



**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PURCHASING PROCESS AND PROCEDURES**

Updated

December 3, 2019

1. PURCHASING ITEMS

A. GENERAL

1. All purchases require a purchase order created in ESCAPE prior to purchase.
2. All purchase orders require supporting documentation be scanned and attached in ESCAPE (quote(s), the scope of work, insurance, contract, invoice).
3. Written requisitions will not be accepted.
4. Utilize petty cash for small, incidental purchases at vendors who don't accept PO's.
5. Generally, we will not purchase used items (books may be acceptable), OR any items from E-Bay, Craig's List, - or similar online website, from Garage Sales or purchases from friends or neighbors. Purchases from family members or relatives are a conflict of interest unless reviewed by purchasing in advance. There is a conflict of interest form that needs completion. If there are any questions, please contact Purchasing Services.
6. Avoid personal reimbursements.

B. HOW TO PURCHASE ITEMS \$1-\$4,999

1. Use an established vendor in ESCAPE.
 - a. If the vendor is not in ESCAPE, contact Purchasing with the vendor information (W-9) to set-up in ESCAPE before placing the order. Use vendors that accept PO's. Note: You may enter an ESCAPE requisition without a vendor number by entering "PUR" in the vendor ID field. Purchasing will update the vendor ID once a vendor number is established.
2. Create a purchase order in ESCAPE, scan, and attach supporting documentation in ESCAPE (quote(s), the scope of work, insurance, contract, invoice).
3. Purchase requisition / PO will go through the approval process in the system.
4. Purchasing will forward the purchase order to the vendor and send a copy to the originator.

C. HOW TO PURCHASE ITEMS \$5,000-\$90,200

1. Purchases between \$5,000-\$90,200 and purchases with Federal Funds above \$3,000 must have three formal quotes.
2. Choose the most cost-effective vendor for your purchase(s). Equal items require you purchase with the lowest cost vendor. Do not split purchases to stay below \$5,000.
3. Input purchase order into ESCAPE, scan and attach all vendor quotes/supporting documents.
4. ESCAPE APPROVAL PROCESS:
 - a. Originator
 - b. Principal
 - c. Director
 - d. Deputy/Assistant Superintendent
 - e. Assistant Superintendent of Business
 - f. Purchasing
5. After all approvals, purchasing will generate the report for BOE approval. (BOE meetings are held 1 to 2 times per month, creating a delay from 15-30 days before the order is submitted to the vendor.)
6. Once approved by the BOE, purchasing will forward the purchase order to the vendor and send a copy to the originator.

D. HOW TO PURCHASE ITEMS \$90,200 OR GREATER

1. Purchases \$90,200 or greater (in aggregate) must go through the bidding process (RFQ/P, advertisement, posting of bid), please contact purchasing.
2. There are exemptions to public bidding; curriculum, textbooks, instructional materials, etc.
3. Plan on a 10-12 week timeline.
4. RFQ / P Work Flow – with Purchasing Assistance

E. HOW TO PURCHASE SOFTWARE

1. Use an established vendor in ESCAPE.
 - a. If the vendor is not in ESCAPE, contact Purchasing with the vendor information (W-9) to set-up in ESCAPE before placing the order. Use vendors that accept PO's with net 30 payment terms.
2. Create a “Technology” purchase order in ESCAPE, scan, and attach supporting documentation. For all software purchases, you must attach the vendor's Terms & Conditions, and Privacy Policy in Escape. Commonly you will find this information on their website. If not, you will need to reach out to them before entering the purchase requisition. Quotes should also be attached.
3. Purchase requisition / PO will go through the approval process in the system.
4. Purchasing will forward the purchase order to the vendor and send a copy to the originator.
5. The Purchasing Department will forward all software license information received to the PO requestor.
6. If necessary, Cal Card uses permitted with prior permission from the Purchasing Director. Submit a print out of the vendor's Terms & Conditions and Privacy Policy with the US Bank statement reconciliation to Fiscal Services.

