

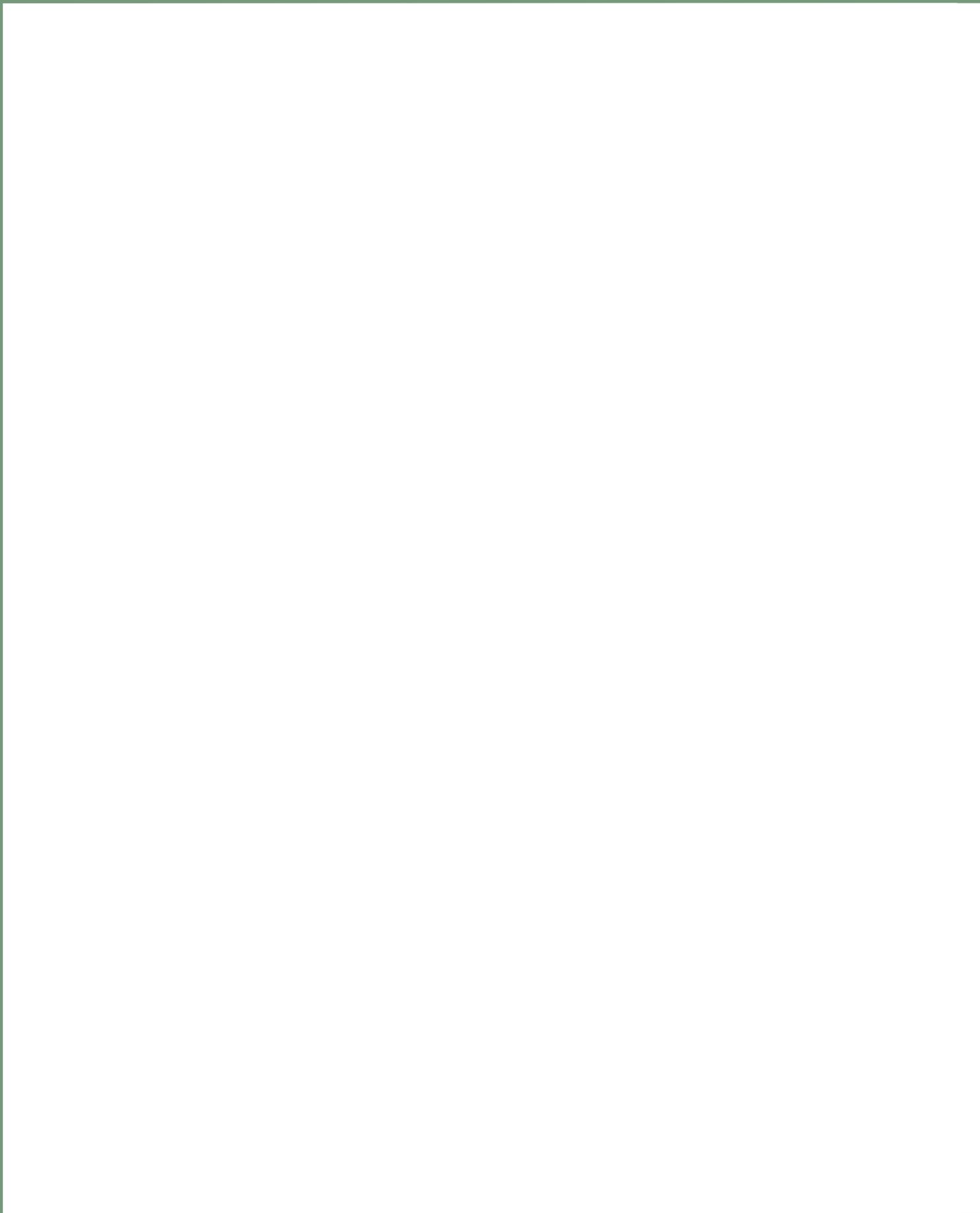
**REVISED 2008**

# **MSDE PURCHASING MANUAL**



**MARYLAND STATE DEPARTMENT OF  
EDUCATION**

**Achievement Matters Most**



## **PURPOSE of the MANUAL**

The purpose of this manual is to provide general guidance and step-by-step instructions in the purchase of goods and services. Please become familiar with the information and instructions before initiating a purchase. Samples of forms are provided when appropriate.

Most of the information contained in this manual is governed by State laws, regulations, and policies. Throughout this manual are the Branches and Offices with their telephone numbers you may call for the most current information and assistance. A list of contact information is also provided in Appendix D.

Unless otherwise noted, the Branches and Offices mentioned in this manual are within the Maryland State Department of Education's Division of Business Services.

## **WHAT PROMPTED THE REVISION?**

The Administrative Services Branch installed software that allows staff in the Nancy S. Grasmick Building to requisition supplies from the Central Supply Room via an internet link. Please refer to page 4 for information and instructions.

The Governor, through the Office of Minority Affairs, requires that every Maryland State government agency support minority business enterprises (MBE) by ensuring that each agency obtains a 25% MBE participation rate on State-issued contracts. Information about MBEs begins on page 8.

Having a corporate purchasing card (CPC) bears a serious responsibility for appropriate use and for timely submission of the monthly reconciliation documents. Information about the CPC begins on page 37. The timeline for submission of the reconciliation and the consequences for late submissions are on page 38.



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## IMPORTANT THINGS TO REMEMBER

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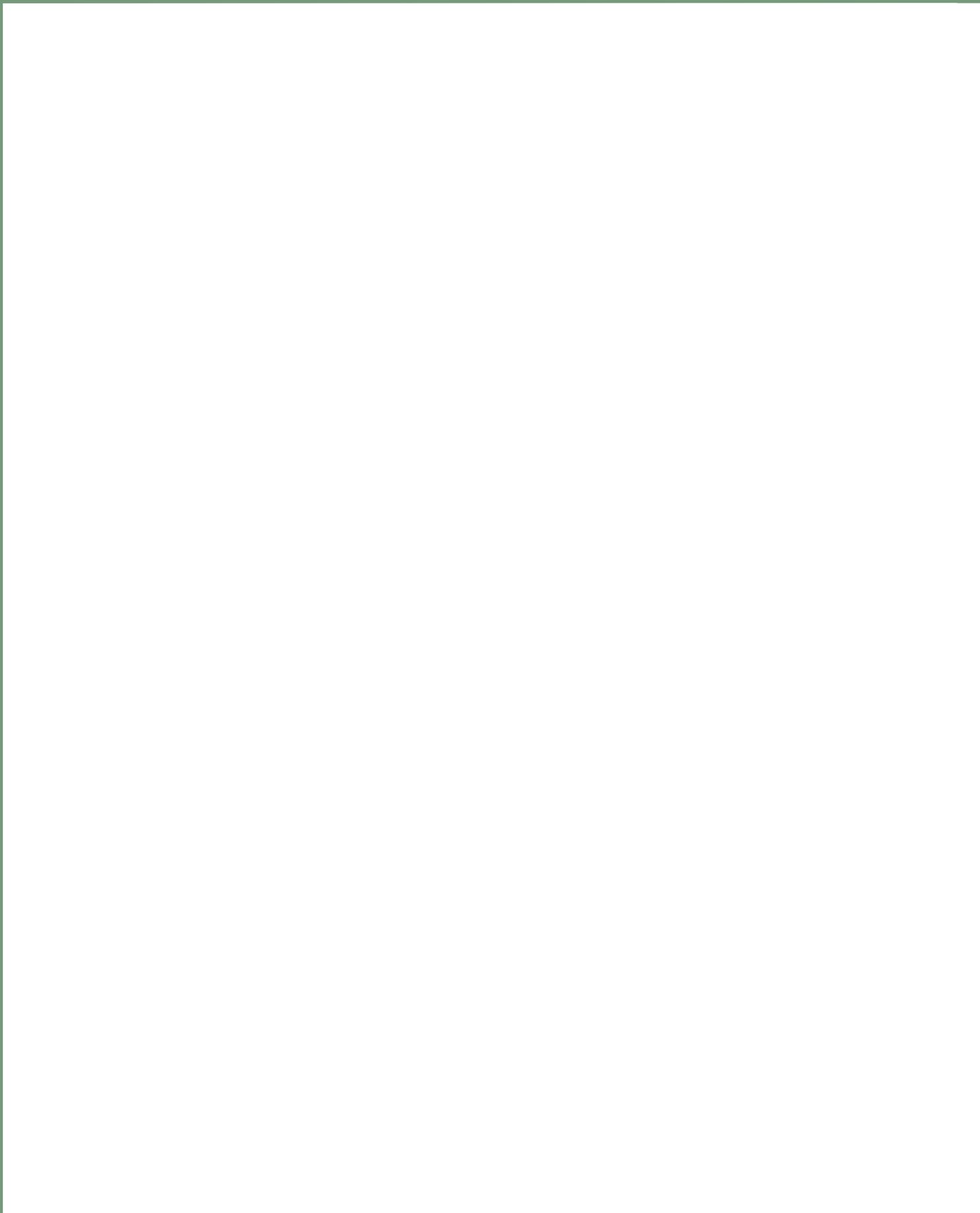
- 📌 **Do not make a commitment** to purchase anything unless you have an approved Purchase Order or you are using your Corporate Purchasing Card.
- 📌 **Purchases made to conduct State business are exempt from Maryland State sales tax.** The tax exempt number for MSDE is 3000-256-3.
- 📌 **A Requisition is not a Purchase Order.** A Requisition is a request to purchase something. A Purchase Order is the approval to make the purchase. It is easy to distinguish them: the Requisition number begins with an "R" and the Purchase Order number begins with a "P."
- 📌 **Having a Corporate Purchasing Card (CPC) is a privilege.** It is your responsibility to use it wisely and to keep reconciliations up to date.
- 📌 **Food purchases and services (including catering) must be paid with a Requisition.** These purchases are not valid for the Corporate Purchasing Card.
- 📌 **You must use FMIS/ADPICS for the procurement of all goods and services.**

## IMPORTANT THINGS TO REMEMBER

- 📌 **Preferred vendors should be your first choice.** Preferred vendors include State contracts, Maryland Correctional Enterprises (MCE), and Blind Industries and Services of Maryland (BISM). They should be consulted before buying from non-preference vendors.
- 📌 **ALWAYS seek competitive prices** by using the electronic Bid Board when buying from non-preference vendors. You must attempt to get bids from at least three vendors.
- 📌 **Limit Sole Source procurements.** These are to be used ONLY if proprietary information or copyrights are involved, or if there is ONLY ONE response to MSDE's efforts to identify all potential vendors who can fulfill a request.
- 📌 **Vendors are to send invoices directly to the Accounts Payable Section** of the Accounting Branch. If you receive an invoice, send it immediately to the Accounts Payable Section.
- 📌 **Never allow a contractual employee to begin work until a fully executed contract is approved.** Retroactive (after the fact) contracts violate State procurement law.

The money you spend is entrusted to you by the taxpayers.

**Spend it responsibly.**



# TAX EXEMPTION

All purchases of goods and services on behalf of the State are exempt from Maryland State sales tax. Vendors may request a copy of the tax exempt certificate for their records before providing the goods or services that you are purchasing. A facsimile of the certificate is below. To obtain additional copies of the certificate, call the Accounts Payable Section on extension 70150.

The tax exempt number is printed on the face of the State-issued Corporate Purchasing Cards.

**The tax exempt number for MSDE is 3000-256-3.**

## **Notice to exempt organizations holding previously-issued exemption certificates**

The Maryland Revenue Administration Division is re-issuing sales tax exemption certificates to all organizations which continue to qualify. Your organization's new certificate is attached and is valid effective immediately. Previously issued exemption certificates become invalid on October 1, 1997. Vendors are required to charge tax on sales made on or after October 1, 1997, to any organization that does not present a new certificate at the time of the sale.

If your organization deals regularly with certain vendors, we suggest that you contact them before October 1, 1997 so that they can verify that your organization has been issued a new certificate.

The re-issuance of these certificates does not change current procedures for claiming resale exclusions by exempt organizations engaged in purchasing tangible personal property for sale. The sales and use tax registration numbers of licensed vendors have not been changed and the validity of blanket resale certificates bearing these numbers is unaffected.

Additional copies of the exemption certificate may be obtained by organizations with more than one location or chapter, or for other demonstrated cause, by contacting the Legal Section by mail at Revenue Administration Center, Annapolis, Maryland 21411-0001.

**State of Maryland  
Comptroller of the Treasury  
Revenue Administration Division  
301 W. Preston Street  
Baltimore, Maryland 21201-2383**

The attached card is your new exemption certificate which is valid upon receipt. Effective October 1, 1997, exemption certificates issued to governmental entities no longer have an expiration date, thus eliminating the need to renew the certificate. Please read the enclosed Tax Tip and the instructions on the back of the card for proper use of the exemption certificate. If you have any questions regarding this card, please call the Taxpayer Service Section at 410-767-1300 in Baltimore, toll free 1-800-492-1751 from elsewhere in Maryland, or email at [taxhelp@comp.state.md.us](mailto:taxhelp@comp.state.md.us).

### **State of Maryland Comptroller of the Treasury Sales and Use Tax Exemption Certificate**

Account Number	<b>Expiration Date</b>
30002563	<b>Governmental</b>
	<b>No Expiration Date</b>

Name

**Maryland State Department  
of Education  
200 West Baltimore Street  
Baltimore, Maryland 21201**

TAX EXEMPTION

# BUDGET CODES

A Requisition is required for **all** purchases--goods and services. Your office's budget code (Program Cost Account, simply known as the PCA) is required on the Requisition. If you do not know your budget code, please consult your Division's Financial Representative or the Accounting Branch.

Financial Representatives work in the Finance Reporting and Coordination Branch on the 8<sup>th</sup> floor of the Nancy S. Grasmick State Education Building (NSG Building).

If you need assistance in identifying the Financial Representative for your Division, please call the Finance Reporting and Coordination Branch on extension 70528.

Instructions for preparing a Requisition begin on page 33 of this manual.

## The PCA

(**Program Cost Account**) is a 5-digit alphanumeric code that identifies your office and the specific fund that is being used.

See the glossary for further information.

## The Agency Object

a 4-digit code that identifies the type of purchase being made.

For example, 0902 represents General Office Supplies. An abbreviated list of Objects is in Appendix B of this manual.

See the glossary for further information.

## The Fund Code

a 4-digit number that represents the funding source and the fiscal year from which the funds are drawn. For example: 1009 indicates general funds are drawn from fiscal year 2009.

The fund sources are coded as follows:

**State funds** are represented by "1" and "2";  
**federal funds** are represented by "5," "6," and "8";  
**special funds** are represented by "3"; and  
**reimbursable funds** are represented by "9."

The last digit of this code indicates the fiscal year.

See the glossary for further information.

# BUDGET CODES

The illustration below is the ADPCRS (FMIS) screen for Requisition Processing.

