



Purchasing Manual

18-19 — Last update: 2019/03/29

Morris Hills Regional District

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1. INTRODUCTION

The purpose of this Purchasing Manual is to assist all MHRD employees in the proper purchasing practices to be in full compliance with:

- New Jersey Public School Contract Laws Title 18A:18A, et. seq.;
- New Jersey Administrative Code N.J.A.C. 5:34 et. seq.;
- Board of Education Policy; and
- Other federal, state law and code.

The Purchasing Manual is designed to achieve three (3) goals:

1. Follow New Jersey laws and MHRD Board policy on purchasing;
2. Promote efficiency in purchasing practices; and
3. Achieve monetary savings through proper purchasing practices.

Planning is required to achieve these goals. Through proper planning, we can streamline the purchasing process.

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2. SCHOOL DISTRICT PURCHASES

- [Authority to Purchase](#)
- [Authorized Purchases](#)
- [Unauthorized Orders](#)
- [Examples of Unauthorized Orders](#)
- [Preview of Materials](#)
- [Contract Signatures](#)
- [Cancellation/Liquidation of Purchase Orders](#)
- [Purchasing Deadline](#)
- [Disbarred Vendors](#)
 - [NJ Debarment Website](#)
- [Compliance with UGG](#)
 - [NJ UGG Website](#)

Last modified: 2018/07/03

2.1. Authority to Purchase

The purchase of goods and/or services by a board of education is governed by state statutes, administrative code and board policy. New Jersey State Law (18A:18A-2(b)) assigns the authority to the Purchasing Agent to make purchases for the board of education.

The Purchasing Agent is the only individual in the school district that has the authority to make purchases on behalf of the board of education.

The Morris Hills Regional District by board resolution has authorized the Board Secretary/ Business Administrator to be the Purchasing Agent for the school district.

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2.2. Authorized Purchases

All requests for purchases of goods and/or services must be made through an approved purchase order signed by the Business Administrator. These orders are signed, numbered and issued to the vendors only by the Business Office.

The District purchasing system, Alio, is a web based system accessed by a User Id and Password established by the Business Office. A purchase order, pursuant to State Law, is a document issued by the Business Administrator authorizing goods or materials to be ordered for the school district or work/service to begin. No goods or materials may be ordered or work/service be authorized to begin by any other individual in the school district other than the Business Administrator.

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2.3. Unauthorized Orders

Any Board of Education employee who orders and/or receives any materials, supplies or services without first going through the approved purchase order process has made an unauthorized purchase and will be personally responsible for paying for the purchase.

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2.4. Examples of Unauthorized Orders

If an employee places a phone call to a candy distributor and requests delivery of candy for a fundraiser, this is an unauthorized purchase. If an employee visits a local restaurant and arranges for the delivery of pizza for a school activity, this is an unauthorized purchase.

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2.5. Preview of Materials

Purchase orders are required for the preview of any materials. Do not make arrangements with a vendor to preview materials without a duly executed purchase order.

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2.6. Contract Signatures

MHRD employees are prohibited from signing any contract offered by a vendor. ***The power to sign and execute contracts after Board of Education approval lies with the Board President and the Board Secretary.***

The Morris Hills Regional District shall consider contracts signed by an employee non-binding with the employee accepting full responsibility for the costs of the contract.

The Business office will maintain all original executed contracts. If you need a contract signed please submit a BOSC ticket, utilizing the ticket type "Contract Submission". Once it's executed a copy will be returned to the vendor and the original submitter.

The Business Office will not sign off on a contract that hasn't been signed by the vendor first. Additionally, contracts cannot be signed until the requisition becomes a purchase order.

! All contracts must have either a requisition or purchase number on them and also must be initialed off on by the department supervisor prior to submission.

Processing a Contract

1. **Receive contract from vendor**
2. **Contract is initialed by department supervisor**
3. **Requisition is entered**
4. **Write requisition number on the contract**
5. **Scan in contract**
6. **Submit BOSC ticket type Contract Submission**

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2.7. Liquidation of Purchase Orders

The Business Office cancels purchase orders. In order to request a cancellation or liquidation please submit a request to the BOSC.

[BOSC Homepage](#)

Last modified: 2018/07/03

2.8. Purchasing Deadline

The purchase of supplies ends each school year on the last Friday of January in that school year. This deadline does not pertain to Student Activity Funds, supplies for graduation, or athletic year end expenses.

! If you have an expense for one of the exception items they do not need to be entered by the deadline date. Do not encumber end of year expenses earlier than necessary.

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2.9. Disbarred Vendors

No contract may be made to parties listed on the General Services Administration's List of parties Excluded from Federal Procurement or Non Procurement Programs in accordance with EO12549 and EO 12689-Debarment and Suspension. This list contains the names of parties debarred, suspended, or otherwise excluded by agencies and contractors declared ineligible under statutory or regulatory authority other than EO 12549. Contractor shall complete a Certification as required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated therein.

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2.9.1. NJ Debarment Website

[Click here to visit the New Jersey Debarment Website](#)

Last modified: 2018/07/03

2.10. Compliance with UGG

All purchases using federal funds shall be in compliance with Uniform Grant Guidance f/k/a Federal Regulations EDGAR 80.36

Last modified: 2018/07/03

2.10.1. NJ UGG Website

[Click here to visit New Jersey's UGG Website](#)

Last modified: 2018/07/03

3. PURCHASING PROCESS

The District's purchasing system is Alio. Requests for access should be made to your immediate supervisor who then submits a request to the BOSC (Business Office Support Center). The request must identify the subject area/department or specific account. There are four steps in the purchasing process which are described in detail throughout this manual.

The Creation of a Requisition

When a requisition is entered into Alio and Finished, after verifying that sufficient funds are available, it is routed to the next person on the approval chain.

The Development of a Purchase Order

After all of the required electronic approvals, the Business Office generates a Purchase Order from the Requisition. At that time, a Purchase Order number is assigned and will display the signature of the Business Administrator. It is electronically transmitted to the vendor from the Business Office. If the Purchase Order is greater than \$6,000, a signed voucher is required and will be sent directly to the vendor who must sign and return it. A Purchase Order is an official binding contract between MHRD and a vendor. In the event you need to reissue a purchase order please submit a request to the BOSC (Business Office Support Center). The only office allowed to email or issue purchase orders is the Business Office.

Payment for the Goods or Services Rendered

Upon receipt of the goods or services, district personnel are required to alert the Business Office through the use of the receiving module in the Alio. The Business Office **cannot** make payment(s) on a purchase order without an electronic acknowledgement of the items received by the requestor. All Alio users have access to an "Unreceived PO report" in the purchasing system that should be reviewed on a weekly basis. After a purchase order has been received in the Alio, the Business Office is authorized to remit payment for those goods and services as long as an invoice or appropriate back up has been received. Invoices received by district personnel should be submitted electronically through the BOSC (Business Office Support Center).

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3.1. Paperless Workflow

In a continued effort to work towards a paperless workflow beginning September 2016 the Business Office discontinued receipt of all hard copies, **with the exception of legal documents and/or contracts**. Any documentation that needs to be sent to the Business Office should be scanned in and submitted utilizing the BOSC (Business Office Support Center). This includes back-up, receipts, invoices, statements, and requisitions.

