

FY 2012 ADMINISTRATIVE GUIDE TO FINANCIAL PROCEDURES

Purchasing Section

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PURCHASING

Each school and department has a budget to purchase all materials, supplies and services necessary to support the school or department's daily operations. During the course of the year, you will use your budget to purchase office supplies, instructional materials, art supplies, library books, computer supplies, and field trip transportation. All school and department administrators are responsible for understanding and following the district's policies and procedures for purchasing materials, supplies and services.

PURCHASING GUIDELINES State and City Public Procurement Policies

The Cambridge Public Schools (CPS) is a department of the City of Cambridge and thus is required to follow all State and City public procurement requirements. These requirements affect what may be purchased with public funds, how a vendor is selected, and what approvals are required in order to execute a contract. To ensure that these requirements are adhered to, all purchase of materials, supplies and services MUST be done through the CPS Purchasing Department using the procedures that follow in this manual.

SUPPLIES THAT MAY NOT BE PURCHASED WITH DEPT/SCHOOL BUDGETS

Supplies and materials for the personal use of staff may not be purchased with your school or department budget. The following is a list of items that may not be purchased:

- Paper plates, napkins, plastic utensils, tissues, medicines and so forth that are for the use of school/department staff. (Exceptions: Tissues may be purchased for Kindergarten classes only. Parent Liaisons may purchase paper plates, napkins, and plastic utensils for use at an event for student parents/guardians.)
- Coffee, tea, cream, sugar and any other items that are for the personal use of staff. (Exceptions: Plastic cups may be purchased for general water-bubbler use.)
- Gifts, gift cards, gift certificates, funeral flowers, greeting or sympathy cards.
- Food or refreshments for office celebrations, staff meals or other non-public function. (Exception: light refreshments are allowed for training or planning meetings.)

If you are unsure whether an item is an acceptable purchase, please contact the Purchasing Department.

VENDORS USED BY CPS

A vendor is the company or organization that sells the item or provides the service that you would like to purchase. Only vendors that are willing to accept a City of Cambridge Purchase Order and to bill CPS after delivery of the materials, supplies or services may be used.

- **State Contract Vendors**--Some vendors are registered and approved by the state to do business with the state, cities/ towns and school districts. When selecting a vendor, state contract vendors are recommended whenever possible.
- **Local Vendors**--The City encourages all departments to do business with small, local and minority owned firms in Cambridge when possible. Please contact the Purchasing Department if you need help identifying an appropriate vendor for a particular product and/or service.

VENDOR SELECTION AND CONTRACT REQUIREMENTS

The **cost** of the goods or services establishes the procedure that the Purchasing Department must follow to select the vendor and make a purchase. When making a purchase that costs more than \$5,000, quotes and bids may be required, and a city contract may be necessary. Any purchase costing \$25,000 or more requires a vote of the School Committee. The following are vendor selection and contract requirements:

I. If Cost of Goods OR Services is Less than \$5,000

- Choose a State Contract Vendor (recommended) or
- Select a vendor using “sound business practices”
- ❖ A **Purchase Order** is required to place order

II. If Cost of Goods is Between \$5,000 to \$24,999

- Choose a State Contract Vendor
- ❖ A **Purchase Order** is required to place order.

~OR~

- Solicit three written quotes; and
- Select the lowest, qualified bidder
- ❖ A **Purchase Order AND City Contract** are required to place order.

III. If Cost of Service is Between \$5,000 to \$24,999

- Choose a State Contract Vendor

~OR~

- Solicit three written quotes; and
- Select the lowest, qualified bidder
- ❖ A **Purchase Order** AND **City Contract** are required to place order.

IV. If Cost of Goods OR Service is \$25,000 or more

- Solicit three written quotes from State Contract Vendors
- Select State Contract Vendor providing lowest cost

~OR~

- Conduct Formal Bid Process and
- Select the lowest, qualified bidder
- ❖ A **Purchase Order** AND **City Contract** and **School Committee Vote** are required to place order.

The **total cost** of purchases made from a single vendor during the fiscal year is considered when deciding which threshold requirements apply. If you plan to use a vendor more than once per year and the total of your school or department's purchases from this vendor will equal more than \$5,000, then procurement rules for purchases greater than \$5,000 apply.

