



Raymondville Independent School District

419 FM 3168, Raymondville, Texas 78580

Phone: (956) 689-8175 • FAX: (956) 689-8180 – Business Office

August 31, 2012

To All Vendors,

Raymondville Independent School District is not responsible for any purchases or orders placed without a signed purchase order.

The purpose of the letter is to acquaint vendors with the Raymondville Independent School District Purchasing Policies and to advise them as to the proper procedures for doing business with Raymondville Independent School District. If specific questions arise that are not answered in the material covered, vendors may address questions to:

**Raymondville Independent School District
Lorenzo Sanchez, Chief Financial Officer
Business Office
419 FM 3168
Raymondville, TX 78580
(956) 689-8175**

The Raymondville Independent School District Business Office is the central procurement office for all departments within the District. It is the policy of the Raymondville Independent School District to provide for the fair and equitable treatment of all persons involved in public purchasing by the Raymondville Independent School District, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity. The Business Office serves as the controller, to ensure that all departments adhere to the Raymondville Independent School District Purchasing Policy. These procedures are designed to ensure that the District's funds are expended in accordance with sound business practice, are recorded in compliance with acceptable accounting procedures, and meet the requirements of federal and state agencies that could assist in financing activities of Raymondville Independent School District.

Approved Vendors

The Raymondville Independent School District will only procure goods and services from approved vendors. The Business Office has primary responsibility for maintaining a list of approved vendors. To qualify as a vendor for the Raymondville Independent School District you must be part of a Purchasing Co-Op in which the District is a member or you must have been awarded a District bid. All approved vendors must also have a W-9 on file. Contractors who do work for the District must have worker's compensation and/or liability documentation on file.

Purchase Orders

Purchase Orders, prior to being issued, must have funds approved and the dollar amount must be encumbered in the requesting department's budget. The Business Office will not issue a purchase order before funds have been encumbered and the budget line item has been verified. It is important for vendors to remember that no office or department of the Raymondville Independent School District can authorize items or services to be delivered or performed prior to the vendor's receipt of a purchase order. No officer or employee of the District shall purchase for or on behalf of the District any materials or supplies, goods, equipment, or services except through the Business Office. Purchases contrary to this method shall be deemed unauthorized purchases. The Raymondville Independent School District will not be responsible for the payment of any bills submitted for unauthorized purchases.

Vendor Requirements

The Raymondville Independent School District requires that all vendors adhere to the following policies and procedures when providing goods or services to the Raymondville Independent School District.

Filling a Purchase Order

- No items may be delivered or services performed prior to your receipt of the purchase order. Quoting a purchase order number over the telephone will not be accepted.
- If you are unable to provide an item or perform a service, it is your responsibility to communicate that to the department and/or personnel purchasing the item.
- You may not provide substitutes for any item or services listed on the purchase order without prior approval from the department and/or personnel purchasing the items.
- Pricing quoted on the purchase order must be adhered to unless prior approval is obtained from the department and/or person initiating the purchase.

Shipment of Goods and Delivery of Services

- Shipments must be made to the address provided on the purchase order.
- The purchase order number must be indicated on all packing slips, bills of lading, cases, bundles, and correspondence.
- Include the name of the department to whom delivery of goods and/or services is to be made on your packing slip or delivery ticket.
- If goods are damaged, shipment will be refused and the vendor will be required to file all damage claims with the common carrier.
- Indicate on your packing slip or delivery ticket whether any item or quantity of items will not be delivered for any reasons.

Invoicing

Address all invoices to:

Raymondville Independent School District
Accounts Payable
419 FM 3168
Raymondville, TX 78580

- All vendors are required to submit invoices for both commodities and services.
- The purchase order number must be noted on the face of your invoice to ensure proper and timely payment from the Raymondville Independent School District.
- Cash discount terms must be specified on your invoice.

- Include on your invoice the name of the department to whom delivery of goods and or services was made.
- Indicate on your invoice any remaining items on the purchase order that will not be delivered.

Payment Policies

The Raymondville Independent School District has adopted the following payment policies:

- Vendors will not be prepaid for goods or services. Exceptions to this rule do exist, such as subscriptions and organization dues.
- Checks must be made to the vendor of record and not to a factoring company, collection agency or employee of the vendor.
- All Accounts Payable checks issued by the Raymondville Independent School District must be mailed. The District does not allow vendors to pick up their checks.
- Checks will only be processed once a week on Thursdays.

Thank you for your attention and adherence to these procedures. We look forward to working with you.

Sincerely,

Lorenzo Sanchez
Chief Financial Officer
Raymondville Independent School District