



Marlborough Public Schools

District Education Center • Finance Office
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PURCHASING PROTOCOLS Updated July 2020

***All purchases require a Purchase Order (PO)**

All expenditures (General Budget, Grant, Revolving Funds, reimbursements etc.) requires approval via an approved PO entered in the MUNIS Software. Please refer to the Munis Training Packet posted on the MPS website in the Staff Channel in the Document Library. If you need further assistance you can contact the Office of Finance and Operations.

1. When you enter a Requisition for a PO, it will go through several stages of approval. This process ensures that you have available funds, proper paperwork (quotes, contracts etc.) and course/function approvals before the funds can be encumbered. All requests over \$5000.00 must include a quote from the Vendor. Quotes should be directly attached to your Requisition in Munis, see document library for instructions to attach a document (Munis Training Packet)
2. ***In order to reduce the amount of papers shared from one individual to another and to start our journey towards a paperless system, the ordering and receiving process has changed.***
3. You no longer need to write "do not mail" in the reference line of the PO but it should include the name of the person entering the PO or receiving the goods.
4. Once your PO has been approved, you will receive an email from finance@marlborough-ma.gov with your copy of the PO.
5. You should scan/fax your PO and any applicable quote directly to your vendor to make the purchase. ***Orders will no longer be mailed from the Business Office.***
6. Once you have received your items, please check them off on your PO, sign the PO and scan or interoffice back to Colleen Smith (at csmith@mps-edu.org or the DEC building Business Office) indicating that it is okay to pay for these items. If you have a large order or an order that ships in more than one installment, please make sure to stay on top of what you have received as we may be reaching out to check the status of the shipment if we receive an invoice for partial payment. We recommend keeping copies for your own records. ***Please note that we will no longer be sending out pink copies of the Purchase Order for you to return.***
7. Please make sure to document any credits, returns, damaged goods and back ordered items on the PO.
8. If you need to increase or decrease a PO, you can contact Colleen Smith csmith@mps-edu.org or Karen Rundlett at krundlett@mps-edu.org or Terri Stebbins at tstebbins@marlborough-ma.gov.
9. If you will be using a vendor that is not already in Munis please email tstebbins@marlborough-ma.gov at the Auditors Office at City Hall with the company's W9 form attached and she will create a new vendor for you in Munis.
10. Employee reimbursements are the exception not the rule. All attempts should be made for the vendor to bill the School Department directly. If a reimbursement cannot be avoided
 - a. Employees must complete a [Staff Reimbursement Form](#) .
 - b. Include: date of payment, to whom the payment was made, the purpose of the expenditure, the amount, the staff signature and the principal/supervisor signature.
 - c. ***Original*** invoice or sales slips must be attached. Photocopies are not acceptable
 - d. Employees should use the City's tax-exempt number when making purchases so that no sales tax will be charged.

www.mps-edu.org

It is the policy of the Marlborough Public Schools not to discriminate on the basis of race, gender, religion, national origin, color, homelessness, sexual orientation, gender identity, age or disability in its education programs, services, activities or employment practices.