provided and a payment is made to the vendor,

Invitation for Bid (IFB): A formal competitive process for soliciting written bids from vendors to ensure that the district selects the lowest, qualified bidder. Used when purchase price $50,000 or more.

Purchase Order (PO): A document that indicates types, quantities, and agreed prices for the products or services that you have requested and will be receiving. The purchase order acts as a legal offer (or promissory note) to buy the products or services and is sent to the vendor by the Purchasing Department.

Procurement Activity Report: This report is also known as the Open PO Report, and provides a list of all purchase orders currently open. The report is emailed to you on a weekly basis.

Reimbursement Request Form: A form used to request staff reimbursement for out-of-pocket expenses. This form is available on the CPS website.

Request for Consulting or Professional Services Contract Form: A form used to request professional and technical services, including consultants, nursing services, mental health agencies, professional development providers, lawyers, financial service companies, and engineering firms.

Request for Quote (RFQ): A competitive process for soliciting written quotes from at least three vendors to ensure that the district selects the lowest, qualified bidder. Used when purchase price is between $10,000 and $49,999 and when a State Contract requires the solicitation of three (3) quotes.

Requester: The individual/group who has requested the item (i.e. good or service).

Requisition: A requisition notifies the relevant department of a request. It is important to note that there are multiple requisition forms.
- The **Staff Requisition** is used for posting positions or transferring staff and is available on TalentEd and is routed through the Budget Office and the Human Resources Department.
- The **Professional Services Requisition** form is used to procure services from consultants, non-profit organizations, mental health agencies, social service agencies, and other professional or technical service providers.

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- A **Standard Requisition Form** is used to purchase supplies or any other services. Both of these requisition forms are available on the CPS website and are submitted to the Purchasing Department.
- The **Travel Requisition Form** is used to request approval for travel as well as reimbursement for costs that will be incurred during that travel. This form can be found on the CPS website and is submitted to the Office of Curriculum & Instruction.

State Contract Vendor: A state contract vendor has been awarded a contract for the commodity that it provides. The Commonwealth of Massachusetts Operational Services Division (OSD) has conducted the formal bids for the commodity indicated. The awarded vendors can be used by any public municipality to procure the items/services they provide. The state contracts are usually multi-year agreements, and they expire when the contract period ends. The contracts may be renewed. Please note that a vendor may only be a state contract vendor for certain items or services they provide – in other words a vendor that is a state contract vendor some goods or services, may be required to participate in a quote or bid process for other goods or services.

Sound Business Practice method of selecting a vendor: The vendor is reputable, offers a fair and favorable price, accepts a purchase order, and accepts payment after delivery of goods.

Vendor: A company or organization that sells the item or provides the service that you would like to purchase.

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PURCHASING DEPARTMENT CONTACT INFORMATION

Purchasing Department

135 Berkshire Street
Cambridge, MA 02141
Fax: (617) 349-6415

Jean Sullivan, Manager of Purchasing and Accounts Payable
jeansullivan@cpsd.us
(617) 349-6449

Ann Marie Wright
awright@cpsd.us
(617) 349-6414

Judy Doran
jdoran@cpsd.us
(617) 349-6408

Melissa Loredo
mloredo@cpsd.us
(617) 349-6412

Bill Hansis*
bhansis@cpsd.us
(617) 349-6409

*Located at CRLS campus
459 Broadway
Cambridge, MA 02138

APPENDIX: PURCHASING DEPARTMENT PROCESS FLOW CHART

What happens after the Purchasing Department receives a **Requisition or On-line Order**

Upon receipt, the Purchasing Department will time and date stamp the requisition form.

The Purchasing Department will review the requisition/on-line order

If the estimated price is less than $10,000

The Purchasing Department will contact the vendor to request a price quote and additional information, such as the availability of the item(s).

When a price quote and item/service availability information has been received, the Purchasing Department will enter the information PeopleSoft, creating a Purchase Order.