As goods or services become more costly, procurement requirements become more complex, and as a result require a longer timeframe to make the purchase. The following are approximate time frames for various cost thresholds:

COST OF ITEM	TIME REQUIRED BEFORE ORDER IS PLACED
Less Than \$5,000	1 to 2 Weeks
\$5,000-\$24,999	2 to 5 Weeks
\$25,000 or more	6 to 8 Weeks

MATERIALS/SERVICES EXEMPT FROM BID OR QUOTE REQUIREMENTS

The following materials and services are exempt from bid or quote requirements:

- textbooks
- testing materials
- mental health services
- social service agencies
- non-profit agencies providing services for the benefit of students
- special education services
- professional development

CPS PURCHASING PROCEDURES

The Purchasing Department creates a Purchase Order (PO) based on the requisition or on-line order that you submit. The order for the materials/supplies/service is placed when the Purchasing Department sends the Purchase Order to the vendor. **Please Do NOT directly contact the vendor to place an order.** Invoices for materials ordered without a Purchase Order may not be paid.

HOW TO USE SCHOOL SPECIALTY & NEOS ONLINE SYSTEMS

Teachers, clerical staff, and principals/administrators may use these online systems to order materials and supplies. To place an order online using School Specialty or NEOS:

1. Contact the Purchasing Department to obtain a username and password for EACH system (these are two separate systems and require separate set ups).
2. You will receive an email from the vendor informing you of your username and password.
3. Login to NEOS - www.neosusa.com or School Specialty - store.schoolspecialtyonline.net using your username and password.
4. Using the catalog, select the items you would like to purchase.
5. When you are finished shopping, submit the order.
6. The order is routed to your principal/administrator for his/her approval, who will be notified via email of the pending order. The principal/administrator will review, approve and provide the proper budget codes for the purchase. Once approved and submitted, the order will be routed to the Purchasing Department.
7. The Purchasing Department reviews the order to ensure that the correct budget codes are being used, and sufficient funds are available in the designated budget.
8. The Purchasing Department approves the purchase, and authorizes School Specialty or NEOS to fill order.
9. A purchase order is created and sent to the principal/administrator.

HOW TO COMPLETE A REQUISITION

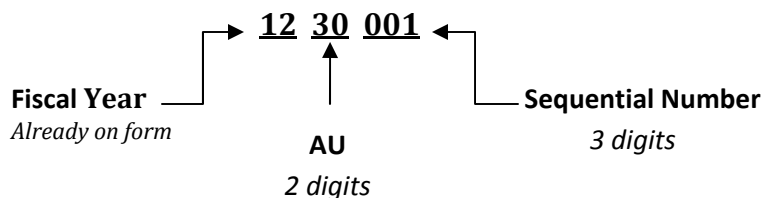
The Purchasing Department uses the requisition to create a Purchase Order (PO) and to place the order with the vendor. You will receive a copy of the Purchase Order, which will let you know that the order has been placed.

The requisition form is available on-line at www.cpsd.us. Navigate to the Staff Tab and click on: On-line Forms and Services/Finance Department Forms.

❖ Completed, signed requisitions must be submitted to the Purchasing Office via interoffice mail.

Requester – The requester is the individual/group who has requested the good (or service). This will help you identify which staff member ordered the items. You will need to provide the requester’s name, telephone number, and school/department.

Requisition Number (REQ) # - This is a 7 digit, unique number that is used to identify and track your purchase request or requisition. You will need to keep a log of the numbers to insure that you don’t reuse a number. Please use the following numbering protocol:



1. The first 2 digits are the **Fiscal Year** and will already be populated on the form.
2. The third and fourth digits represent the **Accountable Unit (AU) code** of the school or department that is submitting the order. (see Budget Section Appendices for list of AUs).
3. The last three digits should be a **unique sequential number**. Each year, you should start with 001 and increase the number by one for each requisition that you submit. So the numbering would follow the sequence 001, 002, 003, 004, 005, etc.

➤ **IMPORTANT: Please maintain a list of the Requisition numbers in order to avoid using duplicate numbers.**

Vendor - The vendor selection process is based on the cost of what you are buying. Please follow the steps outlined in the **Vendor Selection and Contract Requirements** section of this document.

Budget Codes – The budget codes include the account, fund, and department codes. You must select the **account code** that most **closely describes** what you are buying.

Catalog/Item #/ ISBN # (Textbooks) – An item is the good or service that you would like to purchase. You will need to provide the catalog or item number (if applicable) of the item you would like to purchase. For textbooks, please provide the 13-digit ISBN number.

Item Description –Include a description of the item, including any size and color specifications.

QTY – Specify the quantity of the item you are requesting.

Unit – Specify the item’s unit of measure by determining how the item is bundled or packaged.

Estimated Cost – Provide an estimated cost of the purchase from pricing that you may have available to you from a catalog or price quote.

