



# INSTRUCTIONAL EQUIPMENT AND SUPPLIES PLAN

**Mission Statement:**

The mission of Manatee Technical College is to produce highly skilled individuals and resourceful leaders through collaborative education to meet the ever-changing needs of our communities and the workforce.

**Vision Statement:**

The vision of Manatee Technical College is to be recognized as a leader in transforming people's lives through quality education.



# **Manatee Technical College**

## **Instructional Equipment and Supplies Plan**

**Equipment Maintenance, Repair, and Replacement**

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### **Introduction**

Manatee Technical College is committed to providing necessary equipment and learning resources that are relevant, current, and in working order to assure a quality education to its students. All policies and procedures developed for the purchase of new supplies and equipment and in the maintenance, repair, and replacement of equipment are in alignment with the protocols established by the Manatee County Board.

### **General Information**

Each instructor is responsible for assuring adequate supplies and properly working equipment are maintained in their program area. Most program-specific supplies are acquired using the program's lab fees reported in the programs internal lab account. MTC also provides for a discretionary budget from a percentage of student lab fees for each assistant director. This budget, in part, is used for purchasing and storing general consumable instructional and office supplies that may be utilized by all staff as needed. These general supplies are stored in the administrative area of each campus.

## **Equipment Maintenance, Repair, and Replacement**

Some of the MTC's equipment is routinely serviced through the Manatee School District and its contracted vendors. Specialized equipment repair and maintenance may need to be outsourced by the Institution depending on the nature of the equipment. The head custodian of the campus will know which equipment is under contract and will supervise all specialized maintenance.

Each Program Manager and instructor is charged with assuring the instructional equipment in their program area is properly maintained and repaired if necessary. All purchasing procedures must be followed in scheduling required maintenance and repairs. *Contracts* for services or supplies cannot be approved by MTC and must be authorized by the Superintendent of Schools or his/her designee.

Vendors, individuals or entities under contract with the School Board who are permitted access on school grounds when students are present, must meet Level 2 screening requirements as described in Section 1012.32 FS. Subsection (3 of Section 1012.465) states "If it is found that a person who is employed or under contract in a capacity described in subsection (1) does not meet the Level 2 requirements, the person shall be immediately suspended from working in that capacity and shall remain suspended until the final resolution of any appeals." Vendors, individuals or entities under contract with the School Board required to go on school grounds when students are present, in doing business with the School Board, agree to comply with the requirements of the law and agree to indemnify and hold harmless the School Board for any claims made against the School Board related to the failure to comply with Section 1012.465.

### *Equipment Replacement*

Instructors, in consultation with the Program Advisory Committee, determines when a piece of instructional equipment becomes obsolete and should be replaced. All purchasing procedures must be followed in requisitioning new or replacement equipment.

## **Equipment Disposal**

Protocols for the disposal of obsolete equipment is determined by its status in the Manatee School District's capital equipment inventory system through the Property Records Department. Prior to disposal, any capital item must be removed from inventory by completion of the appropriate form provided by the School District's Property Records Department. Once the obsolete item is removed from inventory it is relinquished to the School District for disposal. Non-capital items to be disposed are removed by the Institution's custodian and proper disposal of the item is assured.

### *How to Surplus District Property*

Items that are obsolete, damaged, or no longer have an educational value must be surplus via Central Distribution by submitting a Warehouse Service Request Work Order. Personnel in the schools or departments shall not dispose of School Board property. The custodian or senior school secretary shall generate MTC work orders. All items should be collected in one room or area and a work order is submitted to pick up the surplus. The work order should include:

- Contact name and phone number
- Building and room items located
- Brief description of items (Computers, Printers, etc.) and quantity of each
- Property Record Asset Numbers (if barcode is missing record serial number) - If there is a large quantity, a faxed or emailed list may be provided.

School or department personnel should be available to ensure the items requested for pick-up are checked from the list. Please make a notation on the work order if the items are in good working condition. The district may be able to donate or sell these items. The MTC Director and Assistant Directors are responsible for all property assigned to the Institution. Do not allow any property to be removed without documentation.

### **Contact Information:**

Mike Vincent - Central Distribution/Warehouse – 708-8800 ext. 1040

Nancy Thomas – Property Records/Records Management – 708-8800 ext. 1051

### **Printers**

Bob Daymon – Purchasing 751-6550 ext. 2179

Please call or email prior to surplus to determine if it is Tonertype printer and for final read.