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4. PURCHASING THRESHOLDS

New Jersey Purchasing Laws regulate School district purchasing. They describe the manner in which School Districts may purchase goods and services based on dollar thresholds.

Purchases that exceed \$40,000

Pursuant to State Law N.J.S.A. 18A:18A-5 all purchases and contracts exceeding the bid threshold of \$40,000 shall be awarded by board resolution at a public meeting of the Board of Education after a formal advertised bid process. The Business Office administers the bid process which takes approximately six weeks from the development of the bid specification to the Board of Education award.

Purchases between \$6,000 and \$40,000

All purchases within the range of \$6,000 and \$40,000 require two (2) quotes with the award to the vendor providing the lowest quote. This is a district wide cumulative total and includes orders from July 1 through June 30 for both schools. The Morris Hills Regional District quote threshold is \$3,000.



The following are the **ONLY** exceptions to the above thresholds:

State Contract Vendors

State Contract Vendors are those who have been awarded contracts for supplies and services by the State of New Jersey after responding to an advertised bid. MHRD may use State Contract Vendors without obtaining quotes or using the advertised bid process.

Purchasing Consortia

MHRD is a member of various consortia that have awarded contracts to vendors after responding to an advertised bid. MHRD may issue purchase orders to vendors that have contracts with Educational Services Commission of New Jersey formally, Middlesex Regional Educational Services (MRESC), Educational Data, the Morris County Cooperative Pricing Consortium and the Hunterdon County ESC Cooperative Purchasing Consortium.



What is a purchasing consortium? A purchasing consortium can be defined as a collaborative arrangement in which two or more organizations join together to combine their individual requirements for goods, work, or services to gain better prices, design, supply availability, and assurance benefits compared to if each purchased the goods or services alone. Think Sams Club or BJs Wholesale.

Professional Contracts

Contracts with professionals licensed by the State of New Jersey such as architects, auditors, physicians, attorneys, and other medical personnel are exempt from the purchasing threshold requirements.

Example of special education contracts are ABA, OPT, BCBA services, etc.

- All professional services require a Board approved contract prior to the issuance of a purchase order.
- All professional service contracts cannot exceed one calendar year.
- The preferred method for securing a professional services contract is through an RFP.

! There are additional exceptions such as textbooks, library and educational goods; legal notices, utilities, insurance, election expenses, travel and conferences. Please contact the Business Office for further explanation.

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5. ETHICS IN PURCHASING

Financial Interest in any Contract; Direct or Indirect

No employee or board member may have a direct interest in any contract or agreement for the sale of goods and services to the Board of Education, nor receive any benefit, compensation or reward from any contract for the sale of goods and services to the Board of Education. Reference—N.J.S.A. 18A:6-8.

Solicitation/Receipt of Gifts from Vendors – Prohibited

School board members, school officials and employees, or members of their immediate family are prohibited from soliciting, receiving or agreeing to receive any compensation, reward, employment, gift, meal, honorarium, travel, reimbursement, favor, loan, service, or other thing of value from any person, firm, corporation, partnership, or business that is a recipient of a purchase order from the district, or a potential bidder, or an applicant for any contract with the district, based upon an understanding that what is solicited or offered was for the purpose of influencing the board member or school employee in the discharge of their official duties. This policy shall be consistent with the School Ethics Act—N.J.S.A. 18A: 12-21 et. seq. Reference—N.J.A.C. 6A:10-2.1 (7f);

School District Responsibility – Recommendation of Purchases

School officials and employees who recommend purchases shall not extend any favoritism to any vendor. Each recommended purchase should be based upon quality of the items, service, price, delivery, and other applicable factors in full compliance with N.J.S.A. 18A: 18A-1 et. seq.

School officials and employees are to avoid recommending purchases from members of their families, businesses that employ members of their families and from businesses in which the official, employee or members of their immediate family have a direct financial interest.

School officials and employees who are authorized to sign off on purchase orders and/or to recommend purchases or business transactions by virtue of their signature on the purchase order certify that their actions are consistent with this policy and all applicable statutes. Reference—N.J.A.C. 6A:10-2.1 (7f);

Vendor Responsibility – Doing Business with the Board of Education

Any vendor doing business or proposing to do business with the Board of Education, shall neither pay, offer to pay, either directly or indirectly, any fee, commission, or compensation, nor offer any gift, gratuity, or other thing of value of any kind to any official or employee of the Board of Education or to any member of the official's or employee's immediate family.

No vendor shall cause to influence or attempt to cause to influence, any official or employee of the Board

of Education, in any manner which might tend to impair the objectivity or independence of judgment of said official or employee.

Vendor Certification

Vendors will be asked to certify that no official or employee of the Board of Education or immediate family members are directly or indirectly interested in this request or have any interest in any portions of profits thereof. The vendor participating in this request must be an independent vendor and not an official or employee of the Board of Education.

Violations of the Policy

In accordance with N.J.A.C. 6A:10A-4.1(f)iii, and N.J.S.A. 18A:6-8, any school district employee who violates the terms of this policy may be subject to withholding of annual increments, suspension, demotion, school ethics complaint, termination and/or revocation of license to teach or to administer.

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6. CRIMINAL CODE CITATION

C:27-9 Unlawful Official Business Transaction

“A public servant commits a crime of the fourth degree if, while performing his official functions on behalf of the government entity, the public servant knowingly transacts any business with himself, a member of his immediate family, or a business organization in which the public servant or an immediate family member has an interest.” (N.J.S.A. 2C:27-9)

C:27-10 Acceptance or Receipt of Unlawful Benefit by Public Servant for Official Behavior

“A public servant commits a crime in the fourth degree...if the public servant directly or indirectly, knowingly solicits, accepts or agrees to accept any benefit, whether the benefit inures to the public servant on another person, to influence the performance of an official duty or to commit a violation of an official duty.” (N.J.S.A. 2C:27-10)

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7. **VENDOR SPECIFIC PROCEDURES**

- [School & Office Supplies](#)
- [Amazon.Com Purchases](#)
- [Costco Purchases](#)
- [Education Data Services](#)
- [Toner Purchases](#)

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7.1. School & Office Supplies

The District purchases school and office supplies from the State of New Jersey bid award vendors for this category. These vendors have been awarded contracts from the State of New Jersey which enables school districts to make purchases from these vendors without publicly advertising and bidding. The contract pricing is usually significantly less than the prices found in their catalogs or displayed on the public portion of their websites.

Accessing these sites online (see table below) provides you with catalog numbers and correct state contract pricing so that you may develop a requisition in Alio. It does not afford you the ability to place orders online.

You may fill shopping carts that can be printed or forwarded to assist in developing requisitions though you must clear or label those shopping carts so that the next user that logs on has an empty cart.

! Please do not under any circumstances reset these passwords if you have difficulty logging in. If you are experiencing an issue please submit a BOSC ticket under ticket type Purchasing Help.

School & Office Supply Website Log In Information

VENDOR	WEBSITE	USER ID	PASSWORD
W.B. MASON	GOV.WBMASON.COM	MHRD	mhrd

Order Header & Order Types

VENDOR	VENDOR #	ORDER TYPE	HEADER CODE	PO LINE SPECIAL INSTRUCTIONS
W.B. MASON	40401	STAN	STCO	ST. CONTRACT # 88839

! Requisitions submitted not in accordance to the above will be disapproved. This is an auditing requirement.

