



OFFICE OF PURCHASING



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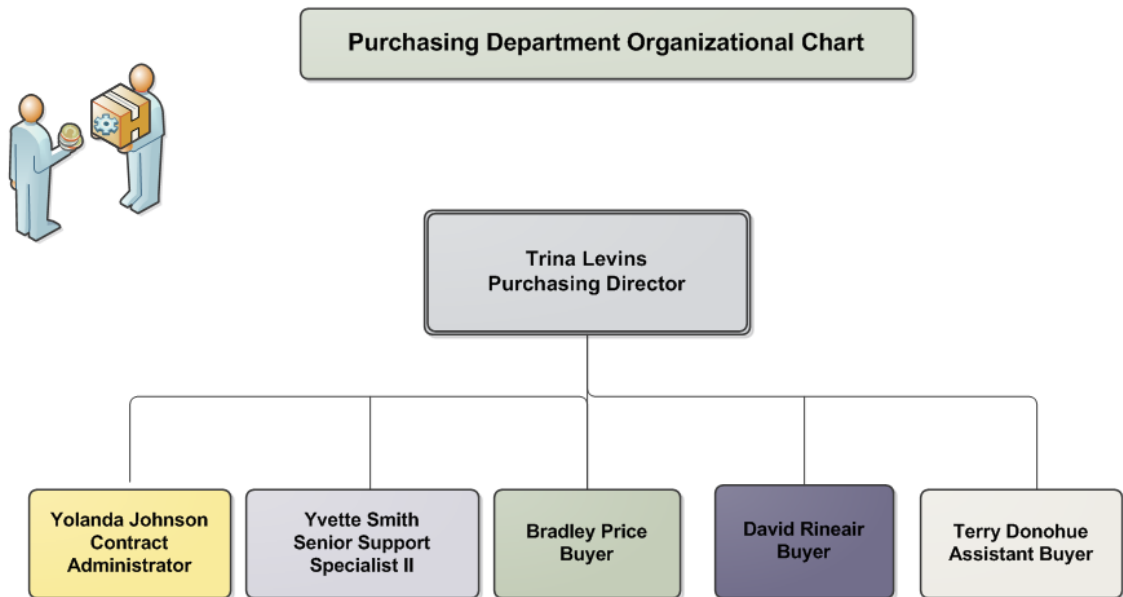
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OFFICE OF PURCHASING



Department Organizational Chart



PREPARING STUDENTS
FOR LIFE

Fiscal Services Directory (Purchasing, Office Support Services)

PURCHASING Main Number: (513) 363-0460

Fax: (513) 363-0465

Purchasing Director, *TRINA LEVINS*

[Bradley Price 363-0459](#)

Buyer

[David Rineair 363-0447](#)

Buyer

[Terry Donohue 363-0473](#)

Assistant Buyer

Requisition

Auxiliary High Schools
Central Offices
High Schools
Satellite Offices/Departments

Requisition

Auxiliary Montessori Schools
Central Office
Elementary Montessori Schools
High Schools

Requisition

Auxiliary Elementary Schools
Elementary Schools

Commodities

Audio Visual Equipment
Books
First Aid
Instructional Supplies
Office Supplies

Commodities

Awards and Prizes
Ergonomics
Furniture
Montessori
Printing Services

Commodities

2-way Radios and Supplies
Records Storage
Science Equipment & Supplies
Vocational Equipment & Supplies

Request for Proposals/Quotation

RFP/RFQ

Athletic
Early Childhood
Information Technology Mgt (ITM)
Purchasing
Student Services
Transportation

Request for Proposals/Quotation

RFP/RFQ

Curriculum
Facilities/Security
Food Services
General Counsel
Testing Administration
Workers' Compensation

Request for Proposals/Quotation

RFP/RFQ

Schools
Assistant Buyers

[Yolanda Johnson 363-0461](#)

Purchasing Contracts Administrator

[Yvette Smith 363-0462](#)

Support Specialist II

Advertising

Buildings

Construction

Legal Notices

Properties

Contracts

PNC Card

Vendor Management

[Office Services 363-0450](#)

Chris Davis

Mike Shaffar

[Account Payable 363-0450](#)

payable@cpsboe.k12.oh.us

Teresa Campbell 363-0467

LaRita Cornett 363-0709

Tracye Pitts 363-0466

Ty Rice 363-0463

Vacancy 363-0468

Stephanie Wiggins 363-0469

Mary Pat Yager 363-0709

[Bryan Kennedy 363-0368](#)

Fixed Asset Manager

Fixed Asset Management

OFFICE OF PURCHASING



Department Core Services

Core Service: Procurement of Products and Services

- Creation of Purchase Orders
- Oversee usage of supplies and services
 - Price negotiations
- Review and process encumbrances
- Provide training on procurement processes
- Perform vendor site visits
- Manage districtwide mail distribution
- Manage desktop copy/paper accounts
- Customer Services – internal and external vendor

Core Service: Contract Management

- Review proposals and award contracts
- Annual contract reporting
- Monitor certificate of liability/workers compensation
- Contract performance review
- Contract Close-out process
- Electronic contract signatures

Core Service: Vendor Management

- eVas (Electronic Vendor Audit System)
- Pre-registration of vendors
- Review and approval of vendors
- Maintain and update vendor information

Core Service: Request for Proposal (RFP) Management

- Manage bid proposals working within federal and state guidelines
- Assist internal and external customers with drafting of RFPs
- Assist internal and external customers with issue and award of RFPs

Core Service: Management of PNC Accounts

- Assign and maintain PNC credit card accounts
 - Creation of PNC accounts and issuance of PNC cards
 - Credit limit increases
 - Monitoring security breach issues
 - Maintain the process of deletion of an employee district credit card
 - Maintain updating the HR side and PNCActive pay database card process



PREPARING STUDENTS
FOR LIFE



Purchasing Guidelines

Requisition Process

The Purchasing website will provide you with detailed written and video tutorial instructions on how to enter various requisition types, how to perform receiving, difference between standard and blanket PO type, and so much more helpful information. Click [here](#) to access the Purchasing (requisition) website.

Requisition types:

- Non-Catalog requisition is the process of initiating a request for goods or services from a vendor that is not available through Catalog (Punchout) catalog ordering. This type of requisition can either be a standard or blanket PO type. Depending on the type of items or service you are purchasing will determine what PO type is needed. Click [here](#) to view instructions on how to enter a non-catalog requisition.
- Catalog (Punchout) requisition is when the users are directed to a vendor website to search for and order products. This type of requisition will always be considered a standard PO type. Click on the appropriate link to view the [video tutorial](#) or [written instructions](#).
- “Then and Now” requisitions are created whenever the goods or service have been rendered prior to issuance of the purchase order. “Then and Now” requisitions are considered a violation of District policy and should be avoided if at all possible. All “Then and Now” requests require the Treasurer’s approval and may be subject to Board approval. Click [here](#) to view instructions on how to properly code a Then and Now requisition.
 - The Board reserves the right and has the ability to question the purchase which was made without prior encumbrance of funds.
 - The District is not legally obligated to pay for an invoice that does not have an approved purchase order. If someone places an order with a vendor without a purchase order, the district can refuse to honor the invoice and the person placing the order without prior approval could be personally liable for the payment(s).
 - Vendors doing business with the District have been notified not to accept verbal or written orders until Purchase Order has been issued. Vendors delivering goods and/or services without a purchase order as prescribed by State and District policies and procedures, risk delay in payment and in some instances return of the goods.

****To avoid the issuance and rejection of a “Then and Now” requisition, all Principals and Department Heads must:**

1. Plan well in advance of the date that the goods and services are needed; issue and approve requisitions promptly. Allow reasonable time for all approvals and the issuance of the purchase order.

Encumbrance Cancellations Guidelines for Canceling Open Purchase Orders/Requisitions

Running an Encumbrance report on a monthly basis helps ensure money set aside for district purchases are being managed properly.

The guidelines listed below will detail instructions for canceling encumbrances you wish to have removed from your report. Contact your accountant for assistance regarding items you would like to have canceled which do not meet these criteria.

1. Purchase Orders or Requisitions that have an encumbered date of 120 days or sooner generally should not be canceled, unless you obtain prior verifications from your Accountant..
2. Contact the Accounts Payable Department to review items that are listed on the encumbrance report as invoiced but not paid. The items will need to be paid, not canceled.
3. Other items which usually are not canceled within the same fiscal year are as follows: subscriptions, consultants, (unless the requisition has gone through the proper channels to terminate the contract or consultant), admissions, copy clicks, travel, registrations, cell phones, elevator repairs, buses, advertising, maintenance agreements, Duke Energy, and Cincinnati Bell for Auxiliary Services.
4. Items requesting to be canceled should be highlighted with “Close” written next to the PO number. It is necessary for the Encumbrance Report to be signed by the Accountant or Principal.
5. Each month, process and e-mail the signed Encumbrance Report to Encumbrance@cps-k12.org and copy your Accountant. You should run and submit the report even if there are no PO’s to close.

Questions should be directed to the appropriate department, Accounts Payable, Budget, or Purchasing.

Revised 7/2018

2. Notify all school/department employees of this policy, and ensure strict compliance of policy.

PO types:

There are two PO types: (1) A standard PO is billed by quantity or (2) A blanket PO is billed by dollar amount.

- Click [here](#) to see an illustration of the difference between a standard and blanket PO type
 - PNC requisitions are always going to be entered with a blanket PO type. Click [here](#) to view the instructions on how to enter a blanket PNC requisition.

Receiving:

The requisition process is not complete until you complete the receiving process on your purchase order. It is important to promptly receive all items in BusinessPlus when they are delivered to your school or department. Accounts Payable is then able to release invoice for payment and paying invoices on time will keep Cincinnati Public Schools in good standing with vendors.

- Click [here](#) for instructions on how to perform receiving on a blanket PO
- Click [here](#) for instructions on how to perform receiving on a standard PO

Duplicate Shipment:

In the event of a duplicate shipment, please contact the supplier immediately for pick up. If you decide to keep the duplicate shipment, a new requisition will need to be created to pay for the duplicate item.

Click [here](#) to view/download a complete packet of the Procurement Training Guide

Approval Process:

Every requisition is required to go through an approval/verification process before a purchase order is issued. Every requisition requires, at a minimum, the approval of an Accountant, Budget Manager and/or Principal.

- Accountant approval - The Accountant will review the approval history of each requisition to verify initiation and approval by the appropriate personnel for each location. Accountants will verify that there is money available in the fund provided to cover the cost of requested goods or services as well as determine if the purchase is allowed.
- Requisitions that have been approved by the Accountant, will automatically be forwarded to the Budget Manager and/or Principal. In the absence of a particular approver, there are designated backup (secondary) approvers setup.
 - Click [here](#) to view/download instructions on how to approve as the primary approver
 - Click [here](#) to view/download instructions on how to approve as the backup (secondary) approver
 - Quick tips on workflow approving are available [here](#)

Compliance with Ohio Revised Code, Administrative Policies, Board Policies & Audit mandates.

Revised 6/25/18

Process for RFPs through Purchasing

The Board of Education is required to advertise and take formal competitive bids for buildings, repairs, enlargements, or improvements, when the cost of which will exceed one hundred thousand dollars (\$100,000). The supporting procedures are designed to preserve the integrity of public contracts and are strictly construed and enforced by the courts. The legislative intent of competitive bidding is to provide for open and honest competition in bidding for public contracts and to prevent favoritism or fraud.

1. What must be formally bid? Some examples of what must be bid are:
 - a. a new school building
 - b. a new roof on a school building
 - c. telephone systems
 - d. office equipment
 - e. computer hardware and software that is used for other than instructional purposes

2. When is a formal bid not required? Some examples of items not requiring competitive bidding:
 - a. educational materials used in teaching
 - b. energy conservation (through an installment payment contract)
 - c. computer software and hardware for instructional purposes
 - d. when concerns exist for the security or protection of school property
 - e. services

3. Project cannot be done “piecemeal” to avoid the dollar limitation. Purchasing of materials alone for a project and having employees of the District supply the labor, is also prohibited.
 1. Under \$25,000 (Informal Bid)
 - a. Provide Purchasing at least 5 working days prior notification before any action to take place
 - b. Does not have to be posted to the CPS Website/Legal Advertisement
 - c. Can use pre-approved/selected vendors but have to have at least three (3)
 - d. Scope of work must be submitted with request
 - e. Bid Form submitted with pertinent items provided
 - i. Project Description
 - ii. Estimated Cost and any contingency costs
 - iii. If Q&A’s are to be received, who to send to, name, e-mail, and the date they are to be received
 - iv. Cost Structure of how bids are to be received
 - v. Pre-Bid Walk through or Pre-bid Meeting date, time and location
 - vi. Due date of Bid, all are due at noon of the specified date.
 - vii. Contact Information of pertinent personnel, ex: Project Manager, etc.
 - f. Does not require a bid reading but if requested needs to be noted in the bid form

2. Over \$25,000K (Formal Bid)
 - a. Provide Purchasing at least 10 working days prior notification before any action is to take place. The more notification you can give Purchasing, the better.
 - b. Needs to be posted to the CPS Website and posted to the Enquirer as a legal advertisement.
 - c. Scope of work must be submitted with request along with any additional documents required.
 - d. Bid Form submitted with pertinent items provided:
 - i. Project Description
 - ii. Estimated Cost and any contingency costs.
 - iii. If Q&A's are to be received, who to send them to name, e-mail, and the date they are to be received by.
 - iv. Cost Structure of how bids are to be received
 - v. Pre-Bid Walk through or Pre-bid Meeting date, time and location
 - vi. Due date of Bid, all are due at noon of the specified date.
 - vii. Contact Information of pertinent personnel, ex: Project Manager, etc.
3. If required/requested, bid reading needs to be noted in the bid form. If no bidders show up on day of bid close, the bids will not be read.