Additional Comments – Include any additional comments regarding the order, including specific ordering or delivery instructions.

REMINDER Please be sure to print the requisition form. The principal or department administrator must sign all requisition forms. Please mail the completed and signed form to the Purchasing Department. Please be sure to electronically save or print a hard copy of the requisition form for your records.

**CAMBRIDGE PUBLIC SCHOOLS
REQUISITION FORM**

Requester Name: _____ Phone#: _____ School/Department: _____ Requisition (REQ) #: _____ Date: _____ Page _____ of _____ Vendor: _____ Contact Name: _____ Phone#: _____ Fax#: _____ Email: _____ <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black;">Account</td> <td style="width: 25%; border: 1px solid black;">Fund</td> <td style="width: 25%; border: 1px solid black;">Department</td> <td style="width: 25%; border: 1px solid black;">Project Code</td> </tr> </table>	Account	Fund	Department	Project Code	<p style="text-align: center; margin: 0;">FOR PURCHASING DEPT USE ONLY</p> PO #: _____ PO Date: _____ Vendor ID: _____ Contract #: _____ Type of Contract: _____ STATE: _____ Buyer: _____	<p style="text-align: center; margin: 0;">FOR VENDOR USE ONLY</p> <p style="text-align: center; margin: 0;">QUOTATION ONLY</p> Total Quoted Price: _____ Quotation Good For: _____ days Date: _____ By: _____ RETURN THIS QUOTATION TO: Purchasing Department Cambridge Public Schools 159 Thorndike Street, Cambridge, MA 02141 Phone: 617-349-6410 Fax: 617-349-6412
Account	Fund	Department	Project Code			

Line	Catalog / Item # / ISBN # (TEXTBOOKS)	Item Description	QTY	UNIT	Reference/Catalog	Unit Price	Total Price
1							
2							
3							
4							
5							
6							

Additional Comments (include any Special Delivery Instructions): <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	Estimated Cost: _____ Subtotal: _____ Shipping: _____ Grand Total: _____ Additional Comments:
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I hereby certify that the articles specified above are necessary for the use of the Department and are to be used solely for the benefit of the City.

Unit Administrator EXT# DATE	Approved by Director/Principal/Administrator EXT# DATE
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MATERIALS AND SUPPLIES

There are two ways to order materials and supplies:

- 1. Use School Specialty or New England Office Supplies (NEOS) ONLINE ORDERING:** Schools and departments may place orders on-line with two vendors: School Specialty and New England Office Supplies NEOS. These are the **only** vendors that have on-line ordering systems approved by the Cambridge Public Schools.
- 2. Submit a Requisition to the Purchasing Department:** A requisition is a standard order form that provides the information that is needed to process your purchase request. The Purchasing Department places your order based on the requisition.

Employee Reimbursement for the Purchase of Materials

From time to time, an employee may need to make an emergency or unusual purchase that cannot be obtained using a Purchase Order. When this situation arises, you may request to use your own funds and be reimbursed for the expenditure from the school or department budget. **PRIOR approval by the Purchasing Department is required.** Reimbursement for purchases should be the exception not the rule, and may be denied if proper procedures are not followed. A staff reimbursement will be issued as a single check, separate from your paycheck, by the City of Cambridge. **

To be reimbursed, the purchase must:

1. Have occurred during the fiscal year that reimbursement is sought, **AND**
2. Adhere to the guidelines for public purchases: be for a public purpose, not taxed, and not in a manner that would appear to circumvent the State purchasing laws.

To request reimbursement for an approved out-of-pocket expense, you will need to:

1. Complete a requisition. In this case the "Vendor" is the staff person who is requesting reimbursement
2. Attach the original receipt for each item purchased.
 - Purchases paid by check will require a copy of the front and back of the cancelled check.
 - Purchases paid by Credit/Debit Card will require a copy of the staff's credit card or bank statement reflecting the payment of the item you purchased.
3. Attach a completed **Standard Payment Voucher** signed by the administrator and the employee requesting reimbursement. A payment voucher form is available on-line at www.cpsd.us. Navigate to the Staff Tab and click on: On-line Forms and Services/Finance Department Forms. Hard copies of the form are also available through the Payroll Department. (See Payroll Appendix for sample form.)
4. Send completed requisition, the original receipts and payment documentation, and the payment voucher to the CPS Purchasing Department.

****Note:** This reimbursement process differs from the annual Instructional Materials Reimbursement of \$450 to which all members of CTA units A and B are entitled. Please see the *Budget* section of this manual for more information about the Instructional Materials Reimbursement process.