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7.2. Amazon.Com Purchases

Although Amazon.com may be used for District purchases, it first requires approval from the Business office. To receive approval please submit a request to the BOSC (Business Office Support Center). **In most cases, if items can be purchased from another vendor, the request will not be approved.** The following is how to make a purchase with Amazon.

Please note that MHRD does not receive the benefits of a Prime Membership, in most instances free shipping is not available to us. Please use actual shipping costs for all items or a 10% shipping estimate

- Visit Amazon.Com and create an account using your MHRD email address
- Create a Shopping List and name it using your first initial last name. If you need to enter multiple lists for different staff members add the last name of the staff member at your first initial. Example: DSEMER/AURICCHIO
- Mark your Shopping List as public so that the Business Office can retrieve it
- Add items to your Shopping List
- Submit a request to the BOSC (Business Office Support Center) for approval providing the following:
 - A direct link to the public shopping list you created
 - Rationale (why it has to be purchased through Amazon)
- Once approved through the BOSC, create a requisition in Alio for this purchase. Select vendor # 256, Amazon.com
- You are required to enter the name of the Shopping List in the PO field under special instructions
- Include a 10% line item for estimated shipping or the actual shipping, if known
- Finalize the requisition
- Once approved it will become a purchase order and will be processed by the Business Office accordingly



If these instructions are not followed your requisition will be disapproved.

Last modified: 2018/07/03

7.3. Education Data Services (EDS)

Annually, the purchase of supplies in the areas of athletics, art, music, science, business, physical education and janitorial exceed the annual bid threshold (\$40,000) and must be publicly advertised and awarded.

The Morris Hills Regional District uses Educational Data Services (Ed Data) for this annual bid process. Staff can access the Ed Data website with a User ID and password to create orders. Administrators can approve those orders in the Ed Data system. The Business Office generates purchase orders from the information received directly from Ed Data.

An annual purchasing calendar is included in this manual. If supplies are purchased outside of the dates established for annual purchasing, staff may purchase items using the Ed Data consortium prices but must create requisitions in the District's purchasing system.

If you create a requisition using Ed Data generated pricing you must indicate the bid number on the PO line under special instructions.

Awarded contracts through Ed Data can change annually. Before using a vendor or entering a requisition you must verify that the vendor you're using as been awarded the contract for the current school year.

! If you enter a requisition into Alio for an Ed Data vendor for catalog/bid items and do not include a bid number on the PO line under special instructions your requisition will be disapproved. This is an auditing requirement.

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7.4. Toner Purchases (Stewart)

Morris Hills Regional School District is under contract with Stewart Systems for printer TONER.

Do not submit requisitions for the purchase of toner that is covered under contract. All Stewart labeled machines are under contract for supplies. Please contact your department head for your toner needs.

If you have a machine that is NOT under contract and require supplies you must indicate such on the requisition under special instructions on the PO line. "Not Supplied by Stewart" is sufficient.

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7.5. NASSP/NHS Membership & Supplies

The National Association of Secondary School Principals, which also includes the National Honor Society, vendor # 1062 in Alio, no longer accepts standard purchase orders.

The following must be adhered to in order to enroll a member, renew a member, or order NHS supplies. If you do not follow this procedure your membership or supplies may not be renewed or received.

Memberships

1. **Call 1-800-253-7745**
 - a. Select the option for Customer Care
2. **Request a formal quote, with an order number for a membership**
 - a. Provide them with your school email
3. **Use that quote to enter a direct check requisition into Alio**
 - a. The first line item must be your Order Number at \$0.00
4. **Submit a BOSC Ticket**
 - a. Ticket Type = Direct Check
 - b. The invoice/quote received by them is sufficient back up to process payment – you don't have to do anything additional.

National Honor Society Supplies

1. **Call 1-800-253-7745**
 - a. Select the option for Customer Care
2. **Request a formal quote, with an order number**
 - a. If you don't know the items you need in advance please visit the NHS store website
 - b. Provide them with your school email
3. **Use that quote to enter a direct check requisition into Alio**
 - a. The first line item must be your Order Number at \$0.00
4. **Submit a BOSC Ticket**
 - a. Ticket Type = Direct Check
 - b. The invoice/quote received by them is sufficient back up to process payment – you don't have to do anything additional.

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8. ACCOUNTS PAYABLE SCHEDULE

All Account Payable checks will be mailed on Thursdays, unless Thursday is the first day of the month or school is closed that day.

[Click to Download 18-19 Accounts Payable Schedule](#)



Awards and Scholarships require new vendor set up. That information must be submitted to the BOSC at least one week in advance of the creation of the requisition.

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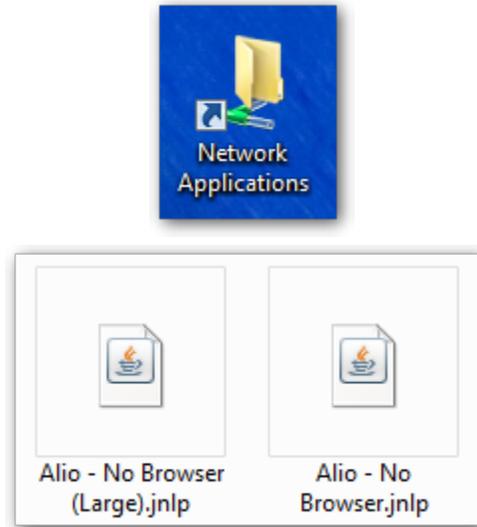
9. ALIO TECHNICAL MANUAL

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9.1. Accessing Alio

You can access Alio by opening the Network Application folder on your desktop and clicking on either icon shown below:



Alio User Credentials

You will need a User ID and Password in order to log in. Requests for access should be sent to the BOSC by your administrator.

Browser

Alio runs through Java Web Start – it does not run in Chrome, Internet Explorer or Firefox. The only way to access it is through the no browser icon provided in the Network Applications Folder or if you are not on a network desktop computer you can reach the link through the District Documents > [Alio Java Web Start](#).

Java

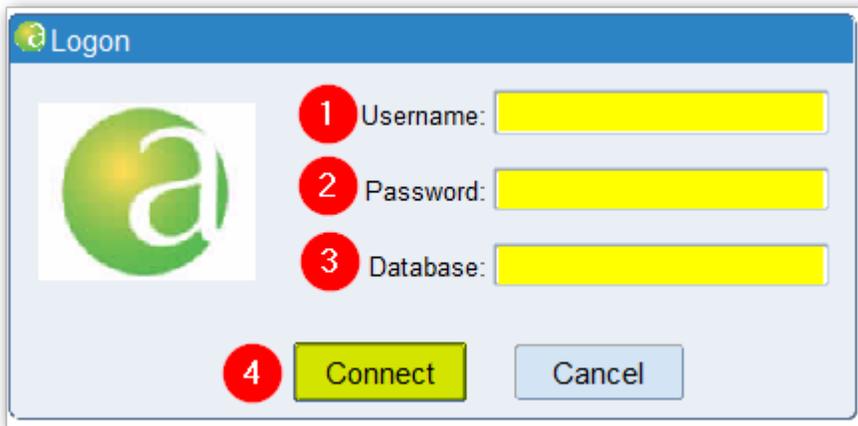
If you are prompted to allow Java you may do so and click Allow and Remember

If you are prompted to update Java select Later and check the bottom option. If the program will not run without the update please submit a [help desk ticket](#).

