

SECTION 4: PURCHASING

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What's New?

- District Credit Card
- Requisition Rejection
- Updates in Exhibits – Spending Guidelines

General Information

The purpose of the Purchasing Guidelines is to establish uniform procedures for purchasing goods and/or services needed by the District. As a support organization of the District, we are charged with the responsibility of acquiring goods and services requested by campuses and departments. The Purchasing Department must function in a manner consistent with local, state, and federal ordinances, statutes, regulations, Board of Education policies, and sound business practices. The guidelines:

- Ensure that purchases are made consistently with all legal purchasing requirements and local Board Policies.
 - Directors, Principals, and others responsible for making purchasing decisions for the District shall become familiar with established procedures so the District may maintain control over purchasing operations.
- Allow the District to receive the best possible goods and/or services at the best value.

It is in the District's interest to make decisions that enable us to secure goods and/or services that provide the best value for the District and not simply the lowest price.

Forms

All forms referenced in this section can be located at **GPISD Home Page-Departments-Business Services-Procedures & Forms** or <http://www.galenaparkisd.com/Page/8110>.

Board Policy

The following Board Policy should be referenced for additional information associated with this section of the manual:

<u>Policy Code</u>	<u>Title: Subtitle</u>
CH (LEGAL, LOCAL)	Purchasing and Acquisition
CHF (LEGAL)	Purchasing and Acquisition: Payment Procedures

Conflict of Interest

Conflict Disclosure Statement

Section 176.003 of the Local Government Code requires certain local government officers to file *Form CIS -Local Government Officer Conflicts Disclosure Statement (CIS)* (Exhibit 4-01). A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. Based on this definition, any employee of the District making purchases is a local governmental officer.

Conflict Of Interest Questionnaire

For vendors doing business with local governmental entity, *Conflict of Interest Questionnaire, Form CIQ* (Exhibit 4-02) is required.

- Local government officers and vendors may be subject to the disclosure and reporting requirements of Chapter 176. Additional information regarding these requirements can be found at the Texas Ethics Commission website:
- The web link to the Texas Ethics Commission is: <https://www.ethics.state.tx.us/>
- The web link to the Chapter 176 of the Local Government Code is: <https://statutes.capitol.texas.gov/Docs/LG/htm/LG.176.htm>

Consultants or Contracted Services

Consultants and contracted vendors are non-employees who are contracted to perform a personal or professional service that a district employee cannot perform. The term "Independent Contractor" is used to denote non-employees performing services on district property on behalf of the District. The Internal Revenue Service (IRS) has extensive information defining when an individual is considered an employee requiring the withholding of income taxes and the payment of Medicare taxes.

- Non-employees meeting the definition of an employee will be referred to the Human Resource and Payroll Departments.
- Non-employees meeting the definition of an independent contractor will be referred to the Purchasing Department.
- Independent Contractor or Employee Flowchart* (Exhibit 4-03) can be used to determine which definition the non-employee meets.

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If an independent contractor does not have their own contract document, the District has a recommended *Agreement for Contracted Services – Independent Contractor* (Exhibit 4-04). After the individual has been approved as a vendor, the Independent Contractor's Contract will be submitted via Laserfiche.

Contracted Services include services such as repairs, maintenance, technical support and related services. Documentation of insurance, such as general liability, worker's compensation and auto liability, may be required. The Certificate of Insurance shall name Galena Park ISD as additional insured. No work shall be performed by the consultant or contracted vendor until all required documents, especially proof of insurance, are received by the Business Services Department. Guidance to complete the Certificate of Liability Insurance is provided on the Purchasing Department website.

Payments to consultants and contracted service vendors will not be made until the person responsible for monitoring and/or supervising the contract performance has approved a detailed invoice. The detailed invoice must include the date(s) of service, service(s) performed, and the negotiated rate of pay. If reimbursement for expenses was approved, receipts detailing the expenditures must be furnished.

Contracts and Service Agreements

All contracts for rentals, service agreements, etc. must be signed by Business Services. No other employee is authorized to sign a contract or agreement on behalf of the District. An employee who signs a contract or agreement, without proper authorization, will be personally liable for the terms of the contract or agreement.

Entering Contracts in Laserfiche

An individual will enter the contract information electronically through the Laserfiche portal at <https://forms.galenaparkisd.com/forms/contractapproval>. Log in will be individual universal username and password. Once logged on, the individual will enter the contract information, upload the contract, and then submit. Please plan accordingly allowing sufficient time to secure all necessary authorizations - especially when Board approval is required.

For detailed information about contract processing, please visit the GPISD Contracts page under Purchasing: <https://www.galenaparkisd.com/Page/9090>. See the following for Contract guidance:

- *Contract Instructions for District Departments & Campuses* (Exhibit 4-05)
- *Contracts Campuses & Departments Flowchart* (Exhibit 4-06)
- *Contract Instructions for Campus Fine Arts Staff/Sponsors* (Exhibit 4-07)
- *Contracts Fine Arts Flowchart* (Exhibit 4-08).

Once submitted, an email will be sent to the Budget Manager to review and sign off prior to the Business Services Department processing the contract or agreement.

- Cabinet Level approval is required on contracts that exceed \$10,000. Contracts that exceed \$10,000 will automatically route to the Cabinet representative through Laserfiche.
- Contracts that exceed \$50,000 will require Board approval and will not be signed until the Board of Trustees has approved the purchase. These contracts should be reviewed through the Laserfiche process before the item is submitted for the final board agenda.

- Contracts for Board approval should be submitted in **Laserfiche 3-4 weeks prior** to the due date for board agenda items to ensure that the terms and conditions of the contract are agreeable, and to verify that the appropriate purchasing/procurement processes have been followed.

Cooperative Purchasing Organization (Co-op)

Whenever possible, the District should look for ways to reduce costs and maximize revenues. A cooperative is an entity that facilitates the competitive solicitation process in accordance with state purchasing laws and allows member organizations to utilize the established contracts.

Using cooperatives can result in a decrease in personnel cost to the District and Purchasing in the areas of advertising, bidding, processing and managing numerous goods and services offered by the Cooperatives. Information on Cooperatives is available on the Purchasing Department website.

District Credit Card (s)

Bank of America (BOA)

- The District utilizes Procurement Cards, Special Revenue Procurement Cards, and Travel Cards as an additional means for procurement (see Section 12: Procurement Cards for guidelines and procedures involving these credit cards). Federal funds require prior written approvals before use of any procurement cards.

Sam's Club

The District has a revolving line of credit with Sam's Club that requires the use of a Sam's Club card with a valid purchase order or approved district procurement card. District revolving lines of credits are closely monitored to ensure accurate reconciliation and payments. The use of Sam's Club online requires advance planning prior to purchase with a valid purchase order (shipping charges may apply) or an approved district procurement card. The District Warehouse staff may be utilized to pick up palletized orders if and when time permits. (See Section 14: Warehouse Services procedures for details).

Standard Procedures:

- Sam's Club cards are issued to District employees at the discretion of the campus/department budget manager.
- To request a Sam's Club card, the campus or department budget manager must submit a request in writing (email) to the Purchasing Department, including the budget code to charge for the membership fee.
- The new card will be sent to the Purchasing Department and may take up to seven days to receive. The employee requesting the card will be required to pick the card up from the P-Card Specialist. This card is to be used only for District purchases with an approved purchase order.
- **An approved Purchase Order or approved District Procurement card can be used for purchases.**
- **For purchases with Federal/Grant funds NO Procurement Card can be used. Reference FPM Section 10.**
- The Sam's Club card is not to be used for personal purchases under any circumstance.

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Procedures for Using Other District Cards:

- It is recommended to use 6399 and 6499 object codes for Sam's purchase orders when applicable. Enter only one account code per purchase order. (Refer to Purchase Procedures – Blanket Requisitions on page 4-13 and Section 15: Frontline Procedures for more details)
- The credit card holder is responsible for verifying that sales tax has not been charged. If sales tax is charged; the credit card holder must request a credit from the vendor or pay the sales tax to the District.
- Cardholder notifies Purchasing Department and agrees to surrender the credit card immediately when or if transferred to another position or termination of employment, whether for retirement, voluntary or involuntary reasons.
- Cardholder and Budget Manager will be notified when improper use is observed. Failure to follow the proper procedures when using the District credit card may result in forfeiture of use of the credit card.

EDGAR Implementation

Galena Park ISD elected to implement the new Education Department General Administrative Regulations (EDGAR) procurement rules effective July 1, 2018. Purchasing thresholds were developed to establish guidelines for levels and types of procurement, which have been **updated** for 2023 and future years. See [Galena Park ISD Purchasing Thresholds & Requirements](#) (Exhibit 4-09) and [Galena Park Independent School District Purchasing Thresholds FAQ](#) for more details (Exhibit 4-10).

The EDGAR regulations from the Office of Management and Budget (OMB), codified as Title 2 of the Code of Federal Regulations (2 CFR) Part 200, were incorporated into general federal regulation on Dec. 26, 2014. The regulations also govern all federal grants awarded by the US Department of Education (USDE), USDA & TDA to the state or to a Local Education Agency (LEA) on or after that date.

When Galena Park ISD seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. 200 (sometimes referred to as the "Uniform Guidance" or new "EDGAR").

Special Revenue Funds – compliance should follow guidance in Section 10: Grant Management.

End of Fiscal Year Requisition Submission

Notification to campuses and departments concerning End of Year Requisition Submission Deadlines, will be emailed and placed on the Business Services website. An email reminder will be sent directly to each clerk at the end of each school year.

Please remember that any service or purchase that is received by the District prior to August 31st will be accounted for in the current Budget year. Any service that is provided or purchase of goods that are received after September 1st will be accounted for in the next Budget year.

We understand emergencies will occur and these emergencies will be handled on a case-by-case basis.

Food and Non-Food Items

Be cognizant of the times of your scheduled meetings. For example; if each of your monthly meetings are scheduled during lunches you should definitely review.

