

## CHAPTER 5

### TYPICAL PURCHASES THAT REQUIRE ADDITIONAL INFORMATION OR SPECIAL HANDLING BEFORE PROCESSING

- A. Computer Equipment and Software:** Technology items must be approved by the Technology Clearing House Committee (TCC) or be on the Information Technology approved product list. Contact the Information Technology Service Desk (PX 48940) or the Purchasing Agent assigned this commodity for additional assistance.
  
- B. Office Furniture:** Prior to requesting the purchase of new furniture, please check with the Redistribution Warehouse. Tables, chairs, file cabinets and cafeteria tables are frequently available at no cost to your school. These recycled items are used by are generally in very good condition.

New furniture should be of a quality that will last for many years. However, executive lines of furniture offered by manufacturers using solid wood and inlay designs will not be approved. The Facilities Services Department has an Interior Designer who is available to assist you in selecting furniture.

- C. Food:** The purchase of food for anything other than the School Nutrition Program or for education programs using operating funds (1000) is prohibited by Florida State Statutes. For example, the purchase of food using operating funds to serve during a meeting would be prohibited. Title I and other grant funds may allow the purchase of food in certain situations.

Schools and departments may use certain internal funds to purchase food when desired and appropriate in accordance with the internal account procedures.

- D. Medical Supplies:** The School District entered into an agreement with the Health Care District wherein the Health Care District will supply all basic clinic supplies to all school clinics. If you have any problem with the quantity or quality of medical supplies in your clinic, please notify the department of Support Services. All other medical supplies not used in the school clinics will be purchased in the usual manner
  
- E. Facilities:** Purchases which add to or change the school building or site such as playground equipment, marquee signs, permanent bleachers, pavilions, etc., must be approved by the Facilities Services Department. Questions regarding these items should

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be addressed to your Area Manager or the Purchasing Agent assigned to the commodity.

- F. Personal Items:** Purchases of briefcases, leather planners, expensive desk accessories, etc., are considered personal items and will not be approved. Employees are expected to act in the highest ethical manner and preserve the public trust including carrying out their purchasing decisions.
- G. Printing Requests:** Refer to the All-In-One Purchasing Website for all printing needs, including business cards. Please use the bid awarded vendors listed. For orders over \$10,000, complete form PBSO 0377 so the Purchasing Agent may obtain quotes on your behalf. Allow 10 working days for quotes to be obtained.
- H. Forms:** All forms which request information and are distributed beyond the department for signature and/or to gather information must be approved by the Forms Committee. Questions should be directed to the Information Technology Department – IT Enterprise Applications.

### ORDERING SUMMER SCHOOL FORMS

#### SUMMER SCHOOL FORMS IN ELECTRONIC FORMAT

Summer School Registration forms are available on the District Form Search web page. You can access the District Form Search web page through the School District web site, <http://www.palmbeachschools.org>. Click on “District” then “District Forms”. You may find the form by entering a form number, name, key word, or department.

#### FURTHER INFORMATION

Any questions concerning forms in general can be directed to the Information Technology Department – IT Enterprise Applications.