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9.2. Logging into Alio

1. At the log on screen enter your username
2. Enter your password
3. Enter the database, Alio
4. Click Connect



Once logged into Alio you can select your User Role if you've been assigned multiples. You can switch between them at any time by click on the Use Roles tab and selecting the role.



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9.3. Requisition Entry/Approval

- [Requisition Entry General Guidelines](#)
- [Order Header Tab](#)
- [Items Tab](#)
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- [FAQ Reqs/POs](#)
- [Order Types](#)
- [Header Code Types](#)
- [Special Instructions](#)

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9.3.1. Requisition Entry General Guidelines

- Limit requisitions to no more than 25 lines of items
- All requisitions should be completed with detailed information. Since the system emails/faxes purchase orders to vendors, attachments are not forwarded. Most information can be added in the Items section of the requisition.
- After receiving the goods/services in Alio, if you receive an invoice, please scan and submit it to the BOSC (Business Office Support Center). Packing slips are not an acceptable back up for making payments. An invoice is required to release payment.
- Do not print or send copies of requisitions to the Business Office. Approval signatures are stored electronically in the system.
- Select vendors carefully. A check will be issued for the vendor name printed on the purchase order. Vendors cannot be changed after a requisition is approved. If you are unsure which vendor to use submit a ticket to the BOSC (Business Office Support Center).
- Requisitions cannot be issued for less than \$50
- All standard good orders must contain a separate line for shipping. Please estimate approximately 10% of the total order if the amount is not known. If shipping is free, you can create a line item with a zero dollar amount.
- All purchase orders greater than \$3,000 require 2 quotes. Please [complete the quote form](#), scan in and submit to the BOSC (Business Office Support Center).
- **Quotes for items less than \$3,000 are not required to be maintained by the Business Office, please do not forward them. Retain these quotes for your records.**

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9.3.2. Order Header Tab

1. In order to create a new requisition click on Requisition Entry/Approval under the Main Menu.

* This module defaults to Entry mode, not Find. If you are attempting to look up a requisition you will need to click on the binoculars to change the mode.

2. Generate a requisition number by clicking the blue requisition number button and tab over to the Vendor field.

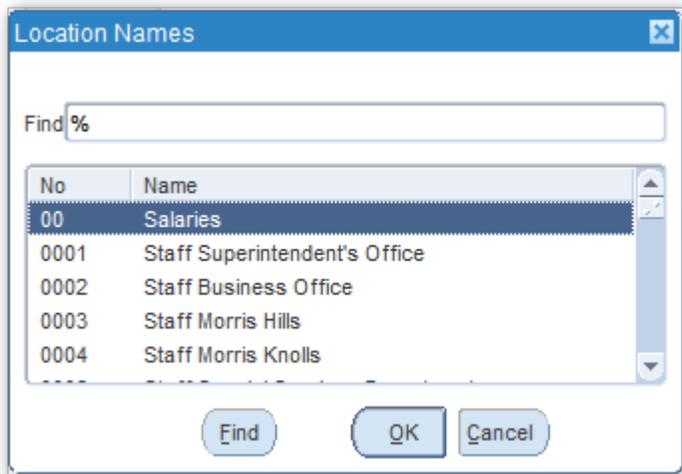
* The date and account year will populate automatically. PO# is reserved for Business Office use.

3. If you know the number of the vendor you're using you can enter it into the first vendor field and then tab, a dialog box will come up to confirm your selection and intended address. The vendor's information will automatically populate. If you type it incorrectly the search list will appear. Tab over to the Order field.

Name	Type	Vendor	Address
4 ALL PROMOS	PR	13277	40 MAIN STREET
4 IMPRINT, INC.	PR	1309	101 Commerce Street
4WALL ENTERTAINMENT	PR	51608	35 STATE ST
84 LUMBER	PR	22322	22 FORD ROAD
A PARTY PLEASING RENTAL, INC	PR	29904	38 ROUTE 10
A WISH COME TRUE	PR	56235	2530 PEARL BUCK ROAD
A+ COMPUTER SCIENCE	PR	25836	15418 CORAL LEAF TRAIL
AASA ASSN OF SCHOOL ADMINISTRATORS	PR	49	1615 DUKE STREET

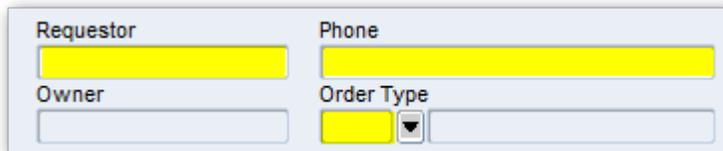
✿ If you don't know the vendor number you can click the black down arrow next to the vendor field and search there. Vendors are listed in alphabetical order by name. You can search the list by typing a portion of the name after the % sign and selecting "find". Double click on that vendor name and it will populate the field with both the name and number.

4. Enter a an Order Location and a Ship Location. Both fields must be completed in order for your requisition to be approved. Use the black arrow next to the field to display a list to choose from. Tab over to the Requestor field.



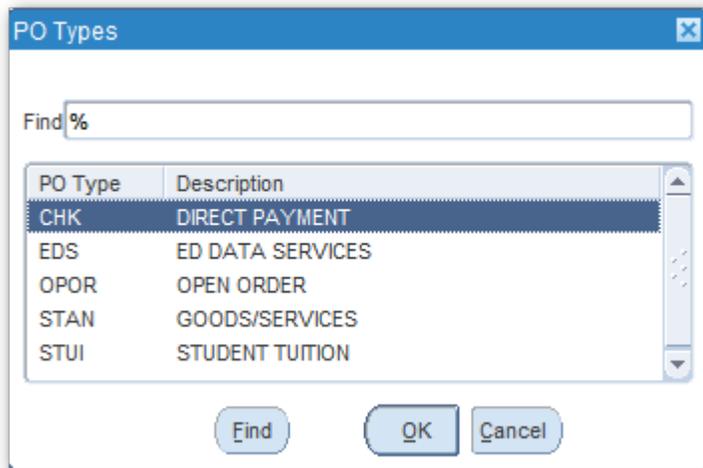
! The order location is a two digit field and there are two options for the ship to location, your school or shipping and receiving, which is 05. If you select a 4 digit Order or Ship to Location your requisition will be disapproved.

5. The requestor field should be the contact person for the order if the vendor has questions. Tab over to the Phone field. Enter the phone number of the person you listed in the Requestor field. This will print on the PO. Tab down to the Order Type field.



* The owner field will automatically populate with the name of the person that entered the requisition. This will appear after the requisition is saved.

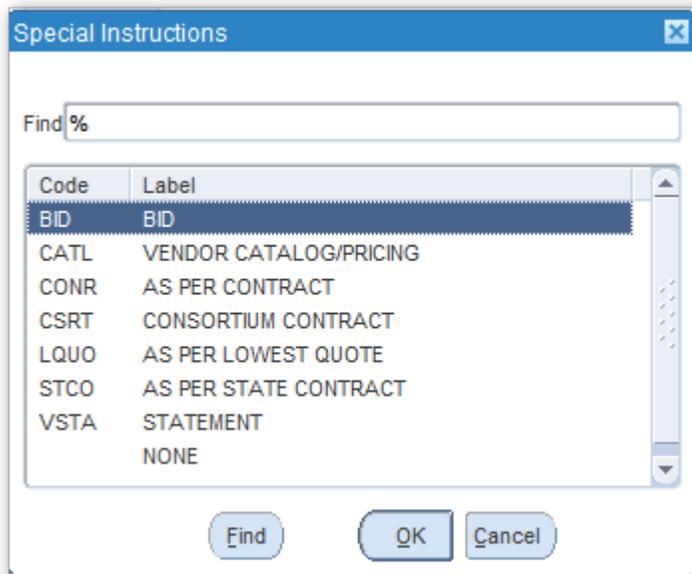
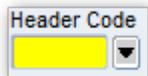
6. There are multiple Order Type, a complete list is included in this manual. Select the appropriate type. Tab down to the Internal field.