RFQ & P WORK FLOW WITH PURCHASING ASSIST



Note: Purchasing Department will participate in all steps along the way unless agreed otherwise

F. SCOPE OF WORK GUIDELINES:

The Scope of Work should be clear, understandable, and detailed. It should include some or all of the following:

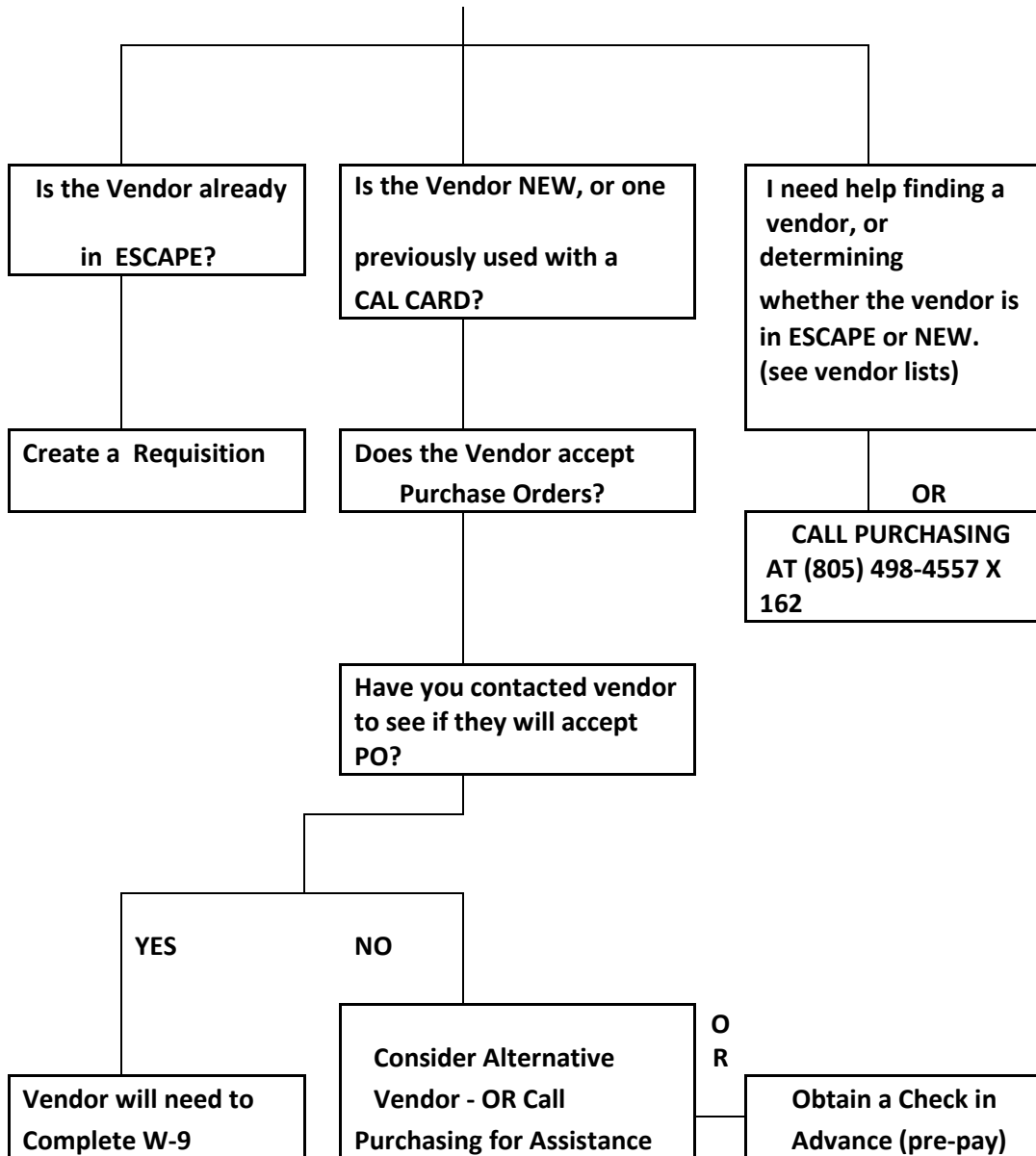
- Duties and Responsibilities
 - o The services included for the agreed-upon fee?
 - o Are there any services that are not included?
 - o Who will be paying for the Contractor's expenses?
 - If the Contractor is to be reimbursed for expenses, state the specific expenses.
 - Are receipts required?
- Goals
 - o What is the overall goal?
- Tasks to be Completed
 - o What tasks should be completed along the way?
 - o What needs to be done to accomplish each task?
 - o What is the compensation amount tied to each task (or percentage of work)?
 - o Does the Contractor need to check-in with the District or attend meetings?
 - o How should the Contractor check-in? Via email? Via phone? In-person?
- Timeline
 - o What are the specific due dates of each task?
 - o What happens if the Contractor misses a due date?
- Deliverables
 - o What is the Contractor providing to the District?
 - o In what format?
 - o How will it be provided?
 - o When will each deliverable be provided?
 - o Who owns the deliverables? (property rights of the deliverables)
- Outcomes
 - o Are there any qualitative or quantitative outcomes that the Contractor should be providing?
 - o What happens if the Contractor does not provide them?
- Compensation
 - o Will Contractor be paid upon completion of all the services, or in pieces?
 - o What is the timing of the payments?
 - o How often will we receive invoices?