You will note the Fund Code is separated on the screen.

Step-by-step details for preparing a Requisition in FMIS begin on page 33 of this manual.

ADPCRS - Pro Client - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://fmis.msde.net/adcpro.html>

PCHL2100 V4.1 MD PRD ADVANCED PURCHASING/INVENTORY 12/28/2005 1:19 PM  
LINK TO: REQUISITION HEADER ENTRY

REQ ID : DOC TYPE: RQ DUE DATE: INTF TYPE: RQ  
ACTION IND: N RQ/JT/TR: R EFF DATE: WHSE :  
DEPARTMENT: R00BXXX FILTER IND:  
CONTACT : STATUS:  
TELEPHONE : EXT. NOTE PAD: (Y/N) CREATE:  
ADDRESS : MARYLAND STATE DEPARTMENT OF EDUCATION UPDATE:  
200 W. BALTIMORE ST.-BUSINESS SERVICES POST :  
CITY : BALTIMORE ST: MD ZIP: 21201  
BLANKET PO ID : BUYER CODE :  
RECOMMENDED VENDOR :  
BILL TO NAME : BILL TO ADDRESS CODE :  
SPLIT CAPABILITY : Y (Y/N) TERM IND:  
DISTRIBUTION METHOD: S ("S" SINGLE; "M" MULTIPLE; "P" PCT) QUOTES :  
MASTER ACCOUNTING INFORMATION -  
SF A6Y YR INDEX PCA OBJ AOBJ GRANT/PH PROJ/PH A61 A62 A63 PERCENT

F1-... F2-COPY REQ... F3-DELETE... F4-OTHER... F5-NEXT F6-VW DOC F7-SEL VENDOR  
F8-S... F9-LINK... F10-SAVE... F11-ACCT F12-PRINT ENTER-INQUIRE CL-EXIT

Ready ADTFU48 OVR NUM 4,14

Done Local intranet

Start John L... 100% or ... ADCPRO - ... Document2 ... 1:20 PM

Fund source  
Appropriation Year  
PCA  
Agency Object

BUDGET CODES

# CENTRAL SUPPLY ROOM

In the interest of fiscal responsibility and to facilitate the acquisition of most general office supplies, the Administrative Services Branch operates the Central Supply Room for the employees located in the NSG Building. The Central Supply Room is your primary source for common office supplies.

The hours of operation are 9:30 to 12:00, Monday through Friday.

Please dial extension 70544 during the Supply Room's hours of operation for assistance.

Details for purchasing from other sources begin on page 8 of this manual.

To obtain supplies from the Central Supply Room, you must complete an online Supply Requisition.

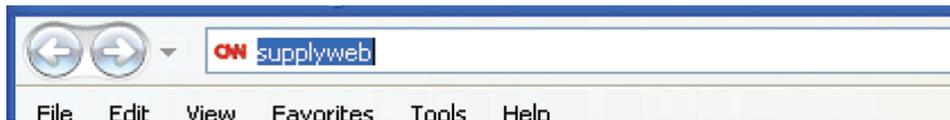
Please call Glenn Foster on extension 70005 to establish an account and your approval path.

The current catalog may be viewed online at the supplyweb website.

Supplies are listed alphabetically and the information includes the packaging (unit, box, or count) and the price per item.

Prices are subject to change.

After your account and approval path are established, type supplyweb (one word, lowercase) in the search field of your internet browser.



The first password you use is firsttime (one word, lowercase). When you logon, you will be prompted to change the password. After you make that change, you must logon on again.

## Inventory Management System

### Employee Login

Login: <input type="text"/>	<a href="#">Download User Documentation</a>
Password: <input type="text"/>	<a href="#">Download Supervisor Documentation</a>
<input type="button" value="Login"/>	<a href="#">Download Administrator Documentation</a>

Forgot Password? [CLICK HERE](#) to have it emailed to you.

Don't have a login, but would like to view the [Inventory Supply Catalog?](#)

# CENTRAL SUPPLY ROOM

To view the catalog of available supplies and to place your order, click on Shop for Supplies.

Date: 9/30/2008  
User: TERRY COOPER  
Dept: DBS

## Maryland State Department of Education Supervisor Options

Shop for Supplies    Your Shopping Cart    Exit Application  
Shop for Supplies - By Description    View Your Requests    View Department Requests

Unapproved End-User Inventory Requests For Department: DBS

Requisition ID	System User	Description	Total Price	Date Submitted	Request Status	Cost Center Created
1						

The items listed in the supply catalog are in alphabetical order. Scroll through the catalog for the items you need and click on Add to Cart.

Date: 9/30/2008  
User: TERRY COOPER

## Maryland State Department of Education Current Available Inventory

Return to Supervisor Home    Go to Check Out!

Item Number	Unit	Unit Price	Description	
125	EACH	2.74	BINDER: 2" CAP BLUE	<a href="#">Add To Cart!</a>
126	S3	2.74	BINDER: 2" CAP RED	<a href="#">Add To Cart!</a>
127	EACH	5.46	BINDER: 3" CAP BLUE	<a href="#">Add To Cart!</a>

You will notice the option then changes to confirm you want that item or to cancel the item from your order. At the bottom of the page are numbers 1 through 9. These are the pages of the catalog. Click on a number to move forward or back through the catalog.

Date: 9/30/2008  
User: TERRY COOPER

## Maryland State Department of Education Current Available Inventory

Return to Supervisor Home    Go to Check Out!

192	EACH	5.62	DISPENSER: SEALING TAPE	<a href="#">Add To Cart!</a>
9035	PAD	5.90	EASEL PADS: PLAIN WHITE, 27" X 34"	<a href="#">Yes, Add Now!</a> <a href="#">Cancel!</a>
5010	100 COUNT	5.10	ENVELOPES: 6" X 9" LIMIT 500	<a href="#">Add To Cart!</a>
5007	BOX	9.20	ENVELOPES: #10 ADDRESS PRINTED	<a href="#">Add To Cart!</a>
5013	100 COUNT	8.80	ENVELOPES: 10 X 13 LIMIT 500	<a href="#">Add To Cart!</a>
5014	100 COUNT	11.65	ENVELOPES: 12 X 15.5 LIMIT 500	<a href="#">Add To Cart!</a>
5011	100 COUNT	5	ENVELOPES: 7.5" X 10.5" LIMIT 500	<a href="#">Add To Cart!</a>

1 2 3 4 5 6 7 8 9

# CENTRAL SUPPLY ROOM

The default quantity for each item is one. To change the quantity for your order, click on Edit Item, type the quantity you want, then click on Update. You must do this for each item in your cart. Notice that you have the option to remove items from your cart by clicking on Delete Item.

Date: 9/30/2008  
User: TERRY COOPER

### Maryland State Department of Education Request For Supplies

To help us more easily track and identify your request, please enter a description for you request below. An example of a description is: [Your Name and Department] - John Doe, OIT Department

Description for Request:

**Your Shopping Cart**

Description	Unit Price	Quantity	Price	
EASEL PADS: PLAIN WHITE, 27" X 34"	5.90	<input type="text" value="3"/>	5.90	<a href="#">Update!</a> <a href="#">Cancel!</a> <a href="#">Delete Item!</a>
MARKERS: BLACK, BLUE, RED	1.52	1	1.52	<a href="#">Edit Item!</a> <a href="#">Delete Item!</a>
<b>Total: 1</b>			<b>Total: \$1.52</b>	

The system calculates the total of your order. As you enter your PCA, the Object, and your Revenue Source—required information to complete your order—the system will calculate the remaining balance to match the total dollar amount of your order. You can charge your order to as many as four PCAs. When you complete this information, click Submit Cost Center.

Date: 9/30/2008  
User: TERRY COOPER  
Requisition ID: 39166DBS30880  
Requisition Total: \$22.26

### Maryland State Department of Education Generate Cost Center

It is recommended that the Tab key is used to navigate through the table.

Dollar Amount Needed To Match Cart Total: 0.00

PCA	Object	Budget Code		Appr Yr	Rev Source	Category Sub-Category	Award No.	Total
		Appr	Prog					
<input type="text" value="B0019"/>	<input type="text" value="0902"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1005"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="22.26"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>

# CENTRAL SUPPLY ROOM

After you have completed the form, including the budget information, you will receive a confirmation and . . .

Date: 9/30/2008  
User: TERRY COOPER  
Requisition ID: 39166DBS30880

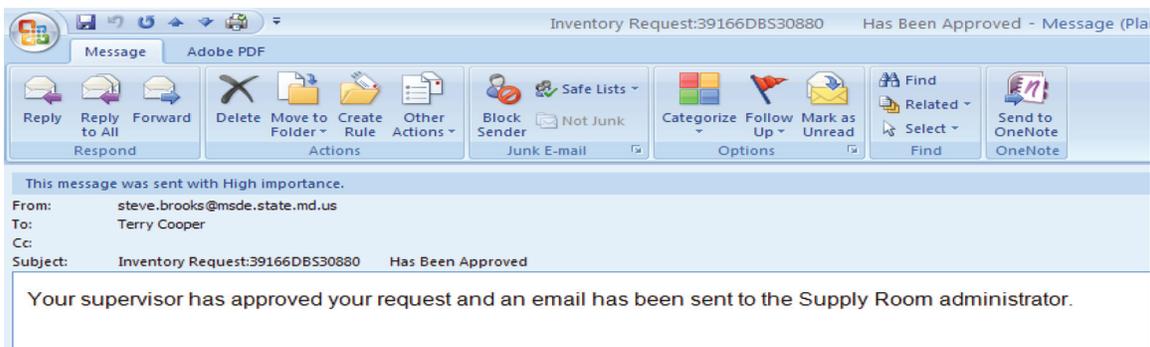
**Maryland State Department of Education**  
**Supply Request Confirmation**

Thank you for submitting your request and cost center information. Please click the 'Return to Supervisor Home' button so you can approve your order. When your request has been approved and your supplies are ready for pickup, you will receive a notification email from Glenn Foster. If you have any problems or issues, please contact the OIT helpdesk via phone or email. Thank you.

MSDE OIT Helpdesk Email: [helpdesk-mseb@mseb.state.md.us](mailto:helpdesk-mseb@mseb.state.md.us) (Please allow up to a minute to open an email message)

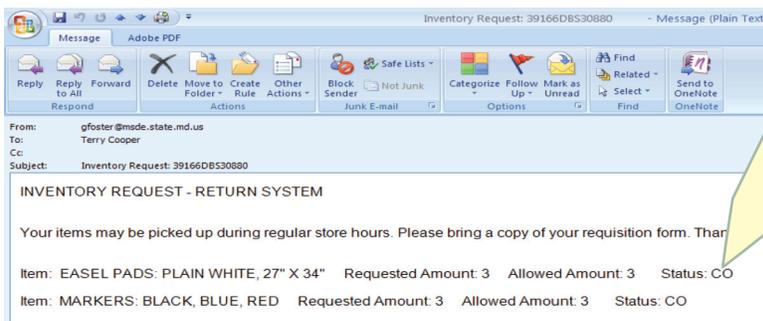
MSDE OIT Helpdesk Phone: Extension 70543

. . . your requisition will be automatically forwarded to your supervisor according to the pre-arranged approval path. You will receive an email informing you that your supervisor approved your order.



The last notice you receive will be a status of each item on your order. The code is as follows:

- C = Cancelled
- CO = Complete
- P = Partial Order
- U = Unapproved



The Central Supply Room receives the finalized version of supply requisitions. Go to the supply room to pick up your order. The Supply Clerk will pull the items from the shelves. Only the supply clerk is permitted in the area of the supplies. This is for audit compliance purposes.

Please call 410.767.0005 for a logon ID, more information, and assistance with the online supply requisition system.

CENTRAL SUPPLY ROOM

# MINORITY BUSINESS ENTERPRISES

The Minority Business Enterprise (MBE) Program falls under the auspices of the Governor's Office of Minority Affairs (GOMA). This program is goal-based to achieve a percentage of MBE participation on state-issued contracts. The goal of this program is for each state agency to achieve a minimum of 25% MBE participation.

Only companies that are Maryland certified would count toward the fulfillment of MSDE's goal.

An MBE is defined as a business that is at least 51% owned, managed, and controlled by a minority person/s as defined by state and federal laws. MBEs also include not-for-profit entities organized to promote the interests of physically or mentally disabled individuals.

Social disadvantage means that one is subjected to racial or ethnic prejudice or cultural bias within American society due to membership in a group and without regard to individual qualities.

Being economically disadvantaged means that one's ability to compete in the free enterprise system is impaired due to diminished access to capital and credit opportunities.

When soliciting bids from vendors, remember that you must solicit at least three bids. It is important that you direct your solicitation efforts toward certified minority business enterprises. Refer to pages 16 through 26 of this Manual.

The Maryland Department of Transportation (MDOT) maintains the MBE directory.

To find an MBE, logon to:

<http://mbe.mdot.state.md.us/cgi-bin/mbedir/mbedirectory>.

Are you wondering why the MDOT maintains the list?

Because that agency receives substantial funds from the federal government for roads and highways, MDOT is required to meet federal MBE certification guidelines that are similar to those of the State of Maryland. To avoid duplication of the certification process, the state charged MDOT with certifying vendors to meet federal and state certification requirements.

For more information about the State's efforts to support Minority Business Enterprises, or for assistance with your MBE-related procurement efforts, please contact the MSDE MBE liaison at 410.767.0430.

**MBE/DBE Directory**  
 You may search the MBE/DBE Directory using any combination of the fields below.

Company Name:

Address:

City:  **Baltimore Maryland**

State:

Zip Code:

Phone: (  )  -

Minority Status:   **Female**

Contact Name:

SIC Code(s)\*:

NAICS Code(s)\*:

Certification Number:

Products and Services: (Enter words or phrases separated by a comma)

Search within Products and Services for:  
 Any of the above terms  
 All of the above terms

The MBE/DBE directory was last updated on September 5, 2008

This is the home page of the Department of Transportation's website that is used to locate Minority Business Enterprises.

Fill in all of the yellow fields.

In this example, businesses are sought from the Baltimore, Maryland area that are owned/managed/controlled by women.

This resulted in 207 businesses.

You can narrow the search by selecting specific options.

MARYLAND DEPARTMENT of TRANSPORTATION

Maryland Transportation Authority | Maryland Transit Administration | Maryland Port Administration | State Highway Administration | Motor Vehicle Administration | Maryland Aviation Administration

**MBE Program**

**MBE/DBE Directory**

207 companies matched your search. Details about the first company (alphabetically) are displayed. You may search again by entering new criteria in the fields at the bottom of the page.