- Use this field to communicate anything required or necessary to the Business Office. Tab over to the Header Code field.



- There are multiple Header Codes, a complete list is included in this manual. Select the appropriate type. Tab down to the PO field.



- Use this field to enter anything required or necessary. See the Order/Header Type and Special Instructions table for reference. This field WILL print on the PO. Tab over to the Footer



10. **Use this field to communicate to the vendor any packaging or labeling instructions. This field WILL print on the PO.**



The image shows a software interface element for a 'Footer' field. It consists of a light gray rectangular box with a thin border. Inside the box, the word 'Footer' is written in a small, dark font at the top left. Below the text is a horizontal bar with a bright yellow background. To the right of this bar is a small, rectangular button with the word 'Edit' written on it in a light blue font.

11. **Once everything is complete on the Order Header Tab, click on the Items tab.**

Last modified: 2018/07/03

9.3.3. Items Tab

Once on the Items Tab you will enter the details of your order – you can move from field to field by using the Tab key.

Use the following as a guide when entering in your items. If your requisition is not entered correctly it will be disapproved.

- The description of your item must be as detailed as possible.
- Requisitions with multiple sizes or styles (custom garments) must be broken down by size, color, style, etc.
- When inputting anything for recurring annual fees/dues make sure to denote the school year, i.e. 2017-2018.
- All requisitions for goods/tangible services MUST include shipping, whether actual, estimate, or free. %
 - ACTUAL is when you use the amount listed on a quote, proposal, catalog, or website.
 - ESTIMATE is when you estimate 10 percent of the total order for shipping.
 - FREE is used when you were quoted free shipping or free shipping is provided as part of the agreement.
- When you enter a zero dollar line item (i.e. free shipping) you will get a warning but you can bypass it.
- If you need an additional line item you can press the + sign icon or simply press enter at the end of an entry. If you need to delete a line item you will use the trash can icon.
- When you've entered in all of your items click on the Accounts tab to move on.



The following details how each field operates and affects your requisition.

Item

This is the line item field, it will be used later when on the Accounts tab or in the Receiving Module

Catalog

You will use this field when ordering from the three school supply companies whose catalog is auto loaded into Alio. When you enter the catalog number and press the Tab key the description will autofill.

Description

This field is required for all line items. You must be descriptive when filling this out. Be sure to reference color, size, weight, event date, event title, attendees, etc., when applicable. If you need more room to type, use the Edit button.

Quantity

Self explanatory. Note that this will multiple against your per unit cost

Unit Cost

Price per item (extended cost will automatically calculate based on Quantity + Unit Cost)

UOM

Unit of measurement – this is helpful when differentiating between case, carton, pack, each, etc.,.

Slider

You can use this to move up or down the line items when you have 3+.

Requisition # 00069811 Print Requisition Date Entered 08-21-2017 Account Year 18 PO # Item Total .00

Enter RTB No Requisition Status View Acct Total

Order Header **Items** Accounts Inquire Approval

Item	Catalog	Description	Product Class	Extended Cost
1				

Quantity	Unit Cost	UOM	Freight: Cost	Percent	Discount: Amt	Percent	Asset Tag No -Grouping	Final Cost
1.0000			.00		.00			.00

Last modified: 2018/07/03

9.3.4. Accounts Tab

The third tab, Accounts, identifies the account number that will be used for the order. The account selection will also dictate the appropriate approval chain for the requisition.

The top of the screen recaps the items previously entered and identifies the line numbers. The lower portion of the screen requires your input.

1. Use the drop down arrow to select from a list of accounts

- a. If you want to split the expense across multiple accounts you can achieve that by selecting multiple account numbers using the additional lines provided. You will need to break down the amount to be allocated per account number used. **The total percentage must equal 100** in order to submit for approval. %
- b. If you want to use a specific account number for a specific line item you can use the Front to Line fields to achieve this.

! If you enter account numbers and save the requisition – then go to the Items tab and make adjustments that affect the total amount of the PO you will need to adjust the allocations on the Account tab. Total and Allocated must equal one another. You cannot “Finish” a requisition that has unallocated charges.

2. Tab to the Amount field and enter it (if you are paying everything out of one account it will

automatically appear.

3. The calculated amount will automatically populate and under the “Range” all amounts will be allocated. **You will not be able to finish a requisition if your Item Total and Account total don’t match, if you have any amount Unallocated, and if your Total Distribution doesn’t match your item Total.**



If an order is disapproved at any point, it is automatically returned to the user that created the requisition. Changes as outlined in the disapproval message should be made and the Finish button must be selected on the accounts page to send the order through the approval route again.

4. Then select the Finish button below the accounts.

Finish	Total Distributed	1,000.00
--------	-------------------	----------

The Requisition status will change to “Needs Approval By:...” and the next Approver in the chain will be identified by their role.



Confirm that your order has been routed to the Approver and that the Approver is visible in the Requisition Status box.

Last modified: 2018/07/03

9.3.5. FAQ Reqs/POs

“Was my requisition or Purchase Order sent to the vendor?”

If your requisition has become a Purchase Order it has been delivered to the vendor as their vendor file dictates. Most vendors are set up to receive their purchase orders via e-delivery (email or fax).

Any vendor who is on paper delivery will receive their PO within 3-5 business days of issuance. E-delivery is our preferred method of issuing purchase orders as we are notified of fax/email failures and there is record of the PO being issued.

“My requisition status says accounting failure, why?”

There are two situations in which a requisition is sitting in an accounting failure status. Either you did not click on Finish after adding accounting or your accounting doesn't balance on the accounts tab. If your accounts tab doesn't balance, no matter how many times you click on Finish it will not route it for approval. It is your responsibility to follow up on your requisitions. If you cannot get a requisition to balance please submit a BOSC ticket, Purchasing Help.

“What does Unfinished Save mean on a requisition status?”

This means you have saved a requisition but have not finished it. To finish it and route it for approval you must click on Finish, on the accounts tab.

“My requisition was disapproved, how do I know why?”

When you log into Alio any requisitions that have been disapproved will show in your notification window on the very bottom. To look up the notes on a disapproved requisition:

1. Open Requisition Entry/Approval
2. Click on the binoculars to change to Find Mode
3. Enter the requisition number and hit enter on your keyboard
4. Click view next to the Requisition Status field
5. All notes regarding the disapproval will be listed there. If you still need assistance after viewing the notes please submit a BOSC Ticket, Disapproved Requisition.

Last modified: 2018/07/03

9.3.6. Order Types

The most common types of requisitions are Standard Goods and Direct Payment. With a Standard Goods order, you are ordering material or services and waiting for them to be delivered before the District pays for them. This type will require you to use the Alio receiving module to report that you have received the ordered products. This enables the Business Office to pay the vendor. Without your acknowledgement of the delivery, the system will not allow the Business Office to make a payment.

