

FINANCE

Upon the recommendation of the Superintendent, and on the motion of _____, seconded by _____, it is resolved that the following finance actions are hereby taken:

A. General Fund Establishments and Adjustments**1. Budget Establishments for 2023-2024:**

| Item # | CoSer # | Title | In the Amount of |
|--------|---------|--------------------------------|------------------|
| 252-24 | 322.591 | ATTENDANCE SUPERVISOR W/ERIE 1 | \$ 5,000 |

These establishments will be supported as follows:

252-24 322.591 Arkport: \$5,000

2. Budget Increases for 2023-2024:

| Item # | CoSer # | Title | Increase | From | To |
|--------|---------|--|------------|---------------|---------------|
| 253-24 | 204.000 | Special Class 1:12 +(3:1) | \$ 1,946 | \$ 512,490 | \$ 514,436 |
| 254-24 | 216.214 | Special Class 1:6:1 ED | \$ 158,885 | \$ 2,060,947 | \$ 2,219,832 |
| 255-24 | 216.217 | Special Class 1:6:1 ASD | \$ 51,039 | \$ 3,164,187 | \$ 3,215,228 |
| 256-24 | 203.220 | Special Class 1:12:1 | \$ 11,851 | \$ 529,605 | \$ 541,456 |
| 257-24 | 240.000 | Special Class Preschool | \$ 241,666 | \$ 1,853,945 | \$ 2,095,611 |
| 258-24 | 304.001 | Itinerant-Visually Impaired-Braille Prep | \$ 22,850 | \$ 24,240 | \$ 47,090 |
| 259-24 | 305.000 | Itinerant-Physical Therapy | \$ 48,569 | \$ 544,485 | \$ 593,054 |
| 260-24 | 310.000 | Itinerant-Speech Impaired | \$ 20,370 | \$ 499,152 | \$ 519,522 |
| 261-24 | 312.000 | Itinerant-School Psychologist | \$ 45,489 | \$ 516,101 | \$ 561,590 |
| 262-24 | 330.000 | Itinerant- Nurse/Nurse Teacher | \$ 2,801 | \$ 51,699 | \$ 54,500 |
| 263-24 | 403.001 | ALT ED - AD BASED LRNG (ABL) | \$ 1,200 | \$ 133,564 | \$ 134,764 |
| 264-24 | 419.693 | ACADMIC PRGS SPEC FACLT Y W/TST BOCE | \$ 3,200 | \$ 5,550 | \$ 8,750 |
| 265-24 | 430.000 | E-LEARNING BASE-COORD | \$ 12,000 | \$ 803,702 | \$ 815,702 |
| 266-24 | 511.000 | PRINTING | \$ 49,227 | \$ 1,885,182 | \$ 1,934,409 |
| 267-24 | 512.000 | COMP SVC-CAI/LAN | \$ 2,182 | \$ 4,687,206 | \$ 4,689,388 |
| 268-24 | 540.698 | STAFF DEV W/PUTNAM WESTCHESTER BOCE | \$ 3,370 | \$ 33,107 | \$ 36,477 |
| 269-24 | 550.591 | COMPUTER SVC, INSTR W/ ERIE 1 BOCES | \$ 239,485 | \$ 2,301,504 | \$ 2,540,989 |
| 270-24 | 555.591 | MODEL SCHOOLS W/ERIE 1 BOCES | \$ 13 | \$ 90,471 | \$ 90,484 |
| 271-24 | 605.000 | CSC- BASE | \$ 764,697 | \$ 18,310,487 | \$ 19,075,184 |
| 272-24 | 616.594 | COOP BDNG COORD (ENERGY) W/OCM BOCE | \$ 422 | \$ 31,872 | \$ 32,294 |
| 273-24 | 620.596 | PUBLIC INFO-BASE W/ALBANY BOCES | \$ 5,191 | \$ 219,061 | \$ 224,252 |
| 274-24 | 629.591 | COMPUTER SERVICE:MGMT W/ ERIE 1 BOC | \$ 276,240 | \$ 3,452,991 | \$ 3,729,231 |
| 275-24 | 669.697 | COMPUTER SVC. W.S.WESTCHESTER BOCES | \$ 363 | \$ 58,095 | \$ 58,458 |
| 276-24 | 671.592 | COORDINATION OF INSURANCE MGT W/QUE | \$ 7,804 | \$ 24,308 | \$ 32,112 |
| 277-24 | 677.592 | BUSINESS OFC SUPPORT W/QUESTAR | \$ 2,500 | \$ 43,822 | \$ 46,322 |

These increases will be supported as follows:

253-24 204.000 Various Component and Non-Component Districts

| | | |
|--------|---------|--|
| 254-24 | 216.214 | Various Component and Non-Component Districts |
| 255-24 | 216.217 | Various Component and Non-Component Districts |
| 256-24 | 203.220 | Various Component and Non-Component Districts |
| 257-24 | 240.000 | Various Component and Non-Component Districts, Allegany County, Chemung County, Steuben County, Tioga County |
| 258-24 | 304.001 | Alfred-Almond 3,873, Corning \$18,977 |
| 259-24 | 305.000 | Addison \$2,639, Arkport (\$9,287), Avoca \$5,512, Bath 42,991, Bradford \$8,674, Campbell-Savona (\$23,717), Canaseraga (\$1,381), Corning \$12,894, Dansville \$1,102, Elmira Heights \$4,075, Hammondsport \$11,926, Horseheads (\$891), Jasper-Troupsburg (\$1,648), Odessa-Montour \$5,267, Watkins Glen (\$8,919), Waverly (\$668) |
| 260-24 | 310.000 | Arkport (\$17,475), Avoca \$8,862, Bath \$7,641, Canaseraga \$6,285, Elmira \$14,287, Elmira Heights \$8,749, Hammondsport \$1,108, Horseheads (\$36,668), Jasper-Troupsburg \$5,539, Spencer-Van Etten \$16,616, Waverly \$5,426 |
| 261-24 | 312.000 | Addison \$11,991, Alfred-Almond \$8,994, Canisteo-Greenwood (\$15,966), Elmira \$8,994, Prattsburgh \$11,991, Spencer Van-Etten \$7,494, Waverly \$11,991 |
| 262-24 | 330.00 | Horseheads \$2,801 |
| 263-24 | 403.001 | Prattsburgh: \$1,200 |
| 264-24 | 419.693 | Bath: \$125, Bradford: \$125, Corning: \$75, Horseheads: \$325, Odessa-Montour: \$75, Spencer-Van Etten: \$100, Watkins Glen: \$2,375 |
| 265-24 | 430.000 | Watkins Glen: \$12,000 |
| 266-24 | 511.000 | Addison: \$1,706, Arkport: \$1,972, Avoca: \$410, Bath: \$275, Bradford: \$80, Campbell-Savona: \$3,131, Canisteo-Greenwood: \$164, Elmira: \$8,581, Elmira Heights: \$3,911, Hammondsport: \$2,531, Hornell: \$1,133, Horseheads: \$9,950, Odessa-Montour: \$1,088, Prattsburgh: \$241, Spencer-Van Etten: \$2,557, Watkins Glen: \$647, Waverly: \$6,896, WFL BOCES: (Dundee: \$224), Misc. Revenue: (Chemung County: \$118, Chemung County Youth Bureau: \$695, Chemung Fire District: \$26, City of Hornell: \$195, Corning Community College: \$1,094, Steuben County: \$96, Village of Painted Post: \$369, Village of Horseheads: \$943, Horseheads Historical Society: \$194) |
| 267-24 | 512.000 | Odessa-Montour: \$2,182 |
| 268-24 | 540.698 | Hornell: \$3,370 |
| 269-24 | 550.591 | Addison: \$85,208, Alfred-Almond: (\$2,768), Arkport: \$32,675, Avoca: \$1,364, Bath: \$85,297, Bradford: \$1,076, Canaseraga: (\$3,930), Canisteo-Greenwood: (\$11,753), Hammondsport: \$48,866, Hornell: (\$1,426), Jasper-Troupsburg: (\$5,879), Prattsburgh: \$10,757 |
| 270-24 | 555.591 | Arkport: \$13 |
| 271-24 | 605.000 | Addison: \$40,600, Bath: \$24,050, Bradford: \$9,347, Corning: \$317,706, Elmira: \$223,394, Waverly: \$88,000, Erie 2 BOCES: (Fredonia: \$22,495) Nassau BOCES: (Uniondale: \$39,105) |
| 272-24 | 616.594 | Horseheads: \$422 |
| 273-24 | 620.596 | Arkport: \$5,191 |
| 274-24 | 629.591 | Addison: \$14,662, Alfred-Almond: \$2,988, Arkport: \$3,181, Avoca: (\$79), Bath: \$9,699, Bradford: \$13,491, Canaseraga: \$59, Canisteo-Greenwood: \$38,373, Hammondsport: \$3,257, Hornell: \$19,121, Jasper-Troupsburg: \$20,665, Prattsburgh: \$150,823 |
| 275-24 | 669.697 | Elmira: \$363 |
| 276-24 | 671.592 | Prattsburgh: \$7,804 |
| 277-24 | 677.592 | Elmira Heights: \$2,500 |

3. Budget Decreases for 2023-2024:

| Item # | CoSer # | Title | Decrease | From | To |
|--------|---------|--------------------------------------|------------|--------------|--------------|
| 278-24 | 205.000 | Special Class 15:1 | \$ 5,301 | \$ 1,088,073 | \$ 1,082,772 |
| 279-24 | 209.000 | Special Class 1:8:1 | \$ 167,346 | \$ 9,079,608 | \$ 8,912,262 |
| 280-24 | 209.215 | Special Class 1:8:1 Project Search | \$ 190,764 | \$ 401,436 | \$ 210,672 |
| 281-24 | 216.000 | Special Class 1:6:1 EPC | \$ 191,848 | \$ 1,692,880 | \$ 1,501,032 |
| 282-24 | 304.000 | Itinerant- Visually Impaired | \$ 127,634 | \$ 371,493 | \$ 243,859 |
| 283-24 | 307.000 | Itinerant English as Second Language | \$ 297,901 | \$ 508,912 | \$ 211,011 |
| 284-24 | 309.000 | Itinerant Speech Improvement | \$ 16,809 | \$ 482,967 | \$ 466,158 |
| 285-24 | 313.000 | Itinerant- Interpreter for the Deaf | \$ 132,182 | \$ 771,320 | \$ 639,138 |
| 286-24 | 324.000 | Itinerant-Occupational Therapy | \$ 23,721 | \$ 693,449 | \$ 669,728 |

| | | | | | | | | |
|--------|---------|--|----|---------|----|-----------|----|---------|
| 287-24 | 326.000 | Itinerant-Hard of Hearing | \$ | 48,437 | \$ | 246,273 | \$ | 197,836 |
| 288-24 | 327.000 | Itinerant- Teacher of Deaf | \$ | 20,513 | \$ | 160,821 | \$ | 140,308 |
| 289-24 | 328.693 | INTERNAL AUDITOR W/TST BOCES | \$ | 2,111 | \$ | 85,739 | \$ | 83,628 |
| 290-24 | 331.000 | Itinerant- Consultant Teacher | \$ | 130,669 | \$ | 1,102,798 | \$ | 972,129 |
| 291-24 | 332.000 | Itinerant-School Social Worker | \$ | 54,660 | \$ | 160,092 | \$ | 105,432 |
| 292-24 | 401.000 | ARTS IN ED(BASE) | \$ | 11,250 | \$ | 462,557 | \$ | 451,307 |
| 293-24 | 520.000 | Itinerant-Comprehensive Support Services | \$ | 1,218 | \$ | 112,483 | \$ | 111,265 |
| 294-24 | 529.499 | PRINTING W/CAEW BOCES | \$ | 1,527 | \$ | 1,700 | \$ | 173 |
| 295-24 | 535.499 | EQUIP REPAIR W/CAEW | \$ | 128 | \$ | 59,034 | \$ | 58,906 |
| 296-24 | 626.499 | PUBLIC INFO-BASE W/CAEW BOCES | \$ | 821 | \$ | 1,105 | \$ | 284 |

These decreases will be supported as follows:

| | | |
|--------|---------|---|
| 278-24 | 205.000 | Various Component and Non-Component Districts |
| 279-24 | 209.000 | Various Component and Non-Component Districts |
| 280-24 | 209.215 | Various Component and Non-Component Districts |
| 281-24 | 216.000 | Various Component and Non-Component Districts |
| 282-24 | 304.000 | Alfred-Almond (\$79,900), Arkport (\$2,385), Bath (\$21,811), Campbell-Savona (\$6,930), Canisteo-Greenwood (\$19,614), Corning \$8,036, Dansville \$1,098, Elmira \$2,477, Elmira Heights (\$2,536), Hornell (\$2,911), Horseheads \$3,266, Jasper-Troupsburg \$5,492, Odessa-Montour (\$4,122), Spencer-Van Etten (\$4,544), Trumansburg \$5,492, Watkins Glen (\$28,477), Waverly \$19,735 |
| 283-24 | 307.000 | Addison (\$53,622), Alfred-Almond \$26,710, Arkport (\$54,958), Bath (\$30,919), Campbell-Savona (\$12,091), Elmira (\$77,249), Elmira Heights (\$74,743), Prattsburgh (\$20,647), Spencer-VanEtten (\$10,827), Watkins Glen \$18,908, Waverly (\$8,463) |
| 284-24 | 309.000 | Addison \$571, Arkport \$23,308, Bath (\$20,999), Bradford \$1,574, Canaseraga (\$4,048), Elmira Heights \$12,320, Jasper-Troupsburg (\$24,024), Odessa-Montour (\$1,738), Prattsburgh (\$3,476), Waverly (\$297) |
| 285-24 | 313.000 | Corning \$6,792, Elmira (\$256,362), Elmira Heights \$79,396, Hornell (\$5,676), Spencer-VanEtten \$43,668 |
| 286-24 | 324.000 | Addison (\$6,597), Alfred-Almond (\$4,066), Arkport (\$26,052), Avoca, \$5,875, Bath \$5,875, Bradford \$6,553, Campbell-Savona \$11,614, Canaseraga (\$15,139), Canisteo-Greenwood (\$4,881), Corning (\$2,033), Dansville \$4,700, Elmira Heights \$5,830, Hammondsport \$5,875, Hornell \$2,350, Horseheads (\$11,297), Jasper-Troupsburg (\$2,328) |
| 287-24 | 326.000 | Bath (\$24,505), Canisteo-Greenwood (\$24,505), Corning (\$43,481), Elmira \$36,084, Elmira Heights \$30,417, Hornell (\$6,126), Horseheads (\$36,971), Spencer-Van Etten \$32,763, Waverly (\$12,113) |
| 288-24 | 327.000 | Corning \$22,032, Elmira (\$54,792), Hornell \$13,915, Odessa-Montour (\$1,668) |
| 289-24 | 328.693 | Alfred-Almond: (\$135), Bath: (\$225), Campbell-Savona: (\$225), Canisteo-Greenwood: (\$112), Corning: (\$315), Elmira Heights: (\$112), Hornell: (\$315), Horseheads: (\$315), Jasper- Troupsburg: (\$67), Prattsburgh: (\$67),Waverly: (\$225) |
| 290-24 | 331.000 | Addison (\$15,588), Alfred-Almond (\$7,527), Arkport \$7,058, Avoca (\$49,829), Bath \$55,476, Bradford (\$35,883), Campbell-Savona (\$67,866), Canaseraga \$19,076, Canisteo-Greenwood \$4,898, Corning \$23,974, Elmira (\$56,426), Elmira Heights \$24,619, Hammondsport (\$4,784), Hornell (\$73,176), Horseheads (\$19,847), Jasper-Troupsburg \$4,986, Odessa-Montour (\$5,954), Prattsburgh \$34,363, Spencer-Van-Etten \$3,965, Watkins Glen \$26,893, Waverly \$903 |
| 291-24 | 332.000 | Addison \$1,308, Canaseraga (\$85,382), Elmira Heights \$22,225, Spencer-Van Etten \$7,189 |
| 292-24 | 401.000 | Alfred-Almond: \$70, Bradford: \$680, Watkins Glen: (\$12,000) |
| 293-24 | 520.000 | Addison (\$174), Bradford (\$174), Campbell-Savona (\$174), Hornell (\$174), Odessa-Montour (\$348), Prattsburgh (\$174) |
| 294-24 | 529.499 | Bath: (\$700), Prattsburgh: (\$827) |
| 295-24 | 535.499 | Hornell: (\$128) |
| 296-24 | 626.499 | Bath: (\$55), Prattsburgh: (\$766) |

4. Transfers within programs for 2023-2024:

- a. Report of all fund transfers for the period 5/1/2024-5/31/2024, as attached.
- b. Transfers in excess of \$10,000.

| <u>COSER NO.</u> | <u>PROGRAM</u> | <u>BUDGET CODE</u> | <u>TRANSFER IN</u> | <u>TRANSFER OUT</u> |
|----------------------|-------------------------|-------------------------------------|------------------------|-------------------------|
| 002 | Capital and Rental | A002-1900-470-0-02 Facility Rental | \$ 1,200 | |
| | | A002-1900-470-0-04 Facility Rental | \$ 67,450 | |
| | | A002-1900-470-0-09 Facility Rental | \$ 4,650 | |
| | | A002-1900-470-0-10 Facility Rental | \$ 1,800 | |
| | | A002-1900-400-0-00 Contractual | \$ 84,102 | |
| | | A002-1900-470-0-01 Facility Rental | | \$ 42,300 |
| | | A002-1900-470-3-00 Facility Rental | | \$ 104,184 |
| | | A002-1900-470-1-00 Facility Rental | | \$ 4,996 |
| | | A002-1900-470-0-05 Facility Rental | | \$ 3,764 |
| | | A002-1900-470-0-03 Facility Rental | | \$ 3,958 |
| | | Total | \$ 159,202 | \$ 159,202 |
| 511 | Print Shop | A511-6313-160-0-09 N-I Salaries | | \$ 30,000 |
| | | A511-6313-454-0-09 Photo Copying | \$ 30,000 | |
| | | Total | \$ 30,000 | \$ 30,000 |
| 605 | Computer Services | A605-7710-163-0-99 N-I Stipend | | \$ 10,000 |
| | | A605-7710-163-1-99 N-I Stipend | \$ 10,000 | |
| | | A605-7710-400-A-99 Contractual | | \$ 140,000 |
| | | A605-7710-210-1-99 Lg Equip >\$5000 | \$ 108,000 | |
| | | A605-7710-205-1-99 Software | \$ 32,000 | |
| | | A605-7710-300-V-99 Supplies | | \$ 9,000 |
| | | A605-7710-400-V-99 Contractual | | \$ 11,000 |
| | | A605-7710-813-1-99 NYS ERS | \$ 11,000 | |
| | | A605-7710-204-1-99 Small Equip | \$ 4,500 | |
| | | A605-7710-801-1-99 Post Employment | \$ 3,500 | |
| | | A605-7710-829-1-99 TRS Reserve | \$ 1,000 | |
| | | A605-7710-160-S-99 N-I Salaries | | \$ 8,000 |
| | | A605-7710-300-S-99 Supplies | | \$ 6,000 |
| | | A605-7710-818-1-99 Unemp Ins | \$ 1,500 | |
| | | A605-7710-824-1-99 Dental | \$ 2,500 | |
| | | A605-7710-400-1-99 Contractual | \$ 10,000 | |
| | | Total | \$ 184,000 | \$ 184,000 |
| 608 | Labor Relations | A608-7111-408-0-09 Publications | | \$ 11,000 |
| | | A608-7111-205-0-09 Software | \$ 11,000 | |
| | | Total | \$ 11,000 | \$ 11,000 |
| 612 | Central Business Office | A612-7017-163-0-01 N-I Stipend | \$ 15,438 | |
| | | A612-7017-160-0-00 N-I Salaries | | \$ 15,438 |
| | | Total | \$ 15,438 | \$ 15,438 |

B. Federal Fund Establishments and Adjustments

1. Budget Establishments for 2024-2025

- a. Extended School Year (ESY) budget established in the amount of \$1,792,991 for the period July 1, 2024, through June 30, 2025.
Revenues for this program come from districts requesting the service.
- b. Extended School Year (ESY) Preschool budget established in the amount of \$321,720 for the period July 1, 2024, through June 30, 2025.
Revenues for this program come from districts requesting the service.