FIELD TRIPS

Under an agreement with the Cambridge Public Schools, Eastern Bus Company provides transportation services to its students for athletic and field trips. This vendor should be used when making transportation arrangements for school field trips. If you plan to use buses to transport students for field trips, you will need to submit a requisition to open a Purchase Order for Eastern Bus Company. Eastern Bus Company and its bus drivers may NOT be paid directly by you, your teachers, parents or parent organizations. "C.O.D." (cash on delivery) arrangements should not be made.

Create an "OPEN PO" For Annual Field Trip Transportation Costs

It is recommended that rather than submitting a requisition each time you plan a trip that you submit one requisition for the entire year. Calculate your total annual field trip transportation costs by summing the estimated cost of each planned trip and submit your requisition using this amount. The Purchasing Department will set-up an *OPEN PO* that can be used throughout the year. Your total estimated annual cost (or the OPEN PO Amount) will be encumbered (deducted from your budget). Please contact the Purchasing Department if you need help estimating the costs. To complete the requisition for the Open PO, please use the following:

- **Vendor:** Eastern Bus Company, Vendor ID# 4624
- **Item Description:** OPEN Purchase Order for school year field trip transportation
- **Estimate Cost:** Estimate of total field trip bus expenditures

A copy of the Purchase Order will be sent to you. **Use this PO number every time you schedule field trip transportation with Eastern Bus.**

How to Make Bus Transportation Arrangements

1. Contact Lisa Graham of Eastern Bus Company at (617) 628-6868 or at lgraham@easternbusco.com.
2. Provide Lisa with the trip details, including
 - School/Department
 - Name and Contact Information of Trip Coordinator
 - Purpose of the Trip
 - Bus Capacity (How many students/adults will be travelling?)
 - Date(s) of Trip
 - Departure Location

- Departure Time
 - Arrival Location
 - Arrival time
 - Return Trip Information
3. Provide Lisa with a Purchase Order number. As a reminder, please note that CPS does NOT allow C.O.D (cash on delivery) arrangements to be made.

After the bus transportation has been provided, Eastern Bus Company will send an invoice for the trip to Linda Branco in the Budget Department. She will review this information and upon verification, will pay the invoice using the encumbered funds from the OPEN PO. The invoiced amount will be deducted from the OPEN PO. You should keep track of the amount remaining in your OPEN PO. If you anticipate exceeding your estimated transportation costs and the OPEN PO amount, you will need to contact the Purchasing Department to increase the Purchase Order amount.

Using Collected Funds to Pay for Field Trips

Often funds are collected from students or contributed by a parent organization to support a field trip. When this occurs, the monies (CHECKS ONLY) may be sent to Linda Branco (X6445) in the Finance Department. These funds will be credited to your budget account and will be used to offset the cost of the trip when the invoice arrives. Sometimes a parent organization wants to contribute a lump sum at the beginning of the school year to support field trips. If this occurs, please contact Linda Branco. She will set up a budget line in a revolving account for your school which may be used to open a field trip purchase order.

Important Facts to Remember:

- ✓ You may request an increase or decrease to the Open PO during the year based on actual trips.
- ✓ The Purchase Order number should be communicated to Eastern Bus **each time a trip is scheduled** as it is an essential piece of information that allows us to know which school is taking the trip and to pay the invoice accurately.
- ✓ All field trip bus expenses must be invoiced to and paid through the CPS accounts payable procedures.
- ✓ No funds may be given directly to the bus driver or to Eastern Bus Company by you, your teachers, parents, or parent organizations. (Please see bottom of this section for directions on how to use funds collected from students or parent groups to pay for field trips.)

POSTAGE

To purchase postage stamps for any school/department mailings, a requisition will need to be completed. To complete the requisition, please use the following:

- **Vendor:** U.S. Postal Service
- **Item Description:** (# of stamps) Stamps for the (please describe the mailing).

Submit this requisition to the Purchasing Department to process your order. Your budget code will be charged via a Form 20 (no purchase order is created), and the stamps will be sent to you via interoffice mail. Please do NOT purchase stamps using your own funds and request reimbursement.

COPIERS

The photocopiers located in your school building or department are most likely leased. The Purchasing Department has negotiated the leasing arrangements with an outside vendor. The cost of leasing this equipment is paid for from each school or department annual budget. The Purchasing Department will prepare the requisition and create an *OPEN* Purchase Order for your school building's or department's annual photocopier leasing expenses and the annual maintenance agreement. You do NOT need to submit a requisition for this expense, but you should be aware that this expense will be deducted from your budget. Questions regarding a lease, or should you need your photocopier serviced, please contact the Purchasing Department.