If the estimated price is more than $10,000 and less than $24,999:

Three quotes solicited through a Request for Quote process (RFQ) unless using a State Contract Vendor, or purchase is exempt

Quotes received, reviewed, and contract awarded to the lowest, qualified bidder, pending d execution of a City Contract.

A City Contract, signed by the City Manager is required.

If the estimated price $25,000 or more

Less than $50,000—an RFQ process or state vendor,

$50,000+--A formal Invitation For Bid (IFB) process is required unless State Contract Vendor.

Exempt purchases do not require RFQ, IFB, or State Vendor

The RFQ is solicited by CPS Purchasing OR the IFB is advertised by the City.

Bids/Quotes received, reviewed, and contract awarded to the lowest, qualified bidder, pending School Committee approval and execution of a City

A Recommendation of Contract Approval placed on School Committee Agenda.

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A City Contract, signed by the City Manager and School Committee, is required.

The Purchase Order along with the price quote is sent to the vendor, placing the order/requesting the service. The vendor can now fulfill the order/service request.

Once the contract has been signed by all parties, the Purchasing Department will enter the information in the School's financial system, creating a Purchase Order. Orders will be placed with the vendor at this time.

A copy of the Purchase Order is mailed to the principal/administrator for his/her records.

From the time the vendor receives the Purchase Order, and if applicable, contract, please allow:

For Materials and Supplies:
6-8 weeks for furniture
2-5 weeks for all other materials and supplies

For Consulting or Professional Services:
3-5 weeks for contracts less than $25,000
4-8 weeks for contracts greater than $25,000

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APPENDIX: BUDGET CODES, Account Codes

Account Code	Description	Account Code	Description
Salaries and Wages			
51111	Administrator Salaries	51206	Temporary Clerical help (Agency)
51112	Teacher Salaries	51301	Overtime
51113	Custodial Salaries	51410	Attendance Incentive
51114	Food Service Salaries	51413	Longevity
51115	Clerical Salaries	51503	Grievance Payments
51116	Paraprofessional Salaries	51504	Workers Compensation Payments
51117	Other Full-Time Salaries	51710	Health Insurance
51118	Part-Time Aides Salaries	51720	Dental Insurance
51119	Building Substitute Teacher Salaries	51730	Pensions
51201	Temporary Salaries-Professional	51731	MTRB Pension
51202	Temporary Salaries-Student/Supp Staff	51750	Medicare
51203	Substitute Teachers Day-to-Day	51760	Clothing Allowance
51204	Extended Term Substitute Teachers	51770	Fringe Benefits
Other Ordinary Maintenance Accounts			
52102	Fuel	52420	Elevator Maintenance/Repairs
52103	Power/Electricity	52421	Sprinkler Services
52104	Natural Gas	52432	Maintenance-Water Filters/Clear
52105	Chemicals (Pool Supplies)	52440	Locksmith Services
52106	Gasoline	52701	Copier Leases and Services
52107	Diesel	52702	Facilities Rental
52401	Repairs and Maintenance-Services	52703	Equipment Rental
52403	Plumbing Services	52902	Moving Supplies/Services
52404	Roof Repairs	52903	Trash Disposal
52405	Flooring Supplies/Services	52904	Custodial Supplies/Cleaning Services
52406	Carpentry Services	52905	Extermination Services
52407	Brickwork/Masonry Supplies/Services	52999	Misc. Maintenance Services
52408	Electrical Services	53101	Professional & Tech Services
52409	Grounds/Fencing Supplies/Services	53102	Legal Services
52410	Painting Services	53104	Engineering Services
52411	Window/Glass Supplies/Services	53106	Fees
52412	HVAC Contracted Services	53107	Professional Development Contract
52413	Energy Management Services	53201	Tuition to Other Schools
52414	Radio Services	53301	Student Transportation
52416	Fire Alarm Services	53302	Field Trips (including Expenses)
52419	Computer Equipment Services	53402	Telephone