G. GENERAL PROCESS FLOW FOR MAKING A PURCHASE

Identify the Vendor You want to Use

(Existing Vendor, New Vendor, OR vendor previously used with CAL - CARD Purchases)

NOTE: 1st priority is with vendors that can provide your products and who accept District purchase orders.



If you have questions, please contact Purchasing. We are in the process of adding material to the District's Website to assist you further.

H. ENTERING REQUISITIONS

Please refer to “How to ESCAPE when you’d rather Run” Instructions which includes:

HOW TO:

- Enter a Requisition
- Attach Quotes, Etc.
- Search for your PR/PO.
- TO Copy PO’s
- Print Snapshots
- Make Changes after you thought it was perfect.

TYPES OF REQUISITIONS:

- **BLANKET** – Use for open PO’s for Vendors used more than once per year.
Examples:
 - Food vendors (Vons, Ralphps, Smart & Final)
 - Copier Leases & Maintenance Contracts
 - Water delivery service
 - Bus/Transportation
 - Cal-Card
 - Settlements
 - Instrument repair
 - JW Pepper – Music Scores – but asking school sites to create only one blanket with all departments itemized on the one PO.
 - Home Depot – theater, outdoor school.
 - Riddell Helmet Reconditioning (since the work is not defined until the equipment shows up at the vendor)
 - Personal Mileage reimbursement.
 - Invoices to be paid after the fact – (so purchasing knows not to order again)
- **P.O. With Receiving** – For anything that Purchasing needs to Order. Individual orders.
- **P.O. Without Receiving** – Do not use – Use BLANKET.
- **Direct Pay** – Do not use – Use BLANKET.

I. INVOICE APPROVAL / ATTACHMENT TO BLANKET ORDERS

The following is necessary for Accounts Payable (AP) to process an attached invoice in Escape:

OPTION 1:

- Approve the invoice for payment: “Okay to pay” with a signature.
- If the invoice is to be paid to an account (or accounts) not listed on the blanket PO, then the account(s) should be written on the invoice. (Please ensure all required signatures are on the invoice for the accounts charged).
- It would be helpful if the attachment has the Invoice number as the file name. Such as “INV 170812B” rather than something random like “DOC111558866688777”.
- For blanket orders when attaching an invoice - Send an email to AP at AccountsPayable@conejousd.org listing the PO number and the invoice number(s) stating

that an invoice is attached in Escape. In addition, the Subject/RE: line of the e-mail should include the vendor name and PO number for ease of identification.

(The submitter needs to verify that the attachment can be opened by saving the requisition and reopening the attachment.)

OPTION 2:

- Approve the purchase online in Escape. See Detailed Procedures listed on the Purchasing Website.

J. USE OF PAPER REQUISITIONS

All purchases from vendors require a purchase requisition entered in ESCAPE.

Paper requisitions are not a valid method for submitting order requests or for invoices from vendors providing goods and services. (Processing invoices after goods or services have been provided, does not allow for an appropriate pre-approval of the expense.)

If a vendor is not set-up in our system, we will require a W-9 form from the vendor before placing the order.

(The vendor will need to accept a PO for payment, or an alternative vendor should be found.)

If you need assistance finding a vendor, please refer to the vendor list.

K. INVOICE RECEIVED FROM VENDOR PRIOR TO CREATING A REQUISITION

Please refer to Entering Requisitions. Invoices should not be received before an approved requisition and PO have been completed.

L. AMAZON:

What is the process for Amazon Business purchases?