C. Purchasing

1. Approval of Resolution, as attached, for the Installment Purchase Agreement for Laptops, Towers, Charging Carts, Interactive Panels, Laser Engraver, Attachment for Laser, Fume Extractor, and Misc. Supplies, in the amount of \$125,000.00 plus any additional fees. This IPA is for Odessa-Montour Central School District for a five-year term.
2. Award of the UTV Bid, for O&M, to Jim's Equipment & Repair, Inc. This was the only bid received.

The bid was opened June 18, 2024, at 10:00 AM and the following bid was received:

Jim's Equipment & Repair, Inc., 8597 Main St., Campbell, NY 14821,
\$15,649.00.

3. Approval of Resolution, as attached, to participate with other BOCES in an agreement negotiated by Erie 1 BOCES for software and licensing packages for the 2024-2025 fiscal year. A few of the vendors are: 3DUX Design, 7 Mindset Academy, A+ Educators (dba Woz ED Education).
4. Approval of Resolution, as attached, to participate in the cooperative electricity bid (WFL10/01/2024-09/30/2025) with Wayne-Finger Lakes BOCES for the Coopers and Wildwood Campuses.
5. Approval of Resolution, as attached, to participate in the cooperative gas bid (WFL 10/01/2024-09/30/2025) with Wayne-Finger Lakes BOCES for the Coopers and Wildwood Campuses.
6. Approval of the updated Purchasing Manual, as attached.

D. Acceptance of Donations

1. 2013 Kia Sportage, V# KNDPBCA26D7388228, to the Bush Campus Auto Tech II class from Todd Lewis, 314 Spring Creek #4, Horseheads, NY 14845.
2. 2003 Honda CRV, V# SHSRD78863U134735, to the Bush Campus Auto Tech II class from Rick Oliver, 38 N. Church Street, Canaseraga, NY 14822.
3. 2011 Volvo XC60, V# YV4940DZ9B2220570, to the Bush Campus Auto Tech II class from Marissa Thrower, 1260 Chambers Road, Horseheads, NY 14845.
4. 2011 Nissan Rogue, V# JN8AS5MV2BW255089, to the Bush Camus Auto Tech II class from Marissa Thrower, 1260 Chambers Road, Horseheads, NY 14845.

E. Authorization to Pay the Following Membership Dues

1. National School Boards Association (NSBA) dues in the amount of \$2,700 for the 2024-2025 fiscal year for the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES.
2. Watkins Glen Chamber of Commerce dues in the amount of \$250 for the 2024-2025 fiscal year for the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES.

F. Appointment of Bernard P. Donegan, Inc. as Municipal Advisor

BE IT RESOLVED, by this Board of Education, as follows:

1. The firm of Bernard P. Donegan, Inc. is hereby designated Municipal Advisor to the Greater Southern Tier BOCES.
2. Said firm shall be compensated for its services to be rendered in accordance with its Letter of Services dated June 20, 2024 (attached).
3. The GST BOCES District Superintendent is hereby authorized to sign the Letter of Services.
4. This resolution shall take effect immediately.

G. NYSED Accredited Training Courses

1. Approval to offer occupational/career programs to adult populations under the oversight and accreditation of the local boards of education (without the need for additional NYSED program-level approval or oversight), as attached.

Greater Southern Tier BOCES
Budgetary Transfer Report
Fiscal Year: 2023-2024

5.A.4.a

Current Appropriation - Effective from 5/1/24-5/31/2024

| Budgetary Account | Description | Amount Transferred From | Amount Transferred To |
|----------------------|---------------------------|----------------------------|--------------------------|
| A701-8010-166-2-00 R | O/M WW N/I EXTRA SUMMER | -9,800.00 | |
| A701-8010-400-1-00 R | O/M CPRS CONTRACT/REPAIR | | 9,800.00 |
| A701-8010-812-0-99 R | O/M BUSH COMP INS | -9,800.00 | |
| A701-8010-400-1-00 R | O/M CPRS CONTRACT/REPAIR | | 9,800.00 |
| A701-8010-400-5-00 R | O/M LANGDON CONTRACT/REPA | -4,000.00 | |
| A701-8010-816-0-99 R | O/M BUSH HLTH INS | -4,400.00 | |
| A701-8010-400-1-00 R | O/M CPRS CONTRACT/REPAIR | | 4,000.00 |
| A701-8010-400-1-00 R | O/M CPRS CONTRACT/REPAIR | | 4,400.00 |
| A103-3613-303-0-00 R | WELDING TXTBKS | -715.00 | |
| A103-3613-400-0-00 R | WELDING OTHER EXP | -285.00 | |
| A103-3613-300-0-00 R | WELDING SUPPLY | | 1,000.00 |
| A701-8010-200-1-01 R | CAMPUS DEV CPRS EQUIP | -400.00 | |
| A701-8010-300-0-99 R | O/M BUSH OFFICE SUPPLIES | | 400.00 |
| A701-8010-816-2-00 R | O/M WW HLTH INS | -4,650.00 | |
| A701-8010-160-0-00 R | O/M BUSH NI SALARIES | | 1,000.00 |
| A701-8010-162-0-99 R | O/M BUSH OUT OF TITLE WK | | 500.00 |
| A701-8010-319-0-99 R | O/M BUSH MISC SUPPLIES | | 1,500.00 |
| A701-8010-343-0-99 R | O/M BUSH LAWN SUPPLIES | | 1,250.00 |
| A701-8010-813-0-99 R | O/M BUSH NYS ERS | | 400.00 |
| A701-8010-161-1-00 R | O/M CPRS N/I SUBS | -1,100.00 | |
| A701-8010-300-1-01 R | CAMPUS DEV CPRS SUPPLY | | 50.00 |
| A701-8010-400-2-00 R | O/M WW CONTRACT/REPAIR | | 1,000.00 |
| A701-8010-801-1-00 R | O/M CPRS POST EMPLY | | 50.00 |
| A701-8010-424-3-00 R | O/M VEHICLE INS-BUSH | -9,800.00 | |
| A701-8010-400-0-99 R | O/M BUSH CONTRACT/REPAIR | | 9,800.00 |
| A605-7710-205-D-88 R | SOFTWARE | -569.00 | |
| A605-7710-205-D-88 R | SOFTWARE | -373.00 | |
| A605-7710-160-0-99 R | CSC BASE-NI SAL | | 569.00 |
| A605-7710-160-0-99 R | CSC BASE-NI SAL | | 373.00 |
| A101-3010-200-0-78 R | PRN CPRS-EQUIPMENT | -152.62 | |
| A101-3010-200-0-78 R | PRN CPRS-EQUIPMENT | -170.00 | |
| A101-3010-200-0-78 R | PRN CPRS-EQUIPMENT | -59.60 | |
| A101-3010-204-0-78 R | PRN CPRS-SMALL EQUIPMENT | -3,574.36 | |
| A101-3127-300-0-00 R | CPRS ANIMAL SCI SUPPLIES | -99.34 | |
| A101-3130-300-0-00 R | HEAVY EQUIP SUPPLY | -2.70 | |
| A101-3174-300-0-00 R | CISCO NETWRK ACAD SUPPLY | -430.00 | |
| A101-3174-400-0-00 R | CISCO NETWRK ACAD OTHER | -733.75 | |
| A101-3342-300-0-00 R | AUTO SVC SUPPLY | -260.00 | |
| A101-3760-303-0-00 R | NEW VIS ILB TEXTS | -24.06 | |
| A403-5873-204-1-04 R | ALT ED MS CPRS SM EQUIP | -233.00 | |
| A101-3010-202-0-78 R | PRN CPRS-FURNITURE | | 3,574.36 |
| A101-3010-202-0-78 R | PRN CPRS-FURNITURE | | 152.62 |
| A101-3010-205-0-78 R | PRN CPRS-SOFTWARE | | 170.00 |
| A101-3010-300-0-78 R | PRN CPRS SUPPLY | | 59.60 |
| A101-3127-204-0-00 R | CPRS ANIMAL SCI SM EQUIP | | 99.34 |
| A101-3130-347-0-00 R | HEAVY EQUIP AUTO EXPENSES | | 2.70 |
| A101-3174-204-0-00 R | CISCO NETWRK ACAD SM EQP | | 733.75 |
| A101-3174-205-0-00 R | CISCO NETWRK ACAD SOFTWAR | | 430.00 |
| A101-3342-200-0-00 R | AUTO SVC EQUIP | | 260.00 |
| A101-3760-300-0-00 R | NEW VIS ILB SUPPLY | | 24.06 |
| A403-5873-200-1-04 R | ALT ED MS CPRS EQUIP | | 233.00 |
| A605-7710-160-2-99 R | MIT-S NI SALARIES | -43,365.00 | |
| A605-7710-200-1-99 R | TELECOM-EQUIPMENT | -237,593.00 | |
| A605-7710-200-2-99 R | MIT-S-EQUIPMENT | -35,984.00 | |

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| A605-7710-300-1-99 R | TELECOM-SUPPLIES | -23,555.00 | |
| A605-7710-300-R-99 R | ASSET MGMT-INVENTORY | -1,399.00 | |
| A605-7710-400-A-99 R | SMS-CONTRACTUAL | -137,557.00 | |
| A605-7710-400-R-99 R | ASSET MGMT-CONTRACTUAL | -15,823.00 | |
| A605-7710-400-V-99 R | VOIP-CONTRACTUAL | -16,811.00 | |
| A605-7710-816-2-99 R | MTS-HEALTH INS | -38,618.00 | |
| A702-4010-160-0-00 R | SP ED ADM NI SALARIES | -12,000.00 | |
| A605-7710-160-1-99 R | TELECOM-NI SALARIES | | 81,983.00 |
| A605-7710-205-1-99 R | TELECOM-SOFTWARE | | 152,987.00 |
| A605-7710-205-R-99 R | ASSET MGMT-SOFTWARE | | 17,222.00 |
| A605-7710-210-1-99 R | TELECOM-LARGE EQUIPMENT | | 144,145.00 |
| A605-7710-210-V-99 R | VOIP-LARGE EQUIPMENT | | 16,811.00 |
| A605-7710-400-1-99 R | TELECOM-CONTRACTUAL | | 137,557.00 |
| A702-4010-400-0-00 R | SP ED ADM CONTRACT/OTH | | 12,000.00 |
| A701-8010-161-1-00 R | O/M CPRS N/I SUBS | -9,950.00 | |
| A701-8010-161-2-00 R | O/M WW N/I SUBS | -1,900.00 | |
| A701-8010-160-1-00 R | O/M CPRS N/I SAL | | 1,450.00 |
| A701-8010-400-1-00 R | O/M CPRS CONTRACT/REPAIR | | 9,950.00 |
| A701-8010-400-2-00 R | O/M WW CONTRACT/REPAIR | | 150.00 |
| A701-8010-801-1-00 R | O/M CPRS POST EMPLY | | 50.00 |
| A701-8010-813-0-99 R | O/M BUSH NYS ERS | | 250.00 |
| A102-3010-200-0-04 R | PLAN SVCS EQUIPMENT | -8,000.00 | |
| A102-3020-150-0-74 R | INSTR SUPP SAL | -5,439.00 | |
| A102-3010-451-0-04 R | PLAN SVCS FIELD TRIPS | | 8,000.00 |
| A102-3611-204-0-00 R | PRECISION MACHINING SMALL | | 359.00 |
| A102-3611-300-0-00 R | PRECISION MACHINING SUPPL | | 5,080.00 |
| A701-8010-161-1-00 R | O/M CPRS N/I SUBS | -3,050.00 | |
| A701-8010-162-1-00 R | O/M CPRS OUT OF TITLE SAL | -2,155.00 | |
| A701-8010-400-1-00 R | O/M CPRS CONTRACT/REPAIR | | 3,050.00 |
| A701-8010-400-1-00 R | O/M CPRS CONTRACT/REPAIR | | 2,155.00 |
| A536-6368-490-5-05 R | MODEL SCH-STIPND SPENCER | -50.00 | |
| A536-6368-400-4-05 R | MODEL SCH-SVE | | 50.00 |
| A605-7710-160-A-99 R | SMS-NI SALARIES | -653.00 | |
| A605-7710-160-H-99 R | SPEC ED-NI SALARY | -2,995.00 | |
| A605-7710-160-L-99 R | MANAGED DATA NI SAL | -4,137.00 | |
| A605-7710-160-R-99 R | ASSET MGMT-NI SALARY | -80.00 | |
| A605-7710-160-T-99 R | TAXES-NI SALARIES | -416.00 | |
| A605-7710-160-V-99 R | VOIP-NI SALARIES | -850.00 | |
| A605-7710-163-S-99 R | SECURITY - STIPEND | -1.00 | |
| A605-7710-164-6-99 R | SERVER- OVERTIME | -22.00 | |
| A605-7710-164-9-99 R | DOC IMAG- OVERTIME | -6.00 | |
| A605-7710-164-H-99 R | SPEC ED-OT/EXT WK | -765.00 | |
| A605-7710-164-I-99 R | CAFE MANAGEMENT | -612.00 | |
| A605-7710-164-T-99 R | TAXES- OVERTIME | -469.00 | |
| A605-7710-164-V-99 R | VOIP- OVERTIME | -430.00 | |
| A605-7710-200-2-99 R | MTS-EQUIPMENT | -7,083.00 | |
| A605-7710-200-V-99 R | VOIP-EQUIPMENT | -3,502.00 | |
| A605-7710-300-0-99 R | CSC BASE-SUPPLIES | -3,596.00 | |
| A605-7710-300-0-99 R | CSC BASE-SUPPLIES | -355.00 | |
| A605-7710-300-2-99 R | MTS-SUPPLIES | -5,177.00 | |
| A605-7710-300-4-99 R | DATA INTEGRATIONS | -7,022.00 | |
| A605-7710-300-A-99 R | SMS-SUPPLIES | -1,799.00 | |
| A605-7710-300-C-99 R | MTL-SUPPLIES | -185.00 | |
| A605-7710-300-E-99 R | TEST PROCESS-SUPPLIES | -2,764.00 | |
| A605-7710-300-H-99 R | SPEC ED-SUPPLIES | -3,694.00 | |
| A605-7710-300-I-99 R | CAFE POS-SUPPLY | -847.00 | |
| A605-7710-300-O-99 R | DATA WAREHOUSE-SUPPLIES | -659.00 | |
| A605-7710-300-U-99 R | BACKUP-SUPPLIES | -1,497.00 | |
| A605-7710-400-7-99 R | COMM/WEB CONTRACTUAL | -249.00 | |
| A605-7710-400-F-99 R | APPLICATIONS-CONTRACTUAL | -2,564.00 | |
| A605-7710-400-J-99 R | ID CARDS-CONTRACTUAL | -257.00 | |

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| A605-7710-400-N-99 R | ENHANCED MED CONTRACTUAL | -183.00 | |
| A605-7710-400-T-99 R | TAXES-CONTRACTUAL | -8,455.00 | |
| A605-7710-400-Y-99 R | DPSS-CONTRACTUAL | -404.00 | |
| A605-7710-456-C-99 R | MTL-MILEAGE | -383.00 | |
| A605-7710-458-2-99 R | MTS-STAFF DEV/CON | -2,619.00 | |
| A605-7710-801-E-99 R | TEST PROCESS-POST EMPLOY | -258.00 | |
| A605-7710-801-H-99 R | SPEC ED-POST EMP | -30.00 | |
| A605-7710-801-L-99 R | MANAGED DATA-POST EMPLOY | -103.00 | |
| A605-7710-801-T-99 R | TAXES-POST EMPLOY | -160.00 | |
| A605-7710-812-3-99 R | LAN-COMP INSURANCE | -12.00 | |
| A605-7710-812-4-99 R | DATA INTEGRATIONS-COMP IN | -6.00 | |
| A605-7710-812-C-99 R | MTL-COMP INS | -102.00 | |
| A605-7710-812-H-99 R | SPEC ED-COMP INS | -591.00 | |
| A605-7710-812-K-99 R | MEDICAID-COMP INS | -92.00 | |
| A605-7710-812-R-99 R | ASSET MGMT-COMP INS | -99.00 | |
| A605-7710-812-T-99 R | TAXES-COMP INS | -46.00 | |
| A605-7710-812-V-99 R | VOIP-COMP INSURANCE | -507.00 | |
| A605-7710-812-X-99 R | FAX-WORKERS COMP | -24.00 | |
| A605-7710-813-3-99 R | LAN-NYS ERS | -65.00 | |
| A605-7710-813-A-99 R | SMS-NYS ERS | -504.00 | |
| A605-7710-813-E-99 R | TEST PROCESS-NYS ERS | -940.00 | |
| A605-7710-814-H-99 R | SPEC ED-DBL INS | -98.00 | |
| A605-7710-814-I-99 R | CAFE POS-ESSA DBL | -34.00 | |
| A605-7710-814-K-99 R | MEDICAID-DBL INS | -102.00 | |
| A605-7710-814-N-99 R | ENHANCED MED DBL INS 9 | -51.00 | |
| A605-7710-815-7-99 R | COMM/WEB-SOCIAL SECURITY | -43.00 | |
| A605-7710-815-9-99 R | DOC IMAG-SOCIAL SECUR | -199.00 | |
| A605-7710-815-A-99 R | SMS-SOC SEC | -113.00 | |
| A605-7710-815-C-99 R | MTL-SOC SEC | -306.00 | |
| A605-7710-815-E-99 R | TEST PROCESS-SOC SEC | -108.00 | |
| A605-7710-815-H-99 R | SPEC ED-SOC SEC | -688.00 | |
| A605-7710-815-I-99 R | CAFE POS-SOC SEC | -15.00 | |
| A605-7710-815-K-99 R | MEDICAID-SOCIAL SECURITY | -299.00 | |
| A605-7710-815-L-99 R | MANAGED DATA-SOCIAL SEC | -547.00 | |
| A605-7710-815-N-99 R | ENHANCED MED SOC SEC | -119.00 | |
| A605-7710-815-O-99 R | DATA WAREHOUSE-SOCIAL SEC | -373.00 | |
| A605-7710-815-R-99 R | ASSET MGMT-SOC SEC | -40.00 | |
| A605-7710-815-T-99 R | TAXES-SOC SEC | -733.00 | |
| A605-7710-815-V-99 R | VOIP-SOC SEC | -467.00 | |
| A605-7710-815-X-99 R | FAX-SOCIAL SECURITY | -23.00 | |
| A605-7710-815-Y-99 R | DPSS-SOC SEC | -81.00 | |
| A605-7710-816-2-99 R | MTS-HEALTH INS | -6,220.00 | |
| A605-7710-816-I-99 R | CAFE POS-HLTH INS | -223.00 | |
| A605-7710-816-K-99 R | MEDICAID-HLTH INS | -89.00 | |
| A605-7710-816-L-99 R | MANAGED DATA-HEALTH INS | -256.00 | |
| A605-7710-816-N-99 R | ENHANCED MED HEALTH INS 9 | -36.00 | |
| A605-7710-816-O-99 R | DATA WAREHOUSE-HEALTH INS | -859.00 | |
| A605-7710-818-6-99 R | SERVER-UNEMP INSURANCE | -23.00 | |
| A605-7710-818-E-99 R | TEST PROCESS-UNEMP INS | -86.00 | |
| A605-7710-818-L-99 R | MANAGED DATA-UNEMPLOYMENT | -35.00 | |
| A605-7710-818-O-99 R | DATA WAREHOUSE-UNEMP INS | -24.00 | |
| A605-7710-818-T-99 R | TAXES-UNEMP INS | -40.00 | |
| A605-7710-819-E-99 R | TEST PROCESS-HRA | -138.00 | |
| A605-7710-819-K-99 R | MEDICAID-HRA | -423.00 | |
| A605-7710-819-L-99 R | MANAGED DATA-HRA | -1,400.00 | |
| A605-7710-819-O-99 R | DATA WAREHOUSE-HRA | -434.00 | |
| A605-7710-819-T-99 R | TAXES-HRA | -544.00 | |
| A605-7710-822-6-99 R | SERVER-HRA ADMIN | -2.00 | |
| A605-7710-822-T-99 R | TAXES-HRA ADMIN | -4.00 | |
| A605-7710-828-T-99 R | TAXES-ERS RESERVE | -189.00 | |
| A605-7710-150-2-99 R | MTS- INSTR. SALARIES | | 3,520.00 |

