



## Steps for Purchasing

- 1. Estimates/Quotes:** Teachers and staff are responsible for obtaining estimates or quotes from approved MDCPS vendors. **If over \$2,499.99, 3 bids are required.**  
(See Chapter 4: III. GENERAL PROCEDURES – Quotation Requirements)
- 2. Purchase Order Submission:** Teachers and staff must submit a complete purchase order (FM-1012). Please ensure that all required fields are filled out accurately, as incomplete forms may cause delays in processing.
- 3. Treasurer Review:** The Treasurer will review the submitted purchase order and supporting documentation, ensure that funds are available before entering the P.O. in eSAS.
- 4. Approval by Mr. Britton:** Mr. Britton will review the P.O. and, if appropriate, approve it in eSAS. (Please note: **ONLY** Mr. Britton is authorized to approve P.O.s.)
- 5. P.O. Status Notification:** The Treasurer will notify you of the P.O. status (approved or denied) and communicate this to the respective teacher/staff member.
- 6. Vendor Order:** Once approved, the teacher or staff member may place the order with the MDCPS-approved vendor.
- 7. Receipt and Documentation:** Once the order is received, the teacher or staff member must collect the packing slip, invoice, and/or receipt. It is essential that these documents are signed to confirm the order was received in full. If any items are out of stock or back-ordered, please contact the vendor for an estimated arrival date.
- 8. Payment Processing:** Signed documentation (packing slip, invoice, and/or receipt) must be submitted along with a completed check requisition (FM-0992) to process payment. Incomplete check requisitions may delay payment processing.

**\*Important Note:** Any purchases made prior to the approval of a purchase order (P.O.) will be considered a **donation** from the teacher/staff, and funds spent will not be reimbursed.

**For any additional questions or concerns, please refer to the Manual of Internal Funds**

**or email me at: 325988@dadeschools.net**

### **III. GENERAL PROCEDURES – Quotation Requirements**

A. Quotation requirements for purchases made from Internal Fund revenues differ from bid requirements for purchases made from budgeted tax dollars through the Office of Procurement Management. The following quotation requirements must be observed when making purchases to be paid from Internal Fund revenues:

**2. For purchases of \$1,000.00 or more but less than \$50,000.00**, at least three written quotations are required to be solicited, one of which must be a certified minority/women business enterprise (M/WBE) according to

Policy 6320.02. List of certified M/WBE can be accessed at <https://miamidadeschools.diversitycompliance.com/>. In the event there is no certified vendor listed, contact the Office of Economic Opportunity for additional documentation. If there is no minority firm that provides the product or service requested, the school is asked to print the list of current certified minority vendors and retain with the other quotes for audit

purposes. If no Minority/Women Business Enterprise Business vendor exists, the Region Superintendent must provide approval prior to creating the purchase order. An email to the Region Superintendent or their designee

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minority vendors for approval. The school may then generate the purchase order for processing once the Region approval is received through email.

All quotes must be included as part of the supplementary disbursement documentation as evidence that the lowest quote was selected for audit purposes.

The splitting of requisitions to bypass the approval requirements and/or the bidding process is forbidden. Therefore, any purchase made without the proper authorization is considered unauthorized and may become the responsibility of the person placing the order.