PROFESSIONAL, TECHNICAL AND CONSULTANT SERVICES

Professional and technical services include consultants, nursing services, mental health agencies, professional development providers, lawyers, financial service companies, and engineering firms. Before engaging a vendor to provide services of this nature, you need to develop a scope of service. The same purchasing thresholds that apply to the purchase of supplies and materials also apply to contracts for services. There are, however, certain services that are **exempt from bid/quote requirements:**

- mental health services
- social service agencies
- non-profit agencies providing services for the benefit of students
- special education services
- professional development.

All other contracts for services must follow bidding requirements or be awarded to an approved state contract vendor. Regardless of whether the service requires a bid/quote or not, **contract requirements still apply:**

- ✓ If the value of service is more than \$5,000, vendor services may not commence prior to a fully executed contract.
- ✓ If the cost will exceed \$25,000, a School Committee vote is required before a contract can be finalized.

Please be sure to plan and account for the time required to complete contract procedures when making a purchase of this type. For more information about contract requirements and timeframe, please see the **Vendor Selection and Contract Requirements Section** at the beginning of this document.

- **IMPORTANT NOTE:** After a contract is completed and signed by all parties, if additional services are needed, the total contract amount may be increased by up to 25% of the original contracted amount.

To initiate the purchase of professional services, please use the ***Request for Consulting or Professional Services Contract Form*** is available on-line at www.cpsd.us. Navigate to the Staff Tab and click on: On-line Forms and Services/Finance Department Forms. *A Request for Consulting Services Contract Form* follows for your review.

How to Complete the Request for Consulting Services Contract Form

A completed and signed *Request for Consulting/Professional Services Form* must be submitted to the Purchasing Department via interoffice mail. Purchasing will use the form to create a contract and a Purchase Order (PO). Services may commence once you receive a copy of the executed contract and the Purchase Order.

Budget Codes – The budget codes include the account, fund, and department codes. Please be sure to select the account code that best reflects the service being purchased.

Vendor – Please provide all requested information, including address, vendor contact, e-mail address and fax number. This will expedite the contract signing process. The vendor selection process is based on the cost of the service. Please follow the guidelines in the **Vendor Selection and Contract Requirements** Section at the beginning of this document.

Scope of Services – A scope or description of the services that you are requesting should be provided. If cost of service is greater than \$5,000, the scope of service will be used in either the quote process or the formal bid process.

Contract Terms - The contract terms include:

- *Period:* The start and end dates of the services.
- *Amount:* The total amount or cost for the services.

Payment Terms – Specify how the vendor be paid, such as a flat one-lump sum rate at the end of the project, a daily pay rate, or an hourly pay rate.

CORI Authorization – Determine whether the service to be provided requires a criminal background check in accordance with state law and the CORI policy of the Cambridge Public Schools? The principal or administrator is responsible for providing the vendor’s CORI information to the Human Resources Department.

- **IMPORTANT NOTE:** Please be sure to print the *Request for Consulting Services Contract Form*. The principal or department administrator must sign all such forms. Please mail the completed and signed form to the Purchasing Department. Please be sure to electronically save or print a hard copy of the form for your records.

REQUEST FOR CONSULTING OR PROFESSIONAL SERVICES CONTRACT

check one

Account	Fund	Dept	Proj/Grant	
<input checked="" type="checkbox"/> 53101 Prof/Tech	15000	830252		For Contracts with a value of \$5,000 or more, check one: <input type="radio"/> Professional Development Contract <input checked="" type="radio"/> Mental Health or other Health Service <input type="radio"/> Special Education Related Services <input type="radio"/> Social Service Provider <input type="radio"/> Three Quotes Solicited (please attach) <input type="radio"/>
<input type="checkbox"/> 57202 Training				
<input type="checkbox"/>				

AU Administrator:

Department:

Vendor Name:

Street Address:

City: **State:** **Zip:**

Email:

Phone: **Send To: Contact Name:**

FAX:

Scope of Services: Please attach consultant proposal if available.

Dating Violence Intervention Program counseling and consulting services. Please see attached for further program details.

Contract Period: Start Date: End Date:

Contract Amount: Not to exceed:

Payment Terms:

Flat amount at end of project:

Daily Rate of:

Hourly Rate of:

Progress Payments as follows:

CORI Authorization: The undersigned AU Administrator hereby certifies that the services do/do not require a criminal background check in accordance with the state law and the CORI policy of the Cambridge Public Schools.