The second type is direct payment. In this case, the Business Office will generate a payment for this vendor automatically once an invoice has been received. There is no need for the Requester to receive the PO in Alio. This is used for items such as postage, subscriptions and dues.

The following chart has been developed to assist you in determining what order type you should select. The requirements column explains how the requisition must be entered in order to be in compliance with both auditing and federal/state regulation requirements.

TYPE	ACRONYM	DESCRIPTION	REQUIREMENTS	RECEIVING
GOOD/SERVICES	STAN	Items or services that will be received. Shipping line item required.	Must have unit prices and quantities. Items entered by line. Maximum 25 lines of items.	Must be received by item
DIRECT PAYMENT	CHK	Examples: Reimbursement, subscriptions, dues, membership fees, postage, or student admissions.	May have quantities and unit prices such as miles or number of students.	No receiving required. Payment is automatically generated in Business Office with proper documentation.
STUDENT TUITION	STUI	TO BE USED BY SPECIAL ED ONLY. Encumber funds for full school year	Quantity is number of school days. Unit price is daily tuition rate. One line per student.	Must be received by line item and quantity
OPEN ORDER	OPOR	TO BE USED BY TRANSPORTATION AND BUILDINGS AND GROUNDS ONLY. For emergency purchases/ services only.	One line that states emergency purchases/ services for school year. With detail of TYPE of service/ purchase.	Must be received. Use comments field to identify invoice number and amount to pay NOT QUANTITIES
DATA IMPORT FROM EDS	EDS	TO BE USED BY BUSINESS OFFICE	Must have unit prices and quantities. Items	Department ordering supplies from Ed Data

		ONLY. Requisitions are automatically generated from Ed Data Services.	entered by line.	must receive these orders in Alio.
--	--	--	-------------------------	---

! Failure to use the right Order Code will result in a disapproved requisition.

Last modified: 2018/07/03

9.3.7. Header Code Types

The following chart has been developed to assist you in determining what order type you should select. The requirements column explains how the requisition must be entered in order to be in compliance with both auditing and federal/state regulation requirements.

ACRONYM	LABEL	DESCRIPTION	REQUIREMENTS
BID	Bid	This is used by the Board Office for purchasing through the bid process.	Not Applicable
CATL	Vendor Catalog Pricing	Should be used for almost all requisitions (see exceptions below)	Reference Quote or Proposal Numbers in the PO line under Special Instructions if applicable
CONR	As Per Contract	Only used for orders with vendors who are contracted directly with MHRD.	The Internal line under Special Instructions <u>must</u> include the status of the contract.
CSRT	Consortium Contract	Should be used to purchase items from MCCP, MRESC, EDS, or other consortiums.	The proposal or quote MUST have the contract number listed. The contract number and source must be listed in the PO line under Special Instructions.
LQUO	As Per Lowest Quote	Only used for purchases greater than \$3,000, that require 2 quotes.	District quote form must be completed and submitted through the BOSC. Quotes must be matched exactly for goods and/or services. <u>Online print outs will not be accepted.</u> Must be quote generated by vendor.
STCO	As Per State Contract	Used for all NJ State and WSCA/NASPO contracts.	A VALID contract number must be in the PO line under Special Instructions.
VSTA	Statement	Used when requesting a DIRECT check and you have an invoice, subscription, registration, or entry form at the time of requisition entry.	Must be submitted through the BOSC at the time of requisition entry. If you do not have any of the documents listed you cannot use VSTA (use CATL).

! EXCEPTIONS TO CATALOG RULE:

- For items that MHRD has a direct contract with a vendor to purchase (use CONR)
- State Contract or WSCA/NASPO purchases (use STCO)
- If you are purchasing an item for \$3,000 or more – 2 quotes are required (use LQUO)

- When you are paying for a subscription, conference fee, entry fee, professional membership and you already have an invoice/statement for it (use VSTA)

Last modified: 2018/07/03

9.3.8. Special Instructions

The information has been developed to assist you in determining what, if any, information needs to be included in the Special Instructions section of a requisition. These directions are provided so that your purchase is in compliance with both auditing and federal/state regulation requirements.

INTERNAL – Anything typed in this field will NOT print on the purchase order.

- Use this field to communicate information to the Business Office
- This field is REQUIRED when using the following Header Codes:
 - **LQUO – As Per Lowest Quote**
 - “Quote Form Submitted to BOSC, Ticket #”
 - **VSTA – Statement**
 - “Statement Submitted to BOSC, Ticket #”

PO – Anything typed in this field WILL print on the purchase order.

- This field is REQUIRED when entering a requisition for any activity/purchase that has to be board approved (Approval Date)
- This field is REQUIRED when using the following Header Codes:
 - **CONR – As Per Contract**
 - Board Approval Date (if applicable) Example: “Board Approved On August 29, 2016”
 - **CSRT – Consortium Contract**
 - Name of Consortium – Contract # – Dates (if applicable) Example: “Ed Data Bid # 6836 – Exp. 11/30/2016”
 - **STCO – As Per State Contract**
 - Contract # Example: “T-0115 Contract # 75847 Exp. 12/31/16”

FOOTER – Anything typed in this field WILL print on the purchase order.

- Entries will print below the items and should only be used for shipping/delivery instructions.

HEADER CODE – Anything typed in this field WILL print on the purchase order.

- See [Header Code](#) table for help.

Last modified: 2018/07/03

9.4. Developing a Purchase Order

After the requisition has been approved, it is READY FOR PRINT. That function is performed in the Business Office. Purchase Orders are typically processed twice daily, once in the morning and once in the afternoon. Alio directly faxes and emails purchase orders to vendors so very few orders are actually printed and mailed.

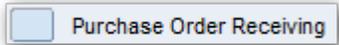
! In line with the Board of Education's goal to operate in a paperless environment, the system cannot automatically email or fax attachments to purchase orders. In rare cases, where a vendor absolutely needs an attachment, the Business Office will transmit it manually. However, after a few months of review, we have found that many vendors will accept purchase orders without attachments, as long as the order is descriptive and contains all of the pertinent information from the attachment. This is also the case for registrations. If the purchase order is detailed, the vendor usually does not need a registration form.

Please do not send copies of requisitions to the Business Office with an Administrator's approval signature. Approvals are electronically stored in the system.