<input type="button" value="View all"/> (View details of search results for printing)	<input type="button" value="View all references"/> (View reference details of search results for printing)
<input type="button" value="Download"/> (Export details of search results to text file)	<input type="button" value="Download all references"/> (Export reference details of search results to text file)

A2Z ENVIRONMENTAL GROUP, LLC  
 ACADEMY FILM PRODUCTION, INC.  
 ACADEMY OF LANGUAGES, INC.  
 ACKERMAN & BAYNES, LLC  
 AD RESOURCES, LLC  
 AJ STATIONERS INC.  
 ALPHA PAINTING & CONSTRUCTION CO., INC.  
 ALTECH STAFFING AGENCY, LLC  
 ANEMITA MENTAL HEALTH SVCS, LLC  
 AMERICAN TENNIS COURTS, INC.

(Select company above)

# MANDATED VENDORS

The Department of General Services entered into a contract with several businesses to ensure State agencies receive the best price for selected goods and services. Among the contracted vendors are a few from which you must purchase certain items. These vendors are referred to as Mandated Vendors, and they include Blind Industries and Services of Maryland and Maryland Correctional Enterprises (formerly State Use Industrites. Other contracted vendors are considered Preferred Vendors (refer to page 12 of this manual). To purchase from these vendors, you should complete a Requisition in ADPICS or use your Corporate Purchasing Card (CPC), if one is available to you. Instructions for ADPICS begin on page 33 of this manual. See page 37 for information about the Corporate Purchasing Card (CPC).

## BLIND INDUSTRIES AND SERVICES OF MARYLAND (BISM)

**IMPORTANT:**  
These items must be purchased solely from BISM:

- memo pads,
- easel pads,
- loose-leaf filler paper

www.bism.org

Scroll to State Customer Guide

Select the product you require from this list.

# MANDATED VENDORS

## MARYLAND CORRECTIONAL ENTERPRISES (MCE)

### IMPORTANT:

These items must be purchased solely from MCE:

- **furniture;**
  - **name plates and signs;** and
  - **printed paper products:**
    - **business cards (bundles of 400),**
    - **forms, and**
    - **memo pads (printed).**

The image displays three screenshots of the Maryland Correctional Enterprises (MCE) website. The top screenshot shows the homepage with the URL [www.dpscs.state.md.us/mce/products.shtml](http://www.dpscs.state.md.us/mce/products.shtml) highlighted. The middle screenshot shows the 'PRODUCTS & SERVICES' section, with a callout box pointing to the 'Graphics, Tags and Signs' category. The bottom screenshot shows the 'GRAPHICS, TAGS & SIGNS' category with a list of products including 'Custom Imprinted Mugs', 'Forms', 'Letterheads and Single Sheet Forms', 'Pre-Press Services', 'Folders, File Folders', 'Envelopes', 'Business Cards', 'Portfolios, Binders and Report Covers', 'Certificates', 'Newsletters', and 'Validation Stickers'. A callout box points to this list with the text 'Select the product you require from this list.'

If you have questions about this contractor, please call the MSDE Procurement Office on extension 70117 or 70118, or call MCE directly at 410.540.5555.

# PREFERRED VENDORS

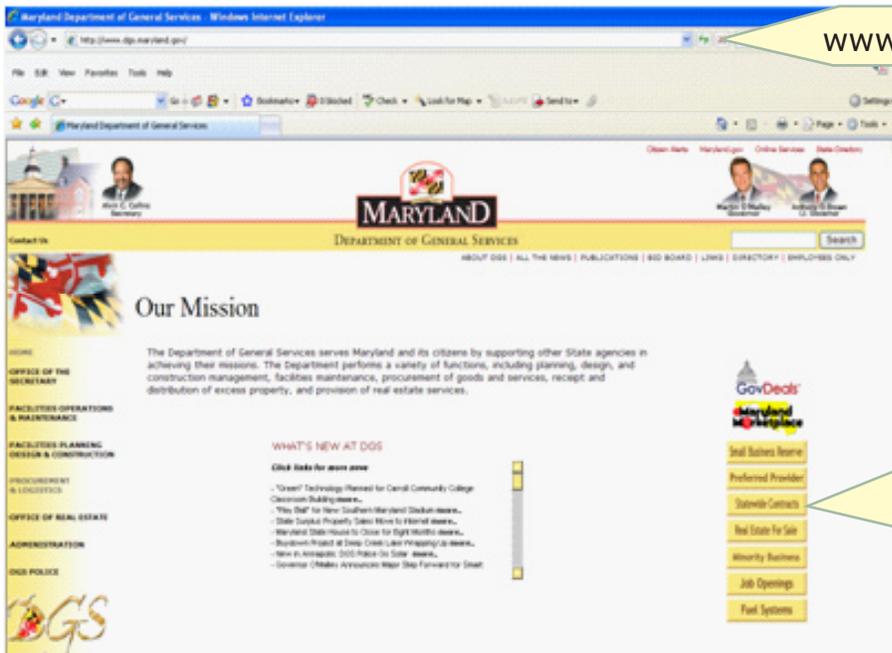
PREFERRED VENDORS

Preferred Vendors are the providers who have entered into a contract with the Department of General Services to provide State agencies with discounted costs on many goods and services.

If the goods or services you require are available through a Statewide contract with a Preferred Vendor, you must use that contract.

For more information about this contract or for a full list of current available goods and services:

- call the MSDE Procurement Office on extensions 70117 and 70118;
- call BISM's Procurement Officer at 410.767.4283; or
- logon to the Department of General Services' website:



www.dgs.maryland.gov/

click on Statewide Contracts



This takes you to the page of

Blanket Purchase Orders

Click on State Preferred Provider

for vendors who provide the materials you require

**All technology-related equipment must be purchased through the Office of Information Technology (OIT). For assistance, please dial extension 70026.**

Technology-related equipment includes computers, printers, PDAs, and all similar items. Before consulting the Office of Information Technology (OIT), you can expedite the process of purchasing equipment by first assessing your needs.

## NEEDS ASSESSMENT

- Estimate the volume of work the equipment will be required to handle. For example, estimate the number of copies your photocopier is expected to produce in a one-month period, or how many faxes you send and receive in a month.
- Anticipate an additional volume of work it should be capable of handling (duties and responsibilities continually increase; your equipment should keep up with demand).
- Determine the feasibility of purchasing one piece of equipment that serves more than one purpose. For example, if you need to replace an old fax machine and a photocopier, a multi-purpose piece of equipment may benefit your office.
- Measure the area where the new equipment will be placed. You don't want to purchase a piece of equipment that won't fit where it must be placed.
- Thoroughly investigate the connections necessary for your new piece of equipment. Be sure all the necessary connections are where the equipment will be placed. You may need an electrical outlet, a phone jack, a data connection, and/or an enhanced power source.

Evaluate your need versus your desire for a color printer, keeping in mind the following:

- the central Copy Room (on the ground level of the NSG Building) has two networked, large-volume color printers. The telephone extension for the Copy Room is 70006; and
- color printers typically print fewer pages per minute.

### OFFICE OF INFORMATION TECHNOLOGY

The Office of Information Technology (OIT) maintains a current list of vendors, the available equipment, and prices that are usually lower than retail or other discounts available through State contracts. OIT is also responsible for the maintenance contracts on all MSDE technology equipment.

Share the results of your needs assessment (see page 13) with the OIT staff. They may ask you for additional information to provide the best options. Together, you will compare the lists of features for several pieces of equipment to determine which one best meets your needs.

After you have selected the equipment that you want, you may create a Requisition in ADPICS or you may request the OIT staff to create it for you. If OIT creates the Requisition, they will require your budget code information. Refer to page 2 for information about the Budget Code. Instructions to prepare a Requisition begin on page 33 of this manual.

### LEASING PHOTOCOPIERS

The Procurement Office maintains a current list of photocopying equipment on the Statewide lease contract. The lease includes maintenance for the copiers. Paper and staples are not included.

Contact the Procurement Specialists on extensions 70117 and 70118 to share your needs assessment (see page 13) for copiers. Additional information may be required to determine the appropriate copier that will serve your needs. The Procurement Specialist will provide you with options.

After you have selected the equipment that meets your needs, the Procurement Office will require an electronic Requisition before the leasing of the copy equipment may be initiated. Instructions for preparing a Requisition begin on page 33 of this manual.

You may obtain copy paper from the Copy Room and staples (for most copiers) from the Central Supply Room. Both require a completed Request for Supplies form.

Refer to page 4 of this manual for instructions to purchase supplies from the Central Supply Room. The telephone extension for the Copy Room is 70006.

# FURNITURE

## NEEDS ASSESSMENT

Before beginning the purchasing process for furniture, assess your needs. Some preliminary steps include:

- determine the durability and functions that will be required. Try to anticipate the long-range use of the item you are purchasing;
- compare needs versus desires. Remember, you are spending taxpayers' money;
- measure the area where the furniture will be placed. Be sure the placement of the furniture:
  - o will not obstruct walkways,
  - o will not topple or cause anything else to topple,
  - o leaves sufficient room to open drawers or pull chairs from under desks and tables; and
- ensure your new purchase is compatible with the style and color of the immediate surroundings, if applicable and practical.



## MAKING A SELECTION

State employees are required by State law to purchase furniture from Maryland Correctional Enterprises (MCE), formerly State Use Industries. You may borrow a catalog from the MSDE Procurement Office or visit the MCE website at [www.dpscs.state.md.us/mce/](http://www.dpscs.state.md.us/mce/).

You may use another vendor only if MCE cannot provide the needed item or cannot meet your timetable. However, before you make the purchase, you must give strong justification for using another vendor and secure a written waiver from MCE.

If you receive a waiver, you must use a vendor who has a contract with the State, referred to as a Preferred Vendor (see page 12 for details). The MSDE Procurement Specialists maintain current catalogs from many of the preferred vendors.

If you require assistance with your purchase of furniture, please consult the Procurement Specialists in the Procurement Office on extension 70117 or 70118.

To complete your purchase, refer to the sections in this manual for preparing an ADPICS Requisition (beginning on page 33) .

# OBTAINING BIDS FOR GOODS

The terms “goods” and “commodities” are interchangeable. When purchasing goods that are not technology-related, your first step is to consult the State’s list of Mandated Vendors and Preferred Vendors. You must purchase technology-related equipment through the Office of Information Technology. Refer to the pages of this manual listed below or contact the Procurement Specialists in the Procurement Office on extensions 70117 and 70118.

Mandated Vendors	Page 10
Preferred Vendors	Page 12
Technology-Related Equipment	Page 13

The Department of General Services, on behalf of the State, enters into contractual agreements with vendors to maximize the State’s purchasing power. Likewise, MSDE effected several policies that maximize the Department’s purchasing power; ensure competition; and are consistent with State laws, regulations, and guidelines. Please refer to the MSDE Procurement of Commodities Policy (GA-5B) for details. Your Division/Office Head has a copy of the Policy Manuals. If your Division’s Manuals are not available, you may call the Procurement Specialists in the Procurement Office on extensions 70117 and 70118 for guidance in the bid process.

**An exception to the purchasing process may be made if neither the Mandated Vendor nor the Preferred Vendors can provide your required goods within a reasonable time, and/or they cannot offer a price that is competitive. For these exceptional purchases, you must obtain at least three competitive bids. There are three processes for obtaining bids. The process you use is determined by the value of the goods.**

Category I	Category II	Category III
If the goods are valued at \$2,500 or less, you must solicit a minimum of three competitive bids. Details for this process are on page 18.	If the goods are valued between \$2,501 and \$10,000 and they are not available through a State-wide contract or other procurement preference, you must use the MSDE competitive bid procedure. Details for this process are on page 19.	If the goods are valued between \$10,001 and \$25,000 and they are not available through a State-wide contract or preference, a competitive bid solicitation by the MSDE Procurement Office is required. Details for this process are on page 20.

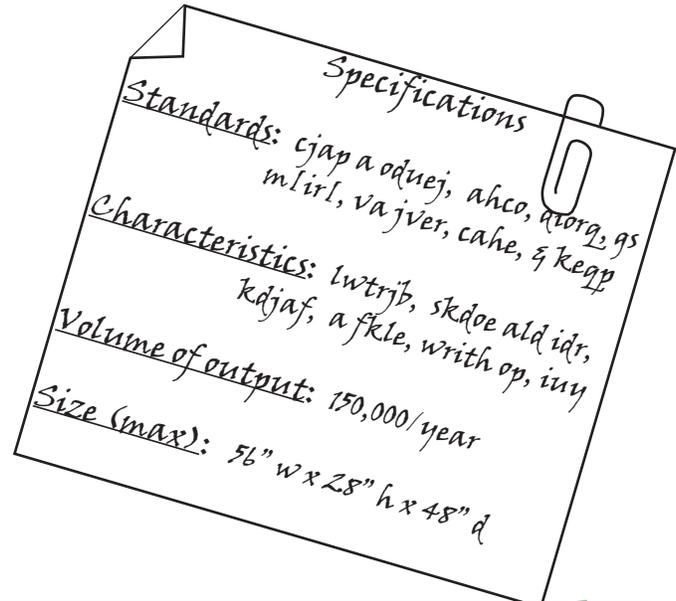
**NOTE: the Department of General Services (DGS) must approve this request.**

# OBTAINING BIDS FOR GOODS

The three Categories to obtain bids share common requirements. You must perform these steps.

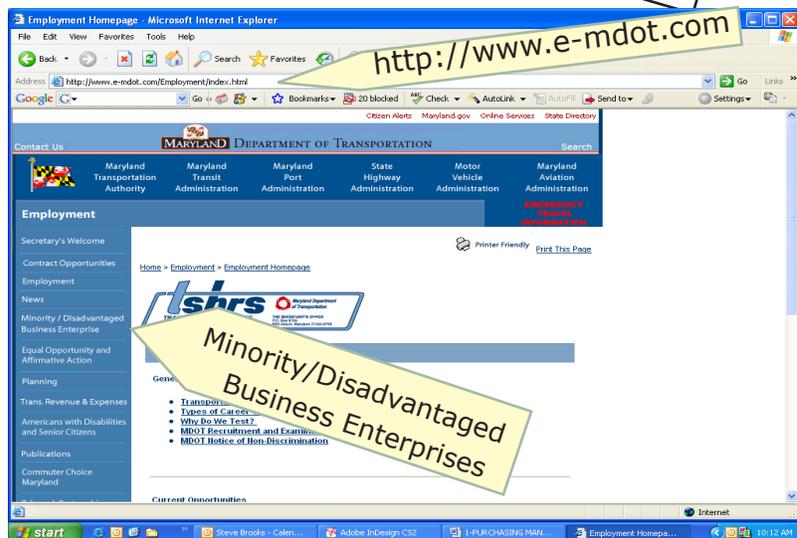
## STEP 1

Work with the Procurement Office to develop the specifications for the goods that you need. The specifications may include identification of a brand name or its equivalent to help describe the standard of quality, performance, and other characteristics needed to meet your requirements. You cannot use specifications that favor a single vendor over other vendors.



## STEP 2

Solicit at least three written bids. As often as possible, solicit bids from certified minority-owned businesses and small business enterprises. You may access the directory of Minority/Disadvantaged Business Enterprises by logging on <http://www.e-mdot.com>.