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| A605-7710-160-2-99 R | MIT-S-NI SALARIES | | 3,563.00 |
| A605-7710-160-E-99 R | TEST PROCESS-NI SALARIES | | 1,229.00 |
| A605-7710-160-I-99 R | CAFE POS-NI SALARY | | 757.00 |
| A605-7710-163-3-99 R | LAN- STIPEND | | 77.00 |
| A605-7710-163-4-99 R | DATA INTEGRATIONS STIPEND | | 1,652.00 |
| A605-7710-163-6-99 R | SERVER- STIPEND | | 47.00 |
| A605-7710-163-E-99 R | TEST PROCESS- STIPEND | | 1,643.00 |
| A605-7710-163-F-99 R | APPLICATIONS -NI STIPEND | | 1,055.00 |
| A605-7710-163-L-99 R | MANAGED DATA- STIPEND | | 4,800.00 |
| A605-7710-163-O-99 R | DATA WAREHOUSE- STIPEND | | 1,643.00 |
| A605-7710-163-U-99 R | BACKUP- STIPEND | | 920.00 |
| A605-7710-164-E-99 R | TEST PROCESS-OVERTIME | | 362.00 |
| A605-7710-164-L-99 R | MANAGED DATA OVERTIME | | 689.00 |
| A605-7710-164-O-99 R | DATA WAREHOUSE OVERTIME | | 187.00 |
| A605-7710-164-Y-99 R | DPSS-OVERTIME | | 44.00 |
| A605-7710-166-2-99 R | MIT-S-NI TEMP SALARY | | 7,796.00 |
| A605-7710-204-2-99 R | MIT-S-SMALL EQUIP | | 781.00 |
| A605-7710-204-I-99 R | CAFE POS-SM EQUIP | | 222.00 |
| A605-7710-205-E-99 R | TEST PROCESS-SOFTWARE | | 1,060.00 |
| A605-7710-205-F-99 R | APPLICATIONS-SOFTWARE | | 901.00 |
| A605-7710-205-R-99 R | ASSET MGMT-SOFTWARE | | 15.00 |
| A605-7710-205-V-99 R | VOIP-SOFTWARE | | 4,878.00 |
| A605-7710-300-J-99 R | ID CARDS-SUPPLIES | | 257.00 |
| A605-7710-300-T-99 R | TAXES-SUPPLIES | | 1,167.00 |
| A605-7710-305-2-99 R | MIT-S-- REPAIR PARTS | | 179.00 |
| A605-7710-599-H-99 R | SPEC ED- BT BOCES | | 1,400.00 |
| A605-7710-801-2-99 R | MIT-S-POST EMPLOY | | 1,073.00 |
| A605-7710-801-4-99 R | DATA INTEGRATIONS-POST EM | | 2,262.00 |
| A605-7710-801-A-99 R | SMS-POST EMPLOY | | 92.00 |
| A605-7710-801-I-99 R | CAFE POS-POST EMPLOY | | 28.00 |
| A605-7710-811-2-99 R | MIT-S-NYS TRS | | 365.00 |
| A605-7710-812-A-99 R | SMS-COMP INS | | 2,946.00 |
| A605-7710-813-0-99 R | CSC BASE-NYS ERS | | 1,101.00 |
| A605-7710-813-7-99 R | COMM/WEB-NYS ERS | | 290.00 |
| A605-7710-813-9-99 R | DOC IMAG-NYS ERS | | 199.00 |
| A605-7710-813-9-99 R | DOC IMAG-NYS ERS | | 6.00 |
| A605-7710-813-9-99 R | DOC IMAG-NYS ERS | | 355.00 |
| A605-7710-813-C-99 R | MTL-NYS ERS | | 976.00 |
| A605-7710-813-F-99 R | APPLICATIONS ERS RESERVE | | 563.00 |
| A605-7710-813-H-99 R | SPEC ED-NYS ERS | | 1,154.00 |
| A605-7710-813-I-99 R | CAFE POS-NYS ERS | | 714.00 |
| A605-7710-813-K-99 R | MEDICAID-NYS ERS | | 1,005.00 |
| A605-7710-813-L-99 R | MANAGED DATA-NYS ERS | | 989.00 |
| A605-7710-813-N-99 R | ENHANCED MED NY ERS | | 389.00 |
| A605-7710-813-O-99 R | DATA WAREHOUSE-NYS ERS | | 64.00 |
| A605-7710-813-R-99 R | ASSET MGMT-NYS ERS | | 204.00 |
| A605-7710-813-T-99 R | TAXES-NYS ERS | | 702.00 |
| A605-7710-813-U-99 R | BACKUP-NYS ERS | | 568.00 |
| A605-7710-813-V-99 R | VOIP-NYS ERS | | 878.00 |
| A605-7710-813-X-99 R | FAX-NY ERS | | 47.00 |
| A605-7710-813-Y-99 R | DPSS-NYS ERS | | 439.00 |
| A605-7710-814-4-99 R | DATA INTEGRATIONS-DISABIL | | 174.00 |
| A605-7710-814-O-99 R | DATA WAREHOUSE-DISAB INS | | 8.00 |
| A605-7710-814-T-99 R | TAXES-NI DISABILITY | | 87.00 |
| A605-7710-815-4-99 R | DATA INTEGRATIONS-SOC SEC | | 218.00 |
| A605-7710-815-F-99 R | APPLICATIONS-SOCIAL SECUR | | 32.00 |
| A605-7710-816-0-99 R | CSC BASE-HEALTH INS | | 2,321.00 |
| A605-7710-816-4-99 R | DATA INTEGRATIONS-HEALTH | | 6.00 |
| A605-7710-816-H-99 R | SPEC ED-HLTH INS | | 6,297.00 |
| A605-7710-816-T-99 R | TAXES-HLTH INS | | 8,638.00 |
| A605-7710-818-2-99 R | MIT-S-UNEMP INSURANCE | | 618.00 |

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| A605-7710-818-4-99 R | DATA INTEGRATIONS-UNEMPLO | | 754.00 |
| A605-7710-818-7-99 R | COMM/WEB-UNEMPLOY | | 2.00 |
| A605-7710-818-A-99 R | SMS-UNEMP INS | | 31.00 |
| A605-7710-818-F-99 R | APPLICATIONS-UNEMP INS | | 13.00 |
| A605-7710-818-H-99 R | SPEC ED-UNEMP INS | | 10.00 |
| A605-7710-818-I-99 R | CAFE POS-UNEMP INS | | 10.00 |
| A605-7710-818-S-99 R | SECURITY - UNEMPL INS | | 1.00 |
| A605-7710-818-U-99 R | BACKUP-UNEMP INS | | 9.00 |
| A605-7710-818-Y-99 R | DPSS-UNEMP INS | | 2.00 |
| A605-7710-819-0-99 R | CSC BASE-HRA | | 161.00 |
| A605-7710-819-4-99 R | DATA INTEGRATIONS-HRA | | 1,382.00 |
| A605-7710-821-4-99 R | DATA INTEGRATIONS-VISION | | 6.00 |
| A605-7710-821-O-99 R | DATA WAREHOUSE-VISN INS | | 15.00 |
| A605-7710-821-T-99 R | TAXES-VSN INS | | 18.00 |
| A605-7710-822-0-99 R | CSC BASE-HRA ADMIN | | 13.00 |
| A605-7710-822-4-99 R | DATA INTEGRATIONS-HRA ADM | | 53.00 |
| A605-7710-824-2-99 R | MIT-S-DNTL INS | | 160.00 |
| A605-7710-824-O-99 R | DATA WAREHOUSE-DENTAL INS | | 365.00 |
| A605-7710-824-T-99 R | TAXES-DNTL INS | | 444.00 |
| A605-7710-828-2-99 R | MIT-S-NYS ERS RSV | | 1,009.00 |
| A605-7710-828-4-99 R | DATA INTEGRATIONS-ERS RES | | 521.00 |
| A605-7710-828-O-99 R | DATA WAREHOUSE-NYS ERS RS | | 67.00 |
| A605-7710-829-2-99 R | MIT-S-NYS TRS RSV | | 2,035.00 |
| A701-8010-161-2-00 R | O/M WW N/I SUBS | -2,500.00 | |
| A701-8010-400-0-99 R | O/M BUSH CONTRACT/REPAIR | | 2,500.00 |
| A701-8010-200-1-01 R | CAMPUS DEV CPRS EQUIP | -4,600.00 | |
| A701-8010-204-1-01 R | CAMPUS DEV CPRS SMALL EQ | -2,310.00 | |
| A701-8010-417-2-00 R | O/M WW GAS HEAT | -9,600.00 | |
| A701-8010-210-1-00 R | O/M CPRS LARGE EQUIP | | 4,600.00 |
| A701-8010-210-1-00 R | O/M CPRS LARGE EQUIP | | 2,310.00 |
| A701-8010-400-0-99 R | O/M BUSH CONTRACT/REPAIR | | 9,600.00 |
| A605-7710-160-0-99 R | CSC BASE-NI SAL | -423.00 | |
| A605-7710-160-O-99 R | DATA WAREHOUSE NI SAL | -7,075.00 | |
| A605-7710-163-A-99 R | SMS- STIPEND | -235.00 | |
| A605-7710-164-3-99 R | LAN- OVERTIME | -9.00 | |
| A605-7710-164-7-99 R | COMM/WEB- OVERTIME | -2.00 | |
| A605-7710-164-B-99 R | FIN-OVERTIME | -179.00 | |
| A605-7710-164-F-99 R | APPLICATIONS -OVERTIME | -185.00 | |
| A605-7710-200-B-99 R | FIN-EQUIPMENT | -2,000.00 | |
| A605-7710-204-B-99 R | FIN-SMALL EQUIP | -853.00 | |
| A605-7710-300-A-99 R | SMS-SUPPLIES | -8,487.00 | |
| A605-7710-300-B-99 R | FIN-SUPPLIES | -585.00 | |
| A605-7710-300-H-99 R | SPEC ED-SUPPLIES | -27.00 | |
| A605-7710-300-P-99 R | FAC MANAGEMENT SUPPLIES | -120.00 | |
| A605-7710-300-U-99 R | BACKUP-SUPPLIES | -136.00 | |
| A605-7710-400-B-99 R | FIN-CONTRACTUAL | -5,268.00 | |
| A605-7710-801-B-99 R | FIN-POST EMPLOY | -191.00 | |
| A605-7710-812-2-99 R | MIT-S-COMP INSURANCE | -7,986.00 | |
| A605-7710-812-3-99 R | LAN-COMP INSURANCE | -3.00 | |
| A605-7710-812-B-99 R | FIN-COMP INS | -216.00 | |
| A605-7710-814-B-99 R | FIN-DBL INS | -215.00 | |
| A605-7710-815-9-99 R | DOC IMAG-SOCIAL SECUR | -7.00 | |
| A605-7710-815-A-99 R | SMS-SOC SEC | -17.00 | |
| A605-7710-815-H-99 R | SPEC ED-SOC SEC | -34.00 | |
| A605-7710-815-U-99 R | BACKUP-SOCIAL SECURITY | -68.00 | |
| A605-7710-815-Y-99 R | DPSS-SOC SEC | -2.00 | |
| A605-7710-816-2-99 R | MIT-S-HEALTH INS | -5,700.00 | |
| A605-7710-819-B-99 R | FIN-DENTAL/HRA | -15.00 | |
| A605-7710-819-S-99 R | SECURITY - HRA | -21.00 | |
| A605-7710-828-6-99 R | SERVER-NYS ERS RSV | -10.00 | |
| A605-7710-160-B-99 R | FIN- NI SALARIES | | 7,030.00 |

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| A605-7710-160-P-99 R | FAC MGMT- NI SALARY | | 499.00 |
| A605-7710-163-3-99 R | LAN- STIPEND | | 10.00 |
| A605-7710-163-6-99 R | SERVER- STIPEND | | 10.00 |
| A605-7710-163-B-99 R | FIN- STIPEND | | 1,753.00 |
| A605-7710-163-F-99 R | APPLICATIONS -NI STIPEND | | 160.00 |
| A605-7710-163-S-99 R | SECURITY - STIPEND | | 20.00 |
| A605-7710-163-U-99 R | BACKUP- STIPEND | | 180.00 |
| A605-7710-164-A-99 R | SMS-OVERTIME | | 8,664.00 |
| A605-7710-411-D-44 R | TELECOM-PTECH | | 7,986.00 |
| A605-7710-411-D-80 R | TELECOM-ADULT ED | | 5,700.00 |
| A605-7710-591-O-99 R | DATA WAREHOUSE-ERIE 1 BOC | | 7,075.00 |
| A605-7710-801-A-99 R | SMS-POST EMPLOY | | 11.00 |
| A605-7710-801-H-99 R | SPEC ED-POST EMP | | 61.00 |
| A605-7710-813-3-99 R | LAN-NYS ERS | | 1.00 |
| A605-7710-813-7-99 R | COMM/WEB-NYS ERS | | 2.00 |
| A605-7710-813-A-99 R | SMS-NYS ERS | | 61.00 |
| A605-7710-813-F-99 R | APPLICATIONS ERS RESERVE | | 19.00 |
| A605-7710-813-P-99 R | FAC MGMNT SAL NYS ERS | | 44.00 |
| A605-7710-813-U-99 R | BACKUP-NYS ERS | | 22.00 |
| A605-7710-813-Y-99 R | DPSS-NYS ERS | | 2.00 |
| A605-7710-815-B-99 R | FIN-SOC SEC | | 279.00 |
| A605-7710-815-F-99 R | APPLICATIONS-SOCIAL SECUR | | 4.00 |
| A605-7710-818-3-99 R | LAN-UNEMP INSURANCE | | 1.00 |
| A605-7710-818-A-99 R | SMS-UNEMP INS | | 3.00 |
| A605-7710-818-B-99 R | FIN-UNEMP INS | | 129.00 |
| A605-7710-818-F-99 R | APPLICATIONS-UNEMP INS | | 2.00 |
| A605-7710-818-S-99 R | SECURITY - UNEMPL INS | | 1.00 |
| A605-7710-818-U-99 R | BACKUP-UNEMP INS | | 2.00 |
| A605-7710-821-B-99 R | FIN-VISN INS | | 47.00 |
| A605-7710-823-B-99 R | FIN-FLEX ADMIN | | 5.00 |
| A605-7710-828-9-99 R | DOC IMAG-NYS ERS RSV | | 7.00 |
| A605-7710-828-B-99 R | FIN-NYS ERS RSV | | 279.00 |
| A705-7710-160-1-00 R | CSC NOC-NI SAL | -4,358.00 | |
| A705-7710-432-0-09 R | CSC ADM - MEMBER FEES | -1,650.00 | |
| A705-7710-454-0-09 R | CSC ADM - COPIERS | -8,255.00 | |
| A705-7710-813-0-09 R | CSC ADM-NYS ERS | -1,294.00 | |
| A705-7710-815-0-09 R | CSC ADM-SOC SEC | -2,394.00 | |
| A705-7710-815-1-00 R | CSC NOC -SOCIAL SECURITY | -1,643.00 | |
| A705-7710-816-0-09 R | CSC ADM-HEALTH INS | -4,147.00 | |
| A705-7710-816-1-00 R | CSC NOC -HEALTH INSURANCE | -8,173.00 | |
| A705-7710-819-1-00 R | CSC NOC -HRA | -2,557.00 | |
| A705-7710-150-0-00 R | CSC ADM-CSC ADMIN | | 1,730.00 |
| A705-7710-163-1-00 R | CSC NOC-NI STIPENDS | | 3,020.00 |
| A705-7710-204-0-09 R | CSC ADM-SMALL EQUIP | | 4,799.00 |
| A705-7710-204-1-00 R | NOC SM EQUIPMENT | | 1,071.00 |
| A705-7710-205-1-00 R | NOC SOFTWARE | | 3,350.00 |
| A705-7710-347-0-09 R | CSC ADM- AUTO EXPENSES | | 733.00 |
| A705-7710-400-1-00 R | NOC CONTRACTUAL | | 6,989.00 |
| A705-7710-422-0-09 R | CSC ADM-LIABILITY INS | | 8,593.00 |
| A705-7710-456-0-09 R | CSC ADM-MILEAGE | | 930.00 |
| A705-7710-458-0-09 R | CSC ADM-STAFF DEV/CONF | | 252.00 |
| A705-7710-694-0-09 R | CSC ADM-E.SUFFOLK | | 595.00 |
| A705-7710-811-0-09 R | CSC ADM-NYS TRS | | 108.00 |
| A705-7710-813-1-00 R | CSC NOC -NYS ERS | | 2,301.00 |
| A103-3613-200-0-00 R | WELDING EQUIP | -1,535.00 | |
| A103-3613-400-0-00 R | WELDING OTHER EXP | -622.00 | |
| A103-3613-300-0-00 R | WELDING SUPPLY | | 2,157.00 |
| A528-6136-160-0-00 R | CDC BASE NON INSTR SAL | -8,000.00 | |
| A528-6136-163-0-00 R | CDC BASE NI STIPEND | | 8,000.00 |

**SCHUYLER STEUBEN CHEMUNG TIOGA ALLEGANY BOCES
d/b/a Greater Southern Tier BOCES**

**Board Resolutions
7/9/24**

WHEREAS, Schuyler Steuben Chemung Tioga Allegany Board of Cooperative Educational Services d/b/a Greater Southern Tier BOCES (“BOCES”) is a political subdivision of the State of New York (“State”) and is duly organized and existing pursuant to the Constitution and laws of the State; and

WHEREAS, pursuant to applicable law, the governing board of BOCES (“Board”) is authorized to acquire, dispose of, and encumber personal property, including, without limitation, rights and interests in property, leases, and easements necessary to the functions or operations of BOCES; and

WHEREAS, the Board hereby finds and determines that the execution of one or more lease-purchase agreements (“Equipment Leases”) in the principal amount not exceeding the amount set forth below (“Principal Amount”) for the purpose of acquiring the property generally described below and to be described more specifically in the Equipment Leases (“Property”) for the school district identified below (“District”) is an appropriate function of BOCES; and

Description of Property: Laptops, Towers, Charging Carts, Interactive Panels, Laser Engraver, Fume Extractor, Attachment for Laser, Cameras, Misc Supplies

Principal Amount: \$125,000.00, plus any additional fees

District: Odessa-Montour Central School District; and

WHEREAS, the Board has solicited bids or quotations from qualified, interested parties with respect to the financing of BOCES’ acquisition of the Property and has selected Banc of America Public Capital Corp (“Lessor”) to provide financing for the purchase of the Property via the Equipment Leases;

NOW THEREFORE, be it resolved by the Board as follows:

1. The Board hereby determines that it has critically evaluated the financing alternatives available to it and has prepared and approved an evaluation of such financing alternatives in accordance with 2 N.Y.C.R.R. § 39.2, and that entering into the Equipment Leases and financing the acquisition of the Property thereby is in the best interests of BOCES because the estimated costs of financing the acquisition of the Property thereby are less than the estimated costs of financing the acquisition of the Property via the issuance of indebtedness under the Local Finance Law (if the acquisition may be financed in such fashion). The evaluation of financing alternatives is attached hereto as Exhibit A and incorporated herein by reference and shall be available as a public record.