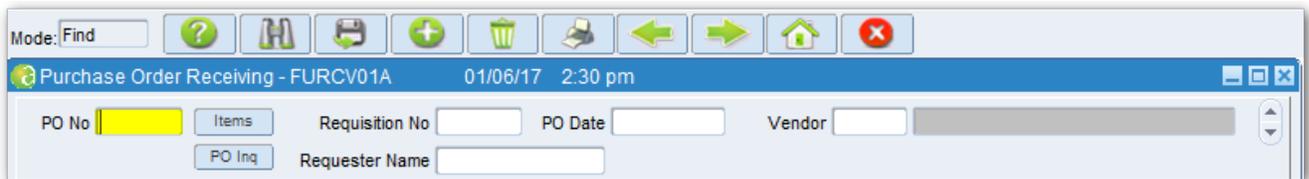
Last modified: 2018/07/03

9.5. Receiving Purchase Orders

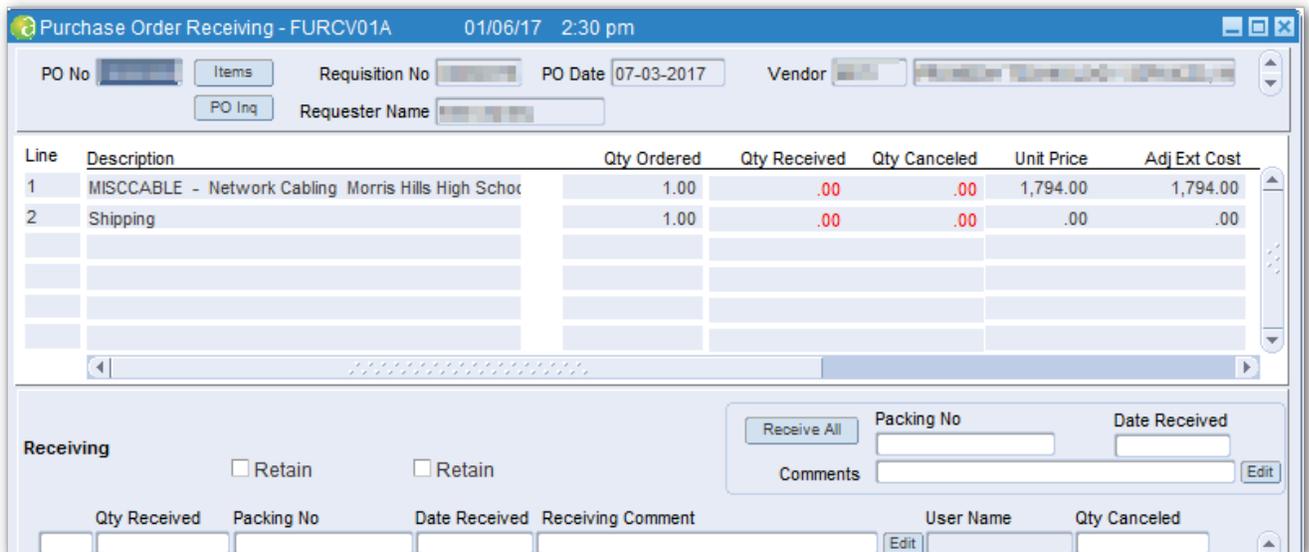
1. From the main menu, select Purchase Order Receiving.



2. The Purchase Order Receiving window opens in Find mode.
3. Enter the PO number in the PO No field and press enter on your keyboard.



4. The top of the screen populates with the detail for that purchase order. The lower portion of the screen is the receiving section that must be completed by the user.



Once in the receiving module and you have retrieved your purchase order record you have two options. You can either Receive All or Receive Individual Line Items.

Receive All

1. Enter Packing No (if applicable)
2. Enter Date Received
3. Enter Comments

4. Click Receive All

Receive Individual Line Items

1. **Enter the line number of the item received**
2. **Enter Qty Received**
3. **Enter Packing No (if applicable)**
4. **Enter Date Received**
5. **Enter Receiving Comment**

Qty Received	Packing No	Date Received	Receiving Comment	User Name	Qty Canceled
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					

✿ If you are canceling items you'll repeat the steps in the above directions for receiving individual line items however, you'll enter the quantities you wish to cancel in the last column, Qty Canceled.

! Please do not receive more items than you ordered. Contact the Business Office if items shipped exceed the PO quantities. If there are items on a purchase order that will not be fulfilled you must mark them canceled in the receiving module. Otherwise, even if the purchase order has been paid it will remain open until the total quantity ordered, equals total received/canceled.

! **CHANGE EFFECTIVE 07/01/2017** – In order to liquidate a standard purchase order you **MUST** first liquidate any remaining unreceived quantities. A PO cannot be liquidated until this is done. Please do so before submitting a liquidation request ticket.

Last modified: 2018/07/03

9.6. Adding a New Vendor

If a vendor is new to MHRD they must be added to the database by the Business Office. Please submit a request to the BOSC and complete all of the necessary fields.

In order to add a new vendor the Business Office must obtain certain tax information and legal documentation from that vendor prior to a payment being issued. **This process can take up to 3 weeks**. Prior to requesting a new vendor, please keep these time lines in mind.

If there is a vendor already in Alio who provides the same goods or services we reserve the right to deny the request. Every effort should be made to use existing and local vendors especially those who have state contracts or are a part of participating consortiums.

Last modified: 2018/07/03

9.7. Purchase Order Reports

Requestors and Approvers have access to a Purchase Order Report Menu. There are five different report formats that can be selected.



Print P.O. Report by PO Number or Account Number

- Lists all purchase orders created by the requestor
- You can select open purchases orders only using “Selection Option”
- By Account Number will reflect all orders charged to an account owned by the Requestor. This report is the most complete since it will include purchase orders created in the Business Office from Ed Data orders.

Print P.O. Report by Vendor

- Requires vendor's Alio assigned vendor number

Print P.O. Report by Location

- Requires 2 digit location code

Last modified: 2018/07/03

9.8. Vendor/Requisition/PO Look Up

There are three modules within Alio that you can use to look up information on a vendor, a requisition, or a PO. Click the On Line Inquiry button on your main menu to access the additional modules.

Vendor Inquiry

This is a great tool to look up vendor contact information, order history, and payment history.

Requisition Inquiry

This can be done in the purchase order inquiry screen as well

Purchase Order Inquiry

This will also give you payment information (Payment Info tab), show quantity ordered, and quantity received

Last modified: 2018/07/03

9.9. Account Inquiry

To review account balances or expenditures, which allow for drill down to the PO level, you can use Account Inquiry.

Last modified: 2018/07/03

9.10. Budgetary Transfer Guidelines

Budgetary Transfer Guidelines for General Accounts

Budgetary transfers may be requested through the District's financial applications software. Approvers and Requestors have access to the Budget Transfer Request module in the Alio system. Requests are approved by the Business Administrator and the Superintendent prior to ratification by the Board of Education. Each month the MHRD Board of Education also accepts the NJDOE Monthly Transfer Report.

Budget transfer requests are governed by NJDOE regulations. The regulations prohibit transfers from Instructional accounts (function 100) to non-instructional accounts (function 2xx). For instance, 12-11-190-100-609-000-03 is an instructional account because the fourth element of the account, function, is 100.

Allowable budgetary transfers

Transfers between Instructional accounts (function 100)

Instructional account to Instructional account

XX-11-190-100-600-000-03 to XX-11-190-100-580-000-03

Transfers between Support Services accounts (function 2xx)

Non Instructional to Non Instructional

XX-11-000-222-600-000-03 to XX-11-000-218-500-000-03

Transfers from Support Service accounts to Instructional accounts that do not cumulatively exceed 10%

Non Instructional to Instructional

XX-11-000-222-600-000-03 to XX-11-190-100-500-103-03

Transfers from and to Equipment accounts which do not cumulatively exceed 10%

Supplies to Equipment

XX-11-190-100-610-112-04 to XX-12-140-100-730-112-04

Last modified: 2018/07/03

10. MHRD Chart of Accounts

- [Account Structure / Dimensions](#)
- [Object Code Descriptions](#)
- [Account Numbers for Field Trips](#)

Last modified: 2018/07/03

10.1. Account Structure / Dimensions

The New Jersey Department of Education requires the use the Uniform for Minimum Chart of Accounts all school districts. The Morris Hills Regional District uses seven dimensions in our account structure. Those dimensions are:

YEAR	FUND	PROGRAM	FUNCTION	OBJECT	AREA	LOCATION
XX	XXX	XXX	XXX	XXX	XXX	XX

YEAR

The first dimension denotes the school fiscal year by using the last two digits of the year in which the school year ends. For instance, the school year beginning September 2016 and ending in June 2017 would be identified in this dimension as 17.