Account Code	Description	Account Code	Description
Other Ordinary Maintenance Accounts *continued*			
53403	Advertising	54321	Equipment Maintenance
53404	Reproduction/Printing	54399	Miscellaneous Maintenance Supplies
53405	Postage	54802	Motor Vehicle Supplies
53802	Environmental Services	54803	Gasoline & Fuel
53803	Security Services	54902	Food Supplies
53804	Athletic Services	54903	Non-Food Supplies
53805	Unemployment Benefits	55101	Education Technology/Hardware
53806	MBTA/Transportation	55102	Testing Materials
53807	Insurance	55103	Instructional Materials
53808	Interpreters/Translations	55104	Athletic Supplies
53809	Lead Insp. Risk Assessment	55106	Textbook, Book & Periodicals
54201	Office Supplies	55107	Instructional Services
54303	Plumbing Supplies	55112	Databases
54304	Roof Supplies	55115	E-Books, E-Textbooks
54305	Floor/Tiles Supplies	55118	Instructional Equipment (staff)
54306	Carpentry Supplies/Door Supplies	55119	Instructional Hardware (students)
54307	Brickwork Supplies	55201	Medical/Surgical Supplies/Services
54308	Electrical Supplies	55802	Computer Supplies
54309	Grounds/Fencing Supplies	55803	Graduation Services/Ceremonies
54310	Painting Supplies	55804	Computer Software
54311	Window Supplies	55806	Miscellaneous
54312	HVAC Supplies	55808	Indirect Costs
54320	Elevator Supplies	55814	Scholarship Payments
Travel and Training Accounts			
57101	Business Travel (In City)	57202	Seminar/Conf/Training (Out of State)
57103	Seminar/Conf/Training (In City)	57301	Dues, Subscription, Memberships & Affiliations (non-instructional)
57104	Seminar/Conf/Training (In State)		
57105	Workshop/Prof Dev Stipends	57601	Court Judgments/Damage Settlements
57106	Tuition Reimbursement	57602	Lump Sum Settlements, Worker's Comp
57107	Participant Incentives	57604	Employee Medical Services/Exp (W/C)
57108	Workshop/Prof. Dev. Facilitators		

Account Code	Description	Account Code	Description
Extraordinary Expenditure Accounts			
58501	Capital Equipment/Furniture	58810	Painting
58502	Computer Network/Telecomm	58811	Windows
58504	New Equipment/Motor Vehicle	58812	Ceilings
58550	Computer Hardware	58813	Asbestos Removal
58803	Plumbing	58814	Insulation Projects
58804	Roofs	58815	Plumbing
58805	Floors	58816	Boilers
58806	Doors & General Carpentry	58817	Energy Controls
58807	Brickwork/Masonry	58818	HVAC
58808	Electrical	58819	Security Systems
Extraordinary Expenditure Accounts-Fixed Assets Capital Projects			
58802	Clerk of Works	58930	Demolition Costs
58901	Fixed Assets (CIP) Summary	58935	Architectural Services
58905	Preliminary Design Services	58936	Legal Services
58910	Final Design Services	58940	Project Management
58915	Construction Supervision	58945	Surveys/Test
58920	Construction	58950	Contingency
58925	Engineering	58990	Retainage
COVID-19 Account Codes (all Statutory categories)			
51919	Overtime & Personnel Backfill (SW)	55219	Medical Supplies & Services (PPE) (OOM)
52919	Property Related Expenses (OOM)	55815	Food (OOM)
53119	Professional Technical Services (OOM)	55816	Rent (OOM)
53419	Communications (OOM)	55817	Utilities (OOM)
53819	Lodging (OOM)	55919	All Other Supplies (OOM)

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APPENDIX: BUDGET CODES, Fund Codes