Allowable Expenditures: The following guidelines will apply to meal expenditures:

- When possible, organizers should try to provide light refreshments rather than full meals for participants
- Light refreshments may be integrated as part of Staff Development or District Meetings (including a meeting involving the community), so long as they are provided during the meeting and are made available or served in order to more efficiently conduct the meeting
- Any meals purchased with District funds must adhere to and may not exceed the per diem rate published by the United States General Services Administration (GSA) for Houston. [GSA Website](#) (These update October of every year) (Breakfast \$16; Lunch \$17; Dinner \$31) per participant.
- Should a reasonable exception be necessary to this per person limit, prior approval from a Cabinet Member must be received and documented.
- Food and non-food items (such as paper plates, cups, silverware, etc.) that are being used for instructional purposes (food science & nutrition, science projects, etc.), are to be coded to object code 6399.
- Food and non-food items for meetings/training sessions, or other approved functions are to be coded to object code 6499.
- Food purchases for the Child Nutrition Program shall be subject to the U.S. Department of Agriculture guidelines.

Use of district funds for food or snacks shall be allowed only during an on-site meeting. Documentation to support the on-site meeting shall include a meeting agenda and sign-in sheet. The District does not allow the purchase of full meals using state or federal grants, only snacks are allowed using state or federal grants. Please see Section 10: Grant Management for a detailed description of allowable purchases.

For Examples of allowable food and non-food items see [Spending Guidelines](#) (Exhibit 4-11).

Student Snacks

Funds shall be spent for the benefit of students for the following:

- Snacks during tutoring for state required exams, before and during the exam itself, and during other instructional tutoring outside the normal school hours.

Employee Meals/Snacks

Funds shall be spent for the benefit of employees for the following:

- Generally, snacks, food, and non-food supply items for staff development purposes shall be charged to a staff development account code (function 13).
- Spouses or guests shall not have their meal/snack paid for with district funds.
- Meals/snacks for employee retirement using 461 or 890 (sub object 00FF) funds only
- Meals/snacks for birthdays, showers, and or any other personal celebration must be purchased using 890 (sub object 00FF) funds only. If an 890 (faculty funds) account is not available, then personal funds must be used.

Gifts to Employees, Students, and the Public

As a general rule, a gratuitous donation or gift by a school district is prohibited by the Texas Constitution, Article III, §52, and Article XI, §3, which, in part, states that the legislature may not authorize any county, city, or other political subdivision of the State to lend its credit or grant public money or anything of value in aid of an individual, association or corporation.

A political subdivision can however, purchase small gifts, such as plaques or flowers for employees, if the political subdivision determines that such expenditures accomplish a public purpose, such as enhancing employee morale. The District has determined that such gifts are permitted for an award recognition or staff attendance incentive purchase. These types of purchases may use fund 199, 461, or 890 with the object code 6499, but should not exceed \$50 per employee.

Any expenses that are personal in nature and not related to district business, such as birthdays, showers, retirements or funerals should be funded with fund 890 (Faculty Funds) or personal funds only. **Do not** use district funds (Fund 199 or 461) for these types of expenses.

Gift Card(s)

According to the IRS, if an employer gives an employee a gift certificate or similar item that can easily be exchanged for cash, the value of the gift is additional taxable income, regardless of the amount. Cash or gift cards are explicitly prohibited using district funds unless purchased for an acceptable use.

Often gift cards are needed for student recognitions or awards. This is considered acceptable and here are the following steps required: Refer to the GPISD [Spending Guidelines](#) for limits on cards.

When purchasing gift cards for local vendors (restaurants, Best Buy, etc.), the preferred path is to create a blanket purchase order for Sam's Club.

1. Enter a blanket requisition in Frontline.
2. A detailed justification for the *Educational Business Purpose of the Purchase* of the purchase is required.
3. Submit the receipts and names of those receiving the cards.

Visa Gift Cards

1. Enter a check request to Vendor # 9041 (United Community Credit Union) for the value of cards.
2. In description/justification enter the quantity and value needed.
3. Check Request must be approved by all those in the workflow of Frontline and the Account Payable Supervisor seven working days prior to needing the cards. (This is a vendor requirement.)
4. Email the Accounts Payable Supervisor with check request number and details of the order.
5. Once the cards arrive, an email will be sent to the requestor with pick up or delivery details.
6. A list of the names for those receiving the cards is required to confirm the gift cards were issued.

In-District Transactions

Student Nutrition catering invoices, West Victory (NSSH) invoices, GPHS Culinary Department invoices, Summer School Payments (McKinney Vento grant) will be processed via journal entry. See Section 3: Fiscal Management for more details.

Independent Contractors

See "Consultants or Contracted Services." Page 4-3

Legal Aspects and Policy

State Law – Public Education Code – Competitive Procurement Requirement

- All Texas public school district contracts, except contracts for the purchase of produce or vehicle fuel, valued at \$50,000 or more in the aggregate for each 12-month period shall be submitted to the competitive procurement process as prescribed in Texas Education Code 44.031.
- Anticipated purchases, which may exceed these limits, should be brought to the attention of the Purchasing Department well in advance of the need for the goods or services. The bidding process may take approximately 3 to 4 months from bid specification development to School Board approval.
- The only exception to the aforementioned competitive procurement requirement is when a school building or school equipment is destroyed or severely damaged. The School Board determines that the delay posed by the competitive procurement process would prevent or substantially impair the conduct of classes or other essential school activities. Contracts for replacing such buildings or equipment may then be made by methods other than those required by Texas Education Code 44.031.h.
- According to Board Policy CH (Legal), a Board Member, Employee or Agent shall not, with criminal negligence, make or authorize separate, sequential or component purchases to avoid the purchasing requirements set out in Education Code 44.031. An officer or employee shall not knowingly violate Education Code 44.031 in any other manner. "Component purchases" means purchases of the component parts of an item that in normal purchasing practices would be made in one purchase. **"Separate purchases" means purchases made separately, of items that in normal purchasing practices would be made in one purchase. "Sequential purchases" means purchases made over a period, of items that in normal purchasing practices would be made in one purchase.** Violation of this provision is a Class B misdemeanor and an offense involving moral turpitude conviction of which shall result in removal from office or dismissal from employment.
- The competitive procurement laws shall not apply to fees received for professional services rendered, including but not limited to architects, attorneys and fiscal agents. (Texas Education Code 44.031.f.).

State Law – Penal Code – Abuse of Office (Purchase for Individuals)

- Any commitment to acquire goods or services in the name of Galena Park Independent School District for personal use or ownership is prohibited. Any individual making such a commitment may be liable for prosecution under the Texas Penal Code, Chapter 39, Abuse of Office, Section 39.01.
- District employees shall not use District letterhead in making purchases or ordering materials for personal use.

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- The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single budgeted purchase of goods or services that costs \$50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.
- The Board delegates to the Superintendent or designee the authority to determine the method of purchasing in accordance with CH (LEGAL).
- If competitive bidding is chosen as the purchasing method, the Superintendent or designee shall prepare bid specifications. Purchasing Department has implemented an online electronic bidding system called eBid for our bids. It is a user-friendly application that allows the vendor/supplier to register in the online system and receive the most up-to-date information via email notifications of future procurement opportunities in the categories selected by the vendor/supplier. All manual bids shall be submitted in sealed envelopes, plainly marked with the name of the bidder and the time of the opening. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.
- The District may reject any and all proposals.
- The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with adopted Board policy and current administrative procedures. The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control.
- Persons making unauthorized purchases shall assume full responsibility for all such debts.
- All purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures.
District employees shall not be permitted to purchase supplies or equipment for personal use, utilizing district funds.

On-Line Purchasing

The District utilizes on-line purchasing through the following vendors:

Quill School Specialty Staples Tejas Michael's

Create the cart through the vendor's website with login provided by the Purchasing Department, **reference your name in the purchase order field** of the vendor cart. A traditional requisition **must** be entered for all on-line purchases immediately after submitting the on-line cart.

Attach the online cart copy/confirmation order to the requisition and reference cart number in the Special Instruction field in Frontline. In the Justification Field, identify the Educational Business Purpose of the Purchase. Once the requisition is approved and a purchase order is issued for the total amount of the on-line cart, the Purchasing Department will then release the cart. Technology inventory items are allowed using traditional requisition using object code 6395 and shipped to the Technology Department at the Administration Building for the purpose of tagging the items.

eProcurement

The District is now utilizing eProcurement (punch-out) with Amazon, Office Depot, Lakeshore Learning, and Liberty Office Supplies (more vendors will be added). See section 15 for detailed instructions. Office Depot requires a \$50.00 minimum order for free shipping.

Amazon Purchases

The Budget Manager's approval is required for all access to the District Amazon Business account. Each Financial Clerk is set up in Amazon by the Procurement Card Specialist as a buyer.

No personal purchases are allowed using the District Amazon Business account. In the Justification Field of Frontline, identify the *Educational Business Purpose of the Purchase*.

After the requisition is approved and purchase order is processed, a system-generated (Frontline) response is sent to the purchaser. Amazon will send a notification once the order has shipped.

All purchases must be sent to a District address. Do not have any purchases delivered to a home address. Personal accounts used to make purchases will not be reimbursed.

Payment in Excess of Purchase Order

Accounts Payable will pay invoices up to 10% above the purchase order amount for shipping charges without Budget Manager approval. If a purchase order exceeds 10%, the Budget Manager will be notified for overage approval.

Purchase Procedures

A purchase order is used to purchase supplies, equipment, or services from an awarded/approved vendor. The main focus is to meet the needs of schools and departments. Efforts are made to educate staff members primarily responsible for purchasing so they can make most purchases directly from vendors.

Legal Requirements

District purchases made from categories such as office, athletic, or instructional supplies must be made using an awarded vendor since the aggregate amount of these purchases will exceed \$50,000 over a twelve-month period. It is important to remember that campuses and departments are not separate entities when determining the aggregate amount spent in any category. **The aggregate amount applies to all District purchases.** For example, the total amount spent for office supplies made by all campuses and departments in the District over a twelve-month period will exceed \$50,000; therefore, those items must be purchased from a vendor who has been awarded in a competitive solicitation process (i.e. District-issued CSP/RFP or co-op contract) as required by the Texas Education Code 44.031. The Texas Education Code provides for criminal penalties for persons who intentionally circumvent this requirement by making split, separate, sequential, or component purchases. If federal funds are to be utilized, the purchases must follow State and Federal guidelines.