ORDERING THROUGH AMAZON BUSINESS IS ACCEPTABLE, but please note:

- 1) Ordering priority should first go to vendors that can supply the item(s) and will accept District purchase orders. A vendor list by category has been developed to assist in the identification of key vendors. The first purchasing newsletter includes this information. Another option would be to “pre-pay” a vendor that does not accept a purchase order. If those two options are not available OR you can achieve better cost, quality, delivery options, then Amazon Business is an acceptable alternative with the following guidelines and restrictions:
- 2) Enter a Requisition in ESCAPE for Amazon Business – Vendor # 062827. **Please refer to “Amazon Punch Out Instructions.”**
- 3) When ordering on Amazon Business – **Only Order Items that are “Shipped and Sold” by Amazon, OR “Fulfilled” by Amazon.** Ordering “Amazon Prime” items will provide for the quickest delivery.

- 4) Do not use a District Employee's personal or other individual's Amazon Prime account, or have items shipped to a site other than a District address. Shipping to a personal home address is prohibited.
- 5) ACCEPTABLE CATEGORIES:
Office Supplies, Classroom, School, Art Supplies and materials, Audio Visual and Electronics, Scientific Equipment and Lab Supplies, Animal Supplies, Equipment and Food for Instruction, Miscellaneous, and Hard to find items. If any questions, please call Purchasing. (805) 498-4557 X7551.
- 6) ITEMS THAT SHOULD NOT BE PURCHASED ON AMAZON/DOLLAR LIMITS:
 - A) **An individual item cost may not exceed \$200.**
 - B) **The total order may not exceed \$1,000.**
(if there is a need to exceed this amount, please contact Purchasing).
 - C) Drones
 - D) Machinery
 - E) Used Items – except books.
 - F) Technology Items that require purchase review by the IT department
 - G) Personal Supplies
 - H) Hazardous Materials

Amazon ORDERING Tips and Tricks

Purchasing Recommendations for ORDERING

FAQs:

[Is there a way to track where we are with the delivery of items ordered via Amazon?](#)

After Purchasing places your order, you will receive a confirmation email with tracking information available.

[What happens if an Amazon order arrives incomplete? Can we cancel or get a partial refund for items that did not arrive?](#)

Many times Amazon and other supplier orders ship in stages. It can be an availability issue, having some in stock or at another location. If you do cancel an order, Amazon cannot guarantee cancellation if the item has already shipped. Items ordered through 3rd party companies are prone to problems. There may be different return policies; it may be hard to contact the company, etc. For these reasons, always try to order items directly supplied by Amazon. They stand by their products and are very easy to work with. Also - pay careful attention to where items are shipping from. If it says China, you should consider other options and prepare for a long wait/issues with the product, and an inability to return.

M. VENDORS WHO WILL NOT TAKE A PURCHASE ORDER

Using vendors who will not accept a purchase order is discouraged. In some cases, this may be unavoidable – if so, please call purchasing for additional options. Please refer to Process Flow for making a purchase.

N. VENDORS REQUESTING A CREDIT APPLICATION

Please forward vendor requests for completing a credit application to Purchasing. We have a vendor packet which includes: Doing Business with Conejo Valley Unified School District, Information to Establish an Account and our W-9. Generally, we do not complete a credit application, as many times, the vendor's terms and conditions conflict with our Purchase Order Terms and Conditions.

O. BID SPLITTING (Pub. Cont. Code § 20116/20657.)

Public Contract Code section 20116/20657 prohibits splitting a contract into smaller contracts to avoid competitive bidding. Section 20116/20657 provides in pertinent part as follows:

"It shall be unlawful to split or separate into smaller work orders or projects any work, project, service or purchase for the purpose of evading the provisions of this article requiring contracting after competitive bidding."

Chapter 897 of the Statutes of 1995 clarified the prohibition against bid splitting to avoid competitive bidding by amending Public Contract Code section 20116 to include a prohibition against splitting into smaller work orders or projects not only any project, but also any work, service or purchase.

This change in the statute further supports the conclusion stated above that neither work nor labor associated with a purchase of equipment or materials to be installed to improve an existing building should be separated out from the equipment purchase for the purpose of avoiding the requirement for competitive bidding.

A project may however be split into several trade oriented contracts in order to keep project costs low provided the competitive bidding requirement has been met. 57 Op. Atty Gen. 417 (1974). Also, contracts for related school improvements have been held to be individual contracts in instances where each contract was decided on separately and independent of others. *Brown v. Bozeman*, 138 Cal. App. 133 (1934).