2. The Board hereby determines that its entry into the Equipment Leases will not cause the aggregate amount of outstanding indebtedness of BOCES to exceed the limit set forth in paragraph c of subdivision 6 of Section 109-b of the General Municipal Law.

3. BOCES is hereby authorized and directed to enter into the Equipment Leases, acquire the Property thereby, and otherwise perform all of its obligations thereunder; provided, however, that the aggregate amount of periodic payments, excluding interest, to be made pursuant to the Equipment Leases shall not exceed the Principal Amount. Any action taken on or before the date of these resolutions by or on behalf of BOCES in connection therewith is hereby ratified and confirmed.

4. Each of the District Superintendent and the Director of Finance, acting on behalf of BOCES, is hereby authorized to negotiate, enter into, execute, and deliver one or more Equipment Leases in substantially the form set forth in the document presently before the Board, which document shall be available for public inspection at the principal office of BOCES. Each of the District Superintendent and the Director of Finance, acting on behalf of BOCES, is hereby authorized to negotiate, enter into, execute, and deliver all such other documents relating to the Equipment Lease (including, but not limited to, escrow agreements) and take all such further actions as the District Superintendent or the Director of Finance, as applicable, deems necessary or appropriate to effectuate the consummation of the transactions contemplated by and the performance by BOCES of its obligations under the Equipment Leases. Without limiting the foregoing, each of the District Superintendent and the Director of Finance shall be authorized to take all such actions as may be necessary to ensure the qualification of the interest component of rent payments made under the Equipment Leases as excludable from gross income of the Lessor under Section 103 of the Internal Revenue Code of 1986.

5. The Lessee's obligations under the Equipment Leases shall be subject to annual appropriation or renewal by the Governing Body as set forth in each Equipment Lease and the Lessee's obligations under the Equipment Leases shall not constitute general obligations of the Lessee or indebtedness under the Constitution or laws of the State.

6. The Board hereby determines that the purpose of the acquisition of the Property is an object or purpose described in subdivision 32 of paragraph (a) of Section 11.00 of the Local Finance Law, and that the period of probable usefulness of said purpose is five (5) years. Accordingly, the term of the Equipment Leases authorized by this resolution will not be in excess of five (5) years.

7. The Board hereby determines that the acquisition of the Property is a Type II action that will not have a significant effect on the environment and, therefore, no determination of significance, environmental impact statement, findings statement, or other similar action is required under the State Environmental Quality Review Act.

8. The Board hereby determines that the authorization to enter into the Equipment Leases is not subject to any mandatory or permissive referendum pursuant to the Local Finance Law or Section 109-b of the General Municipal Law.

9. These resolutions shall take effect immediately upon their adoption.

ADOPTED on this July 9, 2024

The undersigned Clerk of the Board hereby certifies and attests that (i) he or she has access to the official records of the Board of BOCES; (ii) the foregoing resolutions were duly adopted by

sufficient vote of the members of the Board at a regular meeting of its members duly called, regularly convened, and attended throughout by the requisite quorum of the members thereof; (iii) such resolutions have not been amended or altered and are in full force and effect on the date stated below; and (iv) such meeting of the Board relating to the authorization and delivery of the Equipment Lease was (a) held within the geographic boundaries of BOCES; (b) open to the public, allowing all people to attend; (c) conducted in accordance with internal procedures of the Board; and (d) conducted in accordance with the charter of BOCES, if any, and the laws of the State of New York.

Signature of Clerk

Print Name: _____

Official Title: _____

Date: _____

RESOLUTION OF BOARD OF EDUCATION

WHEREAS, It is the plan of a number of BOCES districts in New York, to consent to jointly enter into an agreement for the 2024 – 2025 fiscal year, for 3DUX Design, 7 Mindsets Academy, A+ Educators (dba Woz ED Education), Abre.io, Accelerate Learning, Age of Learning, Inc., American Reading, Amplify Education, Inc., Apple (Opt-in), B.E. Publishing, Beable Education, BlocksCAD, BlocksI, Bloom Learning, Boddle Learning Inc, Brain Pop, Branching Minds, Breakout EDU, Canva US, Inc., Carahsoft, Carnegie Learning, Cengage Learning, Inc., CharmTech Labs, LLC, Classcraft Studio, CMS Neptune, Code.org, CodeCombat, CodeHS, Code Monkey, Coder Kids, Inc. DBA Ellipsis Education, Committee for Children, Cordance Operations dba Hapara, Coughlan Companies, dba Buncee, Curriculum Associates, Defined Learning, Dell Advanced Learning Partnerships Firm, Delta Math, Desmos, Digital Teaching Tools, Discovery Education, Drone Sports Inc., DroneBlocks LLC, Dropbox, EBSCO, EdforTech, Edmentum, eDoctrina, EdPuzzle, Education Advanced, Educational Vistas, EduPlanet, eDynamic Holdings, LP, Electronic Gaming Federation, Elemetari LLC, EliteGamingLive, Empower U, Encyclopedia Britannica, Inc., Ereflect Inc, eSpark, EverFi, ExploreLearning, Family Zone dba Linewize, Flipgrid Inc at Microsoft, Forward Education, Frontline Technologies Group, Genially, Grammar Flip, LLC, Great Minds PBC, HEC Software dba Reading Horizons, Hello World CS, High School Esports League Inc, Hiperware Labs, Hive Class, Inc., Houghton Mifflin Harcourt Publishing Company, imagiLabs AB, Imagine Learning, Immersed Games, Impero, Infobase Holding, Instructure, Instructional Empowerment Inc dba Marzano Evaluation, Intelitek Inc., Isafe, iStation, IXL Learning, Kahoot! ASA, Khan Academy, Kiddom, Kinems, Kira Learning, Kognity, US, Inc., Learnics, Learning.com, Learning A-Z, Learning Ally, Learning Without Tears, Legends of Learning, LEGO Brand Retail, Inc. dba Lego Education, Lexia Learning Systems, Lightspeed Solutions LLC dba Lightspeed Systems, Liminex Inc. dba GoGuardian, Linkit, Local Impact, Logisoft, Mad-Learn, Maia Learning, Makers Empire, Mango Languages, Mathspace Inc., McGraw Hill, Mind Education, MMI-CPR School Tech Repair, LLC dba K-12 Tech, Moby Max, MooZoom Education, Inc., Mr. Elmer, MusicFirst, NASEF, Nearpod, Neuron Fuel dba Tynker, Newsela, NextWave Stem, No RedInk, Notable, NWEA, Passport for Good, Pearson, Performance Learning Systems dba PLS 3rd Learning, Play Vs Inc., PowerSchool, ProSolve, LLC, Quaver, Quizizz Inc., Renaissance Learning, Rethink Autims dba Rethink ED, REX K-12, Right Reason Technologies, Ripple Effects, Robo Wunderkind, Rocket Drones, Inc., Rubicon West, Inc., SAVVAS, SchoolAI, SchoolBinder DBA TeachBoost, SchoolLinks, Scoir, SeeSaw Learning, SkillStruck AI, SkyOP, Small Factory Innovations, Smart Science Education, STEM SIMS, Suntex, Tech4Learning, TechRow, Tequipment, The Language Express, Thimble.io, Think Tech Solutions, Tools For Schools, Unruly Studios Inc., UpSavvy, VIVI, LLC, Wakelet, Wallwisher, Inc. dba Padlet, Waterford, WeVideo, WhyMaker, World Book, Inc., XAP Corporation, Xello, XSel Labs, zSpace Inc.

and,

WHEREAS, The _____ is desirous of participating with other BOCES Districts in New York State in joint agreements for the software/learning packages and licensing mentioned above as authorized by General Municipal Law, Section 119-0, and,

BE IT RESOLVED, That the _____ Board of Education authorizes Erie 1 BOCES to represent it in all matters leading up to and entering into a contract for the purchase of and licensing of the above mentioned software/learning packages, and record training sessions in Zoom and post those recorded sessions to the consortium, and,

BE IT FURTHER RESOLVED, That the _____ Board of Education agrees to assume its equitable share of the costs associated with Erie 1 BOCES negotiating the Agreements, and,

BE IT FURTHER RESOLVED, That the _____ Board of Education agrees (1) to abide by majority decisions of the participating BOCES on quality standards; (2) Erie 1 BOCES will negotiate contracts according to the majority recommendations; (3) that after contract agreement, it will conduct all purchasing arrangements directly with the vendor.

CERTIFICATION

It is hereby certified that the above motion was approved by the _____ Board of Education at its meeting, duly noticed, held on _____.

Dated _____, 2024

Board Clerk

GENERAL RESOLUTION

FOR THE PURPOSE OF

PARTICIPATING IN A COOPERATIVE BID COORDINATED BY

THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES OF

ONTARIO, SENECA, WAYNE AND YATES COUNTIES

FOR

| |
|---|
| Cooperative Electricity Supply Bid WFL 2025-12 |
|---|

WHEREAS, The Board of Education, GST Boces School District of New York State desires to participate in a Cooperative Bidding Program conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties from year to year or, until this Resolution is rescinded, for the purchase of supply of electricity. And...

WHEREAS, The Board of Education, GST Boces School District of New York State is desirous of participating with The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties in the joint bid of the commodities and/or services mentioned below as authorized by General Municipal Law, Section 119-o... And...

WHEREAS, The Board of Education, GST Boces School District of New York State has appointed The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties as representative to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the Board of Education, GST Boces School District of New York State and making recommendations thereon...

THEREFORE...

BE IT RESOLVED, That The Board of Education, GST Boces School District of New York State and The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties hereby accepts the appointment of The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters related above... And...

BE IT FURTHER RESOLVED, That The Board of Education GST Boces School District of New York State authorizes the above-mentioned Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters regarding the entering into contract for the purchase of the below-mentioned commodities and/or services... And...

BE IT FURTHER RESOLVED, That The Board of Education GST Boces School District of New York State agrees to assume its equitable share of the costs incurred as a result of the cooperative bidding... And...

NOW, THEREFORE, BE IT RESOLVED, That The Supt. Of Schools on behalf of the Board of Education, GST Boces School District of New York State hereby is authorized to participate in cooperative bidding conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties for supply of electricity and if requested to furnish The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties an estimated minimum number of units that will be purchased by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties. The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties is hereby authorized to award cooperative bids to the bidder deemed to be the lowest responsive and responsible meeting the bid specifications and otherwise complying with Article 5-A of the General Municipal Law of the State of New York relating to public bids and contracts.

Date

Supt. of Schools/ Designated Rep.

GST Boces
School District

GENERAL RESOLUTION

FOR THE PURPOSE OF

PARTICIPATING IN A COOPERATIVE BID COORDINATED BY

THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES OF

ONTARIO, SENECA, WAYNE AND YATES COUNTIES

FOR

| |
|---|
| Cooperative Natural Gas Supply Bid WFL 2025-19 |
|---|

WHEREAS, The Board of Education, _____ GST BOCES _____ School District of New York State desires to participate in a Cooperative Bidding Program conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties from year to year or, until this Resolution is rescinded, for the purchase of supply of natural gas. And...

WHEREAS, The Board of Education, _____ GST BOCES _____ School District of New York State is desirous of participating with The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties in the joint bid of the commodities and/or services mentioned below as authorized by General Municipal Law, Section 119-o... And...

WHEREAS, The Board of Education, _____ GST BOCES _____ School District of New York State has appointed The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties as representative to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the Board of Education, _____ GST BOCES _____ School District of New York State and making recommendations thereon...

THEREFORE...

BE IT RESOLVED, That The Board of Education, _____ GST BOCES _____ School District of New York State and The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties hereby accepts the appointment of The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters related above... And...

BE IT FURTHER RESOLVED, That The Board of Education _____ GST BOCES _____ School District of New York State authorizes the above-mentioned Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters regarding the entering into contract for the purchase of the below-mentioned commodities and/or services... And...

BE IT FURTHER RESOLVED, That The Board of Education _____ GST BOCES _____ School District of New York State agrees to assume its equitable share of the costs incurred as a result of the cooperative bidding... And...

NOW, THEREFORE, BE IT RESOLVED, That The District Superintendent on behalf of the Board of Education, GST BOCES School District of New York State hereby is authorized to participate in cooperative bidding conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties for supply of natural gas and if requested to furnish The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties an estimated minimum number of units that will be purchased by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties. The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties is hereby authorized to award cooperative bids to the bidder deemed to be the lowest responsive and responsible meeting the bid specifications and otherwise complying with Article 5-A of the General Municipal Law of the State of New York relating to public bids and contracts.

Date

Supt. of Schools/ Designated Rep.

GST BOCES

School District



Purchasing Manual

TABLE OF CONTENTS

| | |
|--|----|
| 1. <u>INTRODUCTION</u> | 3 |
| 2. <u>GENERAL INFORMATION</u> | 4 |
| 3. <u>ACCOUNTS PAYABLE CHECK RUN</u> | 5 |
| 4. <u>OBTAINING QUOTES AND BIDS</u> | 6 |
| 5. <u>EMAIL ORIGINAL PO TO VENDOR</u> | 7 |
| 6. <u>STARTING WINCAP</u> | 7 |
| 7. <u>ENTERING A PO</u> | 9 |
| 8. <u>ATTACHMENTS</u> | 13 |
| 9. <u>FULL CYCLE POs</u> | 15 |
| 10. <u>PREPAY POs</u> | 16 |
| 11. <u>BLANKET POs/RECURRING POs</u> | 17 |
| 12. <u>ISSUE AND PAY (CONFIRMING) POs</u> | 20 |
| 13. <u>CONFERENCE/WORKSHOP/MEETING EXPENSE</u> | 22 |
| 14. <u>MILEAGE</u> | 23 |
| 15. <u>CREDIT CARD USAGE</u> | 23 |
| 16. <u>NEWSPAPERS</u> | 24 |
| 17. <u>TEXTBOOKS</u> | 24 |
| 18. <u>EMPLOYEE-OWNED BUSINESS</u> | 25 |
| 19. <u>SOLE SOURCE</u> | 25 |
| 20. <u>PURCHASING INVENTORIED ITEMS</u> | 25 |
| 21. <u>DISPOSAL OF INVENTORIED ITEMS</u> | 26 |
| 22. <u>ENTERING A PO WITH ONLINE SHOPPING</u> | 26 |
| 23. <u>STAPLES ONLINE</u> | 29 |
| 24. <u>MODIFYING A SAVED/ APPROVED PO</u> | 31 |
| 25. <u>EXITING/LOGGING OFF OF WINCAP</u> | 32 |
| 26. <u>EXPENSE REIMBURSEMENT POLICY</u> | 33 |
| 27. <u>PETTY CASH</u> | 33 |
| 28. <u>NYS CONTRACTING</u> | 34 |
| 29. <u>PREFERRED SOURCES</u> | 34 |
| 30. <u>OTHER SOURCES NOT REQUIRING QUOTES OR BIDS</u> | 36 |
| 31. <u>PROFESSIONAL SERVICES AND RFPs</u> | 36 |
| 32. <u>PURCHASES DIRECTLY CHARGED TO A FEDERAL AWARD</u> | 37 |

FORMS: LOCATED AT – GST BOCES INTRANET/INFORMATION/FORM LIBRARY

1. INTRODUCTION

General Municipal Law and the New York State Education Department establish the requirements that school districts and BOCES must adhere to for purchasing. The GST BOCES Board policy # 6770, which can be found on the intranet, further defines our purchasing policies. See hyperlinks below.

GST BOCES POLICY

<http://intranet.gstboces.org/default.aspx>

- Go to the GST BOCES intranet.
- Choose “Information” in the left-hand column.
- Choose “Board of Education”
- Choose “Go to Board Policies on Public Site”
- Choose “6000 Fiscal management”
- Choose option “6770 BOCES Personal Property Accountability” GML 104B.

<http://public.logininfo.state.ny.us/frmload.cgi?MENU-11143152>

- Under the Search header, Choose:
“Laws/Laws of New York”
- Under Consolidated Laws, Choose:
“GMU” (General Municipal)
- Under GMU, choose: Article 5-A, “Public Contracts.”
- Under Article 5-A, choose: 104-B, “Procurement policies and procedures” [NYS EDUCATION HANDBOOK](#)

<http://www.emsc.nysed.gov>


- In the search block type in “Purchasing Handbook”
Choose “NYSED: Educational Management: Purchasing: Purchasing Handbook”

****This manual is designed to assist you in complying with these policies and regulations. ****

PURCHASING MANUAL

2. GENERAL INFORMATION

A Purchase Order (PO) is required for all purchases. This is based on State Education Department guidelines. A purchase prior to an issued PO is **UNAUTHORIZED!**

- A pending PO with a PND# in WinCap is **not** an approved PO and therefore **not** an authorization to make a purchase.
- The purchasing agent is the only individual that can add a new vendor to the vendor file on WINCAP.
- **The purchasing agent is the only individual that can add a new vendor to the vendor list for purchasing.**
- A recommended source of supply is New York State contracts at <https://ogs.ny.gov/procurement> For assistance on using this site, please contact the purchasing agent.
- A mandatory source of supply is preferred sources. These can be found at the <https://ogs.ny.gov/procurement/preferred-sources>
- All vendor credit applications will be processed by the Purchasing Agent at the Bush Campus, Building #11, Ext. 7001797.
- When inputting the purchase order in WinCap, please type in **CAPITAL LETTERS** and use sufficient description so the approvers know what they are approving. This will save time in contacting people for details.
- Enter the PO in WinCap and attach any documentation required (see attachment instructions on page 13). The Purchasing Agent is the final approver.
- If you have a note about the PO that the approvers need to see, put this in the Notes field of the PO. 
- If there is information that Accounts Payable (AP) or the vendor needs to know, put this information on the PO text tab in the header.
- Once the pending PO has gone through the approval process, it will be issued by the Purchasing Agent and then the Accounts Payable Office will print the Purchase Order. An order is not authorized for purchase until the Purchasing Agent has issued the PO and a PO # is available.

