

PURCHASING GUIDELINES AND INFORMATION FOR BUSD FUNDRAISING ORGANIZATIONS

PURCHASING STAFF LIST (PDF attached)

This lists the types of items each of the buyers in Purchasing Services is in charge of.

SUGGESTED VENDORS (PDF attached)

These are commonly used vendors that accept our purchase orders and offer us educational discounts. The price you see on their website may be higher than what we end up paying.

W-9 (PDF attached)

If you are ordering a product or service from a new vendor that BUSD has not used before, please get a W-9 from the vendor and provide it to the person at your site who will be entering the requisition.

TAX

Even if the vendor does not charge sales tax, BUSD will need to pay the tax directly to the State of California as Use Tax. BUSD is not tax-exempt. The only items that tend to be non-taxable are magazine subscriptions, labor, shipping charges, and some software licenses.

SHIPPING

Most vendors charge for shipping unless their website specifically states that shipping is free. Please include an estimate of 10% for shipping in your budget unless you know the exact amount that a particular vendor will be charging (such as a flat fee).

RUSHES

If you need an order delivered in a rush OR delivered on a specific day (like the day before a school event) even if that day is weeks away, please EMAIL or CALL Purchasing with the requisition number and the date needed.

MATERIALS AND SUPPLIES

You can request instructional materials and supplies (such as classroom, art, culinary, technology, and medical supplies) from any vendor that you choose, but we prefer to use existing BUSD vendors since they accept our purchase orders as payment, are already set up in our system, and usually offer us a

discount. You can contact vendors on your own to get a quote, or you can use their website or catalog pricing for your estimate. Provide the Office Assistant at your site with the following information: vendor name, address, phone number, part number, description, quantity, and date needed. If you already have a quote from the vendor, provide that to the Office Assistant as well.

REIMBURSEMENTS

Reimbursements are not guaranteed and should be a last resort (for example, if you need something the same day). Reimbursements are not allowed for rugs, computer equipment, printing equipment/supplies or office perks like coffee machines. Original receipts must be provided to the Office Assistant to be sent to Purchasing Services or Accounts Payable. Keep copies for your records.

AMAZON

employee to be reimbursed for purchases throughout the year. Contact Purchasing to find out more about how this works.

CONSULTANTS (PDF's attached)

Consultants (people or companies other than BUSD employees and parents that will be providing a service to staff or students) must be approved by the Board of Education before the service is provided. Approval is done on an annual basis and is specific to each school site. If a particular consultant for a particular site was Board-approved in 18-19, for example, it must be Board-approved again for that site in 19-20. Consultant agreements should be signed by Sharon Cuseo, but John Paramo or Debbie Kukta can sign if Sharon is unavailable. Please send documents to Terri Ramirez Adams in Instruction for processing. terriramirezadams@burbankusd.org