P. VENDOR LIST by CATEGORY:

Please refer to updated Vendor List by Category on the Purchasing Intranet under the heading "Vendor List".

Q. COPY MACHINES

Copy Machines with a lease ending date from 1-2018 to 10-2020 will be extended or a new short-term lease will be established to end no later than 11-2020. It is anticipated that a bid will be conducted in the summer of 2020 so that the benefits of consolidating multiple leases into one agreement can take place. School sites may be contacted to review current operations and how best to provide equipment suited to meet printing demands. However, please refer copy machine vendors to the purchasing department for final negotiations and for agreement review and finalization.

2. AGREEMENTS AND CONTRACTS FOR SERVICES

A. Contracts and agreements for low-risk services and total contract value less than \$5,000.

1. An Independent Contractor / Professional Services Agreement is provided for your convenience.
2. The Independent Contractor / Professional Services Agreement contains built-in terms that protect you and the District.
3. You may attach a vendor's proposal or quote, but ***do not sign*** their *agreement/contract*.
4. Utilize the following process:
 - a. Have the vendor sign the Independent Contractor / Professional Services Agreement and attach the proposal, fee schedule, and/or service schedule along with proof of insurance.
 - b. Routing and approval process:
 1. Originator
 2. Principal
 3. Director
 4. Risk Management
 5. Purchasing
 6. Deputy/Assistant Superintendent
 7. After all approvals, the originator will create a purchase order in ESCAPE and include scanned copies of all supporting documentation.
 8. Service may begin.
 9. Purchasing will generate the report for BOE approval.
5. Do ***not*** use the Independent Contractor / Professional Services Agreement for:
 - a. **Products, supplies, or equipment.**
 - b. Vendors that are asking for **facility use**: Direct facility use requests to the Civic Center Coordinator at 805-498-4557 ext. 6572.
 - c. **Any construction or building projects**: Contact the Director of Planning and Construction at 805-498-4557 ext. 7541.

B. Contracts/agreements considered high risk or with a total contract value of \$5,000 or greater:

1. All consultant contracts and agreements **\$5,000 or greater** require PRIOR BOE approval.
2. Complete the Independent Contractor / Professional Services Agreement.
3. Utilize the following process:
 - a) For generic type services, seek three proposals. (Unique/instructional related services are exempt).
 - b) Obtain the vendor contract, requisite insurance, and supporting documents. **DO NOT SIGN THE CONTRACT.**
 - c) Utilize the following routing and approval process for the hard copy contract:
 1. Originator
 2. Principal
 3. Director
 4. Risk Management
 5. Purchasing
 6. Deputy/Assistant Superintendent
 7. BOE Agenda (Contract Services Report)
 - d) After all approvals, the originator will create a purchase order in ESCAPE and include scanned copies of the contract and all supporting documentation.
 - e) Service may begin.

Notes:

- a) You are responsible for obtaining all documents and signatures required for contract approval.
- b) The vendor should sign contracts prior to placement on the Board of Education agenda.
- c) Contracts can be signed only by authorized CVUSD staff.
- d) Services may NOT begin until approved by the Board of Education. Please plan accordingly.

4. REQUEST FOR CHECK

Request for Check forms is for small, infrequent purchases under \$300 that are immediately required, and for vendors that will not accept a district purchase order. The Deputy/Assistant Superintendent must approve payment requests exceeding \$300.

1. Utilize the **Request for Check Form**
2. Attach all original receipts/quotes/proposal/documentation
3. Routing and approval process:
 - a. Originator
 - b. Principal
 - c. Director
 - d. (If greater than \$300) Deputy/Assistant Superintendent
 - e. Fiscal Services
4. Please allow up to 14 days for processing.

5. PETTY CASH

1. The BOE will approve petty cash accounts and name the administrator responsible.
2. No funds maintained in a revolving fund shall be used in an attempt to influence government decisions, for entertainment purposes, or any other purpose not related to classroom instruction.
3. The maximum petty cash usage per event is \$50.
4. Reconcile petty cash at a minimum of a quarterly basis.
5. All expenditures must have prior approval.
6. An internal petty cash log must be kept.

