

PURCHASING GUIDE - RELATIONS WITH VENDORS

USE OF STAFF AS VENDORS OF GOODS AND SERVICES TO SCHOOLS

1:0 CONDITIONS

- 1:1 Since the craftsmanship exists among certain members of the staff, which exceeds or equals that of classified staff members and/or commercial vendors and tradespeople, for performing services or providing goods to the public schools, it is obvious that the public interest would be better served (due to higher quality workmanship and possible costs) if this craftsmanship could be employed for the welfare of the schools in a relationship separate from the contractual teaching and professional performance for which they are, or may be, employed.
- 1:2 Teachers, who may have the craftsmanship or experience during previous periods of employment to perform skills and render services necessary to the operation of the schools, should be allowed to provide these services as a vendor, as long as the work or service provided is not a method of compensation for work done by students or in payment for time spent during the regular working day.

2:0 POLICY PURPOSE

- 2:1 To specify the guidelines by which teachers, who have specific skills, whereby they can perform services as well as commercial tradespeople, should be used to minimize costs and to secure higher quality workmanship and should be paid in the same way as an outside vendor. Prevailing wage law shall apply except in the case of overtime as it applies to maintenance and custodial staff.
- 2:2 To specify conditions under which the administration can arrange for the procurement of repairs or the production of a product using the craftsmanship and expertise of occupational teachers in the same way as local, business, and tradespeople.

3:0 POLICY STATEMENT

- 3:1 Orders may be placed by the administration with qualified professional staff people for the delivery of goods and services if, after investigation, it is felt that the quality of work to be performed, or the materials to be provided, is equal to or will surpass that of an outside vendor.
- 3:2 It is expected that, when staff members are used for providing goods and services, documentation will be provided itemizing all materials and the source of those materials and the labor by date and hour on a purchase order.
- 3:3 The administration should provide proof that work so paid for is not performed during the same hours for which the staff member is paid for professional service and that the materials used are provided by the vendor rather than from school department stocks and stores, if added to the bill for services.

4:0 PROFESSIONAL ACTION DIRECTIONS

- 4:1 The Assistant Superintendent for Business Administration shall require the issuance of a purchase order, with a cost estimate, an itemized invoice with supporting documentation for any work done outside by staff, and a receipt and sign-off by the requisitioning party.
- 4:2 The Superintendent and/or the Assistant Superintendent for Business Administration shall encourage the provision of quality goods and services using school department personnel whenever feasible and whenever a cost advantage can be obtained for the good of the school department. They shall, however, require the same type of documentation as would be required by a private vendor. Payment for such goods and services shall be made on the departmental bill schedule rather than on a payroll warrant.

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