

Procurement of Goods & Services

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If purchasing a new item for the first time, the purchasing designee should contact numerous vendors to find the lowest price quote (bidding where applicable). Factors should not only be pricing, but should include quality, reliability, past experience, etc. Also, vendors sometimes have State Contracts (an agreement between the State and a vendor that any State agency can purchase for a set price) which may be available through the New York State Office of General Services (OGS) or the State that your school is operating in.

State Contract prices for Goods and Services (G&S) generally tend to have the lowest price option. However, this is not always the case and the purchasing designee should perform their due diligence in order to obtain the best combination of price and the other contributing factors mentioned above.

A best practice would be to narrow down at least 3 quotes and decide what the best option for the school is, it may not always be the lowest price. The school should always have a valid justification as to why one vendor was chosen over the others.

Once the vendor is selected and approved by the required parties a purchase order (preferably pre-numbered) should be completed and include the General Ledger account number to which the purchase is attributed.

The purchase order should then be sent to the vendor once all required signatures are obtained.

Once all goods/services are received and the vendor's requirements have been fulfilled. The school should follow the disbursement procedures in place for Accounts Payable.