6. PETTY CASH PROHIBITED USE

- a) Purchases not related to classroom instruction (BP 3314.2, CA Code 42810).
- b) Cashing checks or loaning money to employees or others.
- c) Reimbursement for travel, conference or mileage expenses.
- d) Payments for any services.
- e) Payments for the loss or damage of personal property.
- f) Refund of book or material fees (A Check Request Form needs to be submitted to Fiscal Services).
- g) Expenditures exceeding \$50.00.
- h) Refreshments/Meals unless pre-approved and not handled by Child Nutrition Services.
- i) Equipment repairs.
- j) Expenditures for vendors who accept district purchase orders.
- k) Expenditures charged to programs with insufficient funds.
- l) Gifts of any kind.
- m) Payment Reimbursements for purchases on an internet site such as E-Bay, Craig's List, Garage Sales, Friends, and Family.

7. CAL-CARD PROCEDURES FOR CARDHOLDERS

1. CAL-Cards should be not be utilized for convenience or to circumvent the ESCAPE purchase order process.
 - a. May be utilized for travel and travel-related expenses
 - b. May be utilized for emergency purchases not to exceed \$300
2. The CAL-Card is to be used only for travel and related expenses up to \$1,500 in a single transaction, and in an emergency situation (fire, life, safety) for item purchases less than \$300.
3. Cardholder is responsible for the security of the CAL-Card.

4. Acknowledgment form must be signed annually.
5. Cardholder's Monthly Responsibility
 - a. Cardholder must reconcile account within three (3) working days from receipt of the bank statement.
 - b. Attach the corresponding receipts/invoices to the monthly statement in the order listed on the statement.
 - c. Specify the appropriate account code for each transaction.
 - d. Forward it to the supervisor for review and approval.
 - e. Late submissions that result in late fees for the District shall be the responsibility of the cardholder.

8. CAL-CARD PROCEDURES FOR SUPERVISORS OF CARDHOLDERS

1. Monthly review of statements to ensure purchases are appropriate and not on the prohibited list.
2. Verify prior approval for all travel expenses.
3. Verify proper documentation (invoices/receipts) are included.
4. Review, initial, and date the bank statement and forward (with supporting documentation) within three (3) working days to Fiscal Services for payment.
5. Addressing Non-compliance Purchases as follows:
 - a. First Offense: Review of policy and conference summary.
 - b. Second Offense: Written reprimand and 90-day suspension of privilege.
 - c. Third Offense: Written reprimand and revocation of privilege.
6. Bill Discrepancies
 - a. If an item is billed incorrectly, the Cardholder must contact the vendor to resolve and contact the bank to dispute the charge.
 - b. It is the cardholder's responsibility to return defective or incorrect orders to the merchant for replacement or credit.

9. CAL-CARD STRICTLY PROHIBITED USE

- | | |
|--|---|
| 1. Alcoholic beverages | 9. Facility Maintenance |
| 2. Ammunition and weapons | 10. Items with a unit price of \$300.00 or more |
| 3. Artwork | 11. Lease/Purchase Agreements |
| 4. Cash advances through bank tellers or teller machines | 12. Personal Items |
| 5. Centralized Maintenance Agreements | 13. Personal Services |
| 6. Chemicals & hazardous materials | 14. Rental Agreements |
| 7. Consultants, instructors, and speakers | 15. Service Repairs |
| 8. Facility Improvements | 16. Technology equipment |
| | 17. Telecommunications equipment |
| | 18. E-Bay, Craig's list, etc. |

10. PETTY CASH, TRAVEL, AND RELATED EXPENSE REIMBURSEMENT TIMELINES

Expense Incurred	Sent to your Supervisor by	Received by Fiscal Services	<u>Pay Date</u>
July 1 – September 30	October 5	October 15	November 30
October 1 – December 31	January 5	January 15	February 28
January 1 – March 31	April 5	April 15	May 30
April 1 – June 30 (no reimbursements for purchases made after May 31)	July 5	July 15	July 31

11. PROCEDURES FOR ACCEPTING CASH or EQUIPMENT GIFTS

The *Request for Acceptance of Gift* form used when submitting cash/equipment donations has been revised as of 06/24/2017. Please discard old forms. The new form is a fillable PDF document. A copy is listed below. Please note that cash gifts must include two (2) signatures, though electronic signatures are acceptable. Procedures for Submitting Cash Gifts: Record all cash gifts on two forms:

1. *Request for Acceptance of Gift* form
2. *Collection of Monies* transmittal form,

The cash/check, along with both forms, should be sent to Fiscal Services.