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Sole Source

A **sole source** purchase **means** that only one supplier (**source**), to the best of the requester's knowledge and belief, based upon thorough research, (i.e. conducting a market survey), is capable of delivering the required product or service. If sole source, provide justification form and the TEA approval.

Request for Noncompetitive Procurement (Sole-Source) Approval (Exhibit 4-12) is requested regardless of the funding source.

The requestor has to complete the *Request for Noncompetitive Procurement (Sole-Source) Approval* TEA via link below.

<https://tea.texas.gov/media/document/224371>

Guidelines from TEA for Sole Source Qualifier

Selected purchases may be exempt from competitive procurement if they meet the established criteria for a sole source purchase:

- Identification and confirmation that competition in providing the item or product to be purchased is precluded by the existence of a patent, copyright, secret process or monopoly.
- Identification and confirmation that the product is a film, manuscript, book, utility service (including electricity, gas, or water), or a captive replacement part or component for equipment.
- Sole source does not apply to mainframe data-processing equipment and peripheral attachments with a single item purchase price in excess of \$15,000.

It is incumbent upon the District to obtain and retain documents from the proposer which clearly delineate the reasons that qualify the purchase to be made on a sole source basis. In order to do business with GPISD as a Sole Source Vendor, GPISD must receive a notarized Sole Source Affidavit **along with TEA approval.**

Warehouse Requisitions

District Campuses/Departments can save money by purchasing standard office supplies from the Galena Park ISD Warehouse. The Purchasing Department has competitively procured items supplied by the Warehouse. This enables products to be offered at better prices than most office supply stores. (See Section 14: Warehouse Services for Warehouse requirements.)

Quotes

Quotes are obtained for the most competitive price on products or services in accordance with the *Galena Park ISD Purchasing Thresholds & Requirements*, see *Galena Park Independent School District Purchasing Thresholds FAQ* for more information. This guidance defines the lowest amounts for which quotes are required based on funds being used to make the purchase and retain written verification of the prices quoted. An attachment is required to accompany the requisitions that require a quote as support for the purchase.

Requisitions

A requisition must be created in Frontline by the requesting campus or department and will flow through the workflow process and will be submitted to the Purchasing Department for approval. Frontline allows users to enter purchase requisitions electronically, verify account balances, select pre-approved vendors, etc. at the point of data entry. Budget codes must be noted on all requisitions. The requisition shall include detailed descriptions identifying

items and any particulars about the intended purchase. **Justification** must be entered with the purpose of the purchase. Incomplete information and missing components will delay processing (often causing a requisition to be rejected). Supporting documentation such as order forms, graphics, **quotes**, etc. must be attached to the requisition in Frontline.

Purchases for goods or services from state or federal grant funds shall comply with the TEA Guidelines for Related Costs (located under Grant Management Resources on the TEA website). Specifically, all non-allowable expenditures shall not be funded from state or federal grant funds. Please see Section 10: Grant Management for a detailed description of allowable purchases and contact the Special Revenue Accountant for guidance.

Category and Contract Fields

Requisitions must have the correct *Category* and *Contract* information based on the vendor quote. Pricing is honored from a vendor based on the *Contract* selected and printed on the purchase order. If there is not a contract number/cooperative name referenced on a quote, select the category that “best” matches the items being purchased. To ensure the requisition is processed without delay, it is imperative the correct information is selected.

Status and Next in Workflow

The Financial Clerk is responsible for verifying the Status and Next in Workflow of the requisition.

Terms and Conditions

All purchase orders sent to the vendors must contain our Standard Purchasing Terms and Conditions (Exhibit 4-13).

For specific instructions on entering all requisition types, (See Section 15: Frontline Procedures).

Traditional Requisitions

Traditional requisitions are used for entering one-time purchases for specific line items and requires quantities, vendor stock number, description, and unit cost to be entered on every line. Within Special Instructions, the quote number and/or Cart number must be included for the order to be placed. These types of requisitions require receiving items by each line. Each cart must include a complete detailed description and in the Justification Field of Frontline it must contain an *Educational Business Purpose of the Purchase* being requested. Technology inventory items are allowed using a traditional requisition using object code 6395 and shipped to the Technology Department at the Administration Building for the purpose of tagging the items. Technology now requires using object code 6295 to be used to identify subscription-based digital resources.

Quotes for purchases may be obtained from the Technology Department. Additional information/instructions (i.e. return purchase order to requestor, email address to send the purchase order, **quote numbers**, etc.) **must be** entered in the **Special Instructions** Field of the requisition.

All events that **require a deposit** (field trips, movies, etc.) need to be identified on traditional requisitions or check request. Place two line items on the requisition: one for the exact amount required for the deposit and one for the final payment. This process will ensure and track the payment process of deposit requisitions.

Message for District Closures

All traditional requisitions placed within 2 weeks of an official District closure/holiday should include a message to the vendor regarding the closure dates. The requestor should select the message from the *Message* field, located

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on the *Create Requisition* tab under *Ship-To Receiving Group*. Once expanded, the requestor will choose the specific holiday or closure event from the drop down in *Available Vendor Messages*. The *Message* will appear on the purchase order. This message is important to notify the vendor of our closure times for more accurate shipping. Purchasing will update Frontline with dates that the District will be closed.

After a traditional requisition passes all workflow approvals, the purchase order is submitted to the vendor depending on the *Order From* direction entered on the requisition.

- **Order from with (P)** prior to the address indicates a paper purchase order will be printed. If this is selected, Purchasing will email the purchase order and quote to the vendor and a copy to the requestor.
- **Order from with (E)** prior to the address indicated the purchase order will be emailed to the vendor (system generated). It is the responsibility of the requestor to confirm the vendor has received the electronically sent purchase order.

Each purchase order is uniquely numbered for audit tracking purposes. Employees may **not** order or receive goods without an approved Purchase Order . A requisition **cannot** be used to place an order.

Blanket Requisitions

Blanket requisitions are entered to encumber funds for multiple purchases that will be made for a set period of time or throughout the fiscal year. Each cart must include a detailed description of the *Educational Business Purpose of the Purchase*. In the details of these requisitions (per line), specific wording for the vendor is required: "NOT TO EXCEED PO AMOUNT and the set period of time". This will indicate to a vendor the purchase is not to exceed a set amount and not to exceed a set time frame. **Note:** Frontline will notify the requestor via email once the blanket purchase order has been created and it will include the purchase order number and a link to the purchase order. The requestor is responsible for printing the purchase order or saving it and processing the purchase order with the vendor (the signed copy of the purchase order can only be accessed one time through this link). The Purchasing Department will send purchase orders if requested in Special Instructions or electronically indicated at entry.

- Once a requisition has been processed into a purchase order, the requestor may proceed with the purchase (we recommend maintaining a log of purchases and taking a copy of the purchase order to ensure the accuracy of the number being used at check out).
- Once the purchase has been made, the original receipt must be attached to the Receipt Submission Form (Exhibit 4-14), stating the *Educational Business Purpose of the Purchase*.
- If this is the last transaction for the purchase order, please indicate "final payment" on the Receipt Submission Form.
- The purchaser is responsible for verifying that sales tax has not been charged. If sales tax is charged; the purchaser must request a credit from the vendor or pay the sales tax to the District.
- The Receipt Submission Form with the original receipt attached must be submitted to Accounts Payable within one week of the purchase date for payment.
- Quote/cart must be attached when purchasing with Federal Funds.

Purchasing Deadlines & Requisition Review

Allow ample time for requisition processing. As a general rule, allow 48 hours from the time a requisition enters Buyer Analysis Status to purchase order creation. The deadline for approved requisitions to be processed the current day is 2:00 p.m. Approved requisitions received after 2:00 p.m. will be processed the following business day. In the event of an emergency for which you need a requisition after the processing deadline, please contact Purchasing for guidance and assistance.

All lines on requisitions are reviewed by the Purchasing Department staff for the following:

- Accuracy
- Local/Grant purchases compliance (thresholds)
- Bid number / cooperative agreement contracts
- Account coding for the type of item(s)/service(s) being purchased (Financial Accountability System Resource Guide (FASRG)). Additional guidance for quick reference can be obtained in Section 9: Budget.
- Ensure that the appropriate competitive purchases (i.e. competitive bidding, pricing quotes attached, etc.) are determined and performed before the requisition is approved for processing
- Overall completeness (i.e. complete descriptions, dates of events)

Once all of the above are in place, the requisition is approved and becomes a purchase order. It is then printed and transmitted to the vendor as instructed at entry or under special instructions. The requestor will receive an email once Frontline generates the purchase order.

Receiving of Goods/Liquidating Purchase Orders

Invoices are submitted to the Accounts Payable Department where they are entered into Frontline; therefore, it is essential for the purchase order number to appear on the invoice for verification of delivery and approval for payment.

Once goods begin to arrive, the requestor must receive the items in Frontline *no later than one week after receipt*. This will assist the Accounts Payable Department in paying the vendor's invoice. Once all items have been received and the Accounts Payable Department makes the final payment, the Accounts Payable Clerk will close the purchase order.

Do not attach invoices to requisitions. All invoices should be scanned and emailed to Accounts Payable - accounts_payable@galenaparkisd.com or sent via inter-office to the Accounts Payable Department.

Requesting a Purchase Order to be closed - If a purchase order was not filled and needs to be canceled, contact the Purchasing Department to close the purchase order. If a Blanket or Traditional purchase order needs to be canceled (for any reason) – send an email to Accounts Payable and CC Purchasing with the PO number and vendor name in the subject line. **Prior** to sending the email to cancel, verify the last invoice/receipt that was sent in to pay was actually paid in Frontline.