- If an issued purchase order needs to be modified, you must email the Purchasing Agent requesting changes to the Purchase Order. The Purchasing Agent will then forward his approval to the AP office to make the changes on the PO. Example: changing budget code, increasing the dollar amount of a full cycle PO (**a blanket PO can only be increased up to 10%**) or vendor change.
- Please turn in receipts and any PO backup to your requestor daily. Do not hold receipts for other reasons. Any delay may result in either our credit being placed on hold or late fees and finance charges.
- AP will scan and email invoices to requestors when the appropriate documentation for payment is missing.
- Notify AP when returning, replacing, or exchanging an item. Please forward all paperwork associated with the above to AP. Documentation is needed for any credits or additional invoices.
- All purchases and their payments are verified by the Purchasing Agent.

3. ACCOUNTS PAYABLE CHECK RUN

The Accounts Payable Check Run will be Friday of every week. All supporting documentation, such as invoices, packing slips, receiving copies of purchase orders, etc., needs to be received in the Accounts Payable Office in Bldg. 11 on the Bush Campus by the end of the business day Wednesday for the checks to be processed.

The only exception is when there is a holiday. We will run checks the day before or after the holiday.

- To verify payments on a PO, bring up the PO in WinCap, click on the blue options button that is just right of the PO# box, click Display Transactions,



You will see what has been posted, dates, check number, invoice number, etc.

| 09-03493 Transaction Display | | | | | | | |
|------------------------------|--------|------------|--------------------|----------------------|-------------|-------------|------------|
| Trans Date | | 2008/10/14 | | Search By Trans Date | | | |
| Trans Date | Status | Check No. | Budget Code | Encumbrance | Expenditure | Liquidation | Invoice/CM |
| 2008/10/14 | Posted | | A209-4235-300-3-00 | 630.00 | 0.00 | 0.00 | |
| 2008/10/30 | Posted | 018482 | A209-4235-300-3-00 | 0.00 | 630.00 | 630.00 | Various |

4. OBTAINING QUOTES AND BIDS

The first step in the purchasing process is to research the purchase to find the best price for the items that are needed. Quotes need to have the contract # documented on them. When choosing a vendor, it is the lowest responsible bidder that meets the needs and the best value.

Purchase Contracts up to \$20,000:

- No quotes are needed for purchases of a single item or group of similar items under \$1,000.
- Three verbal quotes must be obtained for purchases of a single item or group of similar items over \$1,000 and up to \$4,999.99 and documented on the quote summary form. (Unless purchased from a state contract, a bid from another public agency or cooperative as allowed by State Law).
***Document on the quote summary form.**
- Three written quotes must be obtained for purchases from \$5,000 to \$19,999.99 and documented on the quote summary form. (Unless purchased from a state contract, a bid from another public agency or cooperative as allowed by State Law). ***Document on the quote summary form.**
- Any items \$20,000 and over must be bid. (Unless purchased from a state contract, a bid from another public agency or cooperative as allowed by State Law).

Public Work Contracts up to \$35,000:

- No quotes are needed for purchases of a single item or group of similar items under \$1,000.
- Three verbal quotes must be obtained for purchases of a single item or group of similar items \$1,000 and up to \$9,999.99. (Unless purchased from a state contract, a bid from another public agency or cooperative as allowed by State Law). ***Document on the quote summary form.**
- Three written quotes must be obtained for purchases from \$10,000 to \$34,999.99. (Unless purchased from a state contract, a bid from another public agency or cooperative as allowed by State Law).
***Document on the quote summary form.**
- Any items \$35,000 and over must be bid. (Unless purchased from a state contract, a bid from another public agency or cooperative as allowed by State Law).

***Quote summary form**

| | Verbal Quotes | | Written Quotes |
|--|---------------|---|----------------|
| Purchase Contracts up to 20,000 | | | |
| under \$1,000 | 0 | | |
| *\$1,000 – \$4,999.99 | | 3 | |
| \$5,000 – \$19,999.99 | | | 3 |
| | | | |
| Public Work Contracts up to 35,000.00 | | | |
| under \$1,000 | 0 | | |
| *\$1,000 – \$9,999.99 | | 3 | |
| \$10,000 – \$34,999.99 | | | 3 |

Be sure to include the shipping charges when doing your quotes. Quotes are not required when purchasing textbooks from a publisher. On the Quotation Summary Form, write the Description of item or service desired in the designated area. This form can be found on www.gstboces.org web site. To obtain form click on GST Intranet/Information/ Form Library/Quotation Summary Form.

5. ORIGINAL POS TO BE EMAILED TO VENDORS

- 1) Email the vendor's email address and vendor # to AP.
- 2) AP will update the information in the vendor file in WinCap under the order address id "EMAIL".
- 3) When generating a new PO, after you have selected your vendor, enter the word "EMAIL" in the "Order Address ID" box.

After your PO has been approved by the Purchasing Agent, AP will email the PO.

6. STARTING WINCAP

Double-click on the *WinCap* icon.



- If the desktop *WinCap* icon is missing, contact Computer Services.

A logon prompt will appear to confirm the connection to the *WinCap* Application.

You will then see the following screen:



Enter your *WinCap* Username and Password. Computer Services has set up users to have their **password equal their username initially**. You will need to change your password the first time you log on.

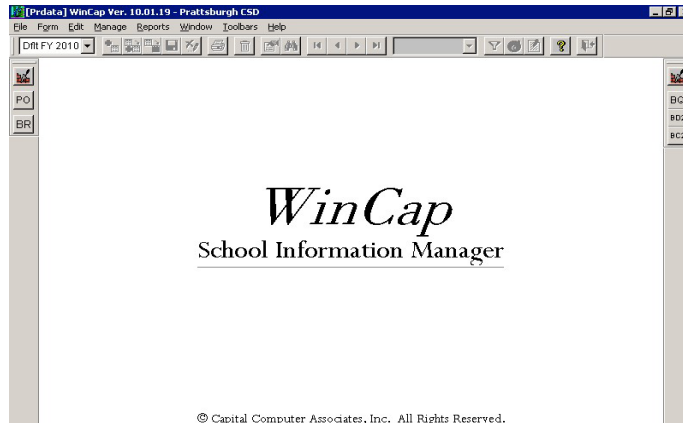


Enter your new password, and then enter it again to confirm that it was entered correctly. Passwords must be at least four characters in length and must begin with a letter. They may contain letters, numbers, spaces, and punctuation characters (.?! -_).

You will receive the following prompt if the password was changed successfully. Otherwise, you will receive a prompt to indicate the reason it was not changed.



Once you are in WinCap you will see the following screen:

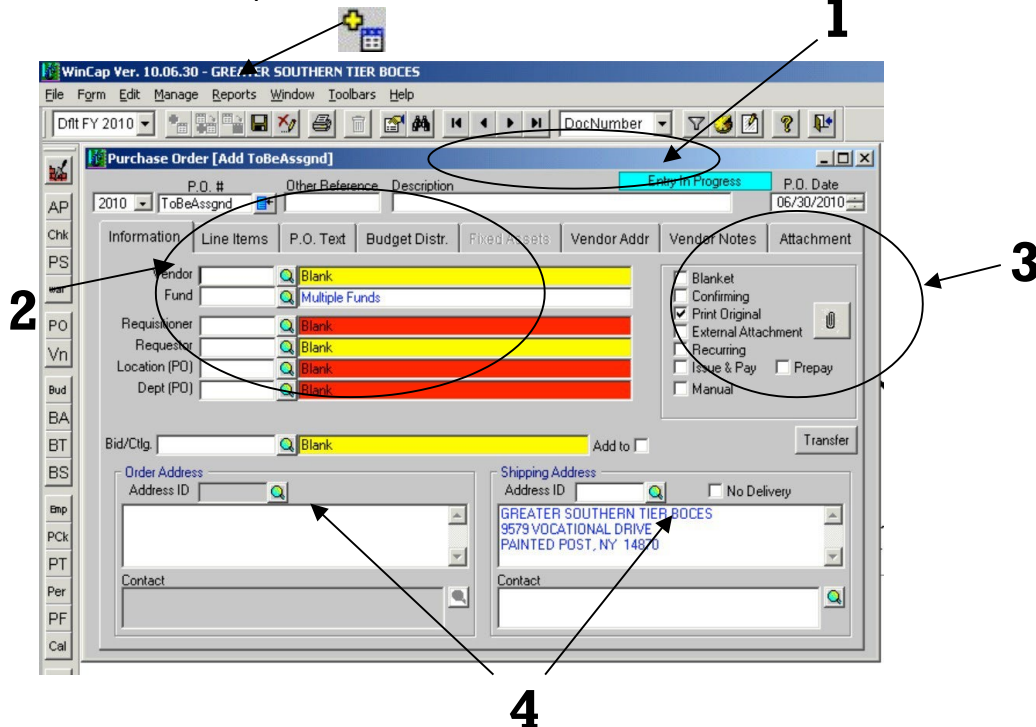


7. ENTERING A PURCHASE ORDER

To enter a Purchase Order, go to Manage → Purchasing → Purchase Order Maintenance, or click on the PO icon, if it exists, on the left side shortcut application toolbar. You should see a screen like the one below.

- Always use CAPITAL LETTERS

Once the form is open click add to add a new Purchase Order.



- 1.) **Description** – Enter a general description for this purchase order. Be sure to use capital letters and be brief but detailed. This description will help to identify the requisition as it flows through the approval process.
- 2.) **Vendor** – If you know the Vendor Code for this PO, you can type it in.

If not, left click on the magnifying glass to find the correct Vendor. Your screen will change to a Vendor Search screen. You can use a lookup feature by having the Sort Name highlighted blue and then start typing the name.

PO Text – Document the contract #, expiration dates, and PRC #'s for services that include labor.

| Sort Name | Address line 1 | ID | Emp | Addr ID | QuickRef | City | State | Zip | Name line 2 | Address line 2 | Name | Tab |
|------------------------------|------------------|--------|-----|---------|----------|----------------|-------|------------|--------------|----------------|----------------------------|-----|
| AAA-ABC FIRE EXTINGUISHERS | 36 KELLY AVENUE | 005233 | | | | ENDWELL | NY | 13760 | SALES & SERV | | AAA-ABC FIRE EXTINGUISHERS | |
| AAA CONTRACTING, INC. | 175 HUMBOLDT ST | 000281 | | | | ROCHESTER | NY | 14610 | SUITE 200 | | AAA CONTRACTING, INC. | |
| AAH PERD | 1900 ASSOCIATION | 006988 | | | | RESTON | VA | 20191-1598 | | | AAH PERD | |
| ABEKA BOOK | PO BOX 19100 | 007006 | | | | PENSACOLA | FL | 32523-9100 | | | ABEKA BOOK | |
| ABERNATHY TOM | 2767 UPPER DRIVE | 006590 | | | | CORNING | NY | 14830 | | | TOM ABERNATHY | 211 |
| ABERNATHY TAYLOR | 8580 MAIN STREET | 000204 | | | | CAMPBELL | NY | 14821 | | | TAYLOR ABERNATHY | |
| ABILITIES | PO BOX 8105 | 006989 | | | | MANSFIELD | OH | 44901-8105 | SCHOOL SPEC | | ABILITIES | |
| ACCELERATED LEARNING SYSTEMS | 20327 TIMBERLINE | 006889 | | | | CYPRESS | TX | 77433 | C/O KAY PSEN | | ACCELERATED LEARNING S | |
| ACP DIRECT | PO BOX 703168 | 000017 | | | | DALLAS | TX | 75270 | CATALOG DNM | | ACP DIRECT | |
| ACSI | PO BOX 65130 | 000317 | | | | COLORADO SP CO | CO | 80962-5130 | | | ACSI | |

The small black arrow at the left side of the Vendors indicates the Vendor that is selected. You can move the cursor up or down to select your vendor and then press ok. If you do not find your Vendor, contact the Purchase Agent to have the Vendor added.

Fund – This is normally fund A, but it can also be left blank and the fund can be entered when entering the budget code.

Requisitioner – Either type in your first initial and the first 4 letters of your last name or your requisitioner code you were given. You can also look up your code by left clicking on the magnifying glass. This search works the same way as the Vendor search. If you do not see your name, contact the Purchase Agent.

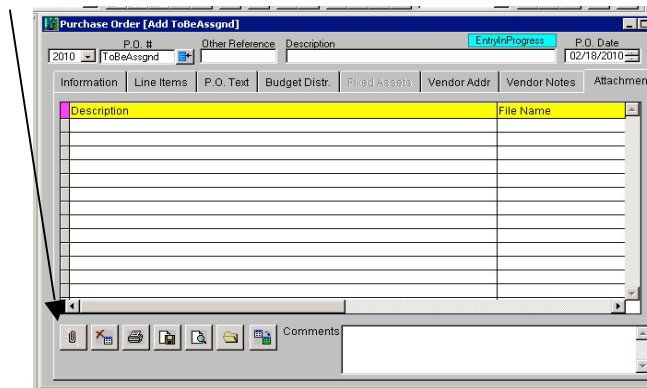
Requestor – The entry of this ID determines how your PO will flow through the system. It should default in for most of you. If it does not or you need to change it, left click on the magnifying glass to see the list you have access to and select the correct one.

Location (PO) – Use the default or select from the magnifying glass.

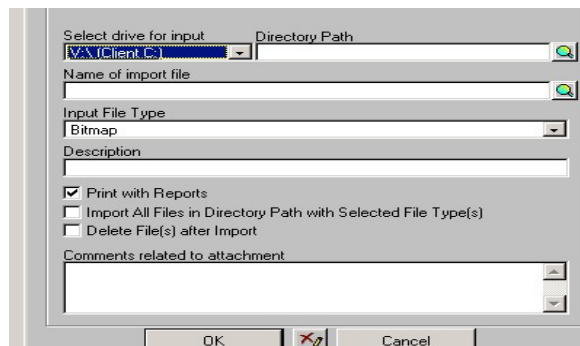
Dept (PO) – Use the default or select from the magnifying glass.

- 3.) **External Attachment** – This is an attachment that is not electronically attached. It could be something like a discount coupon.

Paper clip - This is for an electronic attachment. You can scan a document or create a document on your local H: drive and then attach it. In WinCap, you cannot attach from a network drive. To attach a document, you click on the paper clip icon, and you will be brought to the Attachment Tab. Click on the paperclip on this screen.



You will now see the following screen.



You will want to select drive for input. Please note that in WinCap, if you want to access your local H: drive you must use V:\ (Client H). Select your file and type in a description that will appear on the Attachment Screen. Then click OK.

You will be returned to the Attachment Tab Screen. You can click on the paper clip to select another file to attach or click on the Information Tab to return to input.

Blanket PO, Confirming, Recurring, Issue and Pay, and Prepay – Check these boxes if applicable. Described elsewhere in this manual.

- 4.) **Order Address** – If this is turquoise color, there is more than one order address, and you should verify that the address showing is correct. If you need to change the address, left click on the magnifying glass to find the correct order address. If you do not see the address needed, contact the Purchasing Agent.

Shipping ID – If the correct Ship To address is not showing. Left click on this magnifying glass and select the correct address. If you do not see the correct address, contact the Purchasing Agent.

Select the Line Items tab and you will see the following form.


- A** This is the section to input the line-item detail for each item that is to be ordered. Keep in mind while entering this information that WinCap prefers the use of the tab key to move between fields.


You should enter a Description (be as specific as possible), Quantity, Unit Cost, and catalog number for each line item. To enter your Budget Code, click on the magnifying glass. With Fund A and Budget Account equal to ???-??-?-??, select Query. Select the correct code from your available list. If you need to split the line between two budget codes, double-click in the Budget Code column. You can then enter the split either by amount or by percent.

To delete a line, place your cursor on the line you would like to delete, click on “BOB” (Blue Options Button) and select Delete Line.

You can change the column order or width much like in spreadsheet programs. To move a column left click on it and drag it to where you would like it. You can click on the black line between columns and drag them to change a column width. Then click on the magenta square at the left of all columns and save the settings as your default for later use.

You should enter any applicable discounts or shipping costs. You can enter in either the % column or the dollar amount column. If the Auto Distribute box is clicked on, the program will add shipping to each item per your parameters.

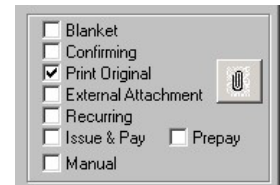
B If you are not done with your purchase order but would like to save your work so far, you can click on the save icon  at the top of the screen at any time. Also, if you feel you just want to discard everything you have done on this.

Purchase Requisition click the Undo button  and blank out the requisition.

C - Once you feel your input is complete, click on the Approve button. This will “electronically sign” the Purchase Order with your approval.

8. ATTACHMENTS

Note the check boxes on the Information tab of the PO.



☐ **External Attachment** (check this box if you have an attachment that needs to be mailed/faxed with the PO and you are sending it to AP thru the courier. Do not check this box if you have attached backup to the PO in WinCap. See below)

***Contracts must be signed by all parties**

ATTACHING DOCUMENTATION TO POs

Scan the document you want attached to the PO to your email address

- 1) Open the email
- 2) Open the document (check to see what type of document it is ex. adobe)
- 3) Click on File
- 4) Click on Save, Save a copy, or Save As
- 5) Click on arrow next to Save in
- 6) Click on local drive 'bl4mass\staff\bo' (H :)
- 7) Create a new folder
 - a. Right click in empty space
 - b. Click on new
 - c. Click on Folder
 - d. Name the folder “Scanned Document”
 - e. Hit enter on your keyboard
- 8) Double Click on the new Scanned Document folder
- 9) Rename file so you know what document it is (ex.Dell quote form or PND-

0XXXX)

10) Save

In WinCap when doing your PO that you attachment saved to – Click the paperclip on the information tab – right hand side about a third of the way down. (This will bring you to the attachment tab)

11) On the attachment tab - click the paperclip in the bottom left-hand corner

12) Click on down arrow to select drive for input. Select bl4mass\staff\bo'(H:) drive.

13) Unclick the box that reads “Import All Files in Directory Path with Selected File Types”

14) Click on magnifying glass to select the “Directory Path”

15) Click on the “Scanned Document” Folder.

18) Click the drop-down arrow to select “Input File Type” (if document you scanned was in adobe, then that is what you want to select)

19) Click on magnifying glass under name of “Import File”

20) Click on the document you saved

21) Click “Import”

22) Leave the “Print with Reports” box checked

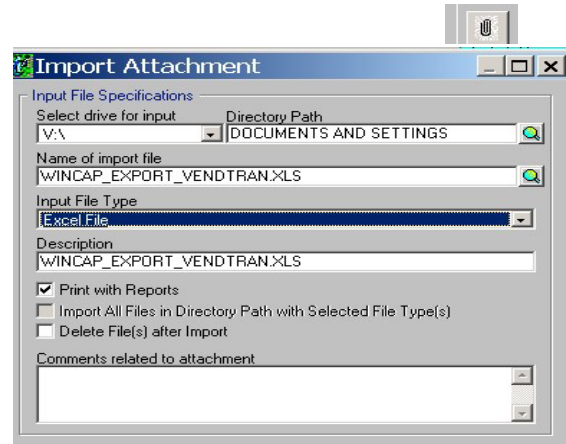
23) “Delete files after Import” box can be clicked if you want to have the file you attach to WinCap deleted from your hard drive, as a copy of the attachment can be printed from the PO screen after you save/approve the PO.