RFP Code of Conduct

It is important to maintain the highest degree of honesty and integrity when publishing and awarding an RFP. The district, and its employees, must follow these practices:

- Refrain from showing favoritism to, or being influenced by suppliers through the acceptance of gifts, gratuities, loans, meals, entertainment, or favors.
- Protect and safeguard supplier confidentiality to the extent as governed by law.
- Refrain from requiring suppliers to pay a fee to be included on an approved or preferred supplier list.
- Refrain from requesting suppliers to donate goods or services to the district.
- Select suppliers based on appropriate and fair selection criteria and scoring as defined in the RFP.
- Discourage the arbitrary or unfair use of purchasing leverage or influence when dealing with suppliers.
- Treat all bidders and/or suppliers fairly and equally. This includes allowing an RFP to be open to receive bids during the same allotted time period and responding to all bidders with the same information and responses to questions.
- Avoid any private or professional activity that would create a conflict of interest or the appearance of impropriety.
- Avoid engaging in personal business with any supplier representative or similar person.
- Avoid any monetary transactions with a bidder or supplier.
- Avoid all potential opportunities for nepotism.

Ethics in business transactions is expected not only of all employees of the district, but also of its suppliers. Any bidder or supplier found to perform inappropriately or wrongfully will be disqualified or not considered for award of a contract.

7/26/2019

Board Approval for Contracts

Board approval is required for all contracts including any amendments \$25,000 or greater.

Contracts for \$10,000 to \$24,999 are submitted For Board Information.

Treasurer's approval is not required for Contracts that are \$9,999 and less.

All Contracts must still be signed by the Treasurer.

All contracts should be entered into the Contract Module.

Late Requests: If a contract is being submitted as a late request, a written explanation from the sponsor of the contract is required. Please attach to the contract.

Hazardous Materials Safety Data Sheets

Per OSHA standard 29 CFR 1910.1200 (Hazard Communications), manufacturers or importers of materials are required to supply Cincinnati Public Schools with Safety Data Sheets (SDS) for hazardous materials. Hazardous materials are materials which are considered hazardous or contain hazardous ingredients, as specified under the standard. The Safety Data Sheets (SDS) are to be shipped along with the first shipment of material, and when any updates occur thereafter. The SDS will be clearly identified as to what it is. The current SDS must be maintained at the location where the materials are stored or utilized and be available in an area which can be accessed by employees and the public.

These regulations will apply to science supplies; custodial supplies; office supplies toners and inks for copiers, faxes, printers; and all other chemicals such as paint, paint thinners, etc.

Any questions please contact the Office of Environmental Health & Safety at (513) 363-0107.

Reviewed 06/2018 Cynthia Erghbalnia

Minority Business Opportunities for Goods and Services

The Cincinnati Public School District purchases a wide variety of services, materials and equipment. Our district is undertaking efforts to expand our contracting opportunities to include minority business enterprises, such as female-owned, minority-owned, and small business vendors.

Request for Proposals (RFP's), Request for Quotes (RFQ's), and other bid documents should include the following statement:

If Vendor has operations (production, sales, administrative) physically located in the City of Cincinnati, then the Vendor should develop procurement and contracting strategies aimed at supporting the District's Supplier Diversity Development Program. Strategies shall include sourcing methods, goals, reporting and efforts to encourage local, small disadvantaged and minority business partnerships. Vendor shall use its best efforts to use such Business Enterprises.

Vendor Registration

Process for Requesting a New Vendor

1. Prior to completing a new vendor request form, please contact the Purchasing Department via email at nvendor@cpsboe.k12.oh.us to inquire whether or not the type(s) of vendor you need already exist within the system. (This will help to eliminate multiple vendors that provide the same goods/services)
 - a. If there is a vendor that provides the goods/services that you are requesting, then a list of potential vendors will be provided for you.
2. If the type of vendor you need is not available then follow the next steps:
 - a. Go to mycps.cps-k12.org
 - i. Select Departments
 1. Under the Treasurers heading select "Purchasing"
 - a. Under the Purchasing tab select "Vendors"
 - i. Select the "**New Vendor Request Form**"
 - ii. Complete the form and e-mail it to nvendor@cpsboe.k12.oh.us .
 - iii. Forward a blank copy of the "**Supplier Form**" and a "**W-9 Form**" to your preferred vendor to complete and return to nvendor@cpsboe.k12.oh.us.
3. Once both the supplier form and new vendor request form are received by the Purchasing Department, each form will be reviewed for approval.
4. A notification e-mail will be sent out to both the internal requestor and the vendor stating approval/denial status.

5. If approved, the Purchasing Department will send an e-mail including an attachment which will give detailed registration information for the vendor to register online.

Contract Vendors and Preferred Vendors

A “Contract Vendor” is a vendor who has bid and been awarded a contract for a specific service/commodity that the Purchasing Department has advertised as an RFP. The criteria for a contract vendor are the same for a preferred vendor. Some differences are that with a contract vendor we have agreed upon terms and conditions, discounted pricing, and no S&H charges; whereas with the preferred vendor, we may not.

For the Cincinnati Public Schools, the Purchasing Department is developing supplier partnerships in all categories that will benefit from improved cost-control techniques.

In an effort to reduce the supplier base in certain applicable categories, we have adopted the term “Preferred Vendors” for the select supplier partnerships. A Preferred Vendor demonstrates the capacity to provide continuous improvements in service, useful management information, flexible customer service to meet the changing purchasing needs of the District, and a willingness to partner with CPS Purchasing in technical support and advanced business practices.

The criteria for a supplier to qualify as a Preferred Vendor, is to be able to provide the best:

- Product or Service
- Price
- Quality
- Delivery
- Customer Service to the Cincinnati Public Schools

Revised 10/2015

Contract Vendor and Preferred Vendors

Vendor Name	Vendor ID	E-mail Address	Services
PURCHASING CONTRACT VENDORS			
ACE Products	200037	aceproducts@gmail.com	Punch-out Vendor Office/Instructions / First Aid/School Specialty
School Specialty		Items must be ordered through Ace Products	
Amazon	301591	Contact Amazon Business Customer Service for assistance at 888-281-3847	Punch-out vendor
Lakeshore Learning Materials	200968	ARPayments@lakeshorelearning.com	Punch-out vendor Specialty Instructional Material
Office Services	900006	offserv@cps-k12.org	Printing and Binding Services
PowerSchool / BusinessPlus			Financial / HR / Payroll
ProSource	201983	custservice@totalprosource.com	Copier Equipment / Toner / Staples
Reliable Products and Services (RPS)	201444	purchaseorders@RPSOhio.com	Punch-out Vendor Office/Instructional / First Aid/Grainger
SC Strategic Solutions	202112	lhanchin@scview.com	Document archives and storage
United Mail	201960	ybrooks@united-mail.com	District Mail Services
PURCHASING PREFERRED VENDORS			
Blick Art Materials	200447	orders@dickblick.com (Quote required unless ordered through RPS)	Art Supplies and Materials
Charger Press Inc	200283	chargerpressinc@fuse.net (Orders per Price List)	Letterhead / Envelopes / Student Curriculum Folders
Remke Market	201447	janet@remkes.com (Blanket orders only)	Groceries

ITM PREFERRED HARDWARE VENDORS			
Apple, Inc.	200115	Contact ITM Device Management for Quote	Desktop Computers / Laptops / Tablets
CDW Government	201970	Contact ITM Device Management for Quote	Occasional Use by Schools / ITM
Cincinnati Bell Technology Services (CBTS)	200306	Contact ITM Device Management for Quote	Desktop Computers / Laptops / Monitors / Tablets
Hewlett Packard Financial Services	200737	ITM USE ONLY	Leasing
Ideum	205617	Contact ITM Device Management for Quote	Coffee Table PCs
Lenovo (United States)	206408	Contact ITM Device Management for Quote	Laptops
Microsoft Corporation	203865	Contact ITM Device Management for Quote	Occasional Use by ITM Dept. Only
NOR-COM	201234	Contact Jerry Roberts or Steve Kimball for Quote	Ipevo Ziggi Document Camera
NOR-COM	201234	Contact Jerry Roberts or Steve Kimball for Quote	NEC Projector
NOR-COM	201234	Contact Jerry Roberts or Steve Kimball for Quote	Ebeam Interactive Whiteboard
Polar 3D LLC	207049	Contact ITM Device Management for Quote	3D Printers
ProSource	201983	Contact ITM Device Management for Quote	Printers / Scanners / Poster Printers
Sharp	201536	Contact Jerry Roberts or Steve Kimball for Quote	Sharp Aquos Board

Revised 7/2018

Best Buy Ordering Process

Visit a Best Buy store or visit the Best Buy website to obtain item numbers, brand and model.

Contact Rick Edlund, Senior Acct. Manager, Northeast Region – Best Buy Government & Education – Phone: (612) 292-0363, or by e-mail at rick.edlund@bestbuy.com to obtain quote.

You must contact Rick before you create your requisition.

Enter an online requisition into the Procurement System, and reference the quote number on the description line with the item. Make sure you include shipping and handling on the requisition.

The Purchasing Department will e-mail a copy of the PO to Rick Edlund. Rick is not able to process an order unless he has a signed (authorized) PO. Once the PO has been processed, Rick will give the requester the option of a store pick-up or to ship the product directly to the school.

Benefits:

- Streamlines the accounting process by ensuring PO matches the quoted price.
- Ensures educational discounts and tax exemption
- School/Department will save time working through Rick Edlund as he is able to locate inventory
- Sole point of contact for personal service
- Corporate preferred pricing, which ranges from 0%-30% off retail price, depending on item
Contact Rick Edlund for specific pricing which changes weekly

Visit www.bestbuy.com or www.bestbuybusiness.com to research interested items.

Rick Edlund, Senior Acct. Manager, Northeast Region - Best Buy Gov. & Education -Phone: 612-292-0363 Fax: 952-430-1115 - rick.edlund@bestbuy.com

Revised 08/2014

Ordering Through Home Depot or Lowes

- 1) Visit a Home Depot or Lowes location to obtain a quote. The quote needs to include the date, product description, pricing, part or SKU/part numbers, and shipping or delivery costs. Keep in mind that the quote is only valid for two (2) weeks.
- 2) Enter your requisition as soon as possible in Business Plus referencing the quote in the description of the line item and in the notes; attach a copy of the quote as an EXTERNAL DOCUMENT; and enter req code "CK" in Box 5 to process as a CMAO.
- 3) Once the requisition has gone through the approval process, the Purchasing Department will create a PO and the CMAO request. Note that the approval process and the creation of the purchase order must be completed within the two-week period. Otherwise, the pricing may change and the PO will be invalid.
- 4) Once the CMAO is processed, the check and a copy of the PO will be available for pick-up at the Treasury Department Front Desk on the 2nd floor of the Ed Center. Requests must be processed before 4:30 pm on Wednesday for that week's check run. The check will be available for pickup after 3:30 pm EST on Friday.
- 5) It is recommended that the teacher or the department person hand carry the check and PO to the store to pick up the items or to schedule the delivery.

If you have any questions, contact the Purchasing Department at 363-0460.

Revised 10/2018

Remke Markets, Inc.

Remke is the ONLY grocery chain currently accepting CPS' purchase orders!

Grocery items may be purchased at Remke stores through the BusinessPlus requisition process:

1. Schools/Departments create a blanket PO in BusinessPlus.
2. The school cashier prints a copy of the PO for the Activity Sponsor (the sponsor should take a copy of the PO to Remke for checkout). Remember **NO PO -- NO SHOPPING** at Remke.
 - a. Only one PO can be used for each shopping trip. You cannot use half of the funds on one shopping trip and then use the other half on another shopping trip. A separate requisition will need to be created for each different shopping day at Remke.
3. As a condition of receiving the PO from the School Cashier, it is agreed that the Activity Sponsor must submit an itemized register tape to the School Cashier by the end of the next business day (or assume liability for payment of the purchase amount). *The School Cashier must submit the signed itemized register tapes, along with a copy of the purchase order to Accounts Payable department.*

Remke Markets Locations:

- Remke Buttermilk Towne Center, 560 Clock Tower Way, Crescent Springs, KY 41017
- Remke Harrison, 10501 New Haven Rd, Harrison, OH 45030
- Remke Hyde Park, 3872 Paxton Ave, Cincinnati, OH 45209
- Remke Taylor Mill, 5016 Old Taylor Mill Rd, Taylor Mill, KY 41015
- Remke Turfway, 6920 Burlington Pike, Florence, KY 41042
- Remke Turkeyfoot, 3960 Turkeyfoot Rd, Erlanger, KY 41018

Note: Gift cards cannot be purchased at Remke Markets

Revised 7/2019 dr

Audio Visual Equipment/Projection Lamps / Vendors

Equipment repair pick-up and delivery If audio visual equipment is in need of repair or maintenance contact Nor-Com Sound and Video, contact information below. You will need to coordinate pickup and delivery of items in need of repair or maintenance.

Nor-Com Sound & Video Service Manager: Mike McNulty
2126 Petersburg Rd. E-Mail: norcom@nor_com.com
Hebron, KY 41048 Website: www.Nor-com.com
Phone: 859-689-7451
Fax: 859-689-7483

Tri-state Audio Visual Company is recommended for the purchase of audio visual equipment such as project bulbs and for the maintenance agreements for laminators. There are no shipping charges.

Tri State Audio Visual Company Customer Service Rep: Bruce Bock
2901 Glendora Ave E-Mail : Bruce.bock@tristateav.com
Cincinnati, OH 45219 Website: www.tristateav.com
Phone: 513.281.7500
Fax: 513.281.7539

Overhead Projectors: If an overhead projector is needed and/or there is a need to purchase a new one, have your plant operator put through a work order. If there are surplus projectors available, one will be sent to your location from one of the District's closed and/or swing place schools. If there are none available, you will be given directions to obtain one.