The first week of every month – Run the *Open Purchase Order by Requisitioner Report* to reconcile any outstanding purchase orders. See Fiscal Updates & FAQ's for specifics on how to run these reports. Summary options are now available.

Requisition Rejection

A requisition can be rejected for the following reasons:

- Inadequate description of item(s) or service(s) being acquired
- Incorrect budget code is used – account number not in compliance with the Financial Accountability System Resource Guide (FASRG)
- Quote/Cart number is not entered in Special Instructions
- Quote is not attached based on the **updated Galena Park ISD Purchasing Thresholds**
- Date of service/training/staff development/registration is not clearly defined
- Incorrect Category and contract
- Missing justification
- Other reasons as deemed necessary

If a requisition is rejected, it will be returned through Frontline to the requestor. Once the requestor has made the appropriate corrections in Frontline, they will need to click "submit" for the requisition to be resubmitted through the approval process.

Sales Tax Exemption

Galena Park Independent School District is exempt from payment of taxes under Chapter 20, Title 122A, Article 20.04, Revised Civil Statutes of Texas, for purchases. The *Texas Sales and Use Tax Exemption Certification* (Exhibit 4-15), is to be used for District-related purchases only. The intended use of the *Texas Sales and Use Tax Exemption Certification* is to receive tax exempt status on District purchases. Misuse of the *Texas Sales and Use Tax Exemption Certification* for personal purchases constitutes a misdemeanor under the Texas Penal Code, Chapter 39, Abuse of Office, and Section 39.02.

Staff Appreciation

Staff appreciation recognizes groups of employees for contributions to the District and encourages high employee morale. General Fund (199) expenditures for staff appreciation will be limited to \$50.00 per employee annually.

Staff appreciation must be coded to object 6498. Unless otherwise authorized, only Cabinet members and Principals may budget General Funds for staff appreciation costs for the staff that report to them.

Examples of approved items are shirts, light meals (does not include dine-in restaurant services), items with Galena Park ISD or campus logo imprinted on them, classroom materials, books or reading materials.

Transportation Rentals (Charter Buses/Vans/Box Trucks)

For charter buses and rentals of vans or box trucks, an invoice will be emailed to the Financial Clerk by Accounts Payable after the trip is complete. A check request will be entered into Frontline to pay the charges. See Section 7; Student Travel - Transportation for more details.

Vendors

The Purchasing Department is committed to maintaining an open and equitable opportunity to all interested vendors. Galena Park ISD will seek to competitively procure goods and services whenever possible or as required by policies or statutes. Frontline is used to look up current awarded and approved vendors. Vendors who have been awarded a contract (cooperative or Galena Park ISD – issued) are considered an awarded vendor and placed in Frontline by the Purchasing Department. When requesting a new vendor not already on an existing bid or cooperative, contact the Purchasing Department to determine which vendor or bid packet is needed. Once the requested vendor information has been reviewed by the Purchasing Department, the vendor information will be uploaded into Frontline and the requestor will be notified. In consideration of all documents being completed, verified and entered into our system, please **allow 3–5 business days** for our processing timeline.

The *GPISD Vendor Application Packet* is located at **GPISD Home Page – Departments – Purchasing – Vendor Information** or <https://www.galenaparkisd.com/Page/6214>.

Vendor Listing

Vendor Listing is a tool that will allow employees to see the approved vendors in Frontline and what cooperatives a vendor is on for a specific month. Often quotes will reference pricing based on cooperative or RFP contracts.

Goal of the Vendor Listing Tool:

- To see what cooperatives a vendor is on and comparison shop. Vendors often change cooperative contracts from month to month.
- Quickly identify the vendor is an *approved vendor.
- Vendors appearing on the Vendor Listing Tool are not automatically available to use with Federal Funds.

Something to note: *approved vendor – occasionally, a vendor may be found on the approved list that has not been used in several years. The vendor is considered dormant and may simply need updated documents to be reactivated. You will not know this by looking at the vendor list. If this is the case, Purchasing will request updated documents from the vendor. The vendor may choose not to submit the documents; Purchasing will notify the requestor if this occurs.



Vendor Listing is located **at GPISD Home Page – Departments – Purchasing – Vendor Information**

Login using your District universal user name and password.

References to Additional Information

Section 4: Purchasing

Texas Penal Code, Chapter 39, Abuse of Office, Section 39.02
Texas Education Code 44.031, Subchapter B Purchases; Contracts
Texas Education Code 44.034, Notification of Criminal History of Contractor

Exhibits

Exhibit 4-01: Form CIS – Local Government Officer Conflicts Disclosure Statement

**LOCAL GOVERNMENT OFFICER CONFLICTS
DISCLOSURE STATEMENT**

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

OFFICE USE ONLY

Date Received

1 Name of Local Government Officer

2 Office Held

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted _____ Description of Gift _____

Date Gift Accepted _____ Description of Gift _____

Date Gift Accepted _____ Description of Gift _____

(attach additional forms as necessary)

6 SIGNATURE

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

Signature of Local Government Officer

Please complete either option below:

(1) Affidavit

NOTARY STAMP/SEAL

Sworn to and subscribed before me by _____ this the _____ day of _____, 20 _____, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

(2) Unsworn Declaration

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

Executed in _____ County, State of _____, on the _____ day of _____, 20 _____.
(month) (year)

Signature of Local Government Officer (Declarant)

Exhibit 4-01: Form CIS – Local Government Officer Conflicts Disclosure Statement (continued)

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

Local Government Code § 176.001(2-a): "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

Local Government Code § 176.003(a)(2)(A):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		SAMPLE FORM CIQ
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	OFFICE USE ONLY	
<p>1 Name of vendor who has a business relationship with local governmental entity.</p> <p style="text-align: center; color: red;">Company/Independent Contractor's Name</p>	Date Received	
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>		
<p>3 Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center; color: red;">Enter "N/A" if there is no employment of business relationship</p> <p style="text-align: center;">Name of Officer</p>		
<p>4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p style="margin-left: 40px;">A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="margin-left: 80px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No At least one box must be checked </p> <p style="margin-left: 40px;">B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="margin-left: 80px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No At least one box must be checked </p>		
<p>5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</p> <p style="text-align: center; color: red;">If a relationship exists, please describe it here</p>		
<p>6 <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).</p>		
<p>7</p> <p style="color: red; font-weight: bold; font-size: 1.2em;">Signature</p> <p>Signature of vendor doing business with the governmental entity</p>		<p style="color: red; font-weight: bold; font-size: 1.2em;">Date</p> <p>Date</p>

Form provided by Texas Ethics Commission

www.ethics.state.tx.us

Revised 1/1/2021

**CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

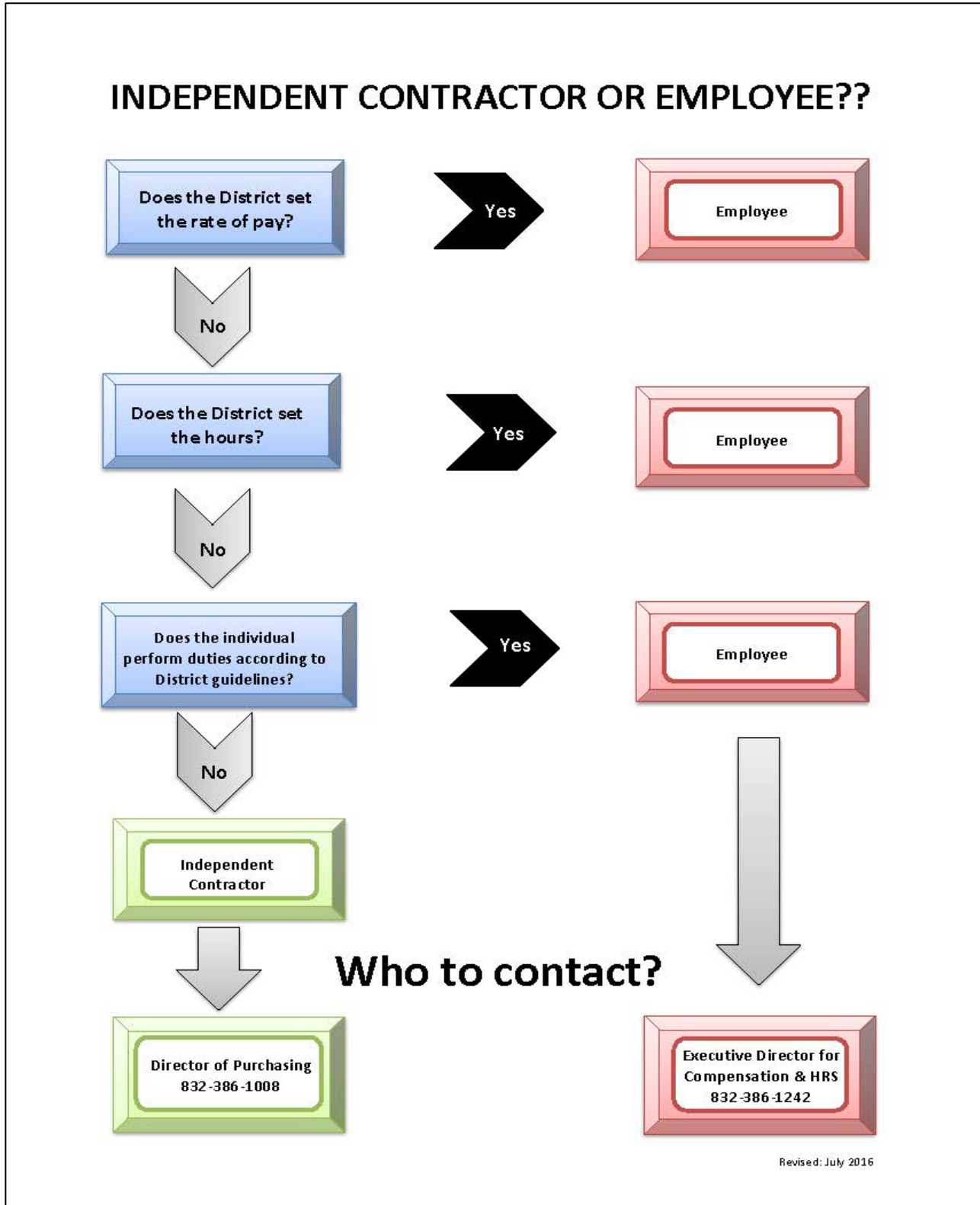
(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

Exhibit 4-03: Independent Contractor or Employee Flowchart



Section 4: Purchasing

Exhibit 4-04: Agreement for Contracted Services – Independent Contractor



GALENA PARK INDEPENDENT SCHOOL DISTRICT

14705 Woodforest Blvd • Houston, TX 77015 • Telephone (832) 386-1008 • Fax (832) 386-1428

AGREEMENT FOR CONTRACTED SERVICES – INDEPENDENT CONTRACTOR

GALENA PARK INDEPENDENT SCHOOL DISTRICT (“the District” or “Galena Park ISD”) hereby contracts with the undersigned, _____ (“Independent Contractor”).