FUND

As its name implies, the dimension called Fund, identifies the source of revenue, or where the money comes from for an expense, such as Special Revenue (Fund 20), Current Expense (Fund 11), or Student Activities (Fund 95).

PROGRAM

This dimension is used to identify programs within Current Expense such as Bilingual, Special Education, Athletics and Student Activities. All State and Federal Grants in Fund 20 are identified by the use of this dimension. Scholarships (program 950) and Student Club/Athletic Activities (900) are also defined with this element.

FUNCTION

This dimension describes the activity for which a service or material is required. The major function codes are 100 for Instruction and 200 for Support Services, such as Attendance, Guidance or Health Services.

OBJECT

The actual type of expense is described by the Object code. This is the first dimension to choose when developing an account number for a Purchase Order. It identifies exactly what you are planning to purchase.

AREA

Area is the dimension that defines the specialty or sport such as art, music, physical education, football, or departments such as Pupil Personnel Services and Personnel. It is also used in Fund 95, Student Activities, to identify the name of the student club or sport.

LOCATION

This final dimension is the location. We use locations to identify the school or Central Office Department.

Last modified: 2018/07/03

10.2. Object Code Descriptions

OBJECT CODE	DESCRIPTION
3XX	Purchased Professional Services. Included would be purchased educational services for instructional classroom technologies, instructional support technologies, curriculum improvement services, counseling and guidance services, related and extraordinary services such as speech, occupational and physical therapy, child study teams, and contracted instructional services. Administrative professional services would include architectural fees, attorney and auditing fees.
4XX	Purchased Property Services. Services purchased to operate, repair, and maintain property owned. These services are performed by persons other than District employees. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Included are utility services for water and sewage, cleaning services, repair and maintenance services, and rentals of land, buildings, equipment and vehicles.
5XX	Other Purchased Services. Amounts paid for services rendered by organizations or personnel not on the payroll of the district. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Included are student transportation services, insurance (other than employee benefits), communications, advertising, printing and binding, tuition, food service management, travel, etc.
580	Travel. Expenditures for transportation, meals, hotel, registration fees and other expenses associated with staff travel for the district.
6XX	General Supplies. Includes consumable teaching supplies such as workbooks, tests, chalk, paper, pencils, paints, and other classroom supplies. Filmstrips, periodicals, and other reference items for specific classroom instruction are included here. Also includes administrative and operational supplies.
609 <>.	Technology purchases in which the purchase will need to be supported by the IT department.
640	Textbooks. Includes expenditures for textbooks furnished to pupils and teachers.
73X	Equipment. Expenditures for new and replacement items of equipment such as machinery, furniture and fixtures, and vehicles.
8XX	Miscellaneous Expenses. Includes the cost of membership in professional or other organizations or miscellaneous expenses not classified above. (Does not include travel related registrations)

Last modified: 2018/07/03

11. SUBMITTING A BOSC TICKET

In a continued effort to move towards a paperless workflow and in line with Goals 2020, the Morris Hills Regional District Business Office, on September 6, 2016, launched an electronic ticketing system. This ticketing system is called the Business Office Support Center (BOSC). All requests and/or communication that you would normally make by phone or email should be submitted to the BOSC.

Our goal in implementing this system was to streamline our workflow, address your requests in a timely fashion, and track the work that is done by the Business Office for reporting and auditing purposes. Communication outside of this system will cause a delay in response time.

How does this affect me?

- As of September 6, 2016 we discontinued receipt of all hard copies, with the exception of original legal documents and/or contracts
- All hard copies of original contracts for signature/board approval should continue to be sent to Donna Schmidt
- Any documentation that needs to be sent to the Business Office should be scanned and submitted utilizing the BOSC
- This includes back-up, such as 2 quote forms, receipts, invoices, and registration/renewal documentation for payment
- Any email that you would normally send to payroll@mhrd.org, purchasing@mhrd.org, or aliohelp@mhrd.org should instead be directed to the BOSC
- Vendors can still utilize purchasing@mhrd.org to send invoices or communicate with Purchasing and Accounts Payable
- The BOSC is only for MHRD employees

How do I access it?

Go to bosc.mhrd.org (no WWW) or

Go to www.mhrd.org > Click on Staff Links > Click on the BOSC Icon

How do I use it?

You will be prompted to enter your contact information, select a ticket type, and complete all necessary fields. Once submitted, you will receive an email confirmation with a ticket number. That ticket is then routed to the appropriate person in the Business Office. All communication about your ticket, including notification that your ticket has been completed will go through your district email account.

Last modified: 2018/07/03

11.1. Ticket Types

TICKET TYPE	DESCRIPTION
ADD NEW VENDOR	Use this ticket type to request a new vendor. Note: If you are adding an individual please be sure to include their address and phone number.
AMAZON AUTHORIZATION	Use this ticket type to obtain authorization from the Business Office to place an order with Amazon.
BOARD AGENDA SUBMISSION	Use this ticket type to submit an agenda item for board approval.
CERT. OF INSURANCE REQUEST	Use this ticket type to request a Certificate of Insurance.
DISAPPROVED REQUISITION	Use this ticket type if you would like to communicate about a disapproved requisition. Note: Disapproval notes can be found in Alio in the Status field in the Requisition/Entry Approval screen.
ERROR MESSAGE	Use this ticket type if you receive an error message in Alio or the Employee Service Portal that cannot be bypassed.
EMPLOYEE SERVICE PORTAL	Use this ticket type if you need assistance with the Employee Service Portal.
LIQUIDATION REQUEST	Use this ticket type to request Liquidation of a purchase order in Alio.
PAYMENT STATUS	Use this ticket type to inquire about the status of a payment. Note: Payment information can be seen in the PO Inquiry screen in Alio.
PAYROLL HELP	Use this ticket type to obtain help regarding anything related to Payroll.
PENSION HELP	Use this ticket type to obtain help regarding anything related to your Pension.
PURCHASING HELP	Use this ticket type to request help with anything related to purchasing not covered by other ticket types.
RE-ISSUE PO	Use this ticket type to have a purchase order reissued to a vendor. Note: Provide an email or fax number to confirm where it should be sent.
SUBMIT BACK UP	Use this ticket type to submit back up for a requisition entered into Alio. Note: Back up is required for ALL direct check purchase orders and purchases requiring 2 quotes.
TIME CLOCK PLUS HELP	Use this ticket type of obtain help with anything related to Time Clock Plus.
USER ACCESS	Use this ticket type to request user access for a staff member. Note: Requests for access must come from your department supervisor.

VENDOR UPDATE	Use this ticket type if you have demographic information for a vendor that needs to be updated OR to re-activate a pre-existing vendor.
OTHER	Use this ticket type if your request doesn't fall into any of the above ticket types.

Last modified: 2018/07/03