Revised 8/2012

Trade Books from Local Bookstores

The Purchasing Department has established a preferred supplier program with several local bookstores for teachers who wish to see books before ordering. The following suppliers will give the teacher a list of discounted prices for each book and hold the books until the Purchase Order is processed. A note should be added to the requisition stating that the order will be picked up.

The preferred local bookstores are:

<u>VENDOR</u>	<u>CONTACT</u>	<u>ADDRESS</u>	<u>ZIP CODE</u>	<u>PHONE NUMBER</u>	<u>DISCOUNT</u>
Blue Manatee Literacy Project	Aicia Lemar	3094 Madison Rd	45209	513-731-2665	20%
Blue Marble Children's Bookstore	Peter Moore & Dave Richardson	1356 S. Fort Thomas Ave Fort Thomas, KY	41075	859-781-0602	25%
Joseph-Beth Booksellers	Cori Smith	2692 Madison Rd	45208	513-412-5700 ext. 1131	30%

Revised 06/2018

Textbooks Buy-Back

When it's determined books will no longer be needed:

1. Contact Curriculum Office at (513) 363-0200 and provide.
 - a. School name
 - b. Contact person
 - c. Phone number
 - d. Approximate number of books

2. School should inventory and organize books for distribution. School staff consolidates and prepares books for evaluation.

Curriculum will set up a time for vendor to evaluate books. The vendor will review books being discarded, and one of the following determinations are made:

- a. If any of the books can be resold, the district will receive a check for the books.
- b. Use of books may have a need at other schools.
- c. Books may get distributed to non profit organization.
- d. Book may get recycled.

Current Preferred Book Vendor: Follett School Solutions

Sales Rep: Samuel Clayborne 800-621-4272 ext. 46812

E-mail: sclayborne@follett.com

Discarding Library Books/Textbooks

The School/Librarian must decide which library books will no longer be retained in the Library and these books must be declared surplus by the school principal. Please follow the steps below when discarding Library books.

1. Every effort should be made to notify other CPS schools, satellite schools and programs of the availability of the surplus books.
2. Books not claimed by another school must be boxed (in manageable size boxes) and a work order created.
3. The work order must indicate quantity of books and the number of boxes being picked up. The work order must be signed by the Principal which serves as the declaration of surplus and authorizes the facilities department to dispose of the books.
4. The school/department is responsible for the storing of the books until a pickup is scheduled.
5. School/Department must provide funding source to facilities to pay for pick-up of books.

Admissions for Field Trips

1. Call the vendor and make all arrangements for the field trip and or admissions, **at least 30 days prior to a trip.**

2. Complete an online requisition at least 30 days prior to the field trip with the following information:
 - q Name of destination (Cincinnati Zoo, Sunrock Farm, etc.)
 - q Date of trip
 - q Maximum number of students & cost per student
 - q Maximum number of adults & cost per adult
 - q Maximum number of teachers & cost per teacher
 - q Name of teacher in charge of trip
 - q Indicate if Vendor requires a deposit in “Note” tab.
 - q Attach any quotes or confirmations to the requisition

3. When the requisition is approved a purchase order will be created and emailed to the vendor. The Activity Sponsor/Teacher in charge will take a copy of the purchase order on Field Trip.

Remember, we cannot pay the admission for children of chaperones.

Online information:

When entering requisitions online, please follow the format listed below:

Description	Qty	Price
Trip date, School name, admissions for students/adults/teachers to (Name of destination) Teacher in charge name	25	\$3.50
EXAMPLE:		
9/1/09 Westwood, admissions for students to Newport Aquarium, Pat Smith	22	\$5.00

9/1/09 Westwood, admissions 2 \$11.50
for adults to Newport
Aquarium, Pat Smith

Complete a requisition in BusinessPLUS.

Deadlines: All requisitions need to be completed by the end of the fiscal year.
The Treasurer Office determines the deadline.

Monitoring Plan: The Purchasing Department monitors Admission and Field Trip Process.
If any changes are needed they will be addressed.

Field Trip and Athletic Bus Procedures

Please follow these procedures for ordering transportation for Athletic Department and field trips. **Please read all of the information carefully, as the form and some of the information, has been revised.**

There is a Dedicated Fleet consisting of ten (10) buses. The Dedicated fleet is an asset to the District and to each school or program in the District. Without these buses, there would not be a middle school athletic program. So we ask that you please **use the Dedicated fleet first** and if there are no Dedicated buses available and First Student Transportation cannot confirm a Charter bus for you, contact Peterman, Paul's Bus Service, or Ayers Queen City Transportation.

****We cannot stress the importance of securing your dedicated buses well in advance of the trip as possible.**

The sooner you request, the better your chances are in securing a dedicated bus for your trip.

If you have any questions regarding the attached procedures, please feel free to call the Purchasing Department (363-0460) or Athletics Department (363-0411).

We have redesigned the Bus Request/Confirmation form to hopefully make it easier to use when requesting buses. Click [Here](#) to view the **Revised Bus Request/Confirmation Form** or see attached form on next page. Important points to remember:

- **Use Dedicated Fleet first!** If not available, the Athletics Department will inform you on your completed confirmation form.
- **The Athletics Office handles the Dedicated Fleet only and will not be involved with securing Charter buses.** The securing of Charter buses, if Dedicated Buses are not available, will be the school's responsibility.
- **An on-line requisition is required for ALL buses.**
- The Charter transportation providers do not consider the trip confirmed until they receive a Purchase Order Number and all proper attachments. **No P.O. – No Bus!**
- The authorized transportation providers are listed in this section. These providers have been certified by the Transportation Department and the State of Ohio. The safety of our students is very important to us.

Art Bus

If you have any questions in reference to Art Bus, please contact Artlinks at 513-562-3031 or via e-mail artlinks@cpsboe.k12.oh.us . If you have questions regarding CPS requirements/compliance for buses or the Ohio State Law, please contact the Transportation Department at 363-0343. For any legal issues, contact General Counsel at 363-0113.

Charter Coach Vehicles

(1.) The Vehicle: Ohio Regulations allow the use of non - school buses, i.e. passenger cars, sedans or small vans if they were designed for 9 passengers or less. This excludes large cargo vans that typically seat over 9 passengers. It is not how many students are in the vehicle but how many it was manufactured to accommodate. (2.) The Driver: Must be at least 21 years old and have a valid driver's license. Have a driving record with no more than 8 points and/or no 6 point convictions within the last 24 months. (3.) A satisfactory report from the State Bureau of Criminal identification and investigation within the last 6 years. (4.) Must be physically qualified to operate a motor vehicle with completed State of Ohio pre-service training program - minimum 4 hour course. (5.) Must have approved driver's certificate from the Ohio Department of Education.

***** ORGANIZATIONS CANNOT CONTRACT THE BUSES FOR CPS CHILDREN
THIS MUST BE PROCESSED THROUGH A REQUISITION PER SCHOOL,**

ODE Pupil Transportation Rules & Regulations And Vehicle Regulations

Please contact the Transportation Department for information on transporting students in vans or buses for out of state trips. They will direct you in accordance to insurance, rules and regulations established for Cincinnati Public School students.

Loren Johnson Director of Transportation 363-0343
 Pamela Williams Transportation Operations Supervisor 363-0327

Bus Company Information

Always contact “**First Student**” first for your trips and if they cannot provide service, then contact **Queen City Transportation.**

For transportation question pertaining to school routes for CPS students, contact the Transportation Department at (513) 363-0330. The CPS Transportation fax number is (513) 363-0325.

For information regarding the [Art Bus Program](#), contact Art Links at (513) 562-3031 or email artlinks@cps-k12.org .

Address: 700 W. Pete Rose Way, Lobby C/D, Cincinnati, OH 45203

Hours of operation: Tuesday, Wednesday, and Thursday 9:00 am - 3:00 pm

<u>Vendor Name / Vendor #</u>	<u>Address</u>	<u>Contact Person - Phone #</u>	<u>Emergency #</u>	<u>Fax #</u>	<u>Cancellation Policy</u>
Cavalier Coach Corporation / 200263	P. O. Box 248 Summit Station, OH 43073	(888) 299-6101	Located in Cleveland, OH	(740) 927-7975	Coach Bus Co.
Charter Bus Service / 200286	1053 Ebenezer Rd Cincinnati, OH 45233	(513) 941-8700	Located on Ebenezer Rd. in Cinti, OH	(513) 941-2498	Coach Bus Co.
Croswell Tours / 200403	975 W Main St Williamsburg, OH 45176	(513) 724-2206	Located in Williamsburg, OH	(513) 724-3261	Coach Bus Co.
Executive	1810 Monmouth St	(859) 261-8841	jfoster@executivetrans.com	(859) 261-	24 hour notice – no

Charter / 206805	Newport, KY 41071		sportation.org bhussong@executivetransportation.org	8485	fee. Less than 24 hours - \$25.00. Bus canceled upon arrival – full price
Finest Transportation / 200570	22252 Ensenada Way Boca Raton, FL 33433	(561) 477-6222		(561) 488-0190	
First Student / 200573	600 Vine St, Ste 1400 Cincinnati, OH 45202	(513) 761-6100	(513) 325-8323	(513) 275-4163	Athletic trips- canceled less than 2 hours before the pick-up time – min. \$125.00. After arrival \$125.00 up to full price will be charged
L & L Charters / 203003	999 Maycliffe PL Cincinnati, OH 45230	(513) 300-1287			
Lakefront Lines / 200967	4991 Factory Dr Fairfield, OH 45014	(513) 829-8290	Located in Fairview, OH	(513) 829-7049	Coach Bus Co.
Peterman Bus LLC / 203443	8041 Hosbrook Rd, Ste 330 Cincinnati, OH 45236	(513) 351-7383	phazelton@petermanbus.com	(513) 458-2341	Request Cancellation fee per trip
Queen City Transportation / 200944	1053 Ebenezer Rd Cincinnati, OH 45233	(513) 941-3232	(513) 941-8700	(513) 941-3421	
SORTA / 201941	602 Main St, Ste 1100 Cincinnati, OH 45202-2549	(513) 632-7575			
Travel America. / 201955	13121 Walton Verona Rd Walton, KY 41094	Approved Motor Coach TOUR Company.. call for info: 859-493-5100	Bob@TravelAmTours.com	(859) 493-5333	This co. has been in business for a very long time & has been approved by CPS transportation dept.
Urban Express Charter / 201778	1640 East Fifth Ave Columbus, OH 43219	(614)253-7000		(614) 253-3010	

Please note: The exception to all cancellation requirements is inclement weather as declared by Cincinnati Public Schools. If there are no yellow buses due to bad weather, there will be no field trip buses and no middle school athletic buses. Buses for high school athletics are at the discretion of the bus company.

Revised 07/2019

1-RIDE TICKETS FOR THE METRO BUS

General Information:

- Please plan ahead. 1-Ride tickets may take 2-3 weeks from date of PO to be delivered to you
- **SORTA** sells **1-Ride tickets** to CPS at a reduced rate of \$125.00 (packet)
- **1-Ride Tickets** must be ordered by the packet – no increments. There are 100 tickets in a packet.
- A requisition must be done to order **1-Ride Tickets** from **SORTA**.
- Once the requisition has been processed into a purchase order, the purchase order along with a check will be taken to **SORTA** by CPS Courier. The Courier will deliver them to the school or department. **The CPS Courier is the only person authorized to pick up and deliver 1-Ride Tickets.** He will also request a signature as proof of delivery from the person to whom the tickets are delivered.

Revised 08/2015

CPS Technical Support Information and Technology Management

Audiovisual/Phone

For **Audio/Visual (AV) help**: such as help with projectors, speakers, desk phones, please call **513-363-0780**.

Press 1 For: Any problems related to audiovisual equipment:

- Projectors/bulb replacement
- Classroom sound reinforcement
- Television/cable TV
- Microphones/cables
- Cables/VGA/audio/HDMI
- DVD/VCR
- Document camera and smart board

Press 2 For: Any problems related to telephones (LAN lines) and Fax machines:

- Reset voicemail password
- Name change
- Out of service, repairs
- Caller ID/ # incorrect
- Equipment request
- Training
- No dial tone and/or not able to send/receive faxes

Press 3 For: Any problems related to the Lobbyguard:

- Noisy Fan
- Won't come on
- Error codes

District Cell Phones – AT&T Services, Inc.

Any problems related to the district cell phone contact: Garrett Gauntner

Mobility Solutions Account Manager – Govt./Higher Education

Work – 614-787-3025

Fax – 847-326-3297

Garrett.gauntner@att.com

- Broken cellphone
- New setup
- Reception issues
- Stolen/lost phone
- Equipment request

- Data issue
- General information

Software Support

Phone -- 513-363-0390, option 1 – anyone can call

Any problems related to the following:

- Login or password issues for these programs: Groupwise, Dashboard, PowerSchool, Powerteacher, The Source, SEAS, HR Portal, Cognos, Trackit, and Blackboard
- PowerSchool software usage questions including reports, processes, policies and procedures

Hardware and Network Support

Phone -- 513-363-0390, option 2 – anyone can call

Any problems related to the following:

- Printer/copier problems and repairs including not being able to print, printer installation, setting default printer, broken tray/drawer, constant paper jams, and/or general information. Please have the following ready when you call (a) Prosource equipment ID number, (b) printer model, and (c) location
- Toner orders
- Mac/Apple computer issues
- Student Logins or student computer issues
- Novell network login issues including password changes or tree or server errors
- Blocked web pages

Self Service Tickets – Self Serve Trackit

To be entered by office clerical staff

Any problems related to transportation:

- Routing problems
- Late buses
- Driver issues

Any problems related to Student Computers (Tech Coordinators may also call):

Broken student computers and computer components (mouse, keyboard, monitor)

Log in or other software related problems

Any problems related to Safe Routes to School:

- Safety
- Education
- Recruitment
- Enforcement
- Evaluation

CPS Technology Standards

Click [here](#) to view the Cincinnati Public Schools Standard Computer Equipment and Audio Visual items. These items are preferred by the district, and should be ordered through the Financial System ordering process.