SERVICES: Independent Contractor shall perform the following Contracted Services as described herein (the “Services”).

CONTRACT PRICE: Independent Contractor shall perform the Services for a fee of \$ _____. The contract fee for the Services will not exceed \$ _____ during the contract agreed term.

AGREEMENT TERM: This Agreement will commence on _____, and will remain in effect until _____. Galena Park ISD may terminate this Agreement, with or without cause, upon written notification to Independent Contractor. Upon termination, Galena Park ISD shall pay Independent Contractor for Fees (if appropriate) for Services to date.

Terms and Conditions

INDEPENDENT CONTRACTOR. Independent Contractor hereby agrees and acknowledges that he/she is an independent contractor and that his/her Services performed are independent of Galena Park ISD’s direction and control. Independent Contractor and Galena Park ISD do not have an employment relationship. The Independent Contractor is not entitled to participate in any pension plans, bonus, or fringe benefits that Galena Park ISD provides for its employees, including workers’ compensation benefits. Independent Contractor represents that he/she has or will make his/her own provisions for workers’ compensation coverage for him/herself and that he/she has or will follow Texas statutory guidelines regarding workers’ compensation.

EXPENSES. Reimbursement of any and all Expenses permitted as noted below is dependent upon the submission of copies of detailed receipts for said reimbursement. Galena Park ISD will cover only the fees and expenses specifically noted below. Travel, car rental, and lodging expenses (if noted in Fees and Expenses) will be paid according to Galena Park ISD travel guidelines.

FEES AND EXPENSES:

Travel	Meals	Lodging	Other:
\$ _____	\$ _____	\$ _____	\$ _____

QUALIFICATIONS. Independent Contractor certifies that he/she is qualified to provide the specified Services. Independent Contractor will submit a copy of their qualification and licenses (if required). Should any materials, equipment, or services be necessary to perform the Services, the Independent Contractor will be responsible for any such materials, equipment, or services.

CONFIDENTIALITY. To the extent that personally identifiable student information or student records are accessed by Independent Contractor pursuant to this agreement, Independent Contractor agrees to keep that information confidential. Independent Contractor agrees to refrain from copying, disseminating, or discussing with unauthorized staff or in any way compromising the confidentiality of such Galena Park ISD personally identifiable student information.

FORCE MAJEURE The parties to this Contract may be excused from performance hereunder during the time and to the extent that they are prevented from performance due to acts of God, acts of the Government in its sovereign (and not contractual) capacity, fires, floods, epidemics, quarantine restrictions, public health emergencies, or unusually severe weather that forces road closures which make access to location and/or facility impossible. In all such events where performance is delayed or prevented, the affected party shall nonetheless exert reasonable efforts to remove said causes and resume performance hereunder. However, if Galena Park ISD has submitted payment under the terms of this Agreement prior to full performance of this contract, and an event or circumstances described in this paragraph delays or prevents performance of this Agreement, Contractor will refund all monies paid by Galena Park ISD if the parties cannot agree to resume performance of this Agreement at a mutually acceptable time and provided that such non-performance is not due to the fault of the non-performing party

Revised: May 14, 2020

Page 1

Exhibit 4-04: Agreement for Contracted Services – Independent Contractor (Continued)

RELEASE OF LIABILITY. The Galena Park ISD and the Independent Contractor agree that the District has no liability for injury or other claims brought by the Independent Contractor or against the Independent Contractor arising in any way whatsoever from the provision of Services. The Independent Contractor must take all precautions necessary for the safety of and prevention of damage to Galena Park ISD property and for the safety of and prevention of injury to persons, including Galena Park ISD employees and students. All work must be performed entirely at the Independent Contractor’s risk. The Galena Park ISD has no liability for any damages or injuries the Independent Contractor may sustain in the course of providing Services herein described, except as required by law.

INDEMNIFICATION. The Independent Contractor shall indemnify and hold Galena Park ISD and its employees harmless from all losses, actions, injuries, claims or liability, and wages or overtimes compensation due its employees in rendering services pursuant to this agreement, including payment of attorney’s fees in the defense of any claim made under the Fair Labor Standards Act or any other federal or state law.

DISTRICT POLICIES. The Independent Contractor agrees to comply with all Galena Park ISD rules, regulations, and policies while on Galena Park ISD property or while attending Galena Park ISD related or sponsored events.

CRIMINAL BACKGROUND CHECK. Texas Education Code Chapter 22 requires school districts to obtain criminal history and/or fingerprinting record information for individuals that contract with school districts to provide services. Independent Contractors must certify with the District that they have complied. Contractors with disqualifying criminal histories are prohibited from serving at a school district. The Independent Contractor agrees to submit to a national criminal history review and to provide any and all information necessary to secure the national criminal history review, including fingerprints and photographs, if required. The Independent Contractor will be responsible for paying for fingerprinting services.

ASSIGNMENT. This Agreement is made exclusively with the Independent Contractor and may not be assigned to any other person.

GOVERNING LAW AND VENUE. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas. In any legal action involving this Agreement or the parties’ relationship, the parties agree that the exclusive venue for any lawsuit shall be in the state or federal court located within the County of Harris, Texas.

Vendor hereby certifies that it is not a company identified on the Texas Comptroller’s list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State. Vendor further certifies and verifies that neither Vendor, nor any affiliate, subsidiary, or parent company of Vendor, if any (the “Vendor Companies”), boycotts Israel, and Vendor agrees that Vendor and Vendor Companies will not boycott Israel during the term of this Agreement. For purposes of this Agreement, the term “boycott” shall mean and include terminating business activities or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory.

Independent Contractor	Galena Park ISD Representative
Signature: _____	Signature: _____
Printed Name: _____	Printed Name: _____
Title: _____	Title: _____
Date: _____	Date: _____
Mailing Address: _____	Mailing Address: 14705 Woodforest Blvd.
	Houston, TX 77015
Phone: _____	Phone: 832-386-1000

Exhibit 4-05: Contract Instructions for District Departments & Campuses

CONTRACT INSTRUCTIONS FOR DISTRICT DEPARTMENTS. & CAMPUSES



GETTING STARTED

How to process a contract/agreement for your department or campus:

- ① **Laserfiche:** When you receive a contract/agreement for processing, submit the document through the Laserfiche portal as soon as possible. Sometimes, contracts can take as long as 3-4 weeks to process if the contract terms and conditions require negotiation or additional purchasing procedures are necessary. If the contract requires board approval, you should submit your contract in Laserfiche 2-3 weeks before board agenda items are due. Contact the Purchasing Dept. to see if the vendor is already set up in the system or if there are any missing vendor forms you need to obtain from the vendor to give to the Purchasing Dept.
- ② **Remind your Budget Manager:** Your contract is not received by the Business Office until your Budget Manager or Cabinet Member approves the contract through the workflow. You might consider letting your budget manager know when a contract needs approval in Laserfiche to speed up the approval process.
- ③ **Business Department Review:** Once the Business Department receives the contract in Laserfiche, we will review the contract 1) Terms & Conditions and 2) Purchasing Requirements (vendor forms, competitive procurement, etc.). This process can take 2 weeks. Once, this is complete the Business Dept. contract administrator will obtain all signatures.
- ④ **Contract Completion:** We will send you and the vendor a copy of the signed contract. Once you have received a copy of the fully signed contract, you may contact the vendor to begin work.

Exhibit 4-05: Contract Instructions for District Departments & Campuses (Continued)

CONTRACT INSTRUCTIONS FOR DISTRICT DEPARTMENTS. & CAMPUSES

5

Processing Payment:

Check Request: To create a check request for payment, you will need to attach at least the following 2 items as backup for processing:

- Invoice (initialed and signed by you to verify work was completed)
- Contract (fully signed)

Purchase Order: To create a requisition for P.O. submit the following as backup for your requisition:

- Quote from the Vendor
- Contract (fully signed)

Purchase Orders will be processed upon receipt of an invoice.



Please note...

Independent Contractors who will be working directly with students, unsupervised by another Galena Park I.S.D. employee will be required to complete a yearly fingerprinting process. Those individuals will be contacted by GPISD. Work cannot be performed until the fingerprinting process has been completed.