CORI Required:
CORI Not Required:

AU Administrator: **Date:**

END OF YEAR PURCHASING SCHEDULE

Current year funds may not be “saved” or used to purchase supplies that will be used in a future year. It is important that you make timely purchases to ensure that you have adequate supplies to carry your school or department to the end of the fiscal year.

IMPORTANT DATES:

Mid April	Deadline for Requisitions and Requests for Consulting or Professional Services for the remainder of fiscal year. Submissions after this date cannot be guaranteed by the end of the year. Funds are not allowed to be carried over from one fiscal year to the next
Mid May	Deadline for submitting requests for End of Year Professional Development expenditures.
June 30	Fiscal Year Ends.

PURCHASING REPORTS

On a weekly basis the Purchasing Department will send to you via email an OPEN Purchase Order Report (also known as the Procurement Activity Report). This report will list all the items/services for which a purchase order has been created and its status. The following statuses are possible:

Dispatched indicates that the order has been placed.

Pending indicates that the City is reviewing and so is pending their approval. An order will not be placed until the PO has been dispatched

How to Use the Open PO Report To Manage Your Purchase Orders

- ❖ If you do not see a Purchase Order listed for a requisition that you recently submitted, it is likely that the order has not yet been placed (goods or materials), or a contract has not yet been returned (services). If more than three weeks have passed since you submitted your requisition, contact the Purchasing Department to get further information about the particular purchase.
- ❖ If you see a Purchase Order for supplies or materials with a date that is more than 3 months old and you have NOT received the order, contact the Purchasing Department for assistance in contacting the vendor about your order.

PURCHASING DEPARTMENT CONTACT INFORMATION

Purchasing Department 159 Thorndike Street
Cambridge, MA 02141
Fax: (617) 349-6415