Revised 12/2015

Delivery and Mail Service

United Mail is used for: all first class and bulk rate mail, small parcels for US mail, interoffice mail, interdepartmental movement of small packages, large mailings requiring letter shop services or special handling. **Do Not** use for personal mail, moving or storage of large, heavy, or numerous boxes; unboxed bulky, long or large objects.

United Mail, Inc	REP: Robb Sartori
1221 Harrison Ave	E-mail: rsartorie@united-mail.com
Cincinnati, OH 45214	Phone: 242-2100 Fax: 482-7425

CPS Facilities Dept is used for: moving quantities of boxes, records, equipment, and/or objects from school to school. A “work request” must be submitted by the Plant Operator to initiate these services.(Exception: “surplus” books.

CPS, FACILITIES DEPT. PHONE: 363-0777
2315 Iowa Street - Cincinnati, OH 45206

Mail Guidelines

United Mail, Inc. is under contract to provide mailroom management and courier services for CPS. **Personal mail is not permitted.** To avoid problems with mail delivery please note:

Standard Mail Turnaround Times

1st Class	United Mail	Same Day (Delivered to US Post Office)
	US Post Office	1 to 2 Days Local 3 to 5 Days National
Bulk Mail	United Mail	2 to 3 Days (Call to Schedule. Delivered to US Post Office)
	US Post Office	Up to 5 Days Local

- All interoffice mail sent to the Education Center must include the department name. If the department name is missing, the delivery of the parcel can be delayed.

- For any issues or concerns, please notify the Purchasing Department at phone #363-0460 or via e-mail at Purchasing_Department@cpsboe.k12.oh.us so that it can be tracked and permanently resolved.
- Relocations of people and programs around the district is the responsibility of the CPS Facilities Department.
- Teachers are responsible for moving their own personal belongings.
- Dropping mail at United Mail's location is **not** permitted. Due to liability issues for both United Mail and the District, please, allow **only** United Mail personnel to pick up/drop off all mail.

Revised 07/2018

ASSET MANAGEMENT

Property Classifications

Equipment

Tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000. 2 C.F.R. § 200.33.

Supplies

All tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. § 200.94.

Computing Devices

Machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. § 200.20.

Tracked Assets

Tangible or intangible assets used in operations having a useful life of more than one year which are controlled and maintained by the district with a per unit cost of \$200 or more.

Capital Assets

Tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:

- Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
- Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. § 200.12.

Inventory Procedures

Inventory Records & Property Control

The Treasurer shall ensure that the fixed-asset accounting system is maintained and updated monthly. Assets acquired during the year shall be recorded as an expenditure against the appropriate capital expenditure account, to be used for financial reporting purposes

To maintain control over District property, the Treasurer, in cooperation with the Purchasing Department, has developed procedures to accurately track the purchase, transfer, disposal and reporting of fixed assets. The school administrator is responsible for assets in school buildings, and department managers are responsible for assets located in departments. The disposal or relocation of a fixed asset shall be reported to the Fixed Asset Specialist and recorded in the fixed asset accounting system in a timely manner.

The Fixed Asset Specialist shall record the following information for items maintained in the fixed asset accounting system:

- Asset Identification Number
- Description
- Inventory tag, if applicable
- Asset Classification Codes
- Location
- Vendor
- Funding Source (GL Account Code Stream)
- Original Cost, if not practicably determinable, estimate fair market value at time of acquisition
- In Service Date
- Estimated Useful Life
- Accumulated Depreciation
- Condition

Depreciation

Depreciation is computed using the straight-line method, monthly convention, over the estimated useful life of the asset as defined per recorded asset classifications. The annual depreciation is calculated by taking the historical cost, less any residual value, and dividing by the estimated life in months. Depreciation will be calculated and recorded at the end of each month in the fixed asset accounting system. The Treasurer has defined useful lives according to the following classifications:

Asset Classifications:

<u>Asset Type</u>	<u>Defined Useful Asset Life</u>
Land	Not Depreciated
Land Improvements	10-30 Years
Buildings & Building Improvements	7 – 45 Years
Furniture, Fixtures & Equipment	5 – 7 Years
Artwork	Not Depreciated
Vehicles	5 Years
Construction-in Progress (CIP)	Not Depreciated

Land - Land is the surface of the earth, which can be used to support structures, and may be used to grow grass, shrubs, and trees. Land is characterized as having an unlimited life. Donated land should be treated like other donated assets. Site improvements (other than buildings) that prepare land for its intended use are added to the cost of the land.

Land Improvements - Land improvements are assets, other than buildings, which are built, installed, or established to enhance the quality or facilitate the use of land for a particular purpose.

Buildings - A building is a structure that is permanently attached to the land, has a roof, is partially or completely enclosed by walls, and is not intended to be transportable or moveable.

Building Improvements - Building improvements are capital events that materially extend the useful life of a building, increase the value of a building, or both. A building improvement should be capitalized if the improvement is at the capitalization threshold. For a replacement to be capitalized, it must be a part of a major repair or rehabilitation project, which increases the value, and/or useful life of the building. A replacement may also be capitalized if the new item/part is of significantly improved quality and higher value compared to the old item/part. Replacement or restoration to original utility level will not be capitalized. Determinations must be made on a case-by-case basis.

Furniture Fixtures & Equipment - This includes all district owned Machinery, Tools, Kitchen, Custodial Science & Engineering, Furniture & Accessories, Copiers, Communication, Computer Hardware & Software, Audio Visual, Athletic, Musical, Contractors and/or Grounds equipment.

Construction-In-Progress (CIP) - Includes the economic construction activity status of buildings and other structures, infrastructure, additions, alterations, reconstruction, installation, and maintenance & repairs, which are substantially incomplete. (CIP) should be capitalized to the appropriate capital asset class upon completion, occupancy, or at the time when the asset is placed

into service. All Interest incurred during the construction-in- progress phase are included as part of the historical cost of these capitalized assets.

Asset Tagging

Controllable Assets require tagging because they can be easily pilfered. The majority of these assets are technical equipment and are used in the classroom for instructional purposes. These items are subject to annual inventory checks for compliance. Examples include: computer equipment (laptops, notebooks, printers, scanners, interactive learning tools, whiteboards,I-Pads, I-Pods) and audio/visual equipment like (digital cameras, DVD's, overhead/mounted projectors, and remote control units).

Scannable barcoded asset tags will be provided for tracking assets with per-unit acquisition cost of \$200 and up, whenever possible. However, some assets are not easily tagged while the use of other assets causes the tag to fall off or become lost. For those assets. the asset manufacturer's serial number and the model number will be utilized in the fixed asset accounting system for tracking and identification of the asset. All other assets shall be tagged with a CPS "Fixed Asset Barcode" tag.

- To assist in inventory and identifying fixed assets, property control tags are to be affixed onto all assets in a uniform manner. Tags should be placed on the front main body of the asset and should be clearly visible and in a location that is not subject to disturbance or dislocation. Tags may ONLY be placed in a different location when there is not enough front area for the placement of the tag

Questions about Fixed Assets procedures contact the Purchasing Department.

Revised 8/2015

Controllable Fixed Assets Inventory Tagging and Tracking Steps for Requisitioner and School/Department Designees

The following vendors will tag assets at their facilities for items ordered pertaining to computer equipment: American Sound & Electronics, CBTS, Norcom, ProSource, and Wise Way. (No Charge)

All other vendors and equipment will require the requisitioner to follow the process below:

- a. Receive asset tags from the assigned Buyer, tracked by Google Drive software, for equipment which has been identified for tagging from the Purchase Order. A Groupwise e-mail will be sent containing the Asset Property Tracking Log spreadsheet and the Google Drive instructions attached.
- b. Confirm the right amount of tags have been issued and received for all equipment identified for tagging for the Purchase Order. All tags should be the white "Property of Cincinnati Public Schools" barcoded tag which shows CPS-XXXXXX, a six-digit number.
- c. Send an e-mail message to inform the assigned Buyer that the tags have been received and who the tags were given for placement on the equipment. Note that person on the Assets Property Tracking spreadsheet.
- d. School/Building designee for tagging equipment is responsible for updating the Asset Property Tracking spreadsheet, in Google Drive, with any of the following unidentified asset information:
 - Tag Number Placed on Asset
 - Description

- CPS Building/Location
- CPS Floor
- Fiscal Year Asset Purchased
- Cost per unit
- Manufacturer
- Model Number
- Serial Number
- Purchase Order Number
- Supplier Name
- Requester
- Preparer

e. The tagging and tracking process for new tracking asset(s) is completed only after the Fixed Asset Specialist updates the asset information and tag numbers into the fixed asset accounting system, *BusinessPlus Software*.

Please refer to the sections in the Purchasing Guideline Book if you have questions about Inventory Tagging and Tracking steps [Fixed Assets Property Tracking Log](#).

Revised 8/2015

Maintenance, Lost or Stolen Items

In accordance with 2 C.F.R. § 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition. The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property. The District places barcode asset tags to easily identify assets as district owned equipment that will be tracked in the fixed asset accounting system, where possible. All tagged assets, capital and tracked, will be subject to biennial inventory cycle counts to identify transferred, lost or stolen assets, as well as any asset(s) requiring maintenance.

- A Device is considered to be lost or stolen when:
 - It has not been checked in to its assigned location (I.E. cart) more than four days
 - Efforts to find device have been fruitless
 - Reported missing or stolen by assigned student or staff

Lost Items

Lost items are to be reported to the district Fixed Asset Specialist and/or Information Technology Management (ITM) Department. Give a full description of the item lost, copy of the purchase order (if applicable), and any other information available on the item. The Fixed Assets Specialist and/or ITM Department will try to locate the item to remove from the Business Plus Fixed Assets System.

Stolen Items

Stolen items are reported to the district Security Department, Fixed Assets Specialist and/or Information Technology Management (ITM) Department. Give a full description of what was stolen, purchase order (if applicable), and any other information available on the item. The Fixed Assets Specialist and/or ITM Department will try to locate the item to remove from the Business Plus Fixed Assets System.

- If this is a Take Home Student/Teacher Device that was stolen from home, the Police Report will need to be filed by the Teacher/ Student's Parent. Do not file a Police Report without the device information (See Step 2 below). If no police report is filed, the student will be charged for the device. Contact Device Management if you cannot find your device information.

Damaged Items

Damaged items are reported to the district Fixed Asset Specialist, Information Technology Management (ITM), and/or Facilities. Major damages of \$250,000 or above will be reported to General Counsel for Insurance. A full description of the items damaged, and copy of purchase order (if applicable), and any other information available on the item.

Use of Equipment

Equipment purchased with federal funds must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the property without prior approval of the federal awarding agency and the pass-through entity.

During the time equipment is used on the project or program for which it was acquired, the equipment will also be made available for use on other projects or programs currently or previously supported by the federal government, provided that such use will not interfere with the work on the projects or program for which it was originally acquired. First preference for other use must be given to other programs or projects supported by the federal awarding agency that financed the equipment. Second preference is given to programs or projects under federal awards from other federal awarding agencies. Use for non-federally funded programs or projects is also permissible.

When no longer needed for the original program or project, the equipment may be used in other activities supported by the federal awarding agency, in the following order of priority: (1) activities under a federal award from the federal awarding agency which funded the original program or project; then (2) activities under federal awards from other federal awarding agencies.

Disposal of Equipment

When it is determined that original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, Fixed Asset Specialist will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

Generally, disposition of equipment is dependent on its fair market value (FMV) at the time of disposition. If the item has a current FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency. If the item has a current FMV of more than \$5,000, the federal awarding agency is entitled to the federal share of the current market value or sales proceeds.

If acquiring replacement equipment, the District may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property.

Should an item become no longer useful for a School Building/Department/Program, it will be the responsibility of the School Principal /Department Head overseeing the use of the asset, to submit an e-mail to the Fixed Asset Specialist indicating the surplus asset's tag number, item description, serial number and location information. The Fixed Asset Specialist will utilize the fixed asset accounting software system to determine the fair market value (FMV), at that point in time, of any surplus asset(s).

- If the per unit FMV is greater than \$5,000, then the Fixed Asset Specialist will contact the awarding agency for disposal or trade-in procedures and wait no longer than 120 days for response before recording the date of disposal, sale or scrap price.
- If the asset's FMV is less than \$5,000 or a federal exempted asset, then the asset's disposal information will be recorded in the fixed asset accounting system. The recorded disposal information will include the date of disposal, sale or scrap price.
- [Fixed Assets Tech Sweep Form](#)

Once proper disposal procedures are determined, the Fixed Asset Specialist will accurately record, in a timely manner, the disposal of the asset(s) and remove from the District's inventory. An on-line work order to the Facilities Department will then be created requesting that the surplus asset(s) are picked up and removed from the physical location. The disposed asset(s) will then be recycled by an outside company for use elsewhere.

Ohio Surplus Code

(A) "Excess supplies" means any supplies that have a remaining useful life, but that are no longer needed by the agency that possesses them.

(B) "Supplies" means all personal property owned by the state, including, but not limited to, equipment and materials.

(C) "Surplus supplies" means any supplies no longer having any use to the state, including obsolete supplies, scrap materials, and supplies that have completed their useful life cycle. "Surplus supplies" does not include materials that have completed their useful life cycle and are recyclable goods and materials, providing that the goods and materials are actually recycled.

(D) "Transfer" means to transfer either by sale or without a sale.

(E) "Hazardous property" means any property subject to the jurisdiction of or regulated by the Ohio environmental protection agency.

R.C. § 125.12

Fixed Asset Donations

- Any physical property received by a school/department, which are not purchased through the purchasing procedures in Business Plus, will be deemed as a donated asset.
 - This includes all grant and/or program awards where as specific equipment which will be delivered to a school/ department, and/or does not go through the CPS Requisition Process.
- Donated assets will be recorded at their historical cost or estimated historical cost.
 - If the historical cost is unknown when an asset is donated, the fair market value of the asset(s) at the time of the donation is the recorded value for the asset.
 - If there are incidental costs to place the asset in service this is part of the cost of the asset. Remember to identify the "cost" to place the asset in service as a separate line item on the spreadsheet.