Exhibit 4-06: Contracts for Campuses & Departments Flowchart

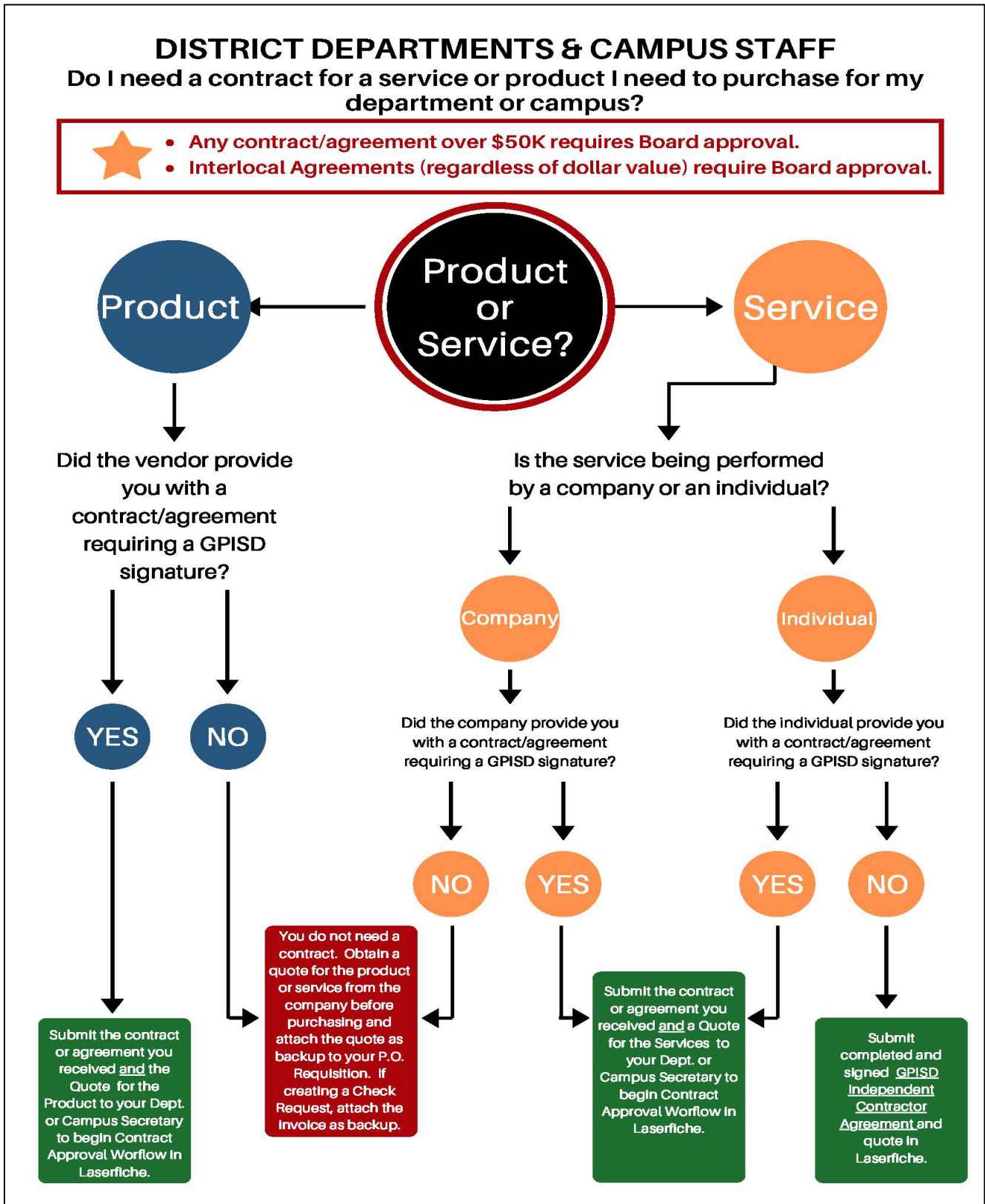


Exhibit 4-07: Contract Instructions for Campus Fine Arts Staff/Sponsors

CONTRACT INSTRUCTIONS FOR CAMPUS FINE ARTS STAFF/SPONSORS

GETTING STARTED

How to get a contract approved for an independent contractor/consultant:

- 1 First, determine if you will need an approved contract for the person or company you'd like to hire. See the [Do I Need a Contract](#) flowchart to determine if you will need a contract on file.
- 2 If you determine you DO need a contract, complete the [Independent Contractor Quote Form](#).
- 3 Submit the [Independent Contractor Quote Form](#) to Stacy Davila, Fine Arts Dept. Secretary through the Google Form: [Click Here](#)
- 4 Once you've received approval from Ms. Davila, you may schedule work to begin.



Please note...

The contract process can take 2-3 weeks (sometimes longer if fingerprinting is needed). As soon as you know you will need to hire an independent contractor, submit your paperwork to Ms. Davila for processing!

Remember, that you must have a fully signed contract and all purchasing and security checks must be completed BEFORE you can bring someone in to begin work for you and your students.

Exhibit 4-08: Contract Fine Arts Staff – Flowchart

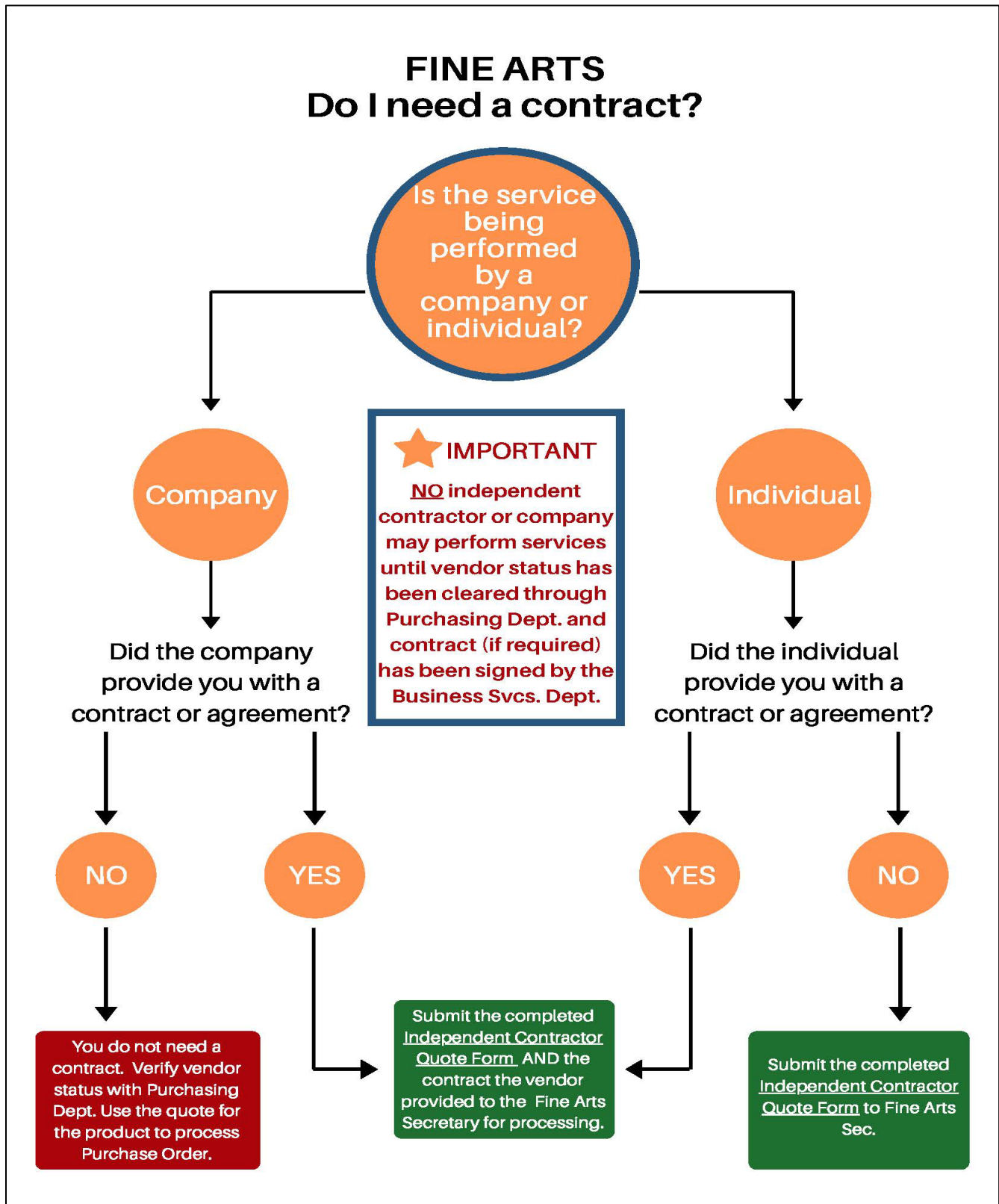


Exhibit 4-09: Galena Park ISD Purchasing Thresholds & Requirements



Galena Park ISD Purchasing Thresholds & Required Action 2023-2024

Revised 07/01/2023 (Revisions are highlighted)

Purchasing Threshold	Required Support	Additional Forms	RFP/RFQ	Board Approval	Advertising
Federal Funds – ONLY					
Purchases up to \$10,000 (Federal Funds – Micro Purchase)	1 Quote/Cooperative District-Approved Co-op	* EDGAR Certification	Not Required	Not Required	Not Required
Purchases over \$10,000 - \$49,999 (Federal Funds – Small Purchase)	3 Quotes/Cooperative District-Approved Co-op	* GPISD Quote Form * EDGAR Certification	Not Required	Not Required	Not Required
Local Funds 199, 461, 465, and 865					
Purchases up to \$50,000 (Funds 199, 461, 465 and 865)	1 Quote/Cooperative District-Approved Co-op Bid or District Approved Vendor	* EDGAR Certification Required with new Vendors	Not Required	Not Required	Not Required
Federal and Local Funds					
Purchases over \$50,000	Board Approval – Single spend must be on RFP / Co-op 1 quote if on district RFP 1 quote if on Cooperatives - Local Funds 3 quotes if on Cooperatives - Federal Funds	* GPISD Quote Form * EDGAR Certification	Required	Required	Required for Bid 2 Consecutive Weeks
Aggregate Spend Purchases over \$50,000 If not already on existing bid or cooperative.	Board Approval – Single spend over \$50,000 Education Code 44.031 *If federal funds are used, still obtain 3 quotes if using a CO-OP. **Verify that CO-OP obtained pricing from vendors during their solicitation. One of the three quotes should be from a SMMVBE firm.	* RFP Evaluation * Form 1295 * Form CIQ * EDGAR Certification *Board Agenda	Required	Required	Required for Bid 2 Consecutive Weeks
Purchases over \$250,000 Simplified Acquisition If not already on existing bid or cooperative. (Texas Dept. Agriculture \$50,000)	RFP / 1 Co-op / 3 Quotes District-Approved Co-op Education Code 44.031 EDGAR Compliance	* Independent Estimate Form * Price-Cost Analysis Form * Bid Proposal / Evaluation * EDGAR Certification * Board Agenda	Required	Required	Required for Bid 2 Consecutive Weeks
Cooperative Purchases (Any \$\$\$ Amount)	Cooperative Quotes District Approved Co-op	Verify Coop Compliance * Board Agenda if \$50,000 or over	Not Required	Board Approval Required if Coop Purchase is at or over \$50,000	Not Required
Sole Source Purchase (Cooperative, Interlocal Agreement)	1 Quote & TEA Approval	* Sole Source Affidavit * TEA Approval * Board Agenda if \$50,000 or over	Not Required	Required	Not Required

*Purchasing will Verify that CO-OP obtained pricing from vendors during their solicitation. See purchasing thresholds FAQ. **Additional justifications may be required on a case by case basis.