- Click on the Attachment tab
- Click on the attachment line you want
- Click print preview or open selected attachment
- Click on the print icon

24) Click ok

25) Click ok again

26) When you Save/Approve the PO the attachment you added to the PO will be saved



The next time you go to attach a document, the screen will appear with the “Directory Path”, “Name of Import File”, “Input File Type”, and “Description” of the last document you attached. You may need to change “Directory Path”, “Name of Import File”, or “Input File Type” for the next document you want to attach. The “Description” will change when you change the “Name of Import file”.

If you choose to click the “Blank All Fields” box, you will need to select the “Drive for Input”, “Directory Path”, “Input File Type” and “Name of Import File”. You will also

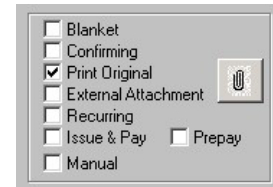
need to click the box “Print with Report”. The “Delete Files After Import” box can be clicked if you want to have the file you attach to WinCap deleted from your hard drive.

9. FULL CYCLE POs

Note the check boxes on the Information tab of the PO 

Print Original (never touch this box – leave it checked).

FULL CYCLE PO Copy distribution



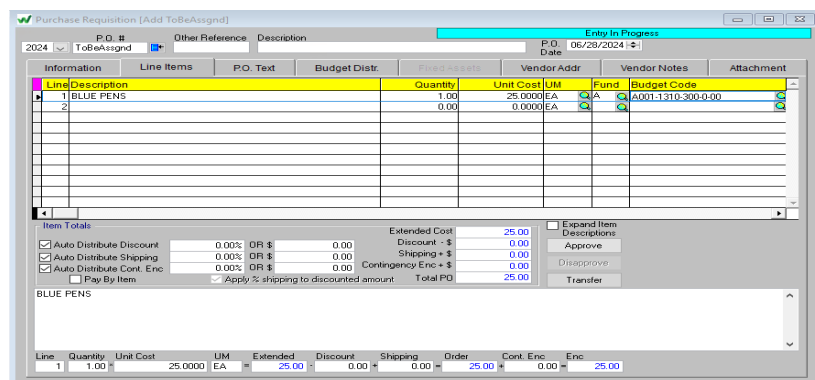
Original – mailed, emailed or faxed to vendor

Business Office – AP retains

Receiving – requestor

Full Cycle – This PO has all the details of what is being purchased. It will include Item #, description (including size, shape, color, etc.), exact quantity, cost, and shipping.

- When you order from a State Contract, type the NYS contract number in the PO Text Header. Also, place it in the “description box” at the top of the purchase order located between “other reference” and “PO date”.
- When the order is received, the person who placed the order signs their **full name**, (**initials are not accepted**) and dates the packing slip. Send the signed packing slip and/or copy of the PO to: invoicestatement@gstboces.org. The requestor attaches the signed and dated packing slip, the signed receiving copy, the signed invoice, and email it to: invoicestatement@gstboces.org. This is the approval for payment.
- Requestors should check on open full cycle POs monthly. Run the Purchase Order Status report from July 1st through one month prior to the date of the report. Go to: Reports/Purchasing/Purchase Order Status Report. A follow up should be done on any open full cycle PO on this report. Contact your AP clerk for needed paperwork/follow up.



| Line | Description | Quantity | Unit Cost | UM | Fund | Budget Code |
|------|-------------|----------|-----------|----|------|-------------------|
| 1 | BLUE PENS | 1.00 | 25.0000 | EA | GA | A001-1310-300-040 |
| 2 | | 0.00 | 0.0000 | EA | GA | |

| Item Totals | Extended Cost | Discount | Shipping | Confingency Enc | Total PO |
|-------------|---------------|----------|----------|-----------------|----------|
| 25.00 | 25.00 | 0.00 | 0.00 | 0.00 | 25.00 |

| Line | Quantity | Unit Cost | UM | Extended | Discount | Shipping | Order | Cont. Enc | Enc |
|------|----------|-----------|----|----------|----------|----------|-------|-----------|-------|
| 1 | 1.00 | 25.0000 | EA | 25.00 | 0.00 | 0.00 | 25.00 | 0.00 | 25.00 |

- Full cycle orders can be adjusted by emailing the Purchasing Agent and Accounts Payable to request that they adjust the order accordingly. (Please be sure to include the budget codes affected in your email.)
- If you need to request that a PO, be closed or cancelled, write on the receiving copy “CLOSE” or “CANCEL”. Send the receiving copy to AP and they will close or cancel the PO. (In WinCap, a PO is considered closed when a Payment has already been made against the PO. A PO is considered cancelled when no payment has been made against the PO.)

10. PREPAY POs

***Need prior approval from the Assistant Supt. of Finance**

- ☐ Prepay (check this box when you need a payment to go with the PO.) For example: conference registration, subscription, membership, or a purchase where you get a discount with pre-payment.

PREPAY PO Copy distribution

Original – AP retains

Business Office – AP retains

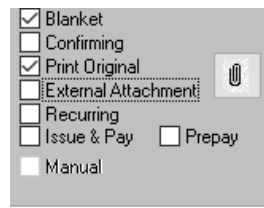
Receiving – requestor

When you mark a PO as “Prepay”, the backup paperwork for the prepayment should be signed and sent to the AP office or attached to the PO as soon as the PO is entered into the system. Payment can be made in the next payment schedule.

When the event is over or when the merchandise is received, sign the receiving copy, attach any documentation needed and send it to AP.

11. BLANKET POs

Note the check boxes on the Information tab of the PO.

A screenshot of a software interface for creating a Purchase Order (PO). It features a list of checkboxes on the left and a paperclip icon on the right. The checkboxes are: 'Blanket' (checked), 'Confirming' (unchecked), 'Print Original' (checked), 'External Attachment' (unchecked), 'Recurring' (unchecked), 'Issue & Pay' (unchecked), 'Prepay' (unchecked), and 'Manual' (unchecked). The 'Prepay' checkbox is positioned to the right of the 'Issue & Pay' checkbox.

- ☐ Blanket (check this box when you are doing a blanket order).
- ☐ Recurring (check this box if you want this PO to be processed again in the next fiscal year without retyping everything – you will be able to modify the PO slightly. This is mainly for Blanket orders but can be applied to some full cycle POs).

BLANKET PO Copy distribution
Original – mailed, emailed or faxed to vendor
Business Office – AP retains
Receiving – AP retains

A Blanket PO encumbers the money in your budget. The amount of the blanket purchase order shall be determined by the Purchasing Agent. This is based on data from previous fiscal years and information obtained from the department head involved.

- Blanket purchase orders cannot be used for the purchase of equipment unless an exception is made by the Assistant Superintendent for Finance.
- All blanket orders need two signatures. (except for gas receipts)
- All blanket orders must be checked “blanket” in WinCap.
- Blanket orders cannot be adjusted by more than 10% of the total original blanket order and approved by the Purchasing Agent.
- When entering blanket purchase orders, please provide sufficient detail.

At a minimum the following should be included:

- a) Detailed information about what types of items you will be purchasing.

- b) The names of the people authorized to use the PO.
- c) Typing the word “BLANKET” in the description would help the AP office to process the PO.

Blanket orders are a privilege granted by both BOCES and the vendor. The first and foremost responsibility is to always give the PO numbers, not the PND numbers, to the vendor. To continue to use blanket orders, the purchases should be monitored to verify that they fall within the blanket order specifications for both items being purchased and the amount being spent. Blanket orders should be reviewed regularly to verify the amounts remaining on the PO. Also, **all original receipts** and/or delivery tickets for items purchased on a Blanket PO must be submitted to Accounts Payable in a timely manner.

There are two types of blanket orders:

- 1) **Detailed/Planned Blanket Order-** The detail/planned blanket purchase order details who, what, where, why, and when of the order.
 - This order sets aside a more exact amount of money for recurring weekly or monthly expenses. This order explains in detail what the order is for (\$1,200 for Verizon for 12 months at estimated \$100/month for services.)
 - This is to eliminate the necessity for the issuance of separate orders for groups of items which are purchased frequently from the same vendor. An example is automotive supplies (such as spark plugs, battery cables, points, etc.) used in CTE Auto Mechanics Classes. The Blanket PO for supplies for certain departments shall be issued only where the need for supplies cannot be determined at least 24 hours in advance, or where continuous delivery of a supply throughout the year is required, such as welding gases. All items purchased under a detailed/planned blanket order must be detailed. Example: Welding gases.
- 2) **Emergency/Unexpected blanket order**— You must contact the Purchasing Agent, whenever possible, before purchasing any supplies on this PO. However, a single item or total purchase that does not exceed \$100 does not require previous authorization. If over \$100 a full cycle purchase order should be completed.
 - An emergency PO must be approved by the Assistant Supt. of Finance and/or the Purchasing Agent.
 - This order sets aside a certain amount of money for a certain period of time so that you can make the small unplanned emergency purchases that cannot be determined 24 hours in advance (For example: \$100 at McCoy’s Hardware to pick up emergency supplies.) The PO must indicate the approximate length of

time for which the order will be open. Example: Good from September to December.

- **You may not purchase equipment or items that would require a quote on a blanket purchase order.**

Payments are made to the vendor only after Accounts Payable has received the original, signed receipt, which is proof of purchase, i.e., the pickup slip, packing slip, etc. We do not pay from statements because it is not proof that BOCES has the item(s), nor what the items are or if tax was applied. A blanket PO requires two signatures.

You should always have the vendor reference the blanket PO number on the packing slip/invoice. You should be prepared to give that number to the vendor. Blanket order receipts must identify in detail the purchase that was made.

When supplies are delivered or picked up, receipts, delivery slips, or other documents transmitted by the vendor must be signed by the individual receiving the supplies and their supervisor. **All original receipts** for purchases **MUST** be turned into the Accounts Payable Office with the correct Purchase Order number written on them. Verify that the PO has correct budget codes and **sufficient funds**. If you want to use a specific code, and there is more than one budget code on the purchase order, receipts must identify the budget code to be charged. Then forward to AP immediately.

- **Receipts for gas using a BOCES gas credit card must be signed by the user and the PO# written on them. Then send to the AP office. Supervisor's signature is not necessary for gas receipts.**

If the person purchasing the items is not a Board approved employee, a Program Manager or Director must approve the purchase by signing the slip. This step protects your budget from unauthorized purchases.

- Make sure a new PO is created before the amount of the PO is exceeded. All orders are automatically closed in WinCap once the total purchase order amount is exceeded.
- A blanket PO will not be increased without the approval of the Purchasing Agent.
- To request a blanket PO to be closed when there is still money left on the PO, email AP the PO# and write close PO on it.

The department should keep a running total of the purchases made to ensure that they do not exceed the amount allowed on the blanket purchase order. It is the responsibility of the department to monitor the blanket PO funds.

Review blanket orders on a regular basis to keep track of available balance. It helps if you keep a running total of invoices applied to your PO. Requestors will have access to the

Vendor Transaction report in WinCap. This report lists vendor, dates, PO #, invoice #, check #, budget code, and amount encumbered, liquidated, and expensed on the PO. This report can be reviewed to make sure your records match what is in WinCap. WinCap also allows for the balance of all orders to be verified. You need to look up each order individually. In PO maintenance, click on the budget distribution tab. You can see the actual encumbrance outstanding. Please keep in mind that, like your own bank account, there can be receipts in transit that may be outstanding. You may run a Purchase Order Status report to list all orders marked blanket. Go to: Reports/Purchasing/Purchase Order Status Report. See criteria:

12. ISSUE AND PAY (CONFIRMING) POs

***Need prior approval from Assistant Supt. of Finance**

☐ Confirming* (never check this box).

- DEFINITION – under NYS laws an Issue and Pay PO is a Confirming Order
Confirming Orders- A purchase, letter of intent to purchase or request for scheduling that is made by an individual without having a valid purchase order number. All purchases require prior authorization. Prior authorization is an issued PO.

☐ Issue & Pay (this will rarely be used as there should be no confirming orders. Contact the Purchasing Agent with questions.) When you have received goods or services before a PO is approved and issued by the Purchasing Agent, enter a PO, if one is not already pending, and write the PND# on the receiving slip, sign, and send to the AP office. Do not wait for a printed purchase order. AP keeps the receiving copy of the PO for Issue & Pays.

- All Issue and Pay requests must have a signed invoice scanned and attached to the PO in WinCap. This will allow the Purchasing Agent to verify a valid Issue and Pay scenario. The only instances that will be considered valid for an Issue and Pay are listed below.

JUSTIFIABLE ISSUE AND PAY

Emergency repair

Justifiable emergencies

POs done with the Purchasing Agent's Approval

ISSUE AND PAY PO Copy distribution

Original – AP retains

Business Office – AP retains

Receiving – AP retains

RISKS OF A CONFIRMING ORDER (NO APPROVED PO)

***Employee may be required to pay for the unauthorized purchase of goods & services.**

Vendor assumes risk by providing goods or service.

Employees assume risk by ordering goods or service without having an approved PO.

ADVERSE EFFECT OF CONFIRMING ORDER (NO APPROVED PO)

- Lack of Administrative approval
- By-passing State Law for procurement methods & General Municipal Laws
- By-passing review and approval by the Purchasing Agent
- Taxation issues (tax charged on receipt/invoice)
- Lack of internal approvals
- Risk of audit write up
- Insufficient funds
- Overpayment for goods or service
- Potential liability for vendor or employee
- Lack of inventory tag assignment

ADDITIONAL PURCHASING NOTES

13. CONFERENCE/WORKSHOP/MEETING EXPENSE REQUEST FORM

This form is to be used when incurring costs for registration fees, lodging, transportation, or other expenses due to a conference/workshop/meeting/etc.

Plan to drive a school car by making your request through the Bush vehicle request program, Coopers Maintenance, Wildwood building #3 office, Special Education Host site offices, or Instructional Support offices.

- You will need to use a Tax-Exempt Form to avoid being charged tax on lodging. If you neglect to use a Tax-Exempt Form, you will be responsible for room and travel taxes that you have incurred.
- You can obtain a Tax-Exempt form from the intranet. The form requires the Director's signature.
- Complete the Conference/Workshop/Meeting Expense Request form which can be found in the GST Intranet Forms Library.
- Submit the form to your supervisor for approval signatures. When all approvals are received, the requestor entering the POs makes copies of the form as noted at the bottom of the form and distributes.
- Input purchase orders, as needed, for pending expenses. All full cycle POs for a conference/workshop/meeting need to be detailed with who, what, when, and where. Attach your approved request form to each of the POs in WinCap (see attachment instructions on page 13). Also attach the registration form to the registration PO.
- If a credit card is being used, please follow the credit card usage instructions.
- After you have attended the conference/workshop/meeting, update the form with actual costs, sign the form, attach all itemized receipts, and return all to your requestor. The requestor attaches the form to each associated PO receiving copy, signs, and sends to AP. Meals and tips are reimbursed at a per diem rate. If you have gone over the limits, you will be responsible for the overages. Sales tax will also be your responsibility. Be sure to use a tax-exempt form. The requestor will forward the completed paperwork to the Accounts Payable office for final processing.
- Please be aware that it is up to the staff member or requestor to make sure that conference/workshop/meeting registration arrangements are made by doing whatever is necessary to register on time. The Business Office is only responsible for seeing that the registration fees are paid. They will send the registration form in with the payment, but they do not fax them in or confirm registrations. In order for AP to pay for the registration, it is important that they have all documentation which includes a completed Conference/Workshop/Meeting Expense Request Form with all required signatures, the completed registration form and the documentation of the conference/workshop/meeting which states what it is for, dates, location and cost.

14. MILEAGE/OTHER EXPENSES CLAIM FORM

When you incur “out-of-pocket” expenses on behalf of BOCES that have been approved by your supervisor prior to the purchase, you may be reimbursed by submitting a completed Mileage/Other Expenses Claim Form which can be found in the GST intranet Forms Library. You will need to clearly itemize all expenses and attach all original itemized receipts. No reimbursement for New York State sales taxes may be claimed. “Tax-Exemption Forms” are available on the GST BOCES intranet, form library, and must be used to avoid being charged those taxes. All receipts must be itemized, and this completed form must accompany all requests for reimbursement not associated with the Conference/Workshop/Meeting Expense Request Form.

- If you must drive your own vehicle because a BOCES vehicle is unavailable, you may claim mileage by submitting a mileage reimbursement form. You must have prior approval of your supervisor.
- **The form must be submitted monthly.** If it is not submitted in a timely manner, you will not be reimbursed.
- You will be reimbursed at the approved rate which is determined annually. See current Expense Reimbursement Policy Memo which is found on the intranet.

When doing a PO to reimburse a person from the Mileage/Other Expense Claim Form, there are two ways of doing the PO.

- 1) If the form is for mileage for a person who will be claiming mileage regularly throughout the year, then a Detail/Planned Blanket PO will be done.
- 2) If the form is for reimbursement or mileage that occurs rarely, then a Full Cycle PO will be done.

15. CREDIT CARD USAGE

When you need to use one of the BOCES credit cards, enter the PO for the merchandise or expense. Put in the top description box and in the PO text, item header, the name of the vendor you are receiving goods/services from, as the vendor’s name is what appears on the statement. In the PO text box list the first & last initial of the cardholder & the last four digits of the card being used. For all credit cards put the details of what is being purchased in the line-item description just like you would a regular full cycle or blanket PO. When the PO has been issued, you must have a copy of the PO to obtain the credit card.

Sign your receipts an email to AP immediately. If a Conference/Workshop/Meeting Expense Request Form was required, finish filling out the form and sign it. Send the receipts, copy of PO, and if applicable, the Conference/Workshop/Meeting Expense Request Form to your requestor. The requestor will obtain the supervisor’s signature if needed and attach the signed receipt, copy of PO, and Conference/Workshop/Meeting Expense Request Form to the receiving copy, sign and send it via email to invoice statement: invoicestatement@gstboces.org.

16. NEWSPAPER ADS

RECRUITING ADS

1. Contact the Personnel Clerk to place the ad.
2. Get costs of the ad.
3. Enter a purchase order. Attach a copy of the advertisement to the PO.
4. Give the PO number to the Personnel Clerk to give to the newspaper vendor.
5. AP will use this number to compare the invoice from the vendor to the item ordered on the PO.
6. When the ad has run in the newspaper, sign the receiving copy of the PO and email it to AP.

OTHER ADS

1. Get estimated costs of the ad.
 2. Enter a purchase order. Attach a copy of the advertisement to the PO.
 3. Once approved, give the PO number to the newspaper vendor. Request they reference this number in their billing.
 4. Place the ad.
 5. AP will use this number to compare the invoice from the vendor to the item ordered on the PO.
 6. When the ad has run in the newspaper, sign the receiving copy of the PO and email it to AP.
- For any newspaper ad (legal ads, position recruitment, adult class notices, etc.) be sure a PO is in place before advertising. The originator of the ad is responsible for sending proof of advertising as backup to AP by email or fax. Please write PO# on the proof.