Equipment Donation Procedure

If a company contacts a school/department and would like to donate IT equipment please follow the procedures below:

1. Provide hardware *minimum* specifications to the donor
 - **Desktops:** i5, i7 Processors, 8GB RAM, 500GB Hard Drive, Gigabit Ethernet
 - **Laptops:** i3 or higher processor, 8GB RAM, 250GB, 1GB ethernet, built in wireless

- **Servers:** Contact Information Technology Management (ITM) for specifications
 - donations of servers will only be accepted upon ITM's approval
 - **Printers:** *No donated printers can be accepted with the exception of Polar3D supported 3D printers*
 - **iPads/Tablets:** Equipment must be newer than 2 years
 - **Projectors, Smartboards (Interactive Whiteboards), Document Cameras:** Equipment must be newer than 2 years
 - **Miscellaneous items:** will be considered on a case by case basis
 - If donated equipment does not meet minimum specification CPS/ITM **CANNOT** accept the donation.
 - If donated equipment meets minimum specifications, then proceed to process 2
2. If donated equipment is valued over \$20,000 an Application for Technology Initiative (ATI) form needs to be completed and submitted according to directions on the [ATI Form](#)
- After *ATI Form* has been processed and approved go to process 3
 - If donated equipment is not valued over \$20,000 continue on to process 3
 - If you have questions contact ITM's Network Administrator at 30350 for assistance
3. School/Department needs to complete Treasurer's Office form for Board Approval of donated equipment (links below)
- [Treasurer's Office Donation Form](#)
 - [CPS Donated Asset\(s\) Tracking Sheet for "Like Kind Donations"](#)

*** If you have questions, contact ITM's Network Administrator at 3-0350 for assistance! ***

Records Storage

Strategic Solutions will store, pick up, and scan all district records. They will also handle any of your shredding needs.

When you need to have records picked up or have questions regarding storage or shredding, please contact: **Larry Hanchin, Phone: 614-264-6925** or via E-mail address: lhanchin@scview.com

If you have any questions please feel free to contact the Purchasing Department staff at 363-0460.

Application for Professional Development, Travel, or Conference

When making a request for professional development, travel, and/or to attend a conference, please following one of the methods below. In some cases, you will need to use more than one method.

1. **Procurement Card:** The procurement card is to serve as a tool to expedite and reduce procurement cost when making purchases while traveling. Before any travel arrangements are initiated, an Application for Professional Development (APD) must be approved with all estimated expenses and attached to the requisition. It is important that the purchase order number is issued prior to any charge is made on the credit card.
 - Before using the PNC card be sure you are familiar with the District policy regarding card use. Details regarding the process is available by clicking [here](#).
 - Click [here](#) to view/download the APD form
 - PNC Procurement Requisition Process, click [here](#) to view/download instructions
 - After you have completed your travel, be sure to properly reconcile any charges. Click [here](#) to view/download the After Travel checklist

Click [here](#) to access the PNC Procurement Process website. The website provides more detail instructions about the PNC Procurement Process.

2. **Requisition/PO directly to the vendor:** Before any travel arrangements are initiated, an Application for Professional Development (APD) must be approved with all estimated expenses and attached to the requisition. It is important that the purchase order number is issued prior to the date of attendance/travel.
 - Click [here](#) to view/download the APD form
 - Click [here](#) to view/download instructions on how to enter a non-catalog requisition
3. **Employee Reimbursement:** Before any travel arrangements are initiated, an Application for Professional Development (APD) must be approved with all estimated expenses and attached to the requisition. It is important that the purchase order number is issued prior to the date of attendance/travel.
 - When creating the non-catalog requisition for employee reimbursement, the employee will be designated as the vendor. Click [here](#) to view/download instructions on how to enter a non-catalog requisition.
 - Click [here](#) to download the Travel Reimbursement instructions and form

IMPORTANT THINGS TO REMEMBER:

- It is your responsibility to retain and submit all itemized receipt for all transactions. Keep receipts in a safe place while traveling. Before leaving the merchant location, confirm that you were given an itemized receipt detailing the goods or services purchased.
- The maximum gratuity amount is 15%.
- Employee will be responsible for any transaction that exceeds the District set limitations and/or itemized receipt is not provided.

Office Services

Office Services is the in-house Print Shop for the CPS. They are located in the lower level of the Education Center, at 2651 Burnet Avenue 45219, beneath the Mayerson Academy section of the building.

Super Blanket Procedures

When requesting print jobs to be completed within Office Services, please process an online requisition as suggested below. A Super Blanket Purchase Order will then be processed. This method will eliminate the possibility of confirming requisitions, and should expedite your printing request.

It is suggested that you encumber your available printing funds for the Fiscal Year. Office Services is available as a Quick Buy use item number “OffServ” to create your requisition.

Once the requisition is processed and approved, a PO will be issued. The PO will be sent to Office Services. When a print job is needed, the assigned PO number can then be listed on the Office Services In-House Print Request on the Fund, Locator and 7 digit alias line (no alias required) and be given to Office Services along with the print job and the printing request will be immediately processed.

Please be sure to:

- sign the Office Services In-House Print Request
- enter the Receiver for the Super Blanket PO once you have the number

Office Services has implemented a “Digital Store Front” for ordering printed forms.

Click “[Here](#)” to access the Cincinnati Public Schools Office Services Print Ordering System.

The Digital Store Front software will give you the capability to request your forms on-line and send them directly to Office Support Services to complete your request.

Make sure you attach the item(s) that need to be printed or copied into the software before submitting to Office Services. If the form(s) is too large you can carry your work into our office or have it picked up by the PONY service.

Office Services will complete the work requested and call you when it is ready. You can either come to the Ed. Center to pick up your order or it can be sent to you via the PONY.

Please do not hesitate to call 363-0450 for assistance!

Charger Press

Envelopes – Stationery – Cumulative Records

Following is a list of Stationery and Envelope items, available from Charger Press including the pricing to be used when ordering these items. For the Stationery and Envelopes, please attach a sample of each item requested to your requisition. The sample will be sent to Charger Press with the Purchase Order. Please note the PO number with the samples.

Requests for other than the CPS logo, department name and address must be approved by Public Affairs. If approved, please contact Holly at Charger Press at chargerpressinc@fuse.net or (513) 542-3113 for a quote.

Education Center and Iowa Street Stationery, 8-1/2 X 11, 20 lb. Bond, PMS 2728 blue Ink, plastic wrapped 500 sheets/pack	Item # ECIS20 \$23.00 Pack
Education Center and Iowa Street #10 <u>No Window</u> Envelopes printed with logo and return address in PMS2728 blue ink, 24 lb bond, 500/box	Item # ECIS500 \$27.00 Box/500
Education Center and Iowa Street #6-3/4 Return Address Envelopes, 24 lb. bond, PMS 2728 blue Ink, 500/box	Item #RECIS500 \$20.00 Box/500
Education Center and Iowa Street #10 <u>Window</u> Envelopes printed with logo and return address in PMS2728 blue ink. 24 lb bond, 500/box	Item #RWECIS500 \$28.50 Box/500

School Stationery and Form items, available from Charger Press including the pricing to be used when ordering these items. Please attach a sample of each item requested to your purchase order. The sample will be sent to Charger Press with the Purchase Order. Please note the PO number with the samples.

School Stationery, 8 ½ x 11, black Ink, 500 sheets/pack	Item #STB500 \$12.50 Pack
School #10 <u>No Window</u> Envelope printed with logo and return address, 24 LB., black Ink, 500/box	Item # RAE10 \$23.50 Box/500
School #6-3/4 Return Address Envelopes, 24 LB., black Ink, 500/Box	Item #RAE634 \$17.25 Box/500
School #10 <u>Window</u> Envelope printed with logo and return address, 24 LB., black ink, 500/box	Item # AWE500 \$26.00.Box/500
School #10 Return Address Envelope with Oversized Window, 24 LB., 500/box	Item # RAE500 \$28.00/box
#7891 Student Permanent Record Folder, 100/pack (DISCONTINUED)	Item # SPR100 \$xx.xx Pack
Cumulative Record Folders, 50/pack	Item # CR 50 \$24.00/pack

Please add the Shipping & Handling charge of \$12.00 per order –

NIGP Code – 962-86 Item # DC12

Orders will not be sent if not included on Purchase Order. Revised 07/2019 dr

FORMS ON REQUEST CATALOG

ITEM NUMBER	CATALOG #/DESCRIPTION	1 UNIT EQUALS	PRICE
1000002889	2889- SCHOOL TEXTBOOK TRANSFER	1 UNIT = 25 FORMS 4PT CBLs	\$6.55
1000002890	2890-TEXTBOOK RECORD SHEET	1 UNIT = 50 FORMS 3 PT CBLs	\$9.55
1000002892	2892-DAILY PROGRAM, WHITE	1 UNIT= 100 FORMS PADDED (Min.6)	\$2.05
1000002895	2895-FINDING CARD, CHERRY	1 UNIT = 100 CARDS (MIN. 4)	\$2.25
1000002901	2901-SCHOOL HEALTH RECORD	1 UNIT=25 FORMS 11 X 17	\$4.90
1000002905	2905-WORK PERMIT, WHITE	1 UNIT = 100 FORMS PADDED	\$1.45
1000002907	2907-LIBRARY BOOK NOTICE	1 UNIT=100 FORMS PADDED (MIN. 6)	\$1.45
1000002908	2908-LIBRARY PERMIT	1 UNIT = 100 FORMS PADDED (MIN.6)	\$1.40
1000002909	2909-SUMMONS, WHITE	1 UNIT = 100 FORMS PADDED (MIN.6)	\$1.40
1000002910	2910-SPECIAL TRANSFER	1 UNIT= 25 FORMS 5 PT CBLs	\$8.30
1000002915	2915-WITHDRAWAL REPORT	1 UNIT = 50 FORMS PADDED (MIN. 4)	\$2.40
1000002916	2916-ELEM. SCHOOL TRANS.	1 UNIT = 50 FORMS PADDED	\$2.30
1000002917	2917 -TRANSCRIPT REQUEST	1 UNIT = 50 FORMS PADDED	\$2.30
1000002920	2920-PUPIL EXCUSE, GREEN	1 UNIT = 100 FORMS PADDED (MIN. 6)	\$1.45
1000002923	2923-OBLIGATION NOTICE	1 UNIT = 100 FORMS PADDED (MIN. 6)	\$1.45
1000002924	2924-DETENTION ASSIGNMENT	1 UNIT = 100 FORMS PADDED (MIN.6)	\$1.45
1000002925	2925-NON-EMPLOYEE/STUDENT ACCIDENT RPT.	1 UNIT = 50 FORMS PADDED	\$2.30
1000002926	2926-SEATING CHART	1 UNIT = 100 CARDS	\$5.40
1000002928	2928-PUPIL REGISTRATION	1 UNIT = 100 CARDS (MIN.4)	\$2.15
1000002936	2936-LOCKER INFO. CARD	1 UNIT = 100 CARDS (MIN. 6)	\$1.60
1000002938	2938-DISPENSING OF MEDICATION BY SCHOOL PERSONNEL	1 UNIT = 100 FORMS PADDED	\$4.35
1000007700	7700-INTERNET ACCEPTABLE USE POLICY - STUDENT AGREE. AND PARENT PERMISSION FORM	1 UNIT = 25 FORMS 2PT CBLs	\$4.80
1000007800	7800-STUDENT PRIVACY, WHITE	1 UNIT = 100 FORMS PADDED	\$4.35
1000007809	7809-APPLICATION USE OF BLDG.	1 UNIT = 25 FORMS PADDED	\$2.15
1000007812	7812-TEACHER ATTEND. RECORD	1 UNIT = 25 FORMS PADDED	\$1.30
1000007813	7813-EXCHANGE INFO BET. HOME&SCHOOL	1 UNIT = 100 FORMS PADDED	\$3.20
1000007820	7820-EMERGENCY INFO CARD	1 UNIT = 100 CARDS (MIN. 4)	\$3.40
1000007825	7825-FINDING CARD/OFFICE	1 UNIT = 50 CARDS	\$1.30
1000007827	7827-PROGRESS IN READING RECORD	1 UNIT = 25 11X17 FORMS	\$3.85
1000007829	7829-NOTICE OF TRANSFER	1 UNIT = 25 CARDS (MIN. 4)	\$0.80
1000007830	7830-NOTICE OF ABSENCE (MIN. 4)	1 UNIT = 50 FORMS PADDED	\$0.90
1000007831	7831-NOTICE OF TARDINESS (MIN. 4)	1 UNIT = 50 FORMS PADDED	\$0.90
1000007832	7832-NOTICE UNSATISFACTORY PROG.	1 UNIT = 50 FORMS PADDED	\$0.90
1000007836	7836-EMPLOYEE ACCIDENT REPORT	1 UNIT = 50 FORMS PADDED	\$2.30
1000007838	7838-WORK ORDER FORM	1 UNIT = 100 FORMS PADDED	\$4.35
1000007841	7841-PURCHASE/CHANGE ORDER REQUEST	1 UNIT = 50 FORMS 3 PT CBLs.	\$9.55
1000007849	7849-ATTENDANCE REFERRAL	1 UNIT = 50 FORMS 3 PT CBLs.	\$5.05
1000007859	7859- SAF PAY-IN- VOUCHER/INSTRUCTIONAL FEE	1 UNIT = 100 FORMS PADDED	\$4.35