Exhibit 4-10: Galena Park ISD Purchasing Thresholds FAQ Update Document

Galena Park Independent School District

Purchasing Thresholds FAQ

1. What purchases do these thresholds apply to?

All purchases. The only exceptions are professional services (see below), construction procurements, and true emergency procurements as defined by Texas law.

2. Are these thresholds per contract or do they cover multiple contracts?

The thresholds are per contract/transaction, but also apply in the aggregate over the grant period. For example, if you have five \$10,000 contracts with the same vendor over the grant period, you must follow all of the requirements for a \$50,000 contract.

3. How do I find three quotes?

Search online for similar vendors. Print pricing information from the vendor's website, or call or email the vendor to obtain pricing information. Document your steps on the Quote Form.

4. Who is authorized to sign a contract?

Under \$50,000, the Superintendent is authorized to sign the contract. The CFO or her formally designated representative are the only other administrators authorized by the Superintendent to sign on her behalf. For a purchase of \$50,000 or more, the Board of Trustees must approve the contract and will specifically delegate authority to sign the contract in open session. No one else may sign a contract on behalf of GPISD. A contract signed by someone other than these persons is invalid and void.

5. What if I want to use federal funds? What is EDGAR?

If using even \$1 of federal grant funds, contact the Purchasing Department and make sure that you have complied with federal regulations (known as "EDGAR"). EDGAR applies to all purchases with federal funds after July 1, 2017, including P-card purchases. EDGAR requires additional procurement forms including EDGAR Certifications (all purchases with federal funds), as well as the Independent Estimate Form and Price-Cost Analysis Form (for purchases of \$250,000 or more). EDGAR applies to each new contract and each contract renewal after July 1, 2017.

6. What about professional services?

Texas law specifically defines what qualifies as a "professional service." Professional services under Texas law are: (1) certified public accountants, (2) professional engineers, (3) architects, (4) landscape architects, (5) certified/licensed real estate appraisers, (6) land surveyors, (7) medical doctors, (8) registered nurses, and (9) optometrists. Texas law does not recognize any other category of service as a professional service. Different procurement rules apply to professional services. All professional service procurements and contracts should be handled by the Purchasing Department.

7. Do the thresholds apply to consultants?

Yes. The only exception is if the consultant is providing one of the professional services listed above.

8. What if I use a Co-Op?

Trust, but verify. Co-Ops should have conducted all of the required competitive procurement steps on behalf of the District (RFP/RFQ/ Quotes/etc.), but GPISD must verify that the Co-Op has done so. Ask the Co-Op for their solicitation and check that they competitively procured the vendor according to GPISD's thresholds. If using federal funds, ask for the Co-Op's EDGAR Certifications (for all federal purchases), and Independent Estimate and Cost-Price Analysis forms for purchases of \$250,000 or more. GPISD does not need to duplicate these forms if the Co-Op has already completed them. However, if the Co-Op used lump sum pricing, GPISD should complete its own Price Determination Form and Price-Cost Analysis Form for GPISD's specific purchase.

9. What if GPISD already has a contract with the vendor and the Purchasing Department has designated the vendor an "awarded vendor"?

GPISD should have already applied the thresholds and complied with state and federal procurement law before awarding a contract to a vendor. Once GPISD awards a contract to a vendor, GPISD can issue purchase orders as long as the purchase orders are within the scope of the GPISD's contract with the vendor, have been approved by the Purchasing Department, and are signed by an authorized representative of GPISD.

10. Why are professional services under chapter 2254 with State and Federal governance limited?

While Texas law has a longer list of statutory professional services (doctors, nurses, accountants, etc.), there are only two professions where you are not required to conduct formal price based procurement under federal law: architects and engineers. And even for those, federal law requires use of an advertised RFQ at certain dollar thresholds. So if you are using any type of federal funds (Title Funds, Special Education funds, etc.) there are NO professional service exceptions for consultants, and you must follow the correct procurement procedure based on the aggregate amount for the year in each category. If the aggregate is less than \$50,000 in a like-item category, this means multiple quotes. If it will be \$50,000 or more, an advertised RFP is required.

Exhibit 4-11: Galena Park ISD Spending Guidelines

** Updated 7/10/24 GSA Rates



Galena Park ISD Spending Guidelines

The following questions must be answered before using District Funds in general:

- Does it serve a public purpose?
- Is it planned, budgeted and approved?
- Is it reasonable in cost, does it meet District purchasing guidelines and is it prudent?
- Can it withstand public scrutiny?

Staff Incentive Types	Description	Local (199)	State	Federal	Campus Activity (461)	Student Clubs (465) Booster (665)	Non-District Funds Faculty Funds (890)
**Attendance Incentives	Value not to exceed \$50 (object 6499 funds only). Incentives must serve as an instructional/job related purpose. May purchase snacks and meals (not to exceed GSA Per Diem- Breakfast \$16, Lunch \$17, Dinner \$31)	Allowable	Not Allowable	Not Allowable	Allowable	Not Allowable	Allowable
Award Recognition	EXAMPLES: Rookie/Teacher/Para of the Year (object 6499) (funds only (Nominated Awards) (Plaques & Flowers value not to exceed \$50)	Allowable	Not Allowable	Not Allowable	Allowable	Not Allowable	Allowable
Door Prizes	Educational purpose or job related items value not to exceed \$15 or donated items from local vendors	Allowable	Not Allowable	Not Allowable	Allowable	Not Allowable	Allowable
Food considered as a snack during testing and teacher appreciation	Snacks are to be used for staff development or during meetings(function 13/23 object 6499)	Allowable	Not Allowable	Not Allowable	Allowable	Not Allowable	Allowable
**Food considered to be a meal	On-site meeting only within GSA per diem limits-Breakfast \$16, Lunch \$17, Dinner \$31- agenda and sign-in sheets required (function 13/23 object 6499). * See Purchasing Section 4 (Food and Non-Food Items) for additional information.	Allowable	Not Allowable	Not Allowable	Allowable	Not Allowable	Allowable
Gifts Cards	Prohibited	Not Allowable	Not Allowable	Not Allowable	Not Allowable	Not Allowable	Allowable

Exhibit 4-11: Galena Park ISD Spending Guidelines (Continued)

Section 4: Purchasing

Exhibit 4-11: Galena Park ISD Spending Guidelines (Continued)

Staff Incentive Types	Description	Local (199)	State	Federal	Campus Activity (461)	Booster (865)	Non-District Funds Faculty Funds (890)
Gifts, or items that appear to be gifts	Birthdays, showers, funerals, retirements, or other holiday gifts, flowers, candy, or gift cards for personal services	Not Allowable	Not Allowable	Not Allowable	Not Allowable	Not Allowable	Allowable
Holiday Gifts	Seasonal	Not Allowable	Not Allowable	Not Allowable	Not Allowable	Not Allowable	Allowable
Retirement Awards	Plaques service pins, or other non-cash award	Allowable (Communications Budget Only)	Not Allowable	Not Allowable	Not Allowable	Not Allowable	Allowable
Retirement Food	Meals/snacks for employee retirement using 461 or 890 funds only.	Not Allowable	Not Allowable	Not Allowable	Allowable	Not Allowable	Allowable
Staff Appreciation	Staff appreciation must be coded to object 6498 and limited to \$50.00 per employee annually.	Allowable	Not Allowable	Not Allowable	Allowable	Not Allowable	Allowable
Other Spending Types	Description	Local (199)	State	Federal	Campus Activity (461)	Student Clubs (465) Booster (865)	Non-District Funds Faculty Funds (890)
Meeting Decorations	Table cloths, centerpieces, etc. should not be excessive	Allowable	Not Allowable	Not Allowable	Allowable	Not Allowable	Allowable
Holiday Decorations *Purchases exceeding \$250 will need to be justified in writing prior to purchase	Campuses Front Offices Public, Walk-in Common Areas	Not Allowable	Not Allowable	Not Allowable	Allowable	Not Allowable	Allowable
Campus/building Decorations *Purchases exceeding \$250 will need to be justified in writing prior to purchase	Campuses Front Offices Public, Walk-in Common Areas	Allowable	Not Allowable	Not Allowable	Allowable	Not Allowable	Allowable
Donations for Charities and other Organizations	Food baskets, gift baskets, turkeys, etc.	Not Allowable	Not Allowable	Not Allowable	Not Allowable	Allowable	Allowable

Exhibit 4-11: Galena Park ISD Spending Guidelines (Continued)