## STEP 3

Complete an electronic Requisition in ADPICS. If you obtain oral bids from vendors, you must include notes in the Electronic Notepad (screen 9100). An illustration is below. The instructions for preparing an ADPICS Requisition begin on page 33 of this manual.

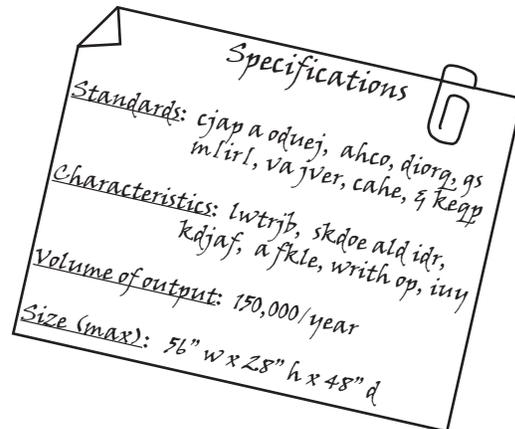
PCHL9100 V4.1 MD PRD	ADVANCED PURCHASING/ INVENTORY	03/2/2008 12:46 PM
LINK TO:	ELECTRONIC NOTE PAD	PAGE 01 OF 01
REQ HEADER ENT 2100		
F1-HELP	F4-AUDIT	F5-TOP
F9-LINK	F10-SAVE	F11-INS PAGE
F6-COPY	F7-PR PAGE	F8-NX PAGE
F12-DEL PAGE	ENTER-INQUIRE	CL-EXIT
PAGE DOES NOT EXIST		

# OBTAINING BIDS FOR GOODS

## CATEGORY I GOODS VALUED UP TO \$2,500

You initiate the bid process for commodities (goods) that are valued up to \$2,500. Your Branch Chief must authorize this procurement. You are required to solicit bids from small businesses and certified minority-owned businesses as often as possible. Following are the steps you must take to obtain bids in this Category.

Contact vendors to obtain oral or written bids, providing all vendors with the same specifications.



Obtain a minimum of three competitive bids.

Bids may be oral or written.



Submit an approved electronic ADPICS Requisition to the Procurement Office with the specifications and results of the bid process documented on the Electronic Notepad (screen 9100).

On the Notepad, simply go to the large blank field, type your note, and hit F9.

After you've completed these steps, the Procurement Office will review the bids and award the contract to the lowest responsive bidder through the issuance of a Purchase Order.

# OBTAINING BIDS FOR GOODS

## CATEGORY II GOODS VALUED BETWEEN \$2,501 AND \$10,000

You must obtain the approval of your Branch Chief and your Assistant State Superintendent before beginning the purchasing process for commodities (goods) valued between \$2,501 and \$10,000. For this Category, you have the option of soliciting the bids yourself or asking the Procurement Office to obtain them for you.

If **you** obtain the bids, **you must:**

- contact potential vendors and provide them with identical written specifications;
  - obtain at least three written bids. The MSDE Invitation for Bid form may be used. This form is available by accessing Public Folders in Outlook.
- Written bids in an alternative format are acceptable, provided the information required on the Invitation for Bid is included;
- submit an approved ADPICS Requisition to the Procurement Office with the specifications and results of the bid process documented on the Electronic Notepad (screen 9100); and
  - include copies of at least three written bids on the Invitation for Bid form or another format that is acceptable to the Procurement Office.

After you have completed your part of the process, the Procurement Office will review the bids and award the contract to the lowest responsive bidder through the issuance of a Purchase Order.

If the **Procurement Office** is obtaining the bids for you, **you must:**

- submit an approved ADPICS Requisition or a paper requisition to the Procurement Office to encumber the funds; and
- document the detailed specifications on the Electronic Notepad (screen 9100). If you do not have access to ADPICS, you may submit a paper requisition and include the details in the Description field.

After you have completed your part of the process, the Procurement Office will attempt to obtain at least three written bids, award the contract to the lowest responsive bidder by issuing a Purchase Order, and inform you of the successful bidder and price.

# OBTAINING BIDS FOR GOODS

## **CATEGORY III GOODS VALUED BETWEEN \$10,001 AND \$25,000**

Competitive bids in Category 3, that are valued between \$10,001 and \$25,000, are obtained by the MSDE Procurement Office.

These purchases of commodities (goods) must be authorized by your Branch Chief, your Assistant State Superintendent, and the Assistant State Superintendent for the Division of Business Services.

You initiate this process by:

- submitting an approved ADPICS Requisition or a paper requisition to the Procurement Office to encumber the funds; and
- documenting the detailed specifications on the Electronic Notepad (screen 9100). If you do not have access to ADPICS, you may submit a paper requisition and include the details in the Description field.

---

## **CATEGORY III GOODS VALUED at MORE THAN \$25,000**

Competitive bids in Category 3 that are valued at more than \$25,000 are obtained by the Department of General Services (DGS) and are coordinated by the MSDE Procurement Office.

Purchases of these commodities (goods) must be authorized by your Branch Chief, your Assistant State Superintendent, and the Assistant State Superintendent for the Division of Business Services.

The process is as follows:

- You initiate the bid process for this Category by submitting an approved ADPICS electronic Requisition to the Procurement Office and document the specifications on the Electronic Notepad (FMIS 9100).
- The Procurement Specialist of the MSDE Procurement Office, will:
  - o coordinate the submission of the specifications to DGS who will conduct the competitive bid solicitation and award the contract to the lowest responsive bidder; and
  - o maintain contact with DGS and the Division regarding the status of the solicitation.

Call the Procurement Office on extensions 70117 and 70118 if you have any questions about the bidding process.

# OBTAINING BIDS FOR GOODS

## INVITATION FOR BID

Maryland State Department of Education  
200 West Baltimore Street  
Baltimore MD 21201

<b>RETURN BY</b> 2:00 PM	<b>DUE DATE OF BID</b>	<b>BID REQUEST DATE</b>	<b>IFB NUMBER</b>	
<b>RETURN BID TO:</b>		<b>TO BE SHIPPED FOB DESTINATION TO:</b>		
<b>BIDDER NAME AND ADDRESS</b> (Correct any changes):		<b>TO BE INVOICED TO</b> (Same as shipped to unless noted below):		
		MARYLAND STATE DEPARTMENT OF EDUCATION ACCOUNTS PAYABLE SECTION 200 WEST BALTIMORE STREET BALTIMORE MD 21201		
Having carefully examined the specifications and having received clarifications on all items of conflict upon which any doubt arose, the undersigned proposes to furnish required items/services in strict accordance with terms and guaranteed firm delivery after receipt of order within _____ weeks. <i>Failure to insert this information may result in disqualification of Bid.</i>				
<b>PO ITEM</b>	Bid to include delivery of the following items fob destination inclusive of all charges; i.e., platform or doorway to ship to address.  <div style="text-align: center;"><b>DESCRIPTION</b></div>	<b>QUANTITY</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE FOB DESTINATION ONLY</b>
<b>TOTAL OF ITEMS</b>				
Bids must be submitted on this form, unless otherwise indicated. Equivalent items shall be considered, but only if accompanied by specifications and/or descriptive literature.				
NOTE: If you cannot bid, return this form stating your reason.	Telephone Number	This Bid is submitted with the understanding that the vendor shall comply with federal and State OSHA regulations, and the State of Maryland procurement regulations in effect at the time of submission.		
Prices quoted must be valid for 90 days unless otherwise provided in the special conditions.	Federal ID Number			
Signature of Bidder (quotations must be signed in ink)		Title		Date

MSDE DBS IFB 11/01

OBTAINING BIDS FOR GOODS

# OBTAINING BIDS FOR SERVICES

When procuring services, you should make every effort to obtain bids as often as possible from small businesses, certified minority-owned businesses, and minority persons.

MSDE effected several policies that maximize the Department's purchasing power; ensure competition; and are consistent with State laws, regulations, and guidelines. Please refer to the policies listed below for details.

Your Division/Office Head has a copy of the Policy Manuals. If your Division's Manuals are not available, you may call the Procurement Specialists in the Procurement Office on extensions 70628 or 70956 for guidance in the bid process.

Procurement of Services Valued at \$25,000 or Less (GA-5C)  
Procurement of Services Valued Over \$25,000 (GA-5D)

Prior to soliciting bids, you must provide a detailed description of the service you require including an anticipated schedule of the delivery of the service. If applicable, you should identify performance standards.

There are three processes for obtaining bids. The process you use is determined by the value of the services. Ways to estimate value may include a previous purchase of an item, the catalog price, and internet inquiries.

## Category I

For services valued at \$2,500 or less, you must solicit a minimum of three competitive bids. Details for this process are on page 23.

## Category II

For services valued between \$2,501 and \$10,000 and not available through a Statewide contract or other procurement preference, you must use the MSDE competitive bid procedure. Details for this process are on page 24.

## Category III

For services valued between \$10,001 and \$25,000 and not available through a Statewide contract or preference, a competitive bid solicitation by the MSDE Procurement Office is required. Details for this process are on page 25.

**NOTE: the Department of General Services (DGS) must approve this request.**

**Refer to page 16 of this Manual for the steps you must perform in the bidding process for every Category.**

**Those steps of the process are the same for goods and for services.**

## **CATEGORY I SERVICES VALUED UP TO \$2,500**

You initiate the bid process for services that are valued up to \$2,500. Your Branch Chief must authorize the procurement within this Category. Solicit bids from small businesses, certified minority-owned businesses, and minority persons as often as possible. Following are the steps you must take to obtain bids in this Category:

- contact potential contractors or consultants to obtain bids and provide everyone with the same description of the service;
- obtain a minimum of three competitive bids. Bids may be oral or written;
- consult with the MSDE Procurement Officers (extension 70628 or 70956) if only one responsive bid is received. The Procurement Officer will determine whether the contract may be awarded to the single bidder; and
- submit the completed contract and an approved ADPICS requisition to the Procurement Office. Document the description of services to be provided and the results of the bid process on the Electronic Notepad (FMIS screen 9100). Instructions for the ADPICS requisition begin on page 30 of this manual.

After you have completed these steps, the Procurement Office will review the bids and award the contract to the lowest responsive bidder through the issuance of a Purchase Order.

# OBTAINING BIDS FOR SERVICES

## CATEGORY II SERVICES VALUED BETWEEN \$2,501 AND \$10,000

You must obtain the approval of your Branch Chief and your Assistant State Superintendent before beginning the purchasing process for services valued between \$2,501 and \$10,000.

Following are the steps you must take to obtain bids in this Category:

- send the solicitation to potential vendors, providing everyone with the same description of services to be provided and the anticipated date for delivery of services;
- post the solicitation on the State of Maryland's electronic Bid Board (eMarylandMarketplace.com). Call the MSDE Procurement Office on extension 70628 or 70956 to coordinate the posting on the Bid Board;
- obtain at least three written bids;
- develop the criteria for evaluating the bids and conducting the evaluation process;
- consult with the MSDE Procurement Officer if only one responsive bid is received. The Procurement Officer will determine whether the contract may be awarded to that bidder; and
- submit the completed contract and an approved ADPICS requisition to the Procurement Office. Be sure to include all documentation that is relevant to the procurement. This includes, but is not limited to, all proposals written by vendors, criteria used in evaluating bids, and the Bid Board Notice.

After you have completed your part of the process, the Procurement Office will review the bids, award the contract to the lowest responsive bidder by issuing a Purchase Order, and inform you of the successful bidder and price.

# OBTAINING BIDS FOR SERVICES

## CATEGORY III SERVICES VALUED BETWEEN \$10,001 AND \$25,000

Purchases of services that have a value between \$10,001 and \$25,000 must be authorized by the Assistant State Superintendent for the Division of Business Services. The process is as follows:

For this Category, you have the option of obtaining bids or asking the Procurement Office to obtain them for you.

If **you** opt to obtain the bids, **you must** perform the following steps:

- initiate the bid process for this Category by submitting an approved ADPICS Requisition to the Procurement Office and document the specifications on the Electronic Notepad (FMIS screen 9100) or on an *MSWord* attachment;
- send the solicitation to potential vendors, providing everyone with the same description of services to be provided and the anticipated date for delivery of services;
- obtain at least three written bids;
- develop the criteria for evaluating the bids and conducting the evaluation process;
- consult with the MSDE Procurement Officer if you receive only one responsive bid. The Procurement Officer will determine whether the contract may be awarded to that bidder; and
- submit the completed contract and an approved APDICS requisition to the Procurement Office. Be sure to include all documentation that is relevant to the procurement. This includes, but is not limited to, all proposals written by vendors, criteria used in evaluating bids, and the Bid Board Notice.

After you have completed your part of the process, the Procurement Office will review the bids, award the contract based on the most favorable bid price, evaluated price or the most advantageous offer.

# OBTAINING BIDS FOR SERVICES

## CATEGORY III SERVICES VALUED BETWEEN \$10,001 AND \$25,000

If you opt to ask the **Procurement Office** to obtain the bids for you, **you must** perform the following steps:

- submit an approved ADPICS Requisition to the Procurement Office. Refer to page 33 of this manual for instructions to create a Requisition.
- participate with the Procurement Office in the development of criteria for evaluating bids and in the evaluation process, as necessary; and
- submit a completed contract to the Procurement Office following the award of the bid.

After you complete your part of the process, the Procurement Office will:

- conduct a written solicitation that is to be posted on the MSDE Bid Board or other electronic media for at least three business days. In addition, the written solicitation should be provided to potential vendors;
- obtain at least three written bids;
- determine the bidder who will be awarded the contract based on the most favorable bid price, evaluated bid price, or the most advantageous offer then inform you of the successful bidder; and
- maintain all documentation relevant to the procurement. This includes, but is not limited to, all proposals written by vendors, the criteria used in evaluating bids, and the Bid Board Notice.

**For services that exceed \$25,000:**

Consult the Procurement Specialists in the Procurement Office on extensions 70628 or 70956.

# CONTRACT or GRANT?

Not sure if your transaction qualifies as a contract or a grant?

A **grant** is a transfer of funds from a government body or private foundation to another unit of government or private individual for a project deemed in the public interest.

A **contract** is a binding agreement between two or more parties for performing (or for refraining from performing) some specified act(s) in exchange for lawful consideration.

Compare your procurement to the quick checklist below. If you are still uncertain, consult your Division's Financial Representative.