ITEM NUMBER	CATALOG #/DESCRIPTION	1 UNIT EQUALS	PRICE
1000007862	7862-SAF FUND TRANSFER	1 UNIT = 25 FORMS 3 PT CBLs.	\$4.80
1000007863	7863-SAF FUND RAISER RECONCILIATION	1 UNIT = 25 FORMS PADDED	\$2.15
1000007864	7864-SAF PETTY CASH REIMBURSEMENT	1 UNIT = 25 FORMS PADDED	\$0.75
1000007866	7866-SAF TICKET & CASE ACCT.	1 UNIT = 50 FORMS PADDED	\$2.30
1000007867	7867-SAF BUDGET	1 UNIT = 25 FORMS 3PT CBLs.	\$4.80
1000007868	7868-SAF PURPOSE CLAUSE	1 UNIT = 25 FORMS 3PT CBLs.	\$4.80
1000007950	7950-CERTIFICATE OF ACHIEVEMENT	1 UNIT = 50 CARDS	\$2.15
1000007959	7959 – CONFIDENTIAL BUILDING REFERRAL RECORD	1 UNIT = 50 FORMS 3 PT CBLs.	\$9.55
1000007960	7960-DUE PROCESS/SUSPENSION	1 UNIT = 50 FORMS 2PT CBLs.	\$6.10
1000007961	7961-DUE PROCESS/EXPULSION	1 UNIT = 25 FORMS 2PT CBLs.	\$3.05
1000007962	7962-MEDICAID/INSURANCE INFO.	1 UNIT = 100 FORMS PADDED	\$2.30
1000007963	7963-ENROLLMENT/INFO UPDATE	1 UNIT = 25 - 5PG. SETS	\$5.10
1000007965	7965-(A2S) DUE PROCESS ALTERNATIVE TO SUSPENSION	1 UNIT = 50 FORMS 2 PT CBLs	\$6.10
1000007966	7966-(A2E) DUE PROCESS ALTERNATIVE TO EXPULSION	1 UNIT = 25 FORMS 2 PT CBLs	\$3.05
1000008000	8000-MILEAGE BOOK	1 UNIT = 1 BOOK TAPE BIND	\$4.05
	8001-LUNCHROOM DEPOSIT SLIPS **NO LONGER AVAILABLE**	1 UNIT = 50 FORMS PADDED	
	8002-INSTRUCTIONAL FEE SLIPS NO LONGER AVAILABLE – REPLACED WITH FORM #7859 SAF PAY-IN VOUCHER	1 UNIT = 50 FORMS PADDED	
1000008003	8003 JUSTIFICATION/SICK LEAVE	1 UNIT = 100 FORMS PADDED	\$4.05
1000008003F	8003F-JUSTIFICATION/FAMILY MEDICAL LEAVE (GREEN)	1 UNIT – 100 FORMS PADDED	\$2.40
1000008004	8004-APPLICATION PERSONAL LEAVE	1 UNIT = 25 FORMS 3PT CBLs	\$4.80
1000008005	8005-CLAIM, BENEFIT REIMBURSEMENT	1 UNIT = 100 FORMS PADDED	\$8.05
1000008006	8006-CLAIM, TRAVEL/CONSULT COMPENSATION	1 UNIT = 100 FORMS PADDED	\$7.85
1000008007	8007-EMPLOYEE MILEAGE REIMBURSEMENT	1 UNIT = 100 FORMS PADDED	\$7.85
1000008008	8008-LOAN/RELOCATION FORM	1 UNIT = 25 FORMS 4PT CBLs.	\$6.55
1000008011	8011-SECURITY LOG FORM	1 UNIT = 100 FORMS PADDED	\$4.35
1000008012	8012-TEXTBOOK REQUEST	1 UNIT = 50 FORMS 2PT CBLs.	\$6.10
1000008013	8013-TEXTBOOK INVENTORY	1 UNIT = 25 FORMS 3PT CBLs.	\$4.80
1000008015	8015-HB55 CERTIFICATE CHILD ABUSE TRAINING	1 UNIT = 25 FORMS CARD	\$1.90
1000008020	8020-INTERM REPORT/SYSTEM GENERIC	1 UNIT = 50 FORMS 3PT CBLs.	\$5.05
1000008021	8021-PERSONAL PROPERTY REMOVAL	1 UNIT = 25 FORMS 2PT CBLs.	\$2.90
1000008023	8023-REQUEST TO ATTEND PROF. MTG. (ADMINISTRATORS/PERSONNEL)	1 UNIT = 50 FORMS 3PT PDS.	\$7.65
1000008024	8024-REQUEST TO ATTEND PROF. MTG. (TEACHERS/COUNSEL)	1 UNIT = 50 FORMS 2PT CBLs	\$4.90
1000008027	8027-PAYROLL ALIAS CODE CHANGE	1 UNIT = 25 FORMS 3PT CBLs	\$4.80
1000008028	8028-BUDGET TRANSFER REQUEST	1 UNIT = 25 FORMS 3PT CBLs	\$4.80
1000008030	8030-SUB. TEACHER PERFORMANCE SUMMARY	1 UNIT = 50 FORMS 3PT CBLs	\$4.90
1000008031	8031-SUB. TEACHER CHECKLIST	1 UNIT = 50 FORMS 3PT CBLs	\$4.90
1000008032	8032-REGULAR TEACHER CK LIST	1 UNIT = 50 FORMS 3PT CBLs	\$4.90
1000008201	8201-PERSONNEL REQUISITION	1 UNIT = 50 FORMS 3PT CBLs.	\$11.60
1000009004	9004-PRIMARY PROMOTIONS STANDARDS	1 UNIT = 50 CARDS/2 SIDED	\$4.50

ITEM NUMBER	CATALOG #/DESCRIPTION	1 UNIT EQUALS	PRICE
1000009005	9005-INTERMEDIATE PROMOTION STANDARDS	1 UNIT = 50 CARDS/2 SIDED	\$4.50

100009006	9006-MIDDLE PROMOTION STANDARDS	1 UNIT = 50 CARDS/2 SIDED	\$4.50
100000001	OSS1-DUPLICATING REQUEST	1 UNIT = 50 2PT FORMS CBLs	\$5.05
100000002	OSS2-GOLD POSTAGE SLIPS	1 UNIT=100 FORMS PADDED	\$1.70
100000003	OSS3-C.P.S. ED. CENTER GUMMED ADDRESS LABELS	1 UNIT = 100 LABELS	\$3.50

Prosource Information

All requests for copier and printer supplies purchased by Cincinnati Public Schools MUST BE ORDERED THROUGH PROSOURCE. This service is provided for any printer or copier machine that has a ProSource sticker on it. This identification sticker is located on the front of your copier or printer. It starts with a letter and has 4 numbers, for example: F1234 or M1234. Please include your Equipment ID number located in the same area.

COPIER TONER

Toner is **included** in your contract. Orders for Toners must be entered through a **“TRACK-IT SELF SERVICE” ticket by calling the Help Desk at 363-0390**. Once you place the ticket you will receive a call from a ProSource Customer Service Representative following up on your request.

Your school/department is responsible for any printers or copiers that do not have the Prosource sticker. Inkjet Cartridges **are not included** in your contract. These are usually colors like: magenta, black, yellow, etc. You will have to order these items from one of our office supply vendors (Reliable Products and Services (RPS) or ACE Products at your own cost.

PAPER SUPPLY ORDERS

****COPIER PAPER**** ProSource provides the meter count on a monthly basis to tell us the paper usage for each ProSource network printer. To order paper, go to our contracted vendor’s (Reliable Products and Services) website. You will need your user ID and password to sign on. Three sizes are offered: (letter 8 ½” x 11”, legal 8 1/2” x 14”, and ledger 11” x 17”)

STAPLES

Staples are not part of the ProSource contract. If you have any questions on the type of staples used in your copiers or if not listed below, please call a ProSource Customer Service Representative at 513-769-0606 **OR** send an e-mail to custservice@totalprosource.com. Have your Equipment ID number available. This is located on the **ProSource sticker on the front of your copier**. It starts with a letter and has 4 numbers, for **example: F1234**. They will need this information to answer your questions and send you the staples that will properly fit your machine.

To order Staples items, please process a requisition and use the part numbers for the items below:

Make	Model	Staple Cartridge		Price
Staples/Konica	601/751	Item #14YK	1	\$43.00
Staples/Lexmark/	XS658de	Item #25A0013	1	\$102.50.
Staples/Konica/950		Item #4448121	1	\$49.00
Staples/Konica/224e		Item #14YK	1	\$43.00
Staples/Konica/364e		Item #14YK	1	\$43.00
Staples/Konica/654e			1	\$43.00
Staples/Konica/754e		Item #14YK	1	\$43.00
Staples/Konica/C284e		Item #14YK	1	\$43.00

Staples/Konica/C280 Item #14YK	1	\$43.00	
	1	.	
Staples/Konica/C308 Item #14YK	1	\$43.00	
	1		
Staples/Konica/C364e Item #14YK	1	\$43.00	
	1		
Staples/Konica/C654e Item #14YK	1	\$43.00	
Delivery Charge Item #DC0	1	\$0	EA

Price as of 6/1/2018

Shipping and handling costs are now included in the cost of staples.

ADDING COPY CLICKS

There is a new procedure for ordering your copy or print clicks. You will simply have to notify your school/department accountant and follow their instructions. Do not put in a requisition for these items.

MOVING COPY CLICKS

Please read below and use form: **ProSource Add-Change Form**

Use the attached form requesting copy clicks or moving copy clicks from the bank to a user or between users. This information should be typed so that the customer service representative can read easily and omit any errors. *Do not send in handwritten or self-created forms. This will cause delays in processing your requests.*

COPIER MAINTENANCE/SERVICE

All requests for Copier AND Printer Service for Cincinnati Public School machines must be entered through a **“TRACK-IT” ticket by calling the Hardware Technician at 363-0390, option 2.** Please include your Equipment ID number. This is located on the **ProSource sticker on the front of your copier or printer.** It starts with a letter and has 4 numbers, for **example: F1234 or M1234.**

Please give the Technician a detailed description of the problem you are having with your copier or printer. This helps get the correct technician to your location within the shortest amount of time. Once you place the ticket you will receive a call from a ProSource Customer Service Representative following up on your request

Meter Reads

Each month you will receive a request from Prosource via e-mail asking for your meter reads. Please respond to this request immediately but no later than the 28th of each month. The message reads as follows:

Meter readings are needed for the equipment(s) listed below: Please Reply to custservice@totalprosource.com with your meter reads or visit our website www.totalprosource.com and login and enter your meter reads.

[Click here to enter your meter readings online](#)

Please note: In order to login, please contact the Prosource Customer Service Representative at: 513-769-0606 and they will issue you a username and password to report usage each month via e-mail.

The ID number is located on the ProSource sticker on the front of your copier. It starts with a letter and has 4 numbers, for example: F1234.

ProSource standard items - Click here to access the Prosource Printers [ITM LINK](#)

Moving of Copier Equipment: Do Not Move or Disconnect Machines!!!!

Copiers cannot be moved without contacting with Jeff Chrystal Director, Technology Support Information & Technology Management: 513-363-0379. E-MAIL: chrystal@cps-k12.org.

PNC Procurement Card Procedures

How To Sign The Acceptance Form

To access the Procurement Card Acceptance Form go to MyCPS StaffNet Employee Intranet, and click on Employee Web Center (fifth link down). Then click on PNC Acceptance Form (the fourth link down) to gain access to the Login Page. The password to enter alongside with your employee ID is PWD. This will take you to the Form. If you do not know your employee ID, it can be found on your CPS pay stub or you can contact Human Resources.

The Link for the PNC Acceptance Form to be electronically signed and PNC Procedures viewed and/or printed by assigned cardholder is:

[Click here and select the fourth link down for the PNC Acceptance form.](#)

Please be sure to print a copy of the form and the procedures for your information.

Supervisor Sign-Off

Please note: the supervisor must also sign into the second link approving the cardholder to use the card.

[Click here for PNC Card Supervisor Approval Page](#) or, for the Supervisor to approve cardholder's use of PNC Procurement Card and who report directly to them.

How to Request a New PNC Credit Card

Click "[PNC Application Process](#)" to read instructions on how to receive a Cincinnati Public School PNC credit card

[Click here and select the third link down for PNC Application.](#)

PNC Credit Card Manual

Click "[Procurement Card Procedures](#)" to print or view a copy of the PNC Credit Card Procedures.

How to Reconcile your PNC Transactions

Click "[PNC ActivePay Instructions](#)" to print or view instructions on how to reconcile your PNC Transactions.

PNC Card Dispute Form

Click "[PNC Dispute Form](#)" to print and e-mail a copy of any PNC charges you need to dispute. Remember to follow up with the dispute within 2 weeks.

Ergonomic Furniture and Office Equipment

In October 2000 CFOP (formerly ACPSOP) represented employees responded to a survey that involved the evaluation of their current workstations. Based on the 2000 survey, a budget was developed that provides funding for the purchasing of new or replacement workstation components in those areas where inadequate or missing components were identified. CFOP and CPS administrations have worked cooperatively to provide needed ergonomic furniture and other materials that were identified.

If you are a CFOP member and need to order Ergonomic Furniture, please contact the CFOP President at (513) 475-6048. These items are available to **CFOP represented employees only** and the cost of the order(s) will be paid through the ergonomic budget, not charged to individual departments or schools if approved collectively by the CFOP president and the EHS Manager.



Department-related Board Policies and Procedures

Book

Cincinnati City School District Policies

Section

6000 Finances

Title

Business Policy

Code

6320

Status

Active

Adopted

December 21, 2009

Last Revised

March 21, 2011

Last Reviewed

November 5, 2014

Cincinnati City School District Policies

Equal and Fair Opportunity in Contract Employment and Business Opportunities Cincinnati Public Schools (CPS) desires to provide all persons an equal and fair opportunity to participate in employment and development opportunities sponsored by the Cincinnati Public Schools.

Cincinnati Public Schools is committed to providing both comprehensive education beginning in elementary school, as well as specific training for its students to enable CPS and its contractors and their subcontractors to attain their equal opportunity and affirmative action goals.