Fund Code	Description
General Fund	
15000	School Department General Fund
15001	School Department Fund-Prior Year
Revolving Fund	
24000	School Department Revolving Fund
24100	School Department/Food Services Revolving Fund
24300	School Department/Childcare Revolving Fund
24500	School Department/Facilities Revolving Fund
Grant Fund	
25000	School Department Grant Fund
Capital Fund	
31200	School Department Capital Fund

APPENDIX: BUDGET CODES, Department (AU) Codes

Dept Code	Description	Dept Code	Description
Elementary Schools		**Upper Schools**	
810	Baldwin School	806	Rindge Ave Upper School
813	Haggerty School	807	Cambridge St Upper School
815	Amigos School	808	Putnam Ave Upper School
817	King School	809	Vassal Lane Upper School
818	King Open School		
820	Morse School	**Secondary Schools**	
821	Peabody School	830	Cambridge Rindge & Latin School
823	Tobin School	831	Learning Community C (CRLS)
824	Fletcher/Maynard Academy	832	Learning Community R (CRLS)
825	Graham & Parks School	833	Learning Community L (CRLS)
827	Kennedy/Longfellow School	835	Learning Community S (CRLS)
828	Cambridgeport School	836	High School Extension Program
		873	Rindge School of Technical Arts (RSTA)
Curriculum/Learning Support Departments			
		Operations and Business Service Departments	
840	English Language Arts		
841	Primary Education	865	Student Registration Center
842	Science	867	Safety & Security
843	History & Social Science	871	Central Maintenance
844	World Language	72	COVID-19 Related
848	Mathematics	880	Purchasing/Accounts Payable
849	Athletics	881	Payroll
850	Office of Student Services (tuition)	882	Food Services
851	Educational Technology	883	Facilities Management
852	Office of Student Services	885	Transportation
853	Visual & Performing Arts	892	Information Communications & Technology Services (ICTS)
854	Library Media Services		
858	English Language Learner Programs		
859	Title 1		
860	Health & Physical Education		
862	Home Based Program		

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Dept Code	Description	Dept Code	Description
School District Management Offices			
868	Office of Curriculum & Instruction	894	Chief Operating Officer
869	Office of Elementary Education	895	Chief Financial Officer/Budget
886	Legal Counsel	896	Superintendent of Schools
890	Family Engagement & Communication	897	School Committee
891	School Support	898	Human Resources
893	Deputy Superintendent of Teaching & Learning	899	Fixed Assets/System-wide Accounts

APPENDIX: BUDGET CODES, Program Codes

Program Code	Description	Program Code	Description
Elementary		**Secondary**	
104	Wraparound Zone Preschool	210	Language Arts
105	Montessori Early Childhood	212	Math
106	Montessori Elementary Instruction	214	Science
109	Home-Based Early Childhood Education	216	History & Social Science
110	Kindergarten	217	Educational Technology
111	Intervention	218	World Language
115	Basic Skills Instructional	220	AVID
117	Computer Education	222	Art
119	Literacy Coordinator	224	Music
120	Science	226	Physical Education
121	Math Coach	228	ESL Support
124	World Language	232	Day Care Program
126	Physical Education	234	Health and Safety
128	Art	238	Dramatic Arts
129	Dramatic Arts	240	Visual & Performing Arts-General
130	Music	242	Guidance
131	Sheltered English Immersion (SEI)	244	Library Media
132	Dual Language	246	Student Services
133	ESL Support	248	Cambridge Partners
137	Health and Safety Education	249	Parent Support Services
138	Reading	250	General Instructional Support
142	Library Media	252	School Management & Supervision
144	Student Support Services	255	School Improvement Plan
145	Nursing Services		
147	Extended Day		
148	General Instructional Support		
149	Parent Support Services		
150	School Management & Supervision		
155	School Improvement Plan		
Rindge School of Technical Arts (RSTA)			
253	General Instructional Support	274	Carpentry
254	Management and Supervision	276	Computer Programming
257	Business Education	277	Early Education
258	Information Technology	278	Health Assisting
259	First Works	279	Culinary Arts
260	Auto Mechanics	281	Technology Education
261	Creative Design	282	Engineering
262	Printing & Reproduction	288	Career Counseling
270	Bio Technology	290	Cooperative Education
272	Media Technology		