Student Incentive Types	Description	Local (199)	State	Federal	Campus Activity (461)	Booster (865)	Non-District Funds
Attendance Awards & Incentives	Please see approved campus attendance incentive plan	Allowable	Not Allowable	Not Allowable	Allowable	Allowable	Allowable
AP Student Exams	To a student based upon merit or special achievement, within UIL guidelines (Such as letter jackets, medals, ribbons, \$50 gift card for AP students)	Allowable	Not Allowable	Not Allowable	Allowable	Allowable	Allowable
Valedictorian	Valedictorian has the option to receive a laptop or scholarship of equivalent value	Allowable	N/A	N/A	Allowable	N/A	N/A
Seniors with perfect attendance during entire K12 career	Student has the option to receive a laptop or scholarship of equivalent value	Allowable	N/A	N/A	Allowable	N/A	N/A
Cash to students	Never allowed	Not Allowable	Not Allowable	Not Allowable	Not Allowable	Not Allowable	Not Allowable
Gifts Cards for participation or recognition	Cards with a pre-set dollar limit to be spent at the recipients' discretion - not to exceed a \$15 value	Allowable	Not Allowable	Not Allowable	Allowable	Allowable	Allowable
Tutorials	Snacks during tutoring for State required exams, before and during the exam itself, and during other instructional tutoring outside the normal school hours	Allowable	Not Allowable	Not Allowable	Allowable	Allowable	Allowable
Schoolwide Events	Description	Local (199)	State	Federal	Campus Activity (461)	Booster (865)	Non-District Funds
Coffee with the Administrators	Light refreshments (Examples: such as pastries, coffee, finger sandwiches and other light snacks)	Allowable	Not Allowable	Not Allowable	Allowable	Allowable	Allowable
Donuts with Deads							
Muffins with Mom							
Open House/Parent Night or Other Parent/Student Events							
Gifts to School Boards/Volunteers or Donors	Awards such as plaques, shirts, or certificates in recognition of performance or services to the campus or District (limited to a maximum value of \$50 or less per occasion, per person)	Allowable	Not Allowable	Not Allowable	Allowable	Allowable	Allowable

SPECIAL NOTE: Caution should be taken in providing incentives to students that would violate the following rules:
 (1) UIL Guidelines at: <http://www.uiltexas.org/policies/all-state-by-side>
 (2) Federal and State regulations that establish nutrition standards for food served or sold during the school day. See "Smart Snacks" guidelines at: <http://www.fns.usda.gov/odnpo/meal/foods/foods-choices/focusing-smart-snacks>
 (3) FFA, NAB Policy guidelines at: <http://www.ffa.org>, policies and procedures.

Section 4: Purchasing

Exhibit 4-12: Request for Noncompetitive Procurement (Sole-Source) Approval



**Division of Grants Administration
Request for Noncompetitive Procurement (Sole-Source) Approval**

Complete and submit this form to request prior approval for a noncompetitive, sole-source proposal. Limit one proposal per form.
Completion and submission of this form satisfies the requirement in 2 CFR 200.320(f).

Name of Federal Grant
Name of Grantee County-District # Date

Description of Request

Describe the proposal, and explain the rationale for making it noncompetitive.

Do you have a sole-source verification letter from the proposed vendor? Yes No

How many vendors have been contacted for price quotes that led you to determine that there is only a sole source?

List the vendors contacted:

Provide a reason that this procurement is a noncompetitive or sole-source procurement.

Certification

Name and Title of Authorized Official
Signature of Authorized Official _____ Date

This form must be signed by the authorized official.

Email this signed form to TEA's chief grants administrator at grants@tea.texas.gov.

For TEA Use

Request for prior written approval is approved as requested.

Request for prior written approval is approved with the following changes:

Request for prior written approval is denied.

Signature of Chief Grants Administrator _____ Date

Exhibit 4-13: Standard Purchase Terms and Conditions



**STANDARD PURCHASE TERMS AND CONDITIONS
GALENA PARK INDEPENDENT SCHOOL DISTRICT
HOUSTON, TX 77015**

Terms, Conditions & Instructions to Vendor:

1. No change or modification shall be made to this purchase order unless authorized by Galena Park I.S.D. (hereinafter referred to as GPISD). All requests for changes shall be made to the purchasing department at purchasing@galenaparkisd.com.
2. GPISD purchase order number must appear on all invoices, packing lists, bills of lading, and shall appear on each package, container, or envelope on each shipment made pursuant to this order.
3. Invoices must be sent to Galena Park ISD Accounts Payable, P.O. Box 565, Galena Park, TX 77547 or 14705 Woodforest Blvd., Houston TX 77015 or emailed to accounts_payable@galenaparkisd.com or 832-386-1428 (fax). **Failure to send invoices to Accounts Payable could delay handling and payment.**
4. GPISD shall pay within 30 days of receipt and acceptance of units and receipt of an accurate invoice, whichever is later. Acceptance shall constitute all items received are in good working order to the satisfaction of GPISD.
5. All shipments shall be F.O.B. destination, freight prepaid unless delivery terms are specified otherwise.
6. No part of this order may be assigned or subcontracted without the prior written approval of GPISD. Payment can only be made to the Seller named in this order.
7. GPISD is exempt from payment of taxes under Chapter 20, Title 122A, Revised Civil Statutes of Texas, for the purchase of tangible personal property. GPISD's Taxpayer Identification Number is 74-6000895.
8. This agreement between GPISD and the Seller shall be governed by the Uniform Commercial Code as adopted in the State of Texas as effective and in force on the date of this agreement. Venue for any litigation arising from this purchase order shall lie in Harris County, Texas.
9. Unless other specified herein, GPISD reserves the right to cancel orders not completed within 90 days.
10. **FEDERAL FUNDS:** If the source of funds for this purchase is federal funds, the following federal provisions apply, (as applicable): Section 14.52 of the Texas Family Code, added by S.B. 84, Acts, 73rd Legislature, R.S. (1993); Equal Employment Opportunity; Davis-Bacon Act, as amended (40 U.S.C. 3141-3148); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Rights to Inventions Made Under a Contract or Agreement; Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended; Debarment and Suspension (Executive Orders 12549 and 12689; Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Record Retention Requirement - 2 CFR § 200.333; Clean Air Act of 1970, as amended (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15; Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871; Buy America Act;
11. Tax Exemption Form:

TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION

Name of purchaser, firm or agency Galena Park ISD	
Address (Street & number, P.O. Box or Route number) PO Box 565	Phone (Area code and number) 832-386-1009
City, State, ZIP code Galena Park, TX 77547	

I, the purchaser named above, claim an exemption from payment of sales tax for the purchase of taxable items described on this purchase order	
Purchaser claims this exemption for the following reason: Government Entity (public school)	
<p>I understand that I will be liable for payment of sales or use taxes which may become due for failure to comply with the provisions of the Tax Code: Limited Sales, Excise, and Use Tax Act; Municipal Sales and Use Tax Act; Sales and Use Taxes for Special Purpose Taxing Authorities; County Sales and Use Tax Act; County Health Services Sale and Use Tax; The Texas Health and Safety Code; Special Provisions Relating to Hospital Districts, Emergency Services Districts, and Emergency Services Districts in counties with a population of 125,000 or less.</p> <p>I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate and, depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.</p>	

THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID
Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist

Section 4: Purchasing

Exhibit 4-14: Receipt Submission Form



Receipt Submission Form

For Submission of Blanket Purchase Order Receipts

TO: **ACCOUNTS PAYABLE DEPARTMENT**

VENDOR: _____

P.O. NUMBER: _____

PURPOSE OF PURCHASE:

TYPE OF PAYMENT: Partial Payment
(Select One)
 Final Payment
(Liquidate P.O.)

ATTACHMENT(S): **Original receipts are due to Accounts Payable within 1 week from date of purchase**

****Only required if there is more than one account listed on the PO****

BUDGET CODE(S)	AMOUNT(S)
XXX.XX.XXXX.XXXX.XXX.XX.XXX.XXXX	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
TOTAL	\$ -

If more space is needed, receipt can be attached to the back of this form or a separate sheet of paper.

TAPE RECEIPT HERE

Revised: June 2021

Exhibit 4-15: Texas Sales and Use Tax Exemption Certification

Form 01-339 (Back)
 (Rev. 4-13/8)

SAVE A COPY CLEAR SIDE

Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Name of purchaser, firm or agency Galena Park ISD	
Address (Street & number, P.O. Box or Route number) PO Box 565	Phone (Area code and number) 832-386-1008
City, State, ZIP code Galena Park, TX 77547	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: _____

Street address: _____ City, State, ZIP code: _____

Description of items to be purchased or on the attached order or invoice:


Merchandise and/or services being purchased is for the Galena Park Independent School District's own use in providing education, is being made in the name of the District, and that payment will be made from the District's own funds.

Purchaser claims this exemption for the following reason:

The State of Texas recognizes the tax-exempt status of Public Schools.

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

 Purchaser	Title	Date
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NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.


THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

**This certificate should be furnished to the supplier.
 Do not send the completed certificate to the Comptroller of Public Accounts.**

Section 4: Purchasing

Exhibit 4-16: GPISD Product Service Quote Form



Galena Park ISD Product/Service Quote Form

INSTRUCTIONS FOR COMPLETION

- 1) For **Federal Funds**, purchases up to \$10,000.00 require at least one (1) quote and be on a RFP/District Approved Cooperative.
- 2) For **Federal Funds**, purchases over \$10,000.00 - \$49,999.99 require at least three (3) quotes and be on a RFP/ District Approved Cooperative.
- 3) For **Funds 199, 461, 465 and 865** purchases up to \$50,000.00 require one (1) quote and be on a RFP/ District Approved Cooperative.
- 4) For purchases over \$50,000.00 must be on a RFP/ District Approved Cooperative. See Thresholds for more details.
- 5) Vendor quotes must be in writing, reference contract number and attached to this form.
- 6) Upon consideration of all factors, if all bids meet the District's needs, the award should be made to the **lowest** bidder.

Description of Products/Services	
What Fund are you purchasing from?	

	Vendor #1	Vendor #2	Vendor #3
Vendor Name			
Vendor Contact			
Contact Phone Number			
Quote Expiration Date			
Member of which Co-Ops and Contract # (BuyBoard, Choice Partners, etc.)			
Total Costs of Goods/Services (Attach the detailed Quotes)			
Enter X for the Selected Vendor			

If the vendor selected is **NOT** the **lowest** bid, please write a short summary below of how the vendor chosen is the best value:

Name of person completing this form:	Email address:
Phone Number:	Date:

REVISED: July 01, 2023