Cincinnati Public Schools recognizes its obligation to ensure that applicants, employees, bidders, contractors and their subcontractors are not discriminated against on the basis of race, color, gender, national origin, and other factors as referenced in "Equal Employment Opportunity and Affirmative Action Policy" (4001) in relation to employment and contracting practices, including the employment and contracting practices of

contractors and subcontractors. To this end, discrimination based on race, color, gender and national origin and other factors is prohibited.

Cincinnati Public Schools requires that its contractors and their subcontractors recruit, train, hire and promote all personnel in an equitable fashion and that economically disadvantaged and small business enterprises are afforded an equitable and fair opportunity to share in CPS contract opportunities.

Cincinnati Public Schools desires to promote the use of students participating in the Woodward Career Technical High School programs that include Advanced Technologies and Engineering, Building Technologies and Architecture, and Health Occupations/Bio-Science, where possible within established project budget, where consistent with said Board of Education's June 28, 2004 Resolution on Equal and Fair Opportunity in Contract Employment and Business Opportunities (known as the Cincinnati Public Schools Supplier Diversity Program) and where consistent with the Board of Education's Owner Controlled Insurance Program (OCIP).

Bidders shall employ good faith efforts to create internships and employment opportunities for participants and graduates of the Woodward Career Technical High School programs and will give priority to hiring workers who live within the CPS District and who are parents of CPS Students. 40% of their employee labor will be from personnel who live within the Cincinnati Public Schools District and 40% within the SMSA and will give priority to hiring workers who live within the CPS District and who are parents of CPS Students for the performance of work on a nondiscrimination basis in the employment of labor and workers who are qualified and available to perform work associated with this contract. This will be a factor in considering a Bidder's responsibility.

The Board of education in its continuing commitment to the utilization of Cincinnati Public Schools trained workers hereby adopts additional criteria to be added to Policy 6320.01 Determination of Lowest Responsible Bidder previously approved by the Board in July 2002. The bidder's response to the additional criteria shall be evaluated in accordance with Section 3.4.3 of the Instruction to the Bidders. Cincinnati Public Schools encourages all of its contractors and their subcontractors to embrace goals to take affirmative action to achieve and maintain adequate and meaningful levels of minority and female employment, reasonably attainable by means of applying good faith efforts, based on factual availability determinations.

Cincinnati Public Schools also requires that economically disadvantaged and small business enterprises be afforded the maximum practicable opportunity to participate in all contracting opportunities through the establishment of provisional benchmarks for their participation, as shown in attachments "Exhibit A" and "Exhibit B" to the "Resolution on Equal and Fair Opportunity In Contract Employment and Business Opportunities", reasonably attainable by means of applying good faith efforts, subject to administrative updates annually or more frequently based on the availability of factual determinations.

The Superintendent and the Treasurer, in conjunction with the Supplier Diversity Office, administers the implementation of this policy in accordance with the Cincinnati Public Schools' Equal Opportunity Program. Cincinnati Public Schools will provide the human and financial resources necessary to successfully implement, maintain, and develop the Program.

12-21-09

Date Revised: 3-21-11

Date Reviewed: 11-5-14

Book
Cincinnati City School District Policies

Section
6000 Finances

Title
Purchasing Of Goods And Services

Code
6320

Status
Active

Adopted
December 21, 2009

Last Reviewed
November 5, 2014

Cincinnati City School District Policies

I. Soliciting Prices

It is the policy of the Cincinnati Public Schools Board of Education to insure sound fiscal management and the fullest participation of firms owned by minority and female vendors and contractors. The Board will make every good faith effort to ensure that minority and female vendors and contractors have every practicable opportunity to compete for contract, subcontract and other work let by the Board. With exception of those purchases which are specified by statute, exempted by board policy, or are single source, purchases of goods, services, materials and construction greater than \$500 shall be made in consideration of the vendor's minority/female ownership and/or employment profile and Equal Opportunity/ Affirmative Action Program.

The Vendor shall certify that it and its subcontractors or any other contractor performing work on the project covered under the contract of the Vendor, shall pay the prevailing wage rate and comply with the other provisions set forth in Ohio's Prevailing Wage Law R.C. 4115.03 through 4115.16, and O.A.C. 4101:9-4-01 through 4101:9-4-28. This includes, but is not limited to, the filing of certified payroll reports.

The Vendor shall certify that its employees working on the Project are covered by a health and welfare plan and a retirement plan and the Vendor shall provide the policy(s) or evidence thereof upon request. The Vendor with average gross revenues of \$350,000 or less in any of the preceding 3 years shall be exempt.

The Vendor shall employ good faith efforts to select 40% of its labor and trade personnel who live within the Cincinnati Public Schools District and 40 % within the SMSA and certify that they have given priority to hiring workers who live within the CPS District and who are parents of CPS students.

The Vendor shall employ good faith efforts to create internships and employment opportunities for construction trades personnel who were trained in a state or federally approved training program or Career Technical program, such as graduates of the Woodward Career Technical Program or who are currently enrolled in a state or federally approved training program or Career Technical Program, or who can demonstrate at least three years experience in their particular trade.

The procurement of services, materials and equipment, and the award of contracts and purchase orders shall be in strict accord with the provisions of the Ohio Revised Code. Purchases of supplies and materials \$500 or less may, at the discretion of the buyer, be made on the basis of established prices less appropriate school discount or individual quotations, without the benefit of competitive bidding when it is determined to be in the best interests of the overall school system. The Superintendent shall develop practical and efficient office procedures to review and monitor the implementation of this policy, develop reports for the Board of Education on the extent of minority and female vendor and contractor participation; the utilization of minority and female employees and Cincinnati Public Schools' graduates; and the total number of vendor or contractor participation by race, gender, and award amount.

II. Quantity Buying

Quantity buying shall be practiced whenever possible and feasible. Aggregate purchasing on the basis of an annually planned budget shall be followed as far as needs can be justified by the various departments.

III. Employment of Consultants

The expertise of consultants will be utilized, as required, for the success of specialized programs which are necessary for the progress of the school system. Such consultants will be paid from special funding, or general funds, whichever is appropriated by budget allotments. Employment of consultants shall be in agreement with Board policy including Equal Employment Opportunity and Affirmative Action Policy 4001 and minority and female vendor and contractor enterprises program policy 3325. Cost is an important criterion and all things being equal, the most qualified consultant living in or closest to Cincinnati should be selected.

The persons responsible for the special program will be granted the authority to select the consultant who, he/she feels, will best achieve the goals of the program; such selection, however, is subject to the approval of the appropriate department head and the Board of Education. The selector of the consultant will be responsible to see that an evaluation of the consultant's performance is made.

IV. Relations with Vendors

Personnel engaged in purchasing functions will decline personal gifts or gratuities of whatever nature from suppliers, contractors and their representatives. Relations with vendors are also subject to Board policy 4116.24 Conflict of Interest.

12-21-09

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Book

Cincinnati City School District Policies

Section

6000 Finances

Title

Determination Of Lowest Responsible Bidder

Code

6320.01

Status

Active

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December 21, 2009

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March 21, 2011

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November 5, 2014

Cincinnati City School District Policies

In making a determination of the lowest responsible bidder, while no single factor will be controlling in determining whether a bidder is "responsible," Cincinnati Public Schools will consider the criteria set forth below. In general, the criteria are designed to assist CPS in determining whether bidders are accountable, dependable, trustworthy, and are capable of carrying out the work specified in bid documents.

1. Dollar amount of the bid.
2. Work, supplies, equipment, facilities and materials covered by the bid.
3. Experience, training, and skill of the bidder's work force.

4. Continuity and longevity or stability of the bidder's work force.
5. Bidder's diversity of ownership and workforce. The Bidder shall employ good faith efforts to select 40% of its labor and trade personnel who live within the Cincinnati Public Schools District and 40% within the SMSA and certify that they have given priority to hiring workers who live within the CPS District and who are parents of CPS students.
6. Number of years the bidder has been actively engaged as a contractor in the industry.
7. Bidder's financial stability or condition.
8. Bidder's management skills and abilities.
9. Bidder's familiarity and experience with the work to be performed.
10. Bidder's performance record on similar projects.
11. Bidder's experience record in the industry, including the original contract price for jobs undertaken by the bidder, the amount of any change order, cost overruns or schedule delays on such jobs, and the reasons for the change orders, cost overruns or schedule delays.
12. Bidder's ability to secure an acceptable performance bond, if applicable, and whether any claims have been made against performance bonds secured by the bidder on other projects.
13. Bidder's cooperation with, and effective implementation of, equal employment opportunity and economically disadvantaged and small business enterprise objectives (as defined in the Cincinnati Public Schools Equal Opportunity Program Outline for Contract Employment and Business Opportunities).
14. The bidder shall employ good faith efforts to create internships and Employment opportunities for construction trades personnel who were trained in a state or federally approved training program or Career Technical program, such as graduates of the Woodward Career Technical Program or who are currently enrolled in a state or federally approved training program or Career Technical Program, or who can demonstrate at least three years experience in their particular trade.
15. Bidder's compliance with Workers' Compensation laws.
16. Bidder's compliance with Unemployment Compensation laws.
17. Bidder's compliance with tax obligations for local, state, and federal governments.
18. Bidder's Safety record and/or compliance with the Occupational Safety and Health Act.
19. Bidder's Compliance with the Fair Labor Standards Act and other applicable federal and state wage and hour laws.
20. Bidder's record of timeliness of payments to subcontractors, suppliers, and employees.

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Cincinnati City School District Policies

Section
6000 Finances

Title
Business Policy

Code
6320.02

Status
Active

Adopted
October 24, 2011

Last Revised
March 21, 2011

Last Reviewed
November 5, 2014

Equal and Fair Opportunity in Contract Employment and Business Opportunities
Cincinnati Public Schools (CPS) desires to provide all persons an equal and fair opportunity to participate in employment and development opportunities sponsored by the Cincinnati Public Schools.

Cincinnati Public Schools is committed to providing both comprehensive education beginning in elementary school, as well as specific training for its students to enable CPS and its contractors and their subcontractors to attain their equal opportunity and affirmative action goals.

Cincinnati Public Schools recognizes its obligation to ensure that applicants, employees, bidders, contractors and their subcontractors are not discriminated against on the basis of race, color, gender, national origin, and other factors as referenced in

“Equal Employment Opportunity and Affirmative Action Policy” (4001) in relation to employment and contracting practices, including the employment and contracting practices of contractors and subcontractors. To this end, discrimination based on race, color, gender and national origin and other factors is prohibited.

Cincinnati Public Schools requires that its contractors and their subcontractors recruit, train, hire and promote all personnel in an equitable fashion and that economically disadvantaged and small business enterprises are afforded an equitable and fair opportunity to share in CPS contract opportunities.

Cincinnati Public Schools desires to promote the use of students participating in the Woodward Career Technical High School programs that include Advanced Technologies and Engineering, Building Technologies and Architecture, and Health Occupations/Bio-Science, where possible within established project budget, where consistent with said Board of Education’s June 28, 2004 Resolution on Equal and Fair Opportunity in Contract Employment and Business Opportunities (known as the Cincinnati Public Schools Supplier Diversity Program) and where consistent with the Board of Education’s Owner Controlled Insurance Program (OCIP).

Bidders shall employ good faith efforts to create internships and employment opportunities for participants and graduates of the Woodward Career Technical High School programs and will give priority to hiring workers who live within the CPS District and who are parents of CPS Students. 40% of their employee labor will be from personnel who live within the Cincinnati Public Schools District and 40% within the SMSA and will give priority to hiring workers who live within the CPS District and who are parents of CPS Students for the performance of work on a nondiscrimination basis in the employment of labor and workers who are qualified and available to perform work associated with this contract. This will be a factor in considering a Bidder’s responsibility.

The Board of education in its continuing commitment to the utilization of Cincinnati Public Schools trained workers hereby adopts additional criteria to be added to Policy 6320.01 Determination of Lowest Responsible Bidder previously approved by the Board in July 2002. The bidder’s response to the additional criteria shall be evaluated in accordance with Section 3.4.3 of the Instruction to the Bidders. Cincinnati Public Schools encourages all of its contractors and their subcontractors to embrace goals to take affirmative action to achieve and maintain adequate and meaningful levels of minority and female employment, reasonably attainable by means of applying good faith efforts, based on factual availability determinations.

Cincinnati Public Schools also requires that economically disadvantaged and small business enterprises be afforded the maximum practicable opportunity to participate in all contracting opportunities through the establishment of provisional benchmarks for their participation, as shown in attachments “Exhibit A” and “Exhibit B” to the

“Resolution on Equal and Fair Opportunity In Contract Employment and Business Opportunities”, reasonably attainable by means of applying good faith efforts, subject to administrative updates annually or more frequently based on the availability of factual determinations.

The Superintendent and the Treasurer, in conjunction with the Supplier Diversity Office, administers the implementation of this policy in accordance with the Cincinnati Public Schools’ Equal Opportunity Program. Cincinnati Public Schools will provide the human and financial resources necessary to successfully implement, maintain, and develop the Program.

12-21-09

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Cincinnati City School District Policies

Section

6000 Finances

Title

Local Business Enterprise Initiative

Code

6320.03

Status

Active

Adopted

October 24, 2011

Last Revised

March 19, 2012

Last Reviewed

November 5, 2014

Cincinnati City School District Policies

Cincinnati Public Schools supports the Local Business Enterprise and creates economic opportunity by certifying the availability of local business enterprises, and advocating on behalf of these businesses to help them compete for successful contracts. Cincinnati Public Schools shall make assertive, fiscally responsible efforts to encourage local business enterprises whose principal office is physically located within the 90 square miles of the Cincinnati Public School District, through collaboration and regular meetings between local work groups and the Cincinnati Public Schools Purchasing Department.

The Cincinnati Public Schools local business enterprise initiative committee comprised of business and the community leaders will advise on the local business enterprise initiative. In addition, the committee with private and public sector participants will promote and provide assistance to the District's partners on an ongoing basis. The forum will encourage further local business enterprise participation within their operations; implement outreach, communication and recruiting of local business enterprises.