<u>CHARACTERISTICS</u>	<u>Grant</u>	<u>Contract</u>
Legal and binding agreement.	✓	✓
Can be issued with MSDE <b>Aid to Education funds</b> .	✓	X
May be based on a specific formula or an allocation method developed by MSDE.	✓	X
Specified in a federal or state law/budget or in a private funder's agreement.	✓	SOMETIMES - <b>USUALLY NOT REQUIRED</b>
Can be issued to <b>for profit</b> corporate entities.	RARELY	ROUTINELY
MSDE dollar threshold for issuing is limited to \$25,000.	X	✓
The Department of Budget and Management and/or the Board of Public Works must review and approve large dollar amount awards.	X	✓
MSDE develops a <b>detailed</b> statement of work (SOW) specifications.	X	✓
Can buy the <b>personal</b> services of an individual or group of individuals.	X	✓



# SOLE-SOURCE PURCHASE

**Sole Source procurements are to be used ONLY if proprietary information or copyrights are involved, OR**

**if ONLY ONE source exists that meets the requirement and MSDE's efforts to identify all potential vendors who can fulfill a request are not successful.**

Occasionally, required goods or services are of a unique nature and/or are available from very few vendors. In fact, you may find only one vendor who can provide them. This is considered a Sole Source procurement; however, it does not preclude the need to follow the competitive bid process to ensure no one else can meet your needs (see pages 16 through 21 for goods or pages 22 through 26 for services). Some examples of these circumstances include:

- the goods or services are copyrighted or the sole source vendor has the proprietary right to the product; or
- the compatibility of equipment, accessories, or replacement parts is of paramount consideration.

A Sole Source transaction requires the approval of your Division/Office Head, the Assistant State Superintendent for the Division of Business Services or the Director of the Division of Business Services, and the Deputy State Superintendent for Administration. Note that approval will be granted in very limited circumstances. Before beginning the Sole Source purchasing method, you must provide sound documentation that thoroughly describes the efforts you made to locate potential providers, and a clear explanation of why the proposed vendor is the only one capable of delivering the required goods or services.

To ensure the sole source procurement method is the appropriate method to use, consider the following questions:

- What efforts did you make to find potential vendors?
- How did you provide public notice of the goods or services you were seeking?
- Did you advertise on the State's electronic Bid Board (eMaryland-Marketplace.com)?
- How did you find the sole source vendor you are planning to contract?

All procurements must be advertised at least seven (7) days on the State's electronic Bid Board. You must provide the dates of the posting and the results obtained.

After you have clearly established that only one vendor is capable of providing the goods or services that meet your specifications, you must complete the MSDE Sole Source Written Justification form. Use this form to document your efforts to obtain your goods or services from other vendors. This form may be found in MSDE Public Folders (in Outlook) or obtained from the Procurement Office. If the goods or services are copyrighted or proprietary, a letter to that effect from the vendor must accompany the Justification form.

# SOLE-SOURCE PURCHASE

## THE APPROVAL PROCESS



**The process begins with the approval of the Director of Business Services.**

**After you acquire the Director's approval**, submit the Sole Source Justification form in the following order for approval:

- your Division/Office Head;
- the Assistant State Superintendent for the Division of Business Services; then
- the Deputy Superintendent for Administration.

After obtaining all of the signatures noted above, submit the form to the Procurement Office. This form can be affixed to a copy of your ADPICS Requisition or your paper requisition.

Instructions for preparing the ADPICS Requisition begin on page 33 of this manual.

## ASSISTANCE AND REFERENCES

For information or assistance to advertise on the State's electronic Bid Board, contact the Procurement Office on extension 70628 or 70956.

For more information on the Sole Source process and the solicitation process, please contact the Procurement Specialists on extension 70628 or 70956, or refer to the following policies and procedures in the General Administration Policy Manual:

- Procurement of Commodities, GA-5B;
- Procurement of Services Valued At \$25,000 or Less, GA-5C; or
- Procurement of Services Valued Over \$25,000, GA-5D.

Every Division has a copy of the Policy and Procedures Manuals (for General Administration and for Human Resources). If your Division does not have a copy, please contact:

- the Office of Human Resources on extension 70021 for the HR Manual; or
- the Immediate Office of the Assistant State Superintendent for the Division of Business Services on extension 70011 for the General Administration Manual.

# SOLE-SOURCE PURCHASE

## MARYLAND STATE DEPARTMENT OF EDUCATION SOLE SOURCE WRITTEN JUSTIFICATION

CONTRACT INFORMATION	
Contract Title Number:	_____
Type of Contract:	_____
Duration:	_____
Contractor's Name:	_____
Street Address:	_____
City/State/Zip Code:	_____
Contract Amount:	\$ _____
SOLE SOURCE PROCUREMENT JUSTIFICATION (COMAR 21.05.05)	
1.	Why was sole source chosen as the procurement method rather than competitive sealed bidding? _____ _____ _____
2.	Why is no other vendor or contractor suitable or acceptable as a source for this procurement? _____ _____ _____
3.	Other Remarks: _____ _____ _____
SOLE SOURCE REQUIREMENTS	
<p>Sole Source procurement is not permissible unless a requirement is available from only a single vendor. The following are some examples of circumstances which could necessitate sole source procurement:</p> <p>(1) When only one source exists which meets the requirements;</p> <p>(2) When the compatibility of equipment, accessories, or replacement parts is the paramount consideration;</p> <p>(3) When a sole vendor's item is needed for trial use or testing;</p> <p>(4) When a sole vendor's items is to be procured for resale;</p> <p>(5) When certain public utility services are to be procured and one source exists.</p> <p>(In cases of reasonable doubt, competition should be solicited.)</p>	
SIGNATURES	
Sole Source Alternative: <input type="checkbox"/> Oral Contacts <input type="checkbox"/> Bid Board <input type="checkbox"/> Other:	
Sole Source Initiated by:	_____
Office Head/Initiating Official	Date _____
Determined by:	_____
Division Head/Office Head	Date _____
Authorized by:	_____
Procurement Officer	Date _____
Approved by:	_____
Business Services	Date _____

# REQUISITIONS

The Office of Information Technology (OIT) is responsible for installing the **AD**vanced **P**urchasing and **I**nventory **C**ontrol **S**ystem software, commonly known as ADPICS. When OIT installs ADPICS, they will also provide you with a short-cut icon. To access the program, double-click on the icon.

Step-by-step instructions are on the following pages:

Create an electronic Requisition in ADPICS	Page 33
Verify that a Requisition is in the ADPICS system	Page 35
Approve an ADPICS Requisition	Page 36
Reject an ADPICS Requisition	Page 36

**IMPORTANT NOTES**

Only a few staff members have the authority to approve online Requisitions.

Typically, the approving authorities are Division/Office Heads, Chiefs of Branches and Units, and some supervisors. Occasionally, other staff members will be designated to approve ADPICS requisitions.

You must use the Electronic Notepad to include your detailed specifications and all of the information you obtained from oral or written bids.

The Notepad is screen 9100 in the FMIS system.

Information about the bid process begins on page 16.

# REQUISITIONS

Create an electronic Requisition in ADPICS by following these step-by-step instructions.

1. Sign onto FMIS  
Type in FMIS – hit Enter  
Type in Logon ID –hit Tab  
Type in Password – hit Enter  
Next screen type in FMST – hit enter twice
2. Hit F2: ADPICS Main Menu
3. Hit F2: Procurement Transactions Menu
4. Hit F1: Requisition Processing, Screen 2100 – Requisition Header Entry
5. Tab twice to Due Date (today's date or later).
6. Tab twice to Effective Date (type today's date).
7. Tab three times to Contact and type your name.
8. Tab once to Telephone and type your telephone number with no spaces or dashes.
9. Tab three times to Buyer Code and enter your buyer code. This is a four-digit number beginning with R0 \_\_ .\*
10. Tab to Bill To Address Code and enter RB240.
11. Tab twice to Distribution Method – if only one accounting line, use "S"; if using more than one accounting line, use "M" (s = single, m = multiple).
12. Tab twice to Master Accounting Information; type in information.  
~ R00 (identifies MSDE)\*\*  
~ Tab once to YR (year)  
~ (Ignore Index field – not at MSDE)  
~ Tab to PCA – enter your PCA  
~ Tab twice to AOBJ – enter object  
~ Agency Objects can be found on Screen 81 and an abbreviated list is in Appendix B of this manual.

## HIT F10 TO SAVE DATA!

13. The next screen is the Requisition Detail. A Requisition ID should be on this screen.

## WRITE DOWN THIS NUMBER.

14. The cursor should be in the commodity field. Hit F2 > Commodity Table Inquiry Screen
15. Type in the name of the commodity – hit Enter (if commodity does not appear, search for a match by scrolling backward and forward using the F7 and F8 function keys).

**For assistance with locating a commodity, contact the Procurement Office on extensions 70117 and 70118.**

16. Select commodity – hit Shift/Tab simultaneously and type in S, hit the F6 function key to return to requisition detail entry screen. The commodity number and name should appear in that commodity field.

\* R-zero

\*\* R-zero-zero

# REQUISITIONS

17. Tab once to Quantity – type in the number of quantities you are ordering.
18. Tab to the Unit Cost Field – type in the unit cost (be sure to clear all other costs that may be pre-calculated).
19. Tab to the Specifications Information if you would like to enter special instructions.

### HIT F10 TO SAVE DATA!

(If multiple lines are needed, repeat steps in the Requisition Detail Screen until all lines have been entered, then hit F10 to Save.)

20. Hit CTL/Shift/Z to return to Requisition Header Entry Screen 2100.
21. With the cursor in the recommended vendor field, hit F7 to select a vendor.

22. Type in the vendor's name – hit Enter. If the correct vendor does not appear right away, scroll forward and backward using F7 and F8 function keys.

Note: If the requested vendor does not appear on file, contact the Procurement Office on extension 70116 to create a vendor profile in the system.

23. Hit Tab/Shift simultaneously to move backward across screen to Selection, type in "S" to select the vendor.
24. Hit F6 to return to screen 2100. The selected vendor profile will appear on the Requisition.
25. Review for accuracy.
26. Tab to Action IND field. Change "N" (not posted) to "P" (posted).

If you do not know your Buyer Code, please contact the Procurement Office on extensions 70117 and 70118.



If all of the information is correctly entered, the "P" will change to an "A" for the Approval process. After you successfully complete your ADPICS Requisition, it will be automatically forwarded to the person authorized to approve it.

# REQUISITIONS

Occasionally, you may need to **verify that a Requisition is in the FMIS system**. Follow these step-by-step instructions to find a Requisition.



1. Type FMIS – hit Enter
2. Type ID & Password– hit Enter
3. Type FMST– hit Enter twice
4. Hit F2: ADPICS
5. Hit F2: Procurement Transaction Menu
6. Hit F7: Requisition Inquiry Menu

Choose your method to search for the document and hit the appropriate F key.



**To search by Requisition number:**

1. Hit F3: Requisition By Detail
2. Enter the Requisition number – hit Enter



The details will appear on the screen.



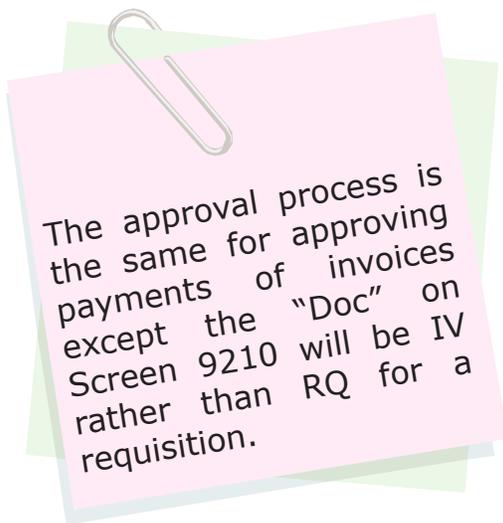
# REQUISITIONS

Follow these step-by-step instructions to **approve a Requisition** that is in the FMIS system.

1. Type FMIS– hit Enter
2. Type ID & Password– hit Enter
3. Type FMST– hit Enter twice
4. Hit F2: ADPICS
5. Hit F10: Document Authorization Menu
6. Hit F1: Document Authorization Mailbox (screen 9210)
7. Tab to "A" and type the letter "A" (authorize payment/approve)
8. Tab to the Signature Line and type in the pre-established signature name (will not appear on screen, similar to a password)
9. You may print the screen.
10. Hit F10 to save the document and to complete the authorization to pay the Requisition.

The Requisition to be approved will appear on the screen.

9. Tab to "S," and hit F2: Select
10. Hit F6, Review details before authorizing payment
11. Return to the Authorization screen by simultaneously hitting Shift-Control-Z



**To reject a document,** follow steps 1 through 11 outlined above.

12. Hit F11 and type in your explanation for rejecting the Requisition.
13. Type "R" and hit F10.
14. Tab to the signature line and type the pre-established signature name, and hit 10 again. This takes you to Document Rejection Routing.
15. Tab to the person you want to reject the document to, type "S" next to their name, and hit F2.

# CORPORATE PURCHASING CARDS



Having a Corporate Purchasing Card (CPC) assigned to you is a privilege and carries with it a personal responsibility to use it properly and in compliance with the Department's Corporate Purchasing Card Program Policy, GA-5A.

You are responsible for monitoring the accuracy of the billings charged to the card and for promptly reconciling the statement with the purchases made within the statement period. Failure to do so may result in the revocation of the CPC.

Inappropriate use of the CPC could result in disciplinary action up to and including termination of your employment.

The Bank Corporate Purchasing Card (CPC) is a credit card designated for purchasing items used by the State of Maryland. This card enables you to purchase small value items (\$1,000 or less) per transaction on behalf of MSDE. The use of this card reduces paperwork and the costs and time associated with processing payments to individual vendors.

Examples of items that may be purchased with the corporate purchasing card:

- seminar enrollment fees;
- hotel/motel reservations and payments;
- office supplies;
- instructional supplies;
- subscriptions;
- printing and publications;
- dispensable computer supplies; and
- software (must be authorized by and delivered to the Office of Information Technology).

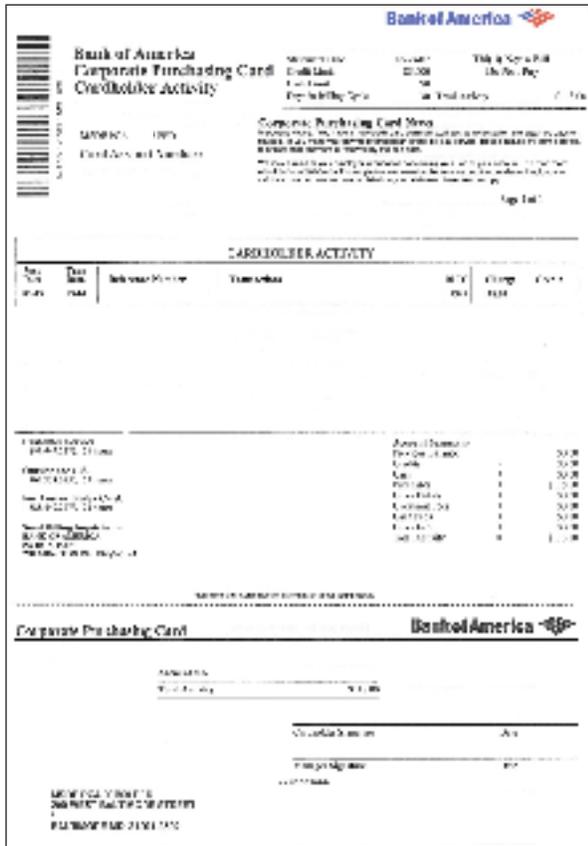
The Corporate Purchasing Card **shall not be used for the following:**

- catering or other food services or food purchases;
- equipment; and
- furniture.