17. TEXTBOOK PROCEDURES

OBJECT CODE “303” (PreK-12)

Refer to GST BOCES Intranet, Forms Library, Textbook Purchase Approval Process. This contains instructions along with the textbook form which needs to be completed by the teacher.

The textbook form needs to be approved by the Deputy Superintendent.

The purchase of a textbook series not previously used by BOCES must go to the Board for approval.

Exceptions: POs with a fund code of “F” for Federal programs. (Adult Ed.)

18. EMPLOYEE-OWNED BUSINESS (GM LAW 803) PROCEDURES

On occasions BOCES purchases from businesses owned by employees. Based on GML 803, the employee must submit a letter stating the anticipated amount of the purchases for the year. These letters must be sent to the Board for approval prior to the purchase. Contact the Purchasing Agent for more information.

19. SOLE SOURCE PURCHASES

1. Determine if this brand can only be acquired from a single source of supply. When there is a legitimate reason to restrict competition to a single brand, there may be several sources of supply for the brand selected. You have not determined there is a sole source meeting your requirement until you have addressed both the issue of sole brand and whether that brand is available from only one source of supply.

To request sole source procurement, the requisitioner must submit a written justification. The justification may be in the form of a letter from the vendor or may be submitted on the "Justification for Sole Source" form. The justification shall include the following:

1. A description of the technical performance characteristics of the goods or services including a description of the unique property(s) of the goods or services specified.
2. A brief description of the intended use of the goods or services specified, establishing a requirement for the unique property(s) identified.

20. PURCHASING ITEMS THAT ARE REQUIRED TO BE INVENTORIED

The following object codes are required to be inventoried:

200 Equipment- Value of \$1,200.00 – \$4,999.99 per item prior to shipping charges.

202 Classroom Furniture – Value of \$1,200.00 or more

204 Small Equipment – Laptops, Desktops, Tablets, Copiers (not leased), TV/Wall Mounted Screens, anything that houses data.

206 Vehicle- Cars, Trucks, Buses, etc.

210 Large Equipment- Value of \$5,000.00 and over per item, prior to shipping charges.

320 Equipment- Federal value of \$1,200.00 and greater per item prior to shipping charges.

Inventory tags and forms may be sent before or after the purchase has been approved, by the Purchasing Agent.

The originator will affix the inventory tag to the corresponding item. After affixing the tags, the originator will need to record the following information:

- Date
- Campus/Bldg/Room number
- Unit Cost
- Serial number
- Part number

The originators will then sign and date the form and return the completed form to the Purchasing Agent.

21. DISPOSING/ TRANSFER OF INVENTORIED ITEMS

Authorization will be required to dispose or transfer items that are accounted for under inventory. Email the Director of Facilities, CSC RIC Director, Assistant Supt. of Finance, and the Purchasing Agent for approval.

22. ENTERING A PURCHASE ORDER WITH ON-LINE SHOPPING

- **Always use CAPITAL LETTERS.**

To enter a Purchase Order, go to Manage → Purchasing → Purchase Order Maintenance, or click on the PO icon, if it exists, on the left side shortcut application toolbar. You should see a screen like the one below.

Once the form is open click add to add a new Purchase Order.

1 Description – Enter a description for this purchase order. Be sure to use CAPITAL letters and be brief but detailed.

2 Bid/Ctlg. – Click on the magnifying glass and select the correct On-Line Shopping Catalog name. When you return to the Purchase Order screen, you should see a shopping cart to the right of the Bid/Ctlg.

3 Vendor – The vendor code should be filled in after you have selected the Bid/Ctlg.

Fund – This is normally fund A, but it can also be left blank and the fund can be entered when the budget code is entered.

Requisitioner – Either type in your first initial and the first 4 letters of your last name or your requisitioner code you were given. You can also look up your code by left clicking on the magnifying glass. This search works the same way as the Vendor search. If you do not see your name, contact the Purchasing Agent.

Requestor – The entry of this ID determines how your PO will flow through the system. It should default in for most of you. If it does not or you need to change it,

left click on the magnifying glass to see the list you have access to and select the correct one.

Location (PO) – Use the default or select from the magnifying glass.

Dept (PO) – Use the default or select from the magnifying glass.

4 External Attachment, Paper clip, Blanket PO, Confirming, Recurring, Issue and Pay, and Prepay – These work the same as for PO's without on-line shopping. See above.

5 Order Address – If this is turquoise color, there is more than one order address, and you should verify that the address showing is correct. If you need to change the address, left click on the magnifying glass to find the correct order address.

Shipping ID – If the correct Ship To address is not showing. Left click on the magnifying glass and select the correct address.

6 Select the Shopping Cart to go to the Vendor's Website. On their website, fill your shopping cart with your desired items. Once you are finish shopping you will finalize your order (sites have different names for this – such as submit order), then you will be taken to a WinCap screen which shows your cart number. You will have to close this screen. You should then return to WinCap.



- If you need to add additional items to the PO, you can go back to the Vendor's website and fill another shopping cart. You cannot change quantities or delete items once you return to WinCap. If your cart is not correct, you should not approve it or save it.

Select the Line Items tab and you will see the following form.

A →

B ←


- A** – This section should be filled with all items that you had in your shopping cart from the Vendor’s site. If you are required to fill in the Budget Code, you should tab to that field for the first item. To enter your Budget Code, click on the magnifying glass. With Fund A and Budget Account equal to ???-??-? -??, select Query. Select the correct code from your available list. If you need to split the line between two budget codes, double-click in the Budget Code column. You can then enter the split either by amount or percent.

Once the budget code is filled in for the first item, you can either type it in for each additional item OR if it is the same for all items, you can double click on the budget code and then click on the box to Re-apply this distribution to all existing items.

- B** – Once you feel your input is complete, click on the Approve button. This will “electronically sign” the Purchase Order with your approval.

23. STAPLES ON-LINE ORDERING

This is to help clarify the steps required to order from Staples.

1. Click the magnifying glass next to Bid (located under the Order By) For Contract Items: (for non-contract items see page 30)
2. Select “Staples Bid”
3. Click “OK”
4. Check Ship to Address to make sure it is correct and add any Contact info.
5. Click on “Shop On-line” 

Staples Screen on the internet: Three ways to order: (Find selections on left side of screen)

- a. Quick Order – for ordering one item, enter item number (no spaces, no dashes), quantity – and then press, ‘ADD’
- b. Enter Several Items – enter several item numbers with quantities – and press ‘ADD TO ORDER’.
- c. BOCES Shopping List – hit ‘View All Lists’ arrow to find “*G-S-T BOCES*” – then hit ‘GO’.

Scroll through the items (in alphabetical order) to find your supplies.

Enter the quantity of each item needed. When you’re done, press ‘ADD TO ORDER’.

Items will appear and you can, continue shopping, update order, or submit.

While shopping you may at any time, View Order or Change Order.

Any time you need to view your order, scroll to the upper right corner, to the “VIEW ORDER” box. Pressing ‘View Order’ will display your order and give you items, quantity, and prices. To change a quantity, type in the new quantity and press ‘Update Order’. To add more items, press ‘Continue Shopping’ to go back to any one of the three ways to order listed above.

If you need a non-contract item and there is no substitute contract item to take its place, you simply finish your state contract order.

When you are done shopping go to “View Order” and press ‘SUBMIT’ when your order is complete. There is no need to print your shopping cart, attach your shopping cart to your PO, or list the Staples items on the PO as they will automatically post to your PO in WinCap.

- **You will not be able to add additional items to your order once you have submitted your order. A new shopping cart will be created.**

Close the “WinCap Web Page”

Back in WinCap on the PO maintenance screen – (your staples PO):

6. Type in the top description the appropriate info.
7. Click the “Line Items” tab.
8. Double Click on the space under “Budget Codes”. A box called “Line-Item Budget Codes” will appear.
9. Enter Fund.
10. Enter Budget Code or Codes.
11. At the bottom of the screen above ok, click the box next to “Re-Apply this distribution to all existing items.”
12. Click “OK.”
13. Approve your PO.

Once your PO has been approved thru the approval levels, the Purchasing Agent will issue your PO. AP will then print the PO and your order will be submitted online to Staples.

Separation of Contract vs. Non-Contract Items

To stay in compliance with purchasing items on New York State Contract, Staples has separated contract items from non-contract items. Both can be purchased through Staples; however, they will be required to be ordered separately and will be billed separately. Therefore, separate POs must be done for contract and non-contract items.

For Non-Contract Items:

Select “Staples No-Bid” for #6 on previous page. Contract items are restricted under no-bid and a message like the below will appear:

“Item # cannot be added to your order. Your company has restricted the ordering of this item. Please contact your purchasing department if you wish to order this item.”

Remember: The purchasing policy requires quote comparisons for non-contract items totaling \$1,000.00 or more.

STAPLES RETURN INSTRUCTIONS

You can easily return your items by calling Staples Customer Service at 1-877-826-7755 or by contacting our Staples' representative. Please have your order number and list of the items to be returned.

Then make 3 copies of the packing slip. Wrap up the item(s) with one copy of the packing slip. Tape another copy of the packing slip to the outside of the package. Clearly mark the package "To Bush Campus, Bldg # 5 for Staples Return" then send the package via carrier to Bldg # 5.

- **Do not damage or mark on original packaging.**

If it's a small item to return, place the item in a larger box for shipping. The bigger the package, the less likely it is to get lost.

Staples link - Separation of Contract vs. Non-Contract Items

To stay in compliance with purchasing items on New York State Contract, Staples has separated contract items from non-contract items. Both can be purchased through Staples; however, they will be required to be ordered separately and will be billed separately. Therefore, separate POs must be done for contract and non-contract items.

Effective immediately, your Staples link account has two sign-on with a drop-down box for each ship-to address you have on your Staples link account. These non-contract items will announce themselves as you order.

If you need a non-contract item and there is no substitute contract item to take its place, you simply finish your state contract order and log-out and then login again under your non-contract address. To do this, click the ship-to drop down box and select the "NC" prefix address. This will take you to a blank order form where you can order your non- contract item.

Remember: The purchasing policy requires quote comparisons for non-contract items totaling \$ 1,000.00 or more.

If all your items are on state contract, you should see no difference in your ordering process.

24. MODIFYING A SAVED PURCHASE REQUISITION

***Approved purchase orders can't be modified unless approved by the Purchasing Agent. The Purchasing Agent will give approval and request changes to be made by AP.**

If you would like to modify a purchase requisition, you must go to the Purchase Order Maintenance screen (PO button) and then find the request that you need to edit. You can search and find requests by using any of the navigation icons as described below.



Go To – Provides a prompt to enter the exact value for a record that the user wishes to display in the active form window.



Find – Use this option when the exact ID code (PO#, Transaction #, etc.) for a record you wish to display is not known. It will provide a list of records in the file that meet specified criteria from which the user can then select the record they wish to display.

Record Advancement Icons - Based upon the data order selected, the following icons are used to move through the records accessed through the active Form.



First Record



Previous Record



Next Record



Last Record

Once you have found the purchase requisition that needs to be modified click the Modify



Icon at the top and then make your changes. You then will need to click save or approve as described above.

If you have started a purchase requisition and have not yet saved it or you have clicked to Modify and now decide that you don't want to save your changes, click on the Undo



Icon

To see the history of a purchase order, select the PO as described above and click on the

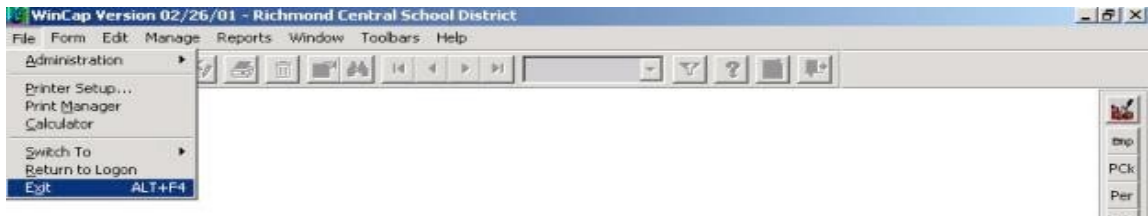
History Icon .

Note: Icons on the Form Toolbar will appear as inactive (pale gray) if the options are inappropriate given the status of the record in the active form window, or if the user's security does not permit them to perform that operation.

25. EXITING/LOGGING-OFF WINCAP

- **It is extremely important to exit WinCap correctly.**

Choose File from the *WinCap* menu bar and select Exit.



If there is a concern that *WinCap* was not exited properly, contact Computer Services immediately.

26. EXPENSE REIMBURSEMENT POLICY

During times when employees are required to travel outside of the GST BOCES service area for extended periods of time on BOCES business, a Conference/Workshop/Meeting Expense Request Form needs to be filled out to receive reimbursement. A Purchase Order needs to be entered with the approved and signed Conference/Workshop/Meeting Expense Request Form prior to attending the event. Meals, including gratuity, will be reimbursed per the Per Diem Rates. These rates are posted on the intranet.

PLEASE SEE RATES LISTED ON CURRENT EXPENSE REIMBURSEMENT FORM WHICH IS LISTED ON THE INTRANET UNDER THE FORM LIBRARY.

As meals are reimbursed on a per diem rate, they cannot be charged on a BOCES credit card. If your meals are part of a package for attending a conference/workshop/meeting, the meal allowances would not apply.

Personal expenses, for example, pay television, alcoholic beverages, entertainment, non-business-related expenses, and New York State sales tax are not eligible for reimbursement and should not be charged on the BOCES charge card. Please review the overall expense reimbursement policy with your supervisor if you have additional questions.

Employees are not paid mileage if a BOCES vehicle is available. If no vehicle is available, prior approval via email, is required from your supervisor to be turned in with the mileage form.

27. PETTY CASH

Any pre-approved expenditure for small supply items or meeting expenses of \$15 and under may be reimbursed through the petty cash fund. The expenditure must be pre-approved by your supervisor. Take the completed petty cash reimbursement form (which can be found in the GST Intranet Forms Library) and itemized store receipts to your site Petty Cash Custodian for reimbursement. Sales tax will not be reimbursed.

THE FOLLOWING ITEMS DO NOT HAVE TO BE PURCHASED BY SOLICITING QUOTES OR BIDS:

28. NYS CONTRACTING

Items that are purchased through a New York State contract do not need to be purchased through quotes or a bid. Please do compare prices between State Contract vendors and others, as having gone through a State Contract process does not ensure that the vendor is offering the lowest price.

***State contract pricing is available on many items and may be the best price. The prices stated are a starting point. Always call the state contract vendor and check for better pricing.**

Office of General Services (OGS). The entire bidding process is completed by OGS therefore, we are relieved of the responsibilities to obtain quotes or to solicit bids through advertisement. The costs of advertising, developing bid specifications and quality control of the items are the responsibilities of OGS and are not incurred by BOCES. State laws make it possible for school districts to purchase supplies and equipment through OGS without competitive bidding. The purchasing agent may take advantage of State Contracts for the purchase of such items. The use of State Purchase Contracts is considered a good business practice in view of the generally lower prices available by this method of purchasing. OGS does not actively solicit participation by school districts in their purchase contracts but welcomes inquiries and provides information upon request. Requests for copies of contracts, inquiries regarding availability of contracts and questions regarding purchases under the State Contract system should be submitted in writing to the Office of General Services, Procurement Services Group, Room 3711, Corning Tower, Empire State Plaza, Albany, NY 12242. Please contact the BOCES Purchasing Agent for assistance at ext. 1797.

[Office of General Services](#)

Steps to finding a Contract: Please use “23100” as a sample.

Click on link: <http://www.ogs.state.ny.us/>

Choose: Procurement / Contracts

You can “Search Contract Awards” or “Contracts by Type”.

29. PREFERRED SOURCES OF SUPPLY

The following preferred sources of supply do not require us to obtain quotes or bids. Please compare these prices to other vendors, however, as a preferred vendor may not have the lowest prices available.

Corcraft, NYSPSP (NYS Preferred Source Program for People who are Blind) and NYSID (NYS Industries for the Disabled) should be

considered for equipment/supply needs. Such products may be purchased without public bidding as stated in Sections 175-a and 175-b of the State Finance Law.

Purchase of Prison- Made Goods “CORCRAFT”. A list of prison-made goods may be obtained at www.corcraft.org **Products of Corcraft include items such as office furniture, filing cabinets and lockers. Our local Corrections Facility produces printed forms, signs, etc.**

Products Made by the Blind and Disabled Suitable products produced by the blind and generally used by schools, **such as brooms, brushes, wet mops, dust mops, towels and other items** have been approved by the Office of General Services for specifications and price, and are listed on their website, <http://www.nyspsp.org>

Products of the New York State Industries for the Disabled include items such as ball point pens, picture frames, file folders, calendar desk pads, metal book ends, mail trays and drawer organizers. Further product information can be found on their website www.nysid.org

MAILING ADDRESS:

INDUSTRIES FOR THE BLIND OF NEW YORK STATE, INC.

136 State Street

Albany, NY 12207

Ph: 1-877-438-5963

Website: www.abilityone.com

NEW YORK STATE INDUSTRIES FOR THE DISABLED, INC. (NYSID)

11 Columbia Circle Drive

Albany, NY 12203

Phone 800-221-5994

FAX (518) 463-9708

Email: admin@nysid.org

Website: www.nysid.org

NEW YORK STATE OFFICE OF MENTAL HEALTH (BUY OMH)

44 Holland Avenue

Albany, NY 12229

Phone (518) 474-0121

LOCAL MEMBERS OF NYSID

Capabilities, Inc.

1149 Sullivan Street

Elmira, NY 14901-1697

Ph: (607) 734-2006

Fax: (607) 734-1514

e-mail: capabilities@capabilities.org

website: www.capabilities.org

The Arc of Chemung-Schuyler
711 Sullivan Street
Elmira, NY 14902
Ph: (607) 734-3351
Fax: (607) 734-2943
e-mail info@arcofcs.org
website: www.arcofcs.org

The Arc of Steuben
One Arc Way
Bath, NY 14810
Ph: (607) 776-4146
Fax: (607) 776-9366
e-mail: arcofsteuben@arcofsteuben.org
website: www.arcofsteuben.org

Pathways, Inc.
33 Denison Parkway
Corning, NY 14830
Ph: (607) 524-6667
Fax: (607) 524-6327

30. OTHER PROCUREMENTS THAT DO NOT REQUIRE QUOTES OR BIDS

Emergency purchases- must receive prior approval of the Purchasing Agent or the Assistant Superintendent for Finance.

Surplus and second-hand materials, supplies, and equipment from other governments- please contact the purchasing agent or the Assistant Superintendent for Finance before using this rationale to obtain materials, supplies, or equipment.

Food and Milk and Nutrition Program Purchases-Purchases using this rationale should be limited to food service individuals and nutrition program administrators.

31. PROFESSIONAL SERVICES AND INSURANCE AND REQUESTS FOR PROPOSALS (RFPs)

Quotes and bids do not need to be obtained for professional services (architects, engineers, auditors, psychologists, etc.) or insurance purchases. However, GST BOCES prefers that Requests for Proposals be issued for these purchases whenever possible. Please contact the Purchasing Agent or the Assistant Superintendent for Finance for further information and assistance with this.