Approved: 4-9-12, 10-24-11

Date Revised: 03-19-12

Date Reviewed: 11-5-14

Approved: 4-9-12, 10-24-11

Date Revised: 03-19-12

Date Reviewed: 11-5-14

Book

Cincinnati City School District Policies

Section

6000 Finances

Title

Prohibition Against Contracting With A Person Whom Unresolved Finding For A Recovery

Code

6350

Status

Active

Legal

R.C. 9.24

Adopted

December 21, 2009

Last Reviewed

November 5, 2014

Cincinnati City School District Policies

The Board of Education shall not award a contract for goods, services or construction, which is paid in whole or in part with public funds, to a person against whom a finding for recovery has been issued by the Auditor of State on or after January 1, 2001, if the finding for recovery is unresolved.

Findings for Recovery

A finding for recovery is a determination by the Auditor of State that public money has been illegally expended, public money has been collected but not been accounted for, public money is due but has not been collected, or public property has been converted or misappropriated. A finding for recovery is unresolved unless:

- A. the money identified in the finding for recovery is paid in full to the State agency or political subdivision to whom the money was owed;
- B. the debtor has entered into a repayment plan that is approved by the Attorney General and the State agency or political subdivision to whom the money identified in the finding for recovery is owed;
- C. the Attorney General waives a repayment plan described in (B.) for good cause;
- D. the debtor and State agency or political subdivision to whom the money identified in the finding for recovery is owed have agreed to a payment plan established through an enforceable settlement agreement.
- E. the State agency or political subdivision desiring to enter into a contract with a debtor certifies, and the attorney general concurs, that all of the following are true:
 - 1. essential services that the State agency or political subdivision is seeking to obtain from the debtor cannot be provided by any other person besides the debtor;
 - 2. awarding a contract to the debtor for the essential services described above is in the best interest of the State;
 - 3. good faith efforts have been made to collect the money identified in the finding for recovery;
- F. the debtor has commenced an action to contest the finding for recovery and a final determination on the action has not yet been reached.

Verifying Status Regarding Findings for Recovery

Prior to the Board awarding a contract for goods, services, or construction, paid in part or in whole with public funds, the Purchasing Director, as the Board's designee, must verify that the person or entity to whom the contract is to be awarded does not appear in the database maintained by the Auditor of State, listing those with findings for recovery against them. The Purchasing Director must then print a certification page from the database, documenting that the person or entity is not subject to an unresolved finding for recovery, and keep this certification on file.

Contracts Not Applicable

This policy does not apply to contracts that meet the following criteria:

- A. the cost for the goods, services, or construction under the contract is estimated to cost less than \$25,000; or
- B. the aggregate cost for the goods, services, or construction under multiple contracts entered into within the fiscal year preceding the fiscal year within which the contract is being entered into by the same parties is estimated to cost less than \$50,000.

The policy may apply to a contract renewal of a contract previously entered into and renewed pursuant to that preceding contract as long as it is not exempt because of the contract amount.

The policy does not apply to contract with bonding companies or insurance companies, unless a court has entered a final judgment against the company and the company has not yet satisfied the final judgment.

The policy does not apply to employment contracts.

12-21-09

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Book
Cincinnati City School District Policies

Section
6000 Finances

Title
Use Of Purchasing Cards

Code
6424

Status
Active

Adopted
December 21, 2009

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November 5, 2014

Cincinnati City School District Policies

The Board of Education recognizes that bank credit cards ("purchasing cards") offer an alternative to existing procurement processes and provide a convenient, efficient method of purchasing goods and services. Board employees authorized by the Treasurer may use purchasing cards only for school-related purposes in accordance with this policy and administrative guidelines to be developed by the Treasurer and Superintendent. Purchasing cards shall not be used to circumvent the general purchasing procedures required by Ohio law and Board policy.

All approved cardholders must agree to abide by purchasing card procedures and regulations set forth in this policy and relevant administrative guidelines. All transactions must be made by the individual to whom the card is issued.

Purchasing card banks shall be provided no individual cardholder information (e.g., credit records or social security numbers) other than the individual cardholder's work address.

The Internal Auditor shall conduct independent regular reviews of each cardholder's activity to verify that the purchasing card is being used in accordance with this policy and administrative guidelines. Prices for commonly priced items should be periodically verified to prevent schemes of purposeful price inflation.

Cardholders must use common sense and good judgment when using school resources. This policy and related administrative guidelines cannot cover every issue, exception, or contingency that may arise during the cardholder's use of the purchasing card.

Cardholders will immediately surrender their cards upon request of the Procurement Card Administrator for administrative reasons, and shall surrender their cards upon separation from employment.

The purchasing card may never be used for personal items or services, nor is the personal gain of credit card rewards such as bonus points, frequent flyer miles, or any other affinity program reward permitted under any circumstances.

12-21-09

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Book
Cincinnati City School District Policies

Section
6000 Finances

Title
Cooperative Purchasing

Code
6440

Status
Active

Legal
R.C. 125.04
R.C. 167.01 et seq.
R.C. 2909.33
R.C. 3313.812

Adopted
December 21, 2009

Last Revised
October 13, 2014

Cincinnati City School District Policies

The Board of Education recognizes the advantages of centralized purchasing in that volume buying tends to maximize value for each dollar spent. The Board, therefore, encourages the administration to seek advantages in savings that may accrue to this District through joint agreement for the purchase of supplies, equipment, or services with the governing body(ies) of other governmental units.

The Board authorizes the Purchasing Director to negotiate such joint purchase agreements for services, supplies, and equipment which may be determined to be required from time to time by the Board and which

the Board may otherwise lawfully purchase for itself, with governmental contracting units as may be appropriate in accordance with State law, the policies of this Board, and the dictates of sound purchasing procedures.

Cooperative or joint purchases require an agreement approved by the Board and the participating contracting body(ies) which shall specify the categories of equipment and supplies to be purchased; the manner of advertising for bids and of awarding contracts; the method of payment by each participating party and such other matters as may be deemed necessary to carry out the purposes of the agreement. Such agreements are subject to all legal bidding requirements.

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Cincinnati City School District Policies

Section

6000 Finances

Title

Equal And Fair Opportunity In Contract Employment And Business Opportunities

Code

6450

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Active

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November 5, 2014

Cincinnati City School District Policies

Cincinnati Public Schools (CPS) desires to provide all persons an equal and fair opportunity to participate in employment and development opportunities sponsored by the Cincinnati Public Schools.

Cincinnati Public Schools is committed to providing both comprehensive education beginning in elementary school, as well as specific training for its students to enable CPS and its contractors and their subcontractors to attain their equal opportunity and affirmative action goals.

Cincinnati Public Schools recognizes its obligation to ensure that applicants, employees, bidders, contractors and their subcontractors are not discriminated against on the basis of race, color, gender, national origin, and other factors as referenced in "Equal Employment Opportunity and Affirmative Action Policy" 2260 in relation to employment and contracting practices, including the employment and contracting practices of contractors and subcontractors. To this end, discrimination based on race, color, gender and national origin and other factors is prohibited.

Cincinnati Public Schools requires that its contractors and their subcontractors recruit, train, hire and promote all personnel in an equitable fashion and that economically disadvantaged and small business enterprises are afforded an equitable and fair opportunity to share in CPS contract opportunities.

Cincinnati Public Schools encourages all of its contractors and their subcontractors to embrace goals to take affirmative action to achieve and maintain adequate and meaningful levels of minority and female employment, reasonably attainable by means of applying good faith efforts, based on factual availability determinations.

Cincinnati Public Schools also requires that economically disadvantaged and small business enterprises be afforded the maximum practicable opportunity to participate in all contracting opportunities through the establishment of provisional benchmarks for their participation, as shown in attachments "Exhibit A" and "Exhibit B" to the "Resolution on Equal and Fair Opportunity In Contract Employment and Business Opportunities", reasonably attainable by means of applying good faith efforts, subject to administrative updates annually or more frequently based on the availability of factual determinations.

The Superintendent and the Treasurer, in conjunction with the Supplier Diversity Office, administers the implementation of this policy in accordance with the Cincinnati Public Schools' Equal Opportunity Program. Cincinnati Public Schools will provide the human and financial resources necessary to successfully implement, maintain, and develop the Program.

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Section
6000 Finances

Title
Policy Vendor Relations

Code
6460

Status
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Cross References
Auditor's Bulletin 2000-006

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December 21, 2009

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November 5, 2014

Cincinnati City School District Policies

The Board of Education shall not enter a contract knowingly with any supplier of goods or services to this District under which any Board member or officer, employee, or agent of this School District has any pecuniary or beneficial interest, direct or indirect, unless the person has not solicited the contract or participated in the negotiations leading up to the contract. This prohibition shall not prevent any person from receiving royalties upon the sale of any educational material of which s/he is the author and which has been properly approved for use in the schools of this District.

Board members and school personnel shall not accept any form of compensation from vendors that might influence their recommendations on the eventual purchase of equipment, supplies, or services. Furthermore, Board members and school personnel shall not accept any compensation from a vendor after a decision has been made to purchase equipment, supplies, or services from said vendor. In addition, Board members or school personnel who recommend purchases shall not enter into a contractual

arrangement with a vendor seeking to do business with the District, or a vendor with whom the District is doing business, whereby an individual board member or member of the school staff receives compensation in any form for services rendered.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that a Board member or member of the school staff receives such compensation, albeit unsolicited, from a vendor, the Board member or school staff member shall notify the Treasurer, in writing, that s/he received such compensation and shall thereafter promptly transmit said compensation to the Treasurer at his/her earliest opportunity.

All sales persons, regardless of product, shall clear with the Superintendent's office before contacting any teachers, students, or other personnel of the School District. Purchasing personnel shall not show any favoritism to any vendor. Each order shall be placed in accordance with policies of the Board on the basis of quality, price, and delivery with past service a factor if all other considerations are equal.

12-21-09

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Cincinnati City School District Policies

Section
6000 Finances

Title
Vendor Management

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6460.01

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Active

Adopted
December 9, 2013

Last Reviewed
November 5, 2014

Cincinnati City School District Policies

The Board of Education promotes a sound vendor management program by providing oversight and risk management of significant third-party relationships. It recognizes the importance of effectively selecting and managing vendors to ensure safety, soundness and increased fiscal responsibility; while providing equitable opportunities for community-based businesses to operate as a vendor for the Cincinnati Public School district.

Four steps to appropriately outsource or contract for goods or services include:

1. Risk Assessment,
2. Due Diligence in Vendor Selection,
3. Documenting the Vendor Relationship, and
4. Ongoing Supervision and Monitoring of Vendors

Risk Assessment

This step requires the district to identify how critical each vendor is to the district, the nature of the activities the vendor will perform, and the vendor's access to private data, among other factors. To properly assess the importance of the function the vendor is providing, the district must determine how the contracted function meets the district's needs and strategic objectives.

Due Diligence in Vendor Selection/Renewals

Due Diligence requires a reasonable inquiry into a vendor's ability to operationally meet the requirements for the proposed service and inquiry into the vendor's financial ability to deliver on its promise. As part of this process the district will question operational issues such as staffing, expertise and the vendor's internal controls.

All vendors are required to register in EprOhio, a web-based district vendor portal. This e-procurement system is hosted by H/CCA – Hamilton County Clermont Cooperative Association and currently serves the Cincinnati Public School district. This registration process includes obtaining pertinent information from each vendor such as: vendor legal name, years in business, contact information, commodity codes, payment/freight/shipping terms, federal tax classification, and various indicators such as small business.

In addition to each vendor registering on-line with EprOhio, the Purchasing department will be implementing eVAS, which stands for Electronic Vendor Audit System. This web-based application is used as an Accounts Payable tool to support the district's need to manage vendors through regulatory compliance, deter fraudulent activity and prevent manual errors. All vendors will pass through the eVAS system for validation.

In performing its due diligence, the district will also require financial statements from all vendors whose contractual expenditures are \$200,000 or more. The goal is to obtain audited financial statements for each vendor that meets this threshold on an annual basis. If audited financial statements are not available, the vendor's most recent and year-end balance sheet, income statement and statement of cash flows will be examined. This requirement is an extra layer of protection that supports the current comprehensive vendor registration process, which all vendors must complete regardless of contract size. This policy will further promote fiscal responsibility and demonstrates the district's commitment to conduct business with legitimate, reputable, and solvent businesses in our community.

The vendor renewal process consists of a six-month review where the owner of any contract of \$200,000 or more alerts the Finance Committee of their intention to renew or if the contract is due for expiration, to terminate.

Documenting the Vendor Relationship

All contracts cover expectations and responsibilities, the scope of work and fees, type and frequency of reporting on the status of work involved, process for changing scope of work, ownership of any work product, an acknowledgement that the vendor is subject to regulatory review, privacy and information security, a process for ongoing monitoring, and dispute resolution. Legal counsel reviews all significant contracts.

The scope of services to be performed should be carefully addressed in the contract. Scope should include, at a minimum: (1) services to be performed by the vendor and/or sub-contractors, (2) responsibilities of the district, (3) term/auto-renewal, (4) fee arrangement, and (6) the district's responsibility for vendor expenses.

Performance standards and service level agreements (SLA) are essential components of contracts. An SLA establishes the performance standard and service quality expected under the agreement. Vendor contracts include reference to the district's right to monitor the performance and condition of the vendor. The vendor is required to submit appropriate reports, including financial reports, audit reports, and internal control reports as deemed necessary.

Ongoing Supervision & Monitoring

Monitoring and supervision includes ongoing (at least annual) review of vendor's financial condition and insurance coverage (in force). The vendor's policies relating to internal controls, security and disaster recovery/contingency plans will be reviewed and a means to determine compliance will be developed.

Adopted: 12-09-13

Revised date:

Reviewed date: 11-5-14



PREPARING STUDENTS
FOR LIFE