You must prepare a Requisition in FMIS for these purchases.

Fixed assets must be properly tagged and accounted for.

# CORPORATE PURCHASING CARDS



You will receive the CPC bank statement about a week after the closing date of the billing cycle. If you made no purchases during the billing cycle, you will not receive a statement.

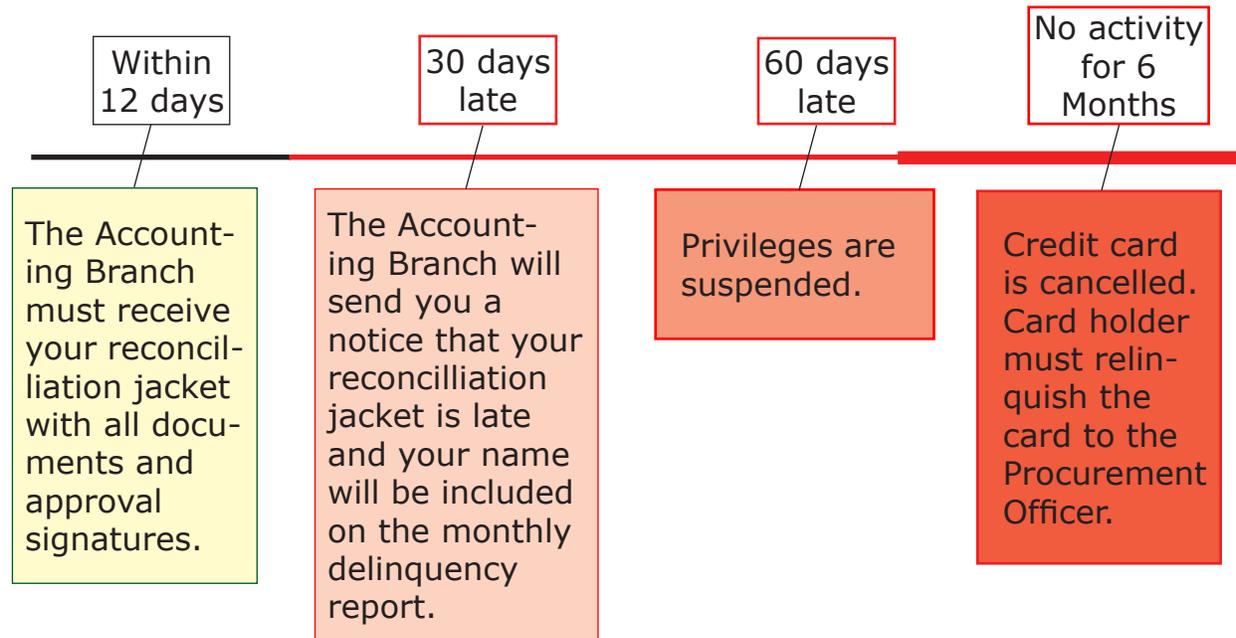
**Within the next 12 days**, you must reconcile the statement, submit the jacket for your supervisor's approval, forward the jacket to your Financial Representative, and ensure the jacket is received in the Accounting Branch.

**Purchases made within Maryland on the State's CPC are tax exempt. If the vendor charges Maryland sales tax, you must contact the vendor to remove the charge and request a revised invoice.**

**Failure to do so could render you personally responsible for reimbursing the Department for the amount of the State taxes on the invoice.**

If you made purchases during the billing cycle but did not receive a statement, contact the Bank of America at 888.449.2273 for a replacement.

## CRITICAL TIMELINE





**Each month, cardholders will be notified of delinquent accounts. These notices must be addressed immediately. If an account is delinquent for two (2) months, the CPC privileges will be suspended and may be terminated.**

**The Deputy State Superintendent for Administration issued a memo to all staff reiterating the gravity of the responsibility and the consequences of misuse of Corporate Purchasing Cards. A copy of the memo follows.**



**MARYLAND STATE DEPARTMENT OF EDUCATION**  
Achievement Matters Most

Nancy S. Grasmick  
State Superintendent of Schools

200 West Baltimore Street, Baltimore, MD 21201 410-767-0100 410-333-6442 TTY/TDD

**MEMORANDUM**

DATE: February 23, 2006

TO: MSDE All

FROM: Skipp Sanders

RE: Corporate Purchasing Card Policy

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In light of the recent audit finding on MSDE's use of Corporate Purchasing Cards (CPC), I want to remind you of some important aspects of existing policy and some new requirements:

- Your CPC should be handled as you would your own VISA or Mastercard. It is your responsibility to review the accuracy of your statements and promptly complete the monthly reconciliation.
- Within 7 business days of receipt of the monthly cardholder statement, the cardholder is responsible for reconciling the statement and returning the completed reconciliation package (activity logs, receipts and the completed Adjustment Request) to their supervisor for approval.
- All who are involved in the approval process should promptly review and approve the reconciliation package. It should take no more than an additional 5 business days to secure all of the required approval signatures before the reconciliation package is sent to the Accounts Payable Section, Division of Business Services. Please review your card holder policy and procedure manual for the required document approvals.
- Reconciliation must be kept current. Effective immediately, if a cardholder is two months delinquent in submitting reconciliation statements, the CPC will be suspended until reconciliation statements are current. A pattern of late reconciliations may result in permanent cancellation of the CPC.
- If there is no activity on a CPC for 6 months, it will be cancelled. If you have not used your card for some time, you may want to consider how essential it is to have one and return it.

# RECEIPT OF GOODS

The following information assumes you are the addressee or designee for delivered packages.



The Receiving Clerk in the mailroom is responsible for receiving and logging all packages that are delivered to the Nancy S. Grasmick State Education Building (NSG Building). The Receiving Clerk removes the packing slip to find the Requisition Number. It may be necessary to open the package to retrieve the packing slip.

After obtaining the necessary information, the Receiving Clerk will record the items on the Package Delivery Receiving Log and, when appropriate, will tag for inventory all items. Exceptions to this process are computer hardware, software, and items that require assembly. Refer to page 42 for the delivery of technology-related equipment and software and to page 43 for Inventory Control.

After processing the package, the Receiving Clerk will deliver the package and the packing slip to you and ask you to verify that this is the item(s) ordered, and if the entire order was received. If this is a partial shipment, the Receiving Clerk will note on the receiving slip the items that were delivered.

Immediately return incorrect items to the Receiving Clerk for return to the vendor. Instructions for returning goods are on page 44 of this manual.

After you verify the ordered items have been received, the Receiving Clerk will ask you to sign the receiving slip and the Log before releasing the package.



If you are not available to inspect the package at the time of delivery, the Receiving Clerk will leave a Notice

## NOTICE OF ATTEMPT TO DELIVER PACKAGE

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

While you were away, we attempted to deliver a package from:

\_\_\_\_\_

Please call \_\_\_\_\_ on extension \_\_\_\_\_ to set up a convenient date and time for the package to be redelivered to you.

Thank you.

\_\_\_\_\_

MSDE Receiving Clerk

of Attempt to Deliver Package with instructions to contact the Receiving Clerk and schedule an appropriate time for delivery. The Receiving Clerk will store the undeliverable packages in the locked storage room in the Mail Room (on the ground level of the NSG Building).

# RECEIPT OF GOODS

## DELIVERY OF TECHNOLOGY-RELATED EQUIPMENT AND SOFTWARE



**You must consult the Office of Information Technology (OIT) prior to ordering any technology-related equipment or software**

**Refer to pages 13 and 14 of this manual for details.**

When technology-related equipment or software is received in the Mail Room, the Receiving Clerk will record it on the Package Delivery Receiving Log (the Log) then contact OIT to accept delivery.



OIT will, in turn, deliver the equipment or install the software for you and will conduct an initial test to ensure it is working.



Afterward, the OIT staff will contact you (usually within 5 business days after delivery) to confirm the equipment or software is performing properly and to your specifications. The OIT staff will then complete the payment authorization process.

The Property Control Manager will issue a property control tag to affix to your new equipment and will enter the identification (inventory control) number in the property database.



# INVENTORY CONTROL

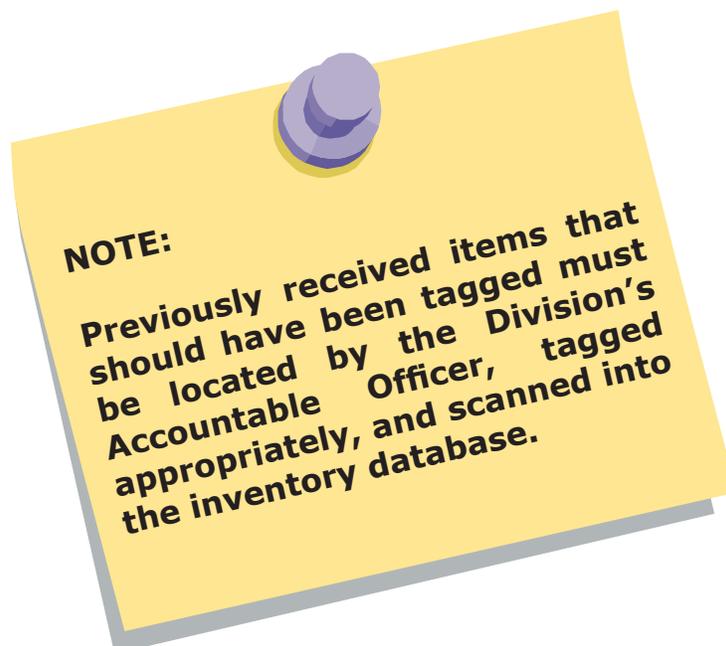
The Mail Room staff forwards a copy of the Package Delivery Receiving Log every day to the Property Control Manager (who works in the Accounting Branch).

DELIVERY LOG										
DATE	PAGKAGE NUMBER	COURIER e.g. UPS, FEDEX, US MAIL, OTHER	PURCHASE ORDER #	VENDOR NAME & ADDRESS	RECEIVING CLERK'S SIGNATURE	RECIPIENT'S SIGNATURE	REMARKS	PROPERTY CONTROL TAG #	ADPICS RECEIVING # ASSIGNED	ADMIN. SUPPORT SERVICES SUP'S INITIALS

The Property Control Manager reviews the Log to ensure that the inventory control numbers for tagged items are scanned into the inventory database, including the location and other pertinent information.

The Receiving Clerk notes on the Log any unassembled items to enable the Inventory Control Manager to follow up and have the item tagged.

The Property Control Manager tags items after they are assembled.





**Do not sign for a package if it is not the item(s) or the quantity you ordered.**

**You must reject orders that you did not request.**

When you reject a package, the Receiving Clerk in the Mail Room will perform the following actions:

- make a note of the problem in the Remarks column of the Log;
- call the vendor to obtain a package return guarantee slip;
- return the package by appropriate means to the vendor;
- record on the Log the date the rejected package is returned to the vendor, the return slip guarantee number, the courier used, and to whose attention the item is returned.

If applicable, the vendor will be asked to confirm when a replacement will be delivered. You will be notified of the new delivery date.

# PAYMENT OF INVOICES

All Requisitions must be completed online using ADPICS, and routed through the electronic approval process.

Under the State Comptroller's policy governing the payment of invoices, MSDE has 25 days—starting from the date the service is provided or the goods are delivered—to fully process invoices and to transmit them to the Comptroller's Office for payment.

Therefore, it is critical that the MSDE Accounts Payable Section receive invoices as soon as possible.

To help expedite this process, vendors must send all invoices directly to the Accounts Payable Section of the Accounting Branch.

Within one day of receipt of the invoice, the Accounts Payable Section will forward an electronic version of the invoice to the appropriate Division's designated approver via FMIS.



If a designated approver questions an invoice submitted by a vendor, the designated approver will resolve the problem with the vendor. Your Financial Representative will be happy to assist with this matter.



Copies of invoices will be made available to you for review and approval before the Accounts Payable Section processes them for payment.

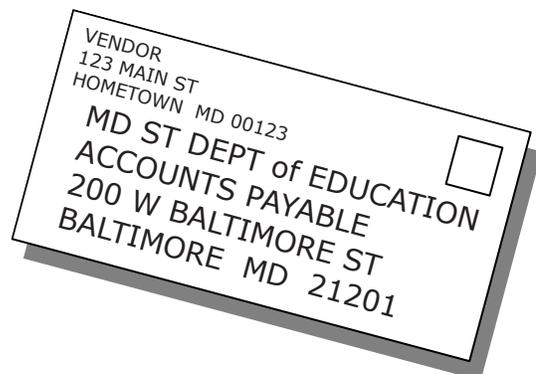


If an invoice is in dispute, the Accounting Branch will make adjustments on subsequent transmittals.

## IMPORTANT!

**Vendors must submit all invoices directly to the Accounts Payable Section of the Accounting Branch.**

**If you receive an invoice from a vendor, you must immediately forward the invoice to the Accounts Payable Section.**





## **APPENDIX A**

## **GLOSSARY**

# GLOSSARY

## GLOSSARY

# GLOSSARY

## **ADPICS**

**AD**vanced **P**urchasing and **I**nventory **C**ontrol **S**ystem. ADPICS is a subsystem of the FMIS System (see definition) and was established to handle the Statewide procurement of goods and services by State agencies. ADPICS is used to record the processing of procurement actions related to all competitive sealed bidding, sole source procurements, small procurements, and contracts.

## **AGENCY OBJECT**

A classification of expenditures or revenue that identifies commodities, services, payroll, revenue, etc.

## **BID**

A statement of price, terms of sale, and description of the goods or services offered by a bidder in response to an Invitation for Bid or a Request for Proposal (RFP).

## **BID BOARD**

A bulletin board in a public place or electronic media, generally available to the business community, displaying solicitations or announcements of the availability of solicitations. The MSDE Bid Board is located on the wall next to the security desk in the Liberty Street lobby.

## **BRAND NAME OR EQUAL**

A specification that uses one or more manufacturer's names or catalogue numbers to describe the standard quality, performance, and other characteristics needed to meet the user's requirements and provides for the submission of equivalent products. Salient characteristics of the brand name item must be described in the specification.

## **BUDGET CODE**

The State system of coding the State budget. This identifies State agencies and sub-groups. For example, R00A102 is interpreted as follows:

- R = major purpose or functional classification (Education)
- 00 (zeros) = the specific State government entity (MSDE)
- A = Agency or Department (MSDE)
- 01 = Unit of Organization (MSDE Headquarters)
- 02 = Work Program classification (MSDE Division of Business Services)

## **COMMODITY**

An item for purchase that may include office supplies, food, printed products, building materials, and other items needed to support normal operations.