Manager Joel Dickerson
jdickerson@cpsd.us
(617) 349-6085

Buyers Ann Marie Wright
awright@cpsd.us
(617) 349-6414

Mary Martin
Buyer
mmartin@cpsd.us
(617) 349-6408

Bill Hansis*
bhansis@cpsd.us
(617) 349-6409

*Located at CRLS campus
459 Broadway
Cambridge, MA 02138

PURCHASING DEPARTMENT APPENDIX

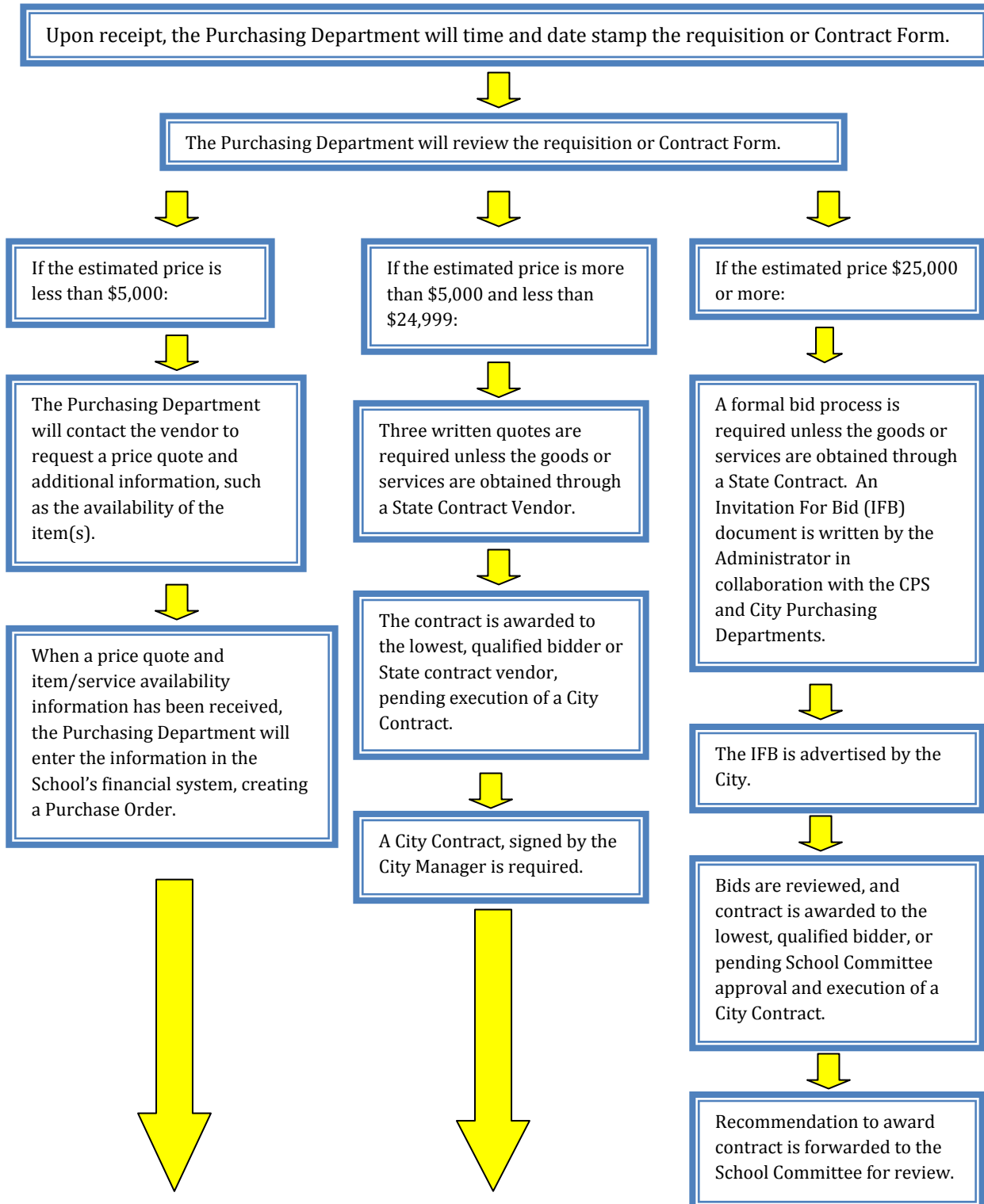
CPS Purchasing Process Flow Chart

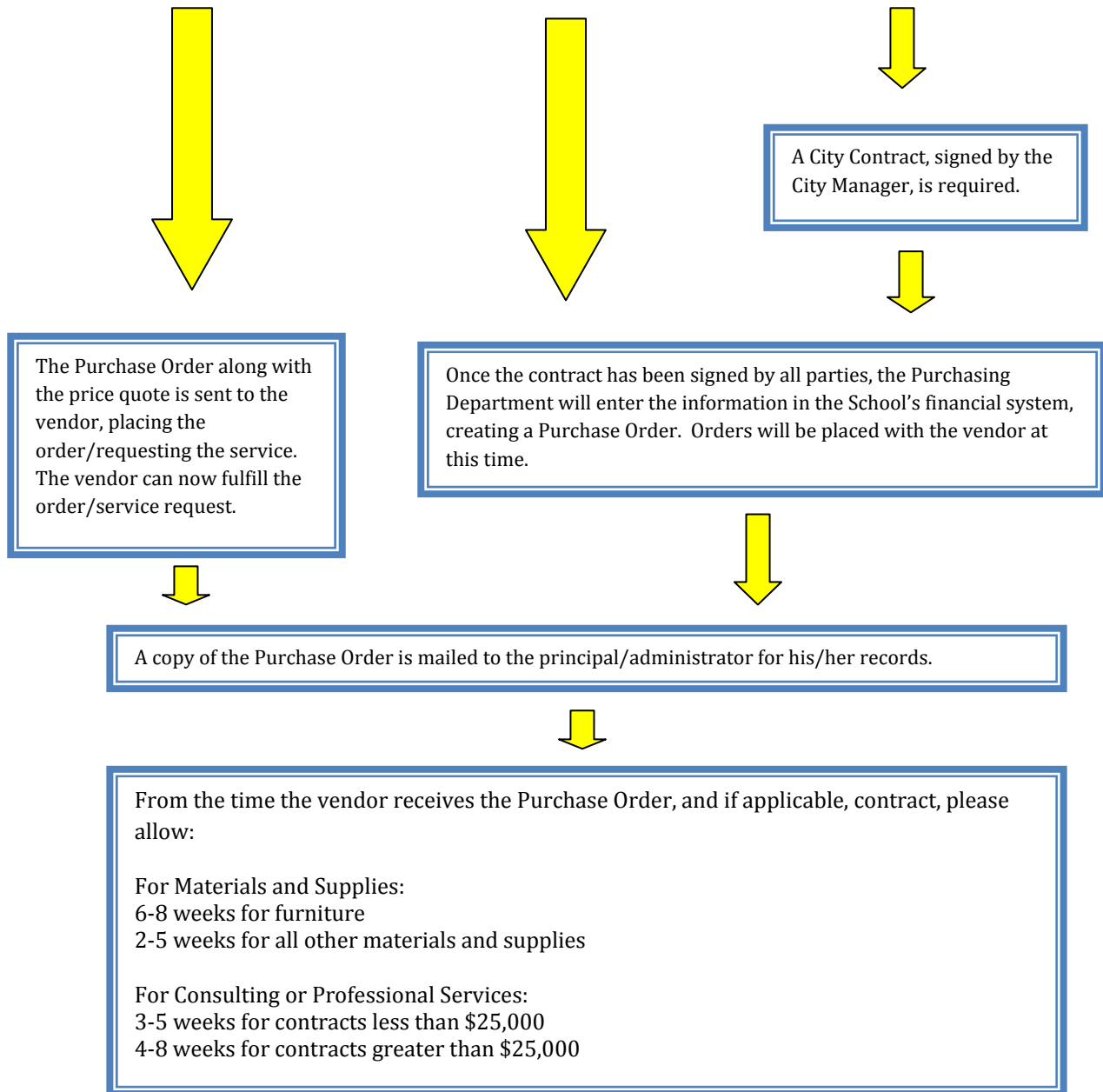
Account Code List

Eastern Bus Field Trip Rates

CPS PURCHASING DEPARTMENT PROCESS FLOW CHART

What happens after the Purchasing Department receives a **requisition or Request for Consulting or Professional Services Contract Form**?





**OTHER ORDINARY MAINTENANCE ACCOUNTS --Supplies, Services & Materials
(52000 Thru 55999 Series)**

Account Code	Description
	Energy
52102	Fuel
52103	Power/Electricity
52104	Natural Gas
	Repairs And Maintenance - Service
52403	Plumbing Services
52404	Roof Repairs
52405	Flooring Supplies/Services
52407	Brickwork/Masonry Supplies/Services
52408	Electrical Services
52409	Grounds/Fencing Services/Supplies
52410	Painting Services
52411	Window/Glass Services/Supplies
52412	HVAC Contracted Services
52413	Energy Management Services
52420	Elevator Maintenance/Repairs
	Rentals And Leases
52702	Facilities Rental
52703	Equipment Rental
	Other Property Related Services
52902	Moving Supplies/Services
52904	Custodial Supplies/Cleaning Services
52905	Extermination Services
52999	Miscellaneous Maintenance. Services
	Professional And Technical Services
53101	Professional & Tech Services
53102	Legal Services
53104	Engineering Services
53105	Temporary Clerical Help (Agency)
	Tuition
53201	Tuition To Other Schools
	Pupil Transportation
53301	Contracted Transportation To/From School
53302	Field Trips (Including Expenses)
	Communication
53402	Telephone
53403	Advertising
53404	Reproduction/Printing
53405	Postage

FIELD TRIP BUS PRICE SHEET (July 1, 2011 –June 30,2012)

Within 50 MILES