Program Code	Description	Program Code	Description
Special Education		**Curriculum & Learning Support**	
310	Home Instruction & Tutoring	410	Summer School
315	OT/PT	432	Summer Program
320	Speech/Language	620	General Curriculum Support
325	Behavior Management	621	Science Administration
330	Academic Strategies Support	622	Physical Education Administration
340	Self-Contained Instruction (10 month)	626	English Language Learner Administration
341	Self-Contained Instruction (11 month)	627	Library Media Administration
355	Related Services	628	Language Arts Administration
360	Mental Health/Diagnostic	629	History & Social Science Administration
365	Team Chairs	630	Teachers Resource Room
370	Adaptive/Assistive Technology	631	Cable Television
372	Day Tuition	633	World Language Administration
374	Residential Tuition	635	Mathematics Administration
375	Management & Supervision	637	Education Technology Administration
380	Advanced Learning	642	Primary Education Administration
385	Summer Program	650	Out-of-School Time (OST)
390	Sp.Ed. Parent Advisory Council (SEPAC)	651	Title 1 Program Administration
395	Pre-School Education (10 month)	652	Visual & Performing Arts Administration
396	Pre-School Education (11 month)	660	Staff Development
		670	Grants Development
Operations		815	Research, Evaluation & Assessment
730	Food Services	816	Strategic Planning
740	Plant Maintenance/Operations	817	Equity/Cultural Proficiency
745	Custodial Operations	820	Curriculum Review & Implementation
747	Plant Maintenance Projects	901	Athletics
750	Transportation-Regular Bus		
755	Transportation-Special Education (In-City)		
760	Transportation-Special Educ (Out of City)		
770	Safety and Security		
893	Family Resource Center		
Administration			
710	Purchasing	850	Chief Operating Officer
715	Accounting & Budgeting	860	Chief Financial Officer
720	Payroll	865	Legal Services
725	Accounts Payable	870	Superintendent of Schools
780	Information Technology	871	Asst Supt Management
810	Family Engagement & Communications	880	School Committee
835	Human Resources	890	Affirmative Action
837	System-wide Employee Benefits	895	Debt Services
840	Deputy Superintendent Administration	898	System-wide Accounts