## **COMPETITIVE BID**

The use of a small procurement solicitation to obtain oral or written bids from vendors.

# GLOSSARY

## **CONTRACTOR AGREEMENT**

The document used to establish a contract with an independent organization that is legally incorporated and/or has been assigned a Federal Tax Identification Number. The agreement shall be to provide services as needed and as specified by MSDE. These services must be performed independently and at the discretion of the contractor, but in accordance with the contract specifications.

## **CONSULTANT AGREEMENT**

The document used to establish a contract with a professional individual generally recognized in his/her field of discipline to provide advice and guidance to MSDE in accordance with contract specifications. This individual does not have an employer/employee relationship with MSDE. Consultants are compensated on a daily rate basis that ranges from \$0 - \$1,000 that is consistent with their background and experience, but under no circumstances shall their daily rate exceed \$1,000 unless there is a written exception approved by the Assistant State Superintendent for the Division of Business Services. Consultants work on an intermittent basis as required by the Division/Office receiving the services.

## **CORPORATE PURCHASING CARD (CPC)**

A credit card designed for corporate purchasing of ad hoc items used by the State of Maryland. This card enables employees to purchase small value items (\$1,000 or less) on behalf of MSDE. The use of this card reduces paperwork and the costs associated with processing payments to individual vendors. Being entrusted with a CPC is a privilege that bears severe penalties if abused. Reconciliations must be submitted on time every month.

## **DBM**

The Department of Budget and Management, Maryland's central budget office that reports to the Governor.

## **EQUIVALENT ITEM**

An item of equipment, material, or supply that is functionally equal or superior in quality, design, or performance to the item specified in a solicitation.

## **FMIS**

**F**inancial **M**anagement **I**nformation **S**ystem. This acronym refers to the statewide financial reporting system that records financial transactions. It includes R\*STARS (**R**elational **S**tatewide **A**ccounting and **R**eporting **S**ystem) and ADPICS (**A**dvanced **P**urchasing and **I**nventory **C**ontrol **S**ystem).

## **FUND**

For purposes of the State budget, there are five funds: general, special, federal, reimbursable, and non-budgeted. FMIS uses a four-digit numeric code to differentiate them. The first digit indicates the fund type (1 or 2 for general funds; 3 for special funds; 5, 6, or 8 for federal funds; 7 for non-budgeted

# GLOSSARY

funds; and 9 for reimbursable funds). The last digit represents the fiscal year. As an example, Funds 5009 indicates federal funds for fiscal year 2009.

## **GENERAL FUNDS**

A fund that is used to account for all transactions that are not accounted for in another fund—specifically, other than designated as special, federal, reimbursable, or non-budgeted funds. This fund is typically used to account for ordinary operations of State government that are financed from revenues that are not earmarked for a designated purpose.

## **GOODS**

See Commodity.

## **MINORITY BUSINESS ENTERPRISE (MBE)**

Any legal entity, other than a joint venture, organized to engage in commercial transactions, that is at least 51% owned and controlled by one or more minority persons, or a nonprofit entity organized to promote the interests of the physically or mentally disabled.

## **MINORITY PERSON**

A member of a socially or economically disadvantaged group, which for purposes of this title includes African Americans, Hispanics, Native Americans, Asians/Pacific Islanders, women, and individuals with disabilities.

## **NON-SENSITIVE ITEM**

Any equipment, item, or furnishing having a probable useful life of one year or more and a procurement cost of \$100 or more per unit.

## **OBJECTS**

Expenditures in the State budget are detailed by Object classifications that categorize how appropriated funds are to be used. Maryland's Budget uses 13 Object categories. A list of commonly used Object Codes is in Appendix B of this manual.

## **PCA**

**Program Cost Account**—used to accumulate expenditures, revenues, appropriations, and encumbrances by Program Code and Fund in the Financial Management Information System (FMIS). Each PCA has a Program Code. The Program Code designates a Branch or Cost Center.

Each PCA has a two-digit fund code attached to it. The first character in this code indicates the appropriate fund. The possibilities are 1 or 2 for general funds; 3 for special funds; 5, 6, or 8 for federal funds; 7 for non-budgeted funds; and 9 for reimbursable funds. The second character (the last of the series) indicates fiscal year.

# GLOSSARY

## **PROGRAM**

The level within a State agency at which specific appropriations are awarded or spending authority is provided through the State Budget.

## **PROGRAM CODE**

A four-digit alpha-numeric code used to identify a cost center (or subprogram) in a State agency's budget. It can be used to identify cost centers at the Branch level. For example, B000 is the Program Code for the Division of Business Services, and B015 is the Immediate Office of the Assistant State Superintendent for Business Services.

## **PROPER INVOICE**

An invoice that contains reference to a Contract or a Requisition Number including a description of the order, the full value, the Federal Employee Identification Number or Social Security Number, and the name and address of the invoice recipient. An invoice is considered proper only upon full and satisfactory completion of the terms and conditions of the Contract.

## **PURCHASE ORDER**

The final step in processing an electronic Requisition; the approval to make a purchase.

## **REQUISITION**

A request to purchase goods or services. An electronic form on the State Financial Management Information System (FMIS), screens 2100 and 2110.

## **RESPONSIVE BID**

A bid submitted in response to an Invitation for Bid.

## **SERVICES**

The rendering of time, effort, or work rather than the furnishing of specific tangible products other than reports that are incidental to the required performance. Services are performed by persons who are not on State or Local Education Agency payrolls.

## **SMALL PROCUREMENT**

A procurement process to obtain goods or services that cost \$25,000 or less.

## **SOLE SOURCE PROCUREMENT**

The procurement of goods or services that are available from only one source, thereby precluding a competitive source selection method.

## **SPECIAL FUND**

Revenues received under provisions of State law from fees, licenses, permits, etc. to be used for specific purposes set by law. For example, fees collected to take the GED exam must be used solely for the benefit of the GED program.

**SPECIFICATIONS**

A clear and accurate description of an item that promotes procuring that item in a cost-effective manner. It may include a statement of the requirements and may provide for submission of samples, inspection, or testing of the item before procurement.

**SOLICITATION**

An invitation for bids, request for proposal, or any other method or instrument used to communicate a procurement need to potential bidders or offerers.

**VENDOR**

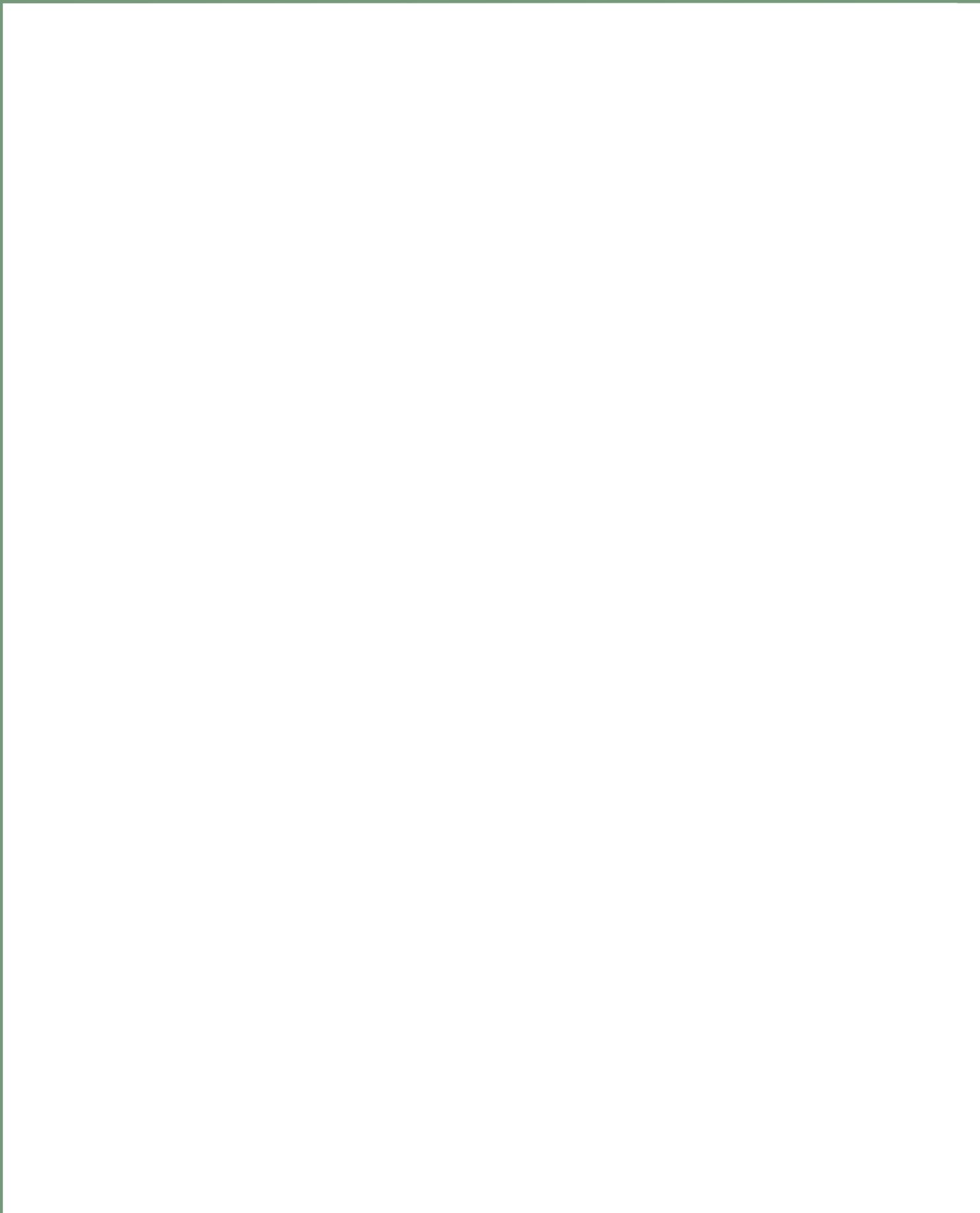
Generally, a dealer, distributor, merchant, or other provider of goods or services.

**VENDOR NUMBER**

The number that identifies the recipient vendor, usually derived from its Federal Identification Number or Tax Identification Number.

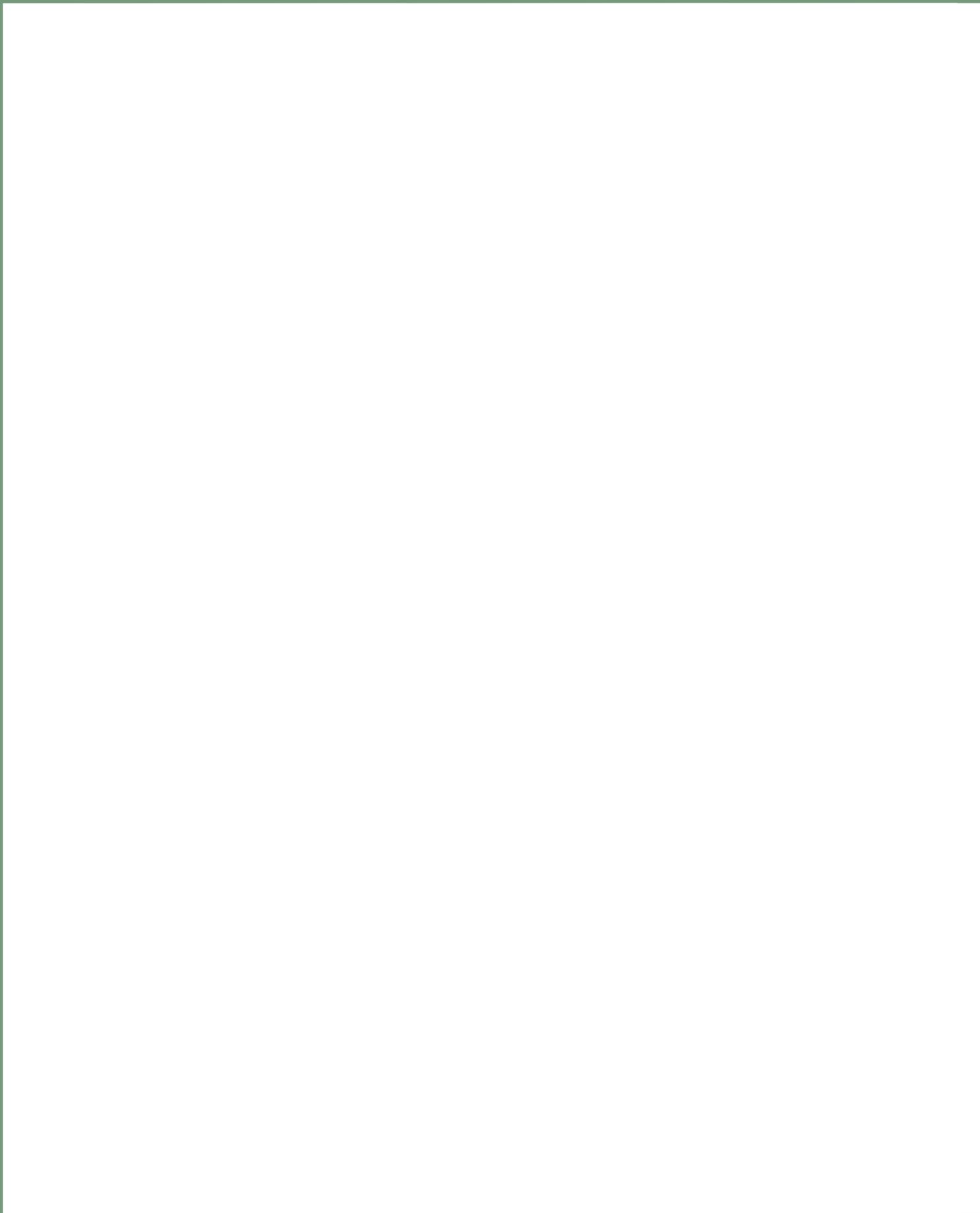
**WRITTEN SOLICITATION**

The written description and price of a small procurement that is submitted by a vendor who wishes to provide the required item or service.



**APPENDIX B**

**OBJECT CODES**  
**(most common Codes for routine purchases)**



# OBJECT CODES

Of the 13 Object Codes established by the State to identify goods or services, the most commonly used Codes by MSDE staff are listed below.

**This is not an inclusive list.** For clarification of these Codes or if you do not see an appropriate Code listed here, please request assistance from the Accounting Branch on extension 70125.