32. PURCHASES DIRECTLY CHARGED TO A FEDERAL AWARD & FEDERAL GRANTS

Please refer to Policy 6770, BOCES Purchasing and Personal Property Accountability, for guidelines required by the Federal Government with regards to Purchasing Pursuant to a Federal Award. This policy applies to the application for and administration of all Federal Grants or other Federal Awards.

ALL QUESTIONS REGARDING EITHER THIS PURCHASING MANUAL OR ITS IMPLEMENTATION SHOULD BE ADDRESSED TO THE PURCHASING AGENT OR THE ASSISTANT SUPERINTENDENT FOR FINANCE.



June 20, 2024

Ms. Tracy Loukopoulous
Assistant Superintendent for Finance
Greater Southern Tier BOCES
2475 Corning Rd
Elmira, NY 14903

Dear Tracy:

We are pleased to provide you an updated letter outlining various Municipal Advisor services for assistance in connection with your future capital project and other financial matters.

The scope of our letter is divided into six parts:

- PART 1 -** Capital Project Pre-Vote / Authorization Process
- PART 2 -** Financial Management Services.
- PART 3 -** Permanent Financing – DASNY (If applicable)
- PART 4 -** Initial Borrowing and/or Renewal of Revenue Anticipation Notes with an Official Statement.
- PART 5 -** Continuing Annual Secondary Market Disclosure to Comply with CFR Title 17, Securities Exchange Act of 1934, as amended, Section 240.15c2-12.
- PART 6 -** IRS Arbitrage Rebate or Penalty Tracking and Calculation in Compliance with the Internal Revenue Code of 1954, as amended, Section 148.

PART 1 - CAPITAL PROJECT PRE-VOTE / AUTHORIZATION PROCESS

The following items will be completed under this portion of the contract:

- (1.1) Preparation of **timetable of dates** outlining the steps leading up to project authorization approval.

BERNARD P. DONEGAN, INC.

345 WOODCLIFF DRIVE, 2ND FLOOR
FAIRPORT, NY 14450

585 • 924-2145 • FAX 585 • 924-4636

E-MAIL: team@bpdinc.net

- (1.2) Conference calls and **worksessions** with Capital Project Team.
- (1.3) Prepare a **report** including maximum cost allowance to be presented to the Board of Education or BOCES Administration.
- (1.4) Prepare **individual repayment plans** or schedules for component districts.
- (1.5) Assist in putting together the financial framework for the **Form of Agreement** among the component districts and BOCES.
- (1.6) Attend BOCES **Board Meetings**.
- (1.7) Meet with component district Superintendents and Business Officials to **explain financial impact**.
- (1.8) Assist with **financial information** to be distributed, i.e., newsletters or press releases, as to financial impact.
- (1.9) Attend component district Board Meetings to **present financial impact**.

Any pre-vote time spent assisting the Board of Cooperative Educational Services or BOCES Officials with the preparation of financial data or attending any meetings in connection with the proposed capital project will be billed at our hourly rate of \$199 per hour plus out-of-pocket expenses. The rate will be adjusted each July 1 by the change in the Consumer Price Index, All Urban Consumers - Northeast Urban Rate, for the time period July 1 through June 30.

PART 2 - FINANCIAL MANAGEMENT SERVICES

The following items may be completed at the request of the Board of Education or BOCES Administrators under this portion of the contract:

- (2.1) Attend and participate in **Construction meetings**, worksessions, and Board meetings.
- (2.2) Prepare **interim reports** concerning financial matters of the project.
- (2.3) Assist in the preparation of various New York **State Department of Education forms and reports** pertaining to the Capital Project.
- (2.4) Assist with any **tracking of interest earnings and expenses** on the project to provide back to component districts, if necessary, for arbitrage purposes.
- (2.5) Assist with **financial planning** and review of issue options and scenarios based on cash flow and legal constraints.
- (2.6) Assist with any **credit rating reviews** and/or conference calls for financings or surveillance call as needed by Credit Rating Agency.

- (2.7) Assist Bond Counsel and BOCES with any **Tax Questionnaires** related to financings.

The charge for any Financial Management Services will be billed at our hourly rate of \$199 per hour plus out-of-pocket expenses. The rate will be adjusted each July 1 by the change in the Consumer Price Index, All Urban Consumers - Northeast Urban Rate, for the time period July 1 through June 30.

PART 3 - PERMANENT FINANCING – DASNY

If applicable, services include, but not limited to, the following:

- (3.1) Prepare a **Master Timetable of Events** leading up to the DASNY bond financing.
- (3.2) Prepare the **Application to DASNY** and provide coordination of all financial documentation in support of the application.
- (3.3) Confer with DASNY officials regarding the selection of Underwriter.
- (3.4) Collect the information necessary and assist in creating the **Official Statement** used to advertise the issue.
- (3.5) Provide **analysis and structure** information to Underwriter.
- (3.6) Coordinate documentation with Bond Counsel for execution.
- (3.7) Where appropriate, coordinate with BOCES information needed on **Due Diligence Questionnaire**. Attend conference call, as needed.
- (3.8) Coordinate and provide **written follow-up** to BOCES Officials and Bond Counsel.
- (3.9) Attend **conference calls** with DASNY and Counsels to prepare for upcoming marketing of bond issuance.
- (3.10) Coordinate the completion and review of the **"Escrow Agent Agreement"** among the BOCES Officials, Bond Counsel and selected bank.
- (3.11) Coordinate with DASNY the **printing and mailing of the Official Statement**.
- (3.12) Provide necessary documentation to DASNY to move forward with financing.
- (3.13) Attend **Pre-Pricing and Pricing calls** and make recommendation on award of the Net Interest Cost bid.
- (3.14) Coordinate the **closing arrangements** with the bond purchaser, Bond Counsel and BOCES Officials.

We will assist the BOCES in planning its total budget for the funding and, in doing so, we will prepare a list of materials, outside services, disbursements and the estimated costs for items such as bond register bookkeeping system. The aforementioned materials, outside services and disbursements will be the responsibility of the BOCES.

Work for any DASNY Bonds will be at the following rates based on the Par size [*plus premium*] of the Bond (based on latest estimate of Bond size per Underwriting Team): \$0 - \$5,000,000 base fee of \$30,652 plus \$2.4522 / 1,000; \$5,000,001 - \$10,000,000 base fee of \$36,783 plus \$1.3487 / 1,000; \$10,000,001 - \$20,000,000 base fee of \$42,913 plus \$0.7357 / 1,000; and \$20,000,001 and above, base fee of \$49,044 plus \$0.4291 / 1,000. The rates will be adjusted each July 1 by the Consumer Price Index, All Urban Consumers - Northeast Urban Rate, for the time period July 1 through June 30. Voucher will be submitted after Pricing.

PART 4 - INITIAL BORROWING AND/OR RENEWAL OF REVENUE ANTICIPATION NOTES WITH AN OFFICIAL STATEMENT

The following items will be completed under this portion of the contract:

- (4.1) Complete a sequential **deadline calendar** for all items to be accomplished in connection with the creation of the Official Statement and Notice of Sale, the Revenue Anticipation Note sale, and subsequent closing.
- (4.2) Collect the information necessary and create the **Official Statement** used to advertise the issue in compliance with Part 27 of Title 2 of the Official Compilation of Codes, Rules and Regulations of the State of New York, and in compliance with Section 60.00 of the Local Finance Law for the public sale of obligations in excess of \$500,000; and additionally, in compliance with the Security and Exchange Commission's Rule 240.15c2-12, requiring the Official Statement for public reoffering of issues of \$1,000,000 and more.
- (4.3) Prepare and file the **"Certificate of Filing of Official Statement"** pursuant to Title 2 of the Official Compilation of Codes, Rules and Regulations of the State of New York, Section 27.4(a).
- (4.4) Create the **Notice of Sale** required by the Official Compilation of Codes, Rules and Regulations of the State of New York, Section 26, and Section 60.00(e) of the Local Finance Law and coordinate the approval of Bond Counsel and subsequent distribution to potential purchasers of the Revenue Anticipation Notes along with the Official Statement.
- (4.5) Arrange for **time and location of sale**.
- (4.6) Coordinate and provide **written follow-up** among BOCES Officials and Bond Counsel.
- (4.7) **Conduct the sale** and make a recommendation on the award of the bid.

- (4.8) Arrange for Standard & Poor's **"CUSIP"** (Committee on Uniform Security Identification Procedures of the American Bankers Association) **numbers** to be assigned to the issue and subsequently printed on the notes, if applicable.
- (4.9) Coordinate and provide **written follow-up** of the note details and **closing arrangements** with the purchaser of the Revenue Anticipation Notes, Bond Counsel and/or the BOCES Attorney, and BOCES Officials.
- (4.10) If appropriate, **coordinate the payoff of any maturing Notes** with the renewal proceeds among all concerned parties.

The charge for each Revenue Anticipation Note borrowing or renewal thereof will be \$9,835 plus out-of-pocket expenses. If an Official Statement is not utilized for a Note issue under \$1,000,000, then the charge would be \$4,835 plus out-of-pocket expenses. The rate will be adjusted each July 1 by the change in the Consumer Price Index, All Urban Consumers - Northeast Urban Rate, for the time period July 1 through June 30.

PART 5 - CONTINUING ANNUAL SECONDARY MARKET DISCLOSURE TO COMPLY WITH CFR TITLE 17, SECURITIES EXCHANGE ACT OF 1934, AS AMENDED, SECTION 240.15c2-12

The following items will be completed at the firm's hourly rate, on an as needed basis to comply with Section 240.15c2-12 of the Securities Exchange Act of 1934:

DASNY BOND:

The above-referenced Section 240.15c2-12 requires DASNY, as the issuer of \$1,000,000 or more, "to enter into a written agreement to provide certain event notices and/or annual financial information to the Electronic Municipal Market Access ("EMMA") system maintained by the Municipal Securities Rulemaking Board ("MSRB')." The regulation makes it unlawful for a broker or underwriter to purchase and reoffer an issue unless the broker has verified that an issuer has undertaken the above-referenced "written agreement or contract for the benefit of the bond holders."

The BOCES, as the obligated person to the bonds and per the Continuing Disclosure Agreement ("CDA") with DASNY, is required to annually prepare and file a secondary market disclosure official statement (financial information and operating data); audited annual reports, if any; and Material Event Notices to MSRB's EMMA system. We can assist with the collection and filing of the required information as annually required and as Event Notices are received from the BOCES.

BOCES RAN:

LIMITED DISCLOSURE - EVENT NOTICES ONLY - The BOCES is required to file certain "Event Notices" to the MSRB's EMMA system. When "Events" occur during the life of the issue, a determination is needed by Bond Counsel, and we can assist with the filing of the "Event Notices" after being notified by the BOCES as "Events" occur.

PART 6 - IRS ARBITRAGE REBATE OR PENALTY TRACKING AND CALCULATION IN COMPLIANCE WITH THE INTERNAL REVENUE CODE OF 1954, AS AMENDED, SECTION 148

The President of the Board of Education will make certifications in the closing documents prepared by Bond Counsel for the Revenue Anticipation Note (RAN) confirming compliance with the IRS Arbitrage Regulations §1.148. If available, the Board President will elect "Penalty" or "Rebate" on IRS Form 8038-G filed with the IRS at the time of closing on the issue. The BOCES must track the receipt of the issue proceeds, interest earned thereon, and payments made to the IRS, as agreed to by the Board President in the closing "Arbitrage Certificate" so that the issue remains exempt from, federal, state, and local income tax under §148 of the Tax Code.

The following items will be completed at the firm's hourly rate, on an as needed basis to comply with the Internal Revenue Service Code:

- (6.1) **Determine Arbitrage Impact** on various borrowing scenarios based on "what ifs" applied to variable criteria which can affect amount of Rebate/Penalty and, consequently, amount of interest earned payable to the Internal Revenue Service.
- (6.2) **Track specific proceeds** of each issue, so the BOCES may remain in compliance with the Internal Revenue Code, using approved Government Finance Officers Association guidelines, procedures and tracking tools. The necessary raw data will be requested by our firm and the monthly tracking accomplished with reports and recommendations to the BOCES on optional spending patterns.
- (6.3) Perform **Arbitrage Rebate/Penalty Analysis and calculations** to determine amount of Rebate or Penalty, if any, payable to the Internal Revenue Service.
- (6.4) Assist in the completion of the **Internal Revenue Service Form 8038-T, "Arbitrage Rebate and Penalty in Lieu of Arbitrage Rebate"**, which must be filed with any Arbitrage Rebate/Penalty payment made to the IRS, in compliance with Section 148 of the Internal Revenue Code.
- (6.5) **Compile an audit trail document** showing transactions related to the issue's proceeds. The calculation of the "spend down" thresholds and any penalty or rebate will be included. The documentation will be provided to the BOCES at completion of tracking the expenditure of the issue proceeds or in the interim for an IRS compliance audit, if required.

INVOICES

All invoices will include out-of-pocket expenses, which include copies, postage, mileage, travel, and any other incidental costs in connection with the project.

PART 1 - CAPITAL PROJECT PRE-VOTE / AUTHORIZATION PROCESS – Vouchers may be submitted on a monthly basis after construction has begun.

PART 2 - FINANCIAL MANAGEMENT SERVICES - Vouchers may be submitted on a monthly basis.

PART 3 - PERMANENT FINANCING – DASNY – Vouchers will be submitted directly to the Escrow bank.

PART 4 - REVENUE ANTICIPATION NOTE BORROWINGS WITH AN OFFICIAL STATEMENT - Vouchers will be submitted after settlement of the RAN.

PART 5 - CONTINUING ANNUAL SECONDARY MARKET DISCLOSURE - Vouchers may be submitted on a monthly basis.

PART 6 - IRS ARBITRAGE REBATE OR PENALTY TRACKING AND CALCULATION - Vouchers may be submitted on a monthly basis.

Additional work beyond the scope of this June 20, 2024 letter of services will be at the rate of \$199 per hour plus out-of-pocket expenses. The rate will be adjusted each July 1 by the Consumer Price Index, All Urban Consumers - Northeast Urban Rate, for the time period July 1 through June 30. Vouchers for any services provided may be submitted on a monthly basis.

This agreement shall be effective as of the dated date and shall remain in effect until terminated by either party upon 30 days written notice. If the services under any portion of this contract are commenced, but are not completed for any reason, or are completed without our firm performing the entire role contemplated herein, an invoice will be rendered for the actual hours completed at the firm's normal hourly rate, plus actual disbursements incurred.

Any services in the nature of financial advice are to be performed by our firm to the best of our abilities based on such information as may be available to us from time to time when such advice is given. No liability is assumed, however, for any errors or omissions not constituting gross negligence.



Ms. Tracy Loukopoulous

June 20, 2024
Page 8 of 9

Upon acceptance of this letter of services, please **sign and date this letter**, retaining one signed copy for the official BOCES records, and **returning a signed copy to our office**.

This letter of intent and the fees quoted herein are valid if accepted and executed within 60 days of the date hereon.

Bernard P. Donegan, Inc. is registered with the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board. The MSRB website is <http://msrb.org/>. A municipal advisory client brochure is available to you describing protections that may be provided by the Municipal Securities Rulemaking Board rules and how to file a complaint with an appropriate regulatory authority.

Pursuant to SEC MSRB Rule G-42, this letter of services should be in place prior to municipal advice being given. The firm has not been subject to any legal or disciplinary proceedings under SEC regulations. The Company's SEC Forms MA and MA-I can be found at www.sec.gov/edgar/searchedgar/webusers.htm.

Bernard P. Donegan, Inc. represents that in connection with the issuance of municipal securities, we may receive compensation from the BOCES for services rendered which is contingent on the successful closing and/or is based on the size of a transaction. Consistent with the requirements of MSRB Rule G-42, we hereby represent that such fee structure may represent a potential conflict of interest regarding our ability to provide unbiased advice on such transaction. We manage and mitigate this potential conflict of interest by adherence to our fiduciary duty to all of our municipal entities.

If we become aware of any additional potential conflicts of interest after this disclosure, we will notify the BOCES in writing in a timely manner.

If you should have any questions concerning this letter of services, please contact us. We look forward to continuing to work with the BOCES.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'Jason M. Schwartz', with a stylized flourish at the end.

Jason M. Schwartz, CPA
President

JMS/jam
Enclosure

I, _____, _____ of the
Greater Southern Tier BOCES, have been authorized by a resolution dated _____
to accept the Bernard P. Donegan, Inc. letter for Municipal Advisor Services as outlined above.

(Signed) _____

(Dated) _____

RESOLUTION AUTHORIZING EXECUTION OF LETTER FOR MUNICIPAL ADVISOR SERVICES

[illegible]

Appendix 8

Locally Accredited Training Course Requests

For programs that are including Training course(s) that have not been approved by NYSED/K-12 CTE Office:

Your BOCES or local school district has the statutory and regulatory authority to offer occupational/career programs to adult populations under the oversight and accreditation of the local boards of education (without the need for additional NYSED program-level approval or oversight). The AEPP office is prepared to provide EPE funding to support these courses.

Appendix 8 must be completed and signed by the Superintendent or District Superintendent as part of the application process.

Training courses may be proposed for EPE funding two times per fiscal year; 1) the initial application completed annually by **June 30, 2024**, or in the month of November for approval and implementation in the second half of the fiscal year. These are the only two opportunities for programs to add Training courses for EPE funding. There will be no exceptions.

It should also be noted that credentials achieved through any Locally Approved Training Courses will not count toward Measurable Skill Gain unless/until those same credentials are approved under separate WIOA funding.

Table 7a: Locally Approved Training Courses

Please note, all fields must be completed before this application is submitted or it will not be reviewed or approved.

| Locally Approved Training Course Title | Training Area | Projected # Students | Required Course Hours | Projected # Contact Hours | *Date of Board of Education Approval | **High School Diploma Required Yes/No |
|--|---------------|----------------------|-----------------------|---------------------------|--------------------------------------|---------------------------------------|
| | | | | | | |
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| | | | | | | |
| | | | | | | |
| | | | | | | |
| TOTAL (Place on Line 7a of Program Component Worksheet) | | | | | | |

***Evidence of Local Board Approval will be requested.**

****Any Locally Approved Training Course requiring a High School Diploma, or its equivalent cannot be approved.**

By initialing each item below, the signatory attests that each CTE course identified in Table 7a:

_____ has been approved by the local board of education.

_____ meets the requirements of Part 141.4 of Commissioner's regulations.

_____ the content and duration of the course is adequately designed to meet its occupational and educational purposes.

_____ employs properly certified directors, supervisors, principals, teachers and counselors that have education and experience that are properly matched to the occupational and educational purposes of the program.

_____ meets the industry standards or other standards required for employment within the occupation or occupational cluster for which the course is designed to lead.

_____ leads to the requisite credential necessary for obtaining employment within the occupation area for which the course is designed.

_____ High School Diploma or its equivalent is not a prerequisite for any of the courses listed above

_____ is under the direction and supervision of the District Superintendent or local superintendent of schools.

I hereby certify that I am the applicant institution's Chief Administrative Officer, and on behalf of the school district I agree to the requirements and terms of approval.

Superintendent's Signature

Printed Name

Title

Date

New York State Education Department
Office of Adult Career & Continuing Education Services
Adult Education Programs and Policy Team
89 Washington Avenue, 460 EBA