Note: Please keep cash gift monies on a separate *Collection of Monies* transmittal from other money collected at the site. For example, if you submit three different cash gifts, each one should be recorded on a separate *Request for Acceptance of Gift* form; however, all three of those donations could be recorded on one *Collection of Monies* transmittal, but no other types of money should be listed on that form.

As per Board Policy, Fiscal Services will prepare a detailed monthly report for the Board of Education approval. Once approved, the funds may be expended. The Business Office will send a letter to the donator thanking them for the donation.

Procedures for Submitting Equipment Donations:

The Director of Planning/Maintenance should review equipment before submission. Once approved, please forward to Purchasing. Purchasing will prepare a detailed monthly report for Board of Education approval. Once approved, the equipment may be used/installed. Reminder: **DO NOT PUT A DOLLAR VALUE ON EQUIPMENT DONATIONS.**

If there are any questions, please contact the Business Office.

APPENDIX of FORMS



CONEJO VALLEY UNIFIED SCHOOL DISTRICT
REQUEST FOR ACCEPTANCE OF GIFTS

As per Board Policy 3290 – Gifts, Grants & Bequests: All gifts, grants and bequests shall become district property. Donors are encouraged to donate all gifts to the district rather than to a particular school. At the Superintendent or designee’s discretion, a gift may be used at a particular school.

CASH GIFTS: *(Requires two signatures and must be sent to Fiscal Services daily.)*

Note: Gifts for cash/check must indicate specific use of funds. Unless specifically indicated by the donating party, gifts shall be accepted and spent for the specific purpose in the school year they are received

- I. School/Dept.: _____ Amount of Gift: _____ Date Received: _____
- II. Donor Name: _____ Email: _____
Address: _____ State: _____ Zip Code: _____
- III. Purpose *(Do not write “donation/gift”. Indicate specific use of funds):* _____
- IV. Account to be credited: _____
- V. Site Administrator receiving the cash/check: _____
- VI. Administrator Verification: _____
Principal or Site Administrator

EQUIPMENT GIFTS: *(Send to Purchasing.)*

Note: Equipment, construction, and other gifts that require installation or construction must be reviewed by the Director of Planning/Maintenance prior to submission for Board of Education consideration.

- I. School/Dept.: _____ Date: _____
- II. Donor Name: _____ Email: _____
Address: _____ State: _____ Zip Code: _____
- III. Item(s) Donated: _____
- IV. Anticipated Use for Gift: _____
- V. Model No: _____ Condition: _____
- VI. Does the gift require installation or other District cost? Yes No
- VII. If YES, what is the approximate one-time cost? _____ Approx. annually-recurring costs? _____
- VIII. Acceptance Requested by: _____ Date Submitted _____
- IX. Reviewed by: _____ Date Reviewed _____
Director of Planning/Maintenance/Technology Services

BOARD ACTION FOR CASH AND/OR EQUIPMENT GIFTS *(District Office Responsibility)*

Date of Meeting: _____ Accepted: Yes No



Conejo Valley Unified School District CAL-Card / Corporate Charge Card Policies and Procedures Acknowledgement

Conejo Valley Unified School District uses various methods to accomplish the purchase of goods. The purchase order system through Escape shall always be the primary mode of purchasing. The CAL Card / Corporate Card may be used when an emergency exists (fire, life, safety) for purchases \$300.00 or less or for the following purchases noted below:

Authorization

Program / School: _____

Type of Purchases _____

Not to exceed annually \$ _____

**RETURN THIS PAGE TO THE PURCHASING DEPARTMENT IN ORDER TO
RECEIVE YOUR CHARGE CARD.**

I, _____, have read the District's CAL-Card / Corporate Charge Card Policy and Procedures and agree to abide by them upon acceptance of the CAL-Card / Corporate Charge Card issued to me.

Cardholder Name _____

Signature _____

Date: _____

Cardholder's Supervisor Name _____

Signature _____

Date: _____

Please complete and sign this signature page to retain/obtain your District CAL-Card / Corporate Charge Card. Return this page to the Purchasing department annually by August 15th. Upon receipt of this form, your CAL Card / Corporate Charge Card will be forwarded to you.