I. DROP-OFF / PICKUP Costs, Bus does NOT remain at the field trip site

- \$87.55 Flat Fee-- each way

Plus

- \$2.06 per MILE –each way
- Unless specifically scheduled, the bus will NOT wait at the field trip site.
- Mileage charges are incurred for miles driven with students on-board.
- School may choose to schedule a bus for one-way only (i.e. only a drop off or only a pick up)

II. DROP-OFF / PICKUP Costs, Bus Remains at the field trip site

- \$87.55 per HOUR of WAIT TIME

Plus

- \$2.06 per MILE
- Charged when the school notifies Eastern Bus Co. that the bus is to remain at the destination site and wait for the students. (Note, unless asked, bus will not remain at site.)
- The “wait time” charge of \$87.55 per hour is charged from the time the bus arrives at the destination until the bus leaves the destination. Time spent driving is NOT considered “wait time” and is not included in the charge calculation.
- Mileage charges are incurred for miles driven with students on-board.

50 MILES or More

I. DROP-OFF / PICKUP Costs --When trip occurs in a single day

- \$77.25 Per Hour

- This per hour rate is charged from time of the bus arrives at school for pick up through time students are returned to the school at the end of the trip.
- No mileage is charged.

(more on next page)

II. DROP-OFF/ PICKUP Costs--When trip occurs over multiple days (overnight trips)

- \$77.25 Per Hour
- Departure Day: The per hour rate is charged from the time the bus arrives at the school building through drop-off at the field trip destination site and return to Cambridge.
- Return Day: The per hour rate is charged from the time the empty bus leaves Cambridge and arrives at the field trip destination site through the return to the school building.
- Hourly rate applies to the time when students are not in route either too or from destination (i.e. empty bus return to Cambridge or return to field trip destination site).
- Mileage is not charged.