## 02 Technical and Special Fees

- 0208 Training and Staff Development
- 0209 Administrative/Management Services Support
- 0292 Workshops and Conferences
- 0299 Other Technical and Special Fees

## 04 Travel

- 0401 In-State/Routine Operations
- 0402 In-State/Conferences/Seminars/Training
- 0403 Out-of-State/Routine Operations
- 0404 Out-of-State/Conferences/Seminars/Training

## 08 Contractual Services

- 0804 Printing/Reproduction Within MSEB
- 0804 Printing/Reproduction Outside MSEB
- 0804 All Other MSEB Printing/Reproduction
- 0808 Equipment Rental (Other Than Data Processing)
- 0809 Equipment Repairs and Maintenance
- 0811 Food Services
- 0826 Freight and Delivery
- 0827 Trash and Garbage Removal
- 0849 Telecommunications Lines, Modems, Controllers, Etc.
- 0850 Peripheral Equipment—Printers, Terminals, Etc.
- 0851 Optical Character Recognition Equipment
- 0854 Computer Maintenance Contracts
- 0857 Other Data Processing Hardware
- 0858 Software Licenses
- 0859 Word Processing Equipment Rental
- 0860 Word Processing Equipment Maintenance
- 0861 Applications Software (Acquisitions)
- 0862 Applications Software (Maintenance)
- 0863 Systems Software (Acquisitions)
- 0864 Systems Software (Maintenance)
- 0899 Special Account—Management Contract
- 0899 Other Building Repair

# OBJECT CODES

## 09 Supplies and Materials

- 0902 Office Supplies
- 0903 Audio-Visual Supplies [Note: A/V Equipment is in Code 10 below]
- 0904 Building and Household
- 0914 Instructional Supplies
- 0915 Library Services
- 0917 Small Tools
- 0920 Food
- 0933 Software Upgrades
- 0990 Data Processing—Academic/Research
- 0991 Data Processing—Administrative
- 0998 Data Processing—Other Materials
- 0999 Other Supplies and Materials

## 10 Equipment--Replacement

- 1002 Audio-Visual Equipment
- 1006 Duplicating Equipment
- 1007 Educational Equipment
- 1010 Laboratory Equipment
- 1015 Office Equipment
- 1040 Word Processing Equipment
- 1099 Other Equipment

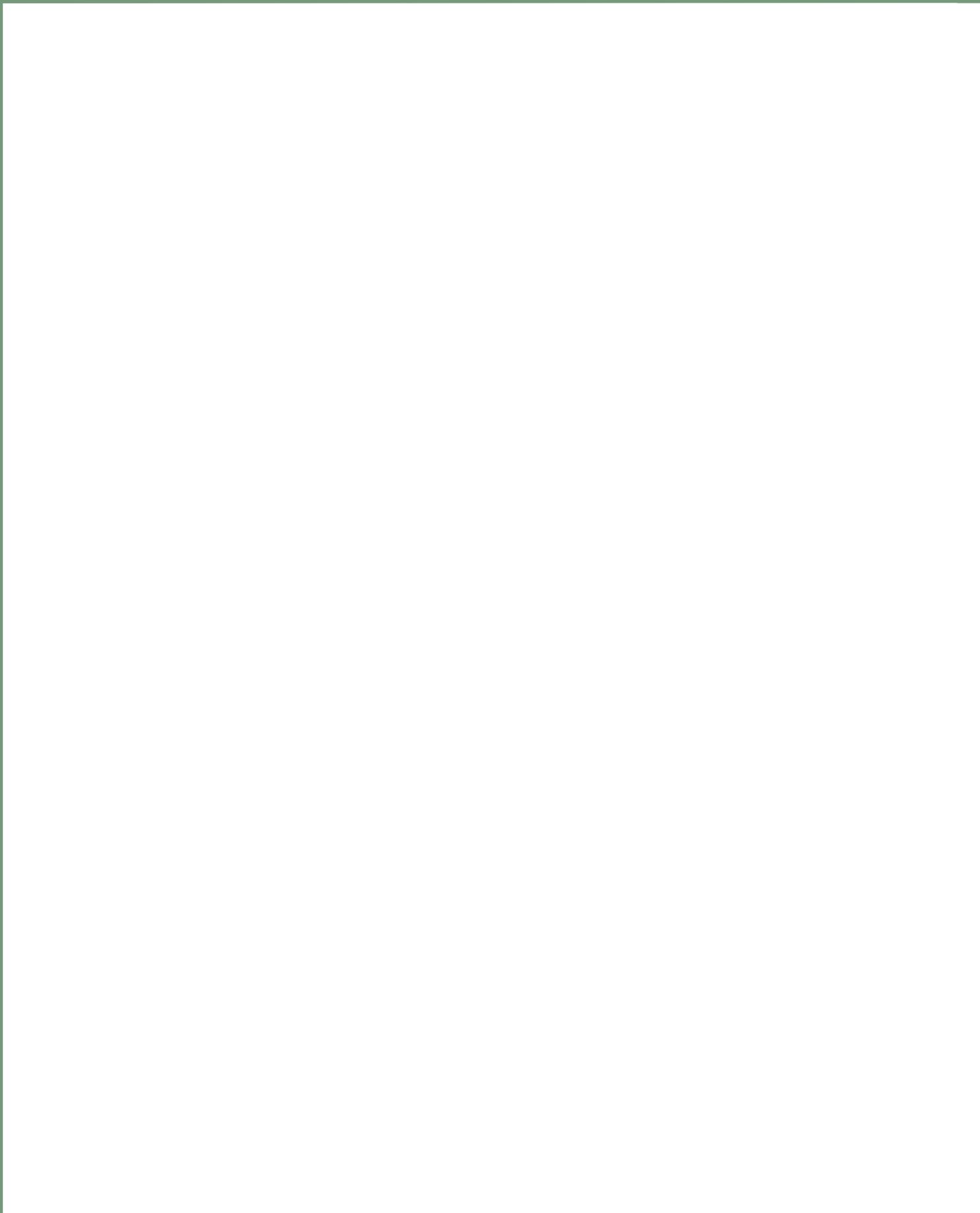
## 11 Equipment--Additional

- 1102 Audio-Visual Equipment
- 1103 Cleaning Equipment
- 1106 Duplicating Equipment
- 1107 Educational Equipment
- 1115 Office Equipment
- 1132 Data Processing Equipment—Minicomputer
- 1133 Data Processing Equipment—Microcomputer
- 1134 Data Processing Equipment—Workstations
- 1136 Data Processing Equipment—Peripherals & Hardware Upgrade
- 1140 Word Processing Equipment
- 1199 Other Equipment

## 13 Fixed Charges

- 1304 Subscriptions
- 1305 Association Dues
- 1308 Licenses

**APPENDIX C**  
**FMIS ACTION CODES**



# FMIS ACTION CODES

The list of FMIS Screens below and on the next page may assist you in daily activities.

SCREEN	INFORMATION
D11	Object Profile
28A	T-Code
28B	T-Code
47D	Payment Status History
52	System Wide Vendor Table
62	Appropriation Inquiry by Program and Fund
64	Document Record Inquiry
66	Inquiry by Grant (Fund)
67	Cash Deposit/Transfer Inquiry
78	PCA Look Up
79	Object
81	Object Look Up -- Agency
85	Vendor Transaction Inquiry
86	Document Transaction Inquiry
90	Error Explanation
1100	Commodity Table Inquiry
1200	Vendor Table Inquiry
1310	Match Type
1440	Purchase Order Open Items Inquiry
1490	Vouchers by Purchase Order Inquiry
1510	Invoice Detail
1530	Invoice by Purchase Order Inquiry
1540	Invoice by Vendor
2312	ITB Commodity Selection
2313	ITB Requisition Selection
2340	Complete Purchase Order/Contract
2342	Blanket Purchase Order Header
2360	Direct Purchase Order (No Requisition)
2410	Requisition by Department (Region)
2430	Requisition Status (Retrieve P.O. #, if generated)
2455	Purchase Order by Department (Region)
9230	Document Authorization Track

# FMIS ACTION CODES

## SCREEN INFORMATION

37 Document Tracking Inquiry (Action Codes Allows Further Tracking)

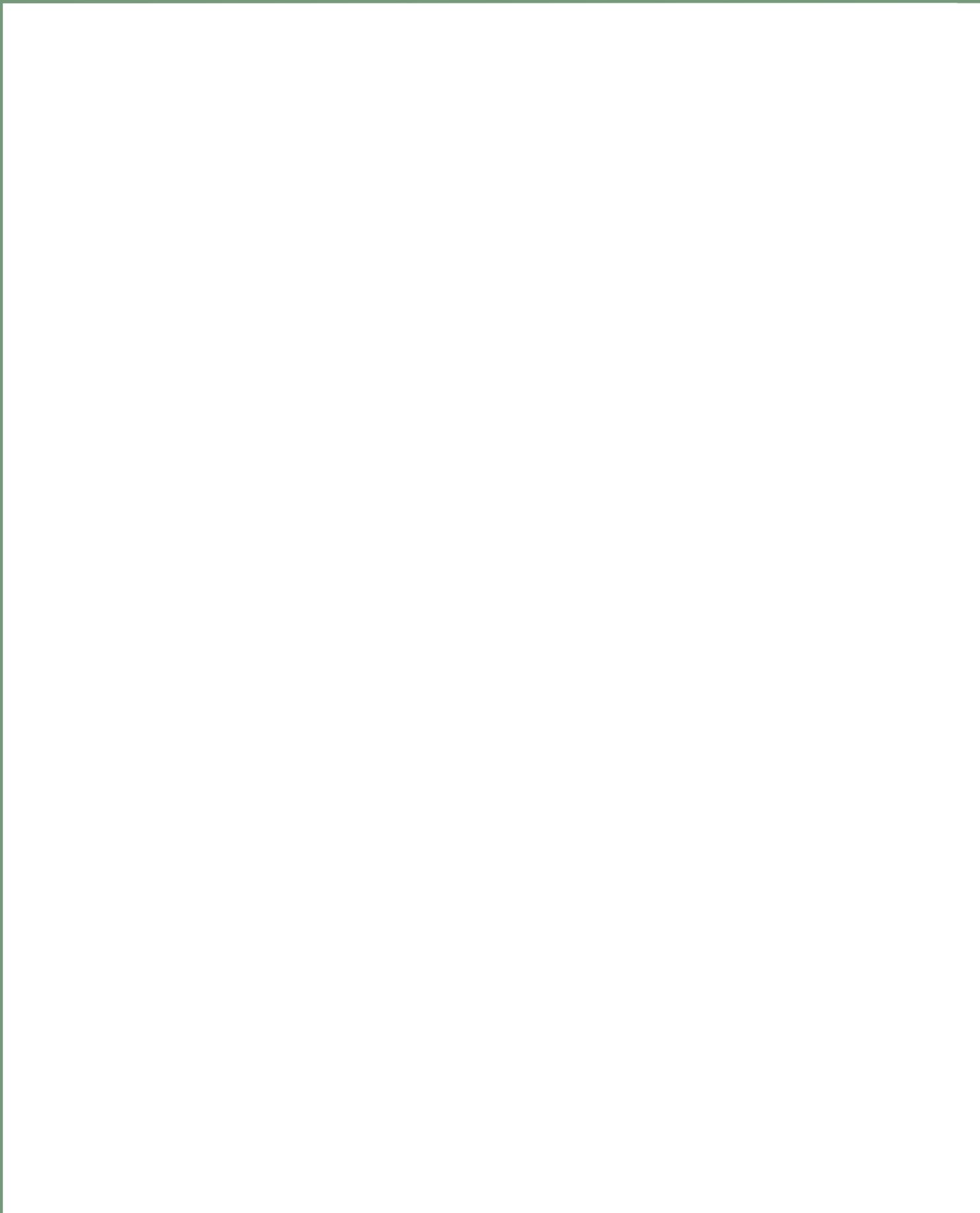
### **TRANSACTION CODE STATUS**

88= Year End Accrual Approval to Post  
100= Transaction Initially Added  
103= Manual Check from ADPICS  
104= Interagency Transaction from ADPICS  
108= Year End Accrual Approval  
123= Ready to Transmit  
234= Ready to Transmit-MDOT  
330= 30 Day Dunning Notice Sent  
388= Document/Transaction Deleted (System)  
456= Transmitted to GAD  
567= Transmitted to MDOT  
588= Document/Transaction Changed  
660= 60 Day Dunning Notice Sent  
700= Accepted – By GAD for Pre-Audit  
701= Held – Not Accepted by GAD  
702= Reject – Not Accepted by GAD  
708= Pre-Audit Complete  
709= Pre-Audit Complete – Manual Issue  
710= GAD Hold – Regulations (1)  
711= GAD Hold – Documentation (2)  
712= GAD Hold – Accounting Information (3)  
720= GAD Reject, Pending – Regulations (1)  
721= GAD Reject, Pending – Documentation (2)  
722= GAD Reject, Pending – Accounting Information (3)  
726= GAD Reject, Final – Regulations (1)  
727= GAD Reject, Final – Documentation (2)  
728= GAD Reject, Final – Accounting Information (3)  
730= GAD Accept – Recover Pending Reject  
749= Approved by GAD Pre-Audit –Manual Issue  
750= Approved by GAD Pre-Audit  
600= Check Cut by – GAD

### **SINGLE PAYMENT INQUIRY**

44 Payment Status  
U= In GAD Waiting for Better Address  
I= Issue  
P= Paid by (Financial Institution)  
N= Returned to Annapolis in Undeliverable File  
J= In the Undeliverable File, to be Reissued  
R= Replacement Reissued by Treasury

**APPENDIX D**  
**CONTACTS AND REFERENCES**



# CONTACTS AND REFERENCES

## CONTACTS

Listed below is the contact information for the procedures contained within this Purchasing Manual.

### Extensions

Accounting Branch	70141
Accounts Manager	70124
Administrative Services Branch	70115
Central Supply Room	70544
Central Copy Room	70006
Corporate Purchasing Card Manager	70956
Finance Reporting and Coordination Branch	70528
Mail Room	70009
Office of Information Technology*	70026
Procurement Specialists	70117 / 70118
Procurement Officers	70628 / 70956
Property Control Manager	70129
Maryland Correctional Enterprises	410.540.5555

\*Division of Accountability and Assessment

## FINANCIAL REPRESENTATIVES

Financial Representatives work in the Finance Reporting and Coordination Branch on the 8th floor of the NSG Building. If you need assistance identifying the Financial Representative for your Division, please call extension 70528.

## REFERENCES

Listed below are MSDE policies that relate to the contents of this Purchasing Manual. The names of the policies are followed by their identification numbers as they are found in the MSDE General Administration Policy and Procedure Manual. Every Division/Office Head and most Branch Chiefs have a copy of the General Administration Policy and Procedure Manual. If you cannot locate a copy in your Division, contact the Immediate Office of the Superintendent for Business Services on extension 70011.

- Central Receiving System, GA – 3A
- Corporate Purchasing Card Program, GA – 5A
- Procurement of Commodities, GA – 5B
- Procurement of Services Valued at \$25,000 or Less, GA – 5C
- Prompt Payment of Invoices, GA – 3B

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