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
See Specific Instructions on page 2.	2 Business name/disregarded entity name, if different from above	
See Specific Instructions on page 2.	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
See Specific Instructions on page 2.	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
See Specific Instructions on page 2.	6 City, state, and ZIP code	
See Specific Instructions on page 2.	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td> </tr> </table>											<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td> </tr> </table>														
Or																									
Employer identification number																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td> </tr> </table>													<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td> </tr> </table>												

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



Request for Check

18 - ____ - ____

Complete all applicable sections, attach all receipts, obtain necessary approvals before submitting this form

	Accounting Code(s)									
Requestor	FUND	OBJ	RES	P/Y	GOAL	FUNC	LOC	MGMT	OPT	B/U
School/Department	FUND	OBJ	RES	P/Y	GOAL	FUNC	LOC	MGMT	OPT	B/U
Make Check Payable to (name):						Amount Requested:				
Street:						Date Requested:				
City, State, Zip										
Payment for (purpose):										
Comments (optional):										
_____						_____				
Requestor's Signature						Approval Signature				
PLEASE NOTE: The person requesting the check cannot approve the request.										
						<p style="text-align: center;"><i>Check requests cannot exceed \$300. Receipts/Invoices cannot be split to meet the \$300 maximum. Retain one copy of request and receipts for your records. Submit the original with attached receipts to Fiscal Services.</i></p> <p style="text-align: center;">Please allow 14 days processing time</p>				
Accounts Payable Signature										
Director/Supervisor										



Vendor Conflict of Interest Disclosure Form

All vendors interested in conducting business with CONEJO VALLEY UNIFIED SCHOOL DISTRICT ("CVUSD") must complete and return this Vendor Conflict of Interest Disclosure Form. Please note that all vendors are subject to comply with CVUSD'S conflict of interest policies.

If a vendor has a relationship with a CVUSD official or employee or an immediate family member of a CVUSD official or employee, the vendor shall disclose the information required below.

Certification: I hereby certify that to my knowledge, there is no conflict of interest involving the vendor named below:

1. No CVUSD official or employee or CVUSD employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from business with CVUSD.
2. No CVUSD official or employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from business with CVUSD.
3. No retired or separated CVUSD official or employee who has been retired or separated from the school district for less than one (1) year has an ownership interest in vendor's company
4. No CVUSD official or employee is contemporaneously employed or prospectively to be employed with the vendor.
5. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any CVUSD official or employee to obtain or maintain business with CVUSD.

Conflict of Interest Disclosure (Please note any exceptions below:)

Name of CVUSD official, employees or immediate family member(s) with whom there may be a potential conflict of interest: _____

() Relationship to employee _____

() Interest in vendor's company _____

() Other _____

Name _____

I certify that the information provided is true and correct by my signature below:

Vendor's Signature _____ Printed Name _____

Vendor's Business Name _____ Phone Number: _____

Vendor's Products/Services: _____

Purchasing Use Only: COI Yes or No _____



Vendor Conflict of Interest Disclosure Form

All vendors interested in conducting business with CONEJO VALLEY UNIFIED SCHOOL DISTRICT ("CVUSD") must complete and return this Vendor Conflict of Interest Disclosure Form. Please note that all vendors are subject to comply with CVUSD'S conflict of interest policies.

If a vendor has a relationship with a CVUSD official or employee or an immediate family member of a CVUSD official or employee, the vendor shall disclose the information required below.

Certification: I hereby certify that to my knowledge, there is no conflict of interest involving the vendor named below:

1. No CVUSD official or employee or CVUSD employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from business with CVUSD.
2. No CVUSD official or employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from business with CVUSD.
3. No retired or separated CVUSD official or employee who has been retired or separated from the school district for less than one (1) year has an ownership interest in vendor's company
4. No CVUSD official or employee is contemporaneously employed or prospectively to be employed with the vendor.
5. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any CVUSD official or employee to obtain or maintain business with CVUSD.

Conflict of Interest Disclosure (Please note any exceptions below:)

Name of CVUSD official, employees or immediate family member(s) with whom there may be a potential conflict of interest: _____

() Relationship to employee _____

() Interest in vendor's company _____

() Other _____

Name _____

I certify that the information provided is true and correct by my signature below:

Vendor's Signature _____ Printed Name _____

Vendor's Business Name _____ Phone Number: _____

Vendor's Products/Services: _____

Purchasing Use Only: COI Yes or No _____