APPENDIX: DISTRICT WIDE MILEAGE CHART

DISTRICT WIDE MILEAGE CHART

School	ADMINISTRATION (135 Berkshire)	AMIGOS (15 Upton)	BALDWIN (28 Sacramento)	CAMBRIDGEPORT (79 Elm)	CRLS (459 Broadway)	FLETCHER-MAYNARD (225 Windsor)	GRAHAM & PARKS (44 Linnaean)	HAGGERTY (110 Cushing)	HSEP (359 Broadway)	KENN-LONG (158 Spring)	KING, PUTNAM AVE, UPPER 100 & 102 PUTNAM AVE	KING OPEN, CSUS (840 & 850 Camb St)	MAYNARD ECOLOGY CENTER (650 Concord)	MORSE (40 Granite)	PEABODY, RINDGE AVE UPPER (70 Rindge)	TOBIN, MONTESSORI, VASSAL LANE UPPER (197 Vassal)
ADMINISTRATION (135 Berkshire)		1.3	1.9	0.7	1.2	0.6	2.3	3.7	0.9	0.4	2.1		3.4	2.3	2.5	3.2
AMIGOS (15 Upton)	1.3		1.8	1.1	1.2	1.0	2.1	3.1	0.8	1.8	0.9	1.3	3.7	0.5	3.0	3.2
BALDWIN (28 Sacramento)	1.9	1.8		2.0	1.0	2.0	1.0	3.0	1.5	2.3	1.7	1.9	2.3	2.7	1.5	1.8
CAMBRIDGEPORT (79 Elm)	0.7	1.1	2.0		1.0	0.3	2.1	3.7	0.7	1.0	1.6	0.7	3.3	2.0	2.8	2.7
CRLS (459 Broadway)	1.2	1.2	1.0	1.0		1.0	1.2	2.6	0.4	1.7	0.7	1.2	2.3	1.7	1.9	1.8
FLETCHER-MAYNARD (225 Windsor)	0.6	1.0	2.0	0.3	1.0		2.3	3.7	0.6	0.9	1.5	0.6	3.4	1.5	2.6	3.0
GRAHAM & PARKS (44 Linnaean)	2.3	2.1	1.0	2.1	1.2	2.3		2.0	1.8	2.7	2.0	2.3	1.6	2.6	1.1	1.1
HAGGERTY (110 Cushing)	3.7	3.1	3.0	3.7	2.6	3.7	2.0		3.1	4.2	3.0	3.7	1.6	3.2	2.7	1.4
HSEP (359 Broadway)	0.9	0.8	1.5	0.7	0.4	0.6	1.8	3.1		1.3	0.8	0.9	2.8	1.4	2.4	2.6
KENN-LONG (158 Spring)	0.4	1.8	2.3	1.0	1.7	0.9	2.7	4.2	1.3		2.3	0.4	3.8	3.0	2.9	3.8
KING, PUTNAM AVE UPPER 100 & 102 PUTNAM AVE	2.1	0.9	1.7	1.6	0.7	1.5	2.0	3.0	0.8	2.3		2.0	3.1	1.2	2.6	2.9
KING OPEN, CSUS (840 & 850 Camb St)		1.3	1.9	0.7	1.2	0.6	2.3	3.7	0.9	0.4	2.0		3.4	2.3	2.5	3.2
MAYNARD ECOLOGY CTR (650 Concord)	3.4	3.7	2.3	3.3	2.3	3.4	1.6	1.6	2.8	3.8	3.1	3.4		3.8	3.4	0.7
MORSE (40 Granite)	2.3	0.5	2.7	2.0	1.7	1.5	2.6	3.2	1.4	3.0	1.2	2.3	3.8		3.3	3.3
PEABOBY, RINDGE AVE UPPER (70 Rindge)	2.5	3.0	1.5	2.8	1.9	2.6	1.1	2.7	2.4	2.9	2.6	2.5	3.4	3.3		1.9
TOBIN, MONTESSORI, VASSAL LANE UPPER (197 Vassal)	3.2	3.2	1.8	2.7	1.8	3.0	1.1	1.4	2.6	3.8	2.9	3.2	0.7	3.3	1.9	

Revised Dec 2019

APPENDIX: REIMBURSEMENT REQUEST FORM

CAMBRIDGE PUBLIC SCHOOLS
REIMBURSEMENT REQUEST FORM

(Submit to the Purchasing/Accounts Payable Department)

This form is used to authorize reimbursement for general out-of-pocket expenses (note that travel, tuition, and teacher instructional materials reimbursements require different forms available on the Financial Forms webpage). **Please attach original receipts, taped to an 8.5x11 sheet of paper, to document all expenses.** All information requested must be provided to ensure payment. Please submit the completed form **with all required signatures** to the **Purchasing** Department at 159 Thorndike Street.

Name: _____   Last 4 Digits of Social Security # (Required): ___ ___ ___ ___

Street / Apt: _____

City: _____   State: _____   Zip Code: _____

Is the individual a current school department employee?   ☐ YES   ☐ NO

Purchase Order Number*: _____   *If you do not already have a Purchase Order, attach a Requisition.

Date of Invoice/Receipt	Description of Expense	Amount
	Total	

Submitted By: _____   _____   _____
Signature   Phone/Ext.   Date

Approved By: _____   _____   _____
Administrator Signature   Ext.   Date

_____
Administrator Name and Title (please print or type)

[Print Form]

[Save Form]

[Clear Form]

Revised 11/21/2014