## **Purchasing Instructional Equipment and Supplies**

### *MTC Internal Accounts Purchasing Policies and Procedures*

Instructors must requisition all purchases for program-specific instructional supplies in writing to their program manager. Program managers may submit requests via the program secretary to their assistant director for all necessary purchases including any expenditures for equipment requiring maintenance, repair, or replacement. Program managers must designate the appropriate internal account number/name for fund allocation for each request. Approved expenditures are then forwarded to the MTC Business office and then routed to the MTC Director for approval.

Expenditures from any department budget shall not exceed the amount of funds available. In the event expenditures are to be paid from funds other than those specifically allocated to the department (i.e. from tuition funds or other internal or district allocations,) a prioritized list is developed by the assistant director and brought to a senior administrative staff meeting in which a final determination of priority is made.

- District purchasing policies must be followed at all times.
- Vendors with a district-awarded bid on file must first be considered prior to seeking outside vendors to service, repair, or replace any equipment. The accounting office will review the approved district list to assure compliance with district policies prior to authorizing any purchase.
- Specific steps must be followed for the following dollar thresholds before requesting purchases.
  - Purchases for single or multiple like-kind purchases from \$500-\$999 requires documented telephone quotation from at least three (3) vendors.
  - Purchases for single or multiple like-kind purchases from \$1,000-\$9,999 requires written vendor quotes from at least three (3) vendors.
  - Purchases for single or multiple like-kind purchases from \$10,000-\$49,999 requires written vendor quotes from at least three (3) vendors with approval from the MTC Board of Governors.
  - Any purchase that exceed \$50,000 requires a sealed formal written bid and must be processed through the District Purchasing Department.

- No purchase, including work orders, shall be made without written signed approval in advance from the MTC Director or their designee. (Verbal requests and authorizations are invalid.)
- All requests for approval for purchases must include the following information:
  - Name of payment recipient
  - Date of request
  - Description of purchase: items and or services
  - Dollar amount requested to spend
  - Department/account to be charged
  - Signature of requestor
- Approval for purchases must be documented by the Director/Assistant Director and the Business Manager. Depending on the nature of the purchase, one (1) of three (3) following signed documents must be used.
  1. **Requisition Request:** Used to initiate action from MTC to acquire items or services from a specific vendor. Requisition requests are submitted to the department secretary for processing.
  2. **Purchase Order:** A purchase order is a document issued by MTC to a qualified vendor and is an official written order to the vendor to provide services or items in advance of payment. The vendor agrees to accept the purchase order and will invoice MTC at a later date for the cost of the provided services or items. Purchase orders shall be acquired by department secretaries who shall then have the authority to make the purchase.
  3. **Preauthorization Form:** Used to authorize an individual to make a purchase on behalf of MTC that will be subsequently reimbursed to the purchaser or directly submitted to a vendor at the time of purchase. The check requisition form attached to the pre-authorization form will be used to request reimbursement or direct payment for the purchase that was preauthorized. NOTE: State sales tax will not be reimbursed at any time. Receipts are required for reimbursement.
    - a. Purchases made with *request for reimbursement* must be approved by the MTC Director prior to making the purchase in order to receive reimbursement.

- No personal purchases should be made through MTC or the School District in order to take advantage of any discounts, tax exemptions or for purchasing privileges.
- *Contracts* for services or supplies cannot be approved by MTC and must be authorized by the Superintendent of Schools or his/her designee.
- School District employees cannot be paid directly for services from MTC and pay checks must be processed through the District payroll department.

#### *Receipt of Merchandise/Services*

- A receiving statement signed and dated by the sponsor or responsible party certifying receipt of merchandise or services described in proper condition is required to make payment to the vendor.
- If a receiving report is not available, signatures and dates should be written on the original invoice.
- The full signature is required as initials and rubber stamp signatures are not accepted.
- Each item of merchandise or service should be checked off on the receiving report or invoice to show receipt of all merchandise or services as opposed to a partial delivery.
- Receipts presented for reimbursement by employees who made the purchase should also reflect a signature to show receipt of merchandise.

#### *Disbursements*

In order to process payment for purchase, the following forms must be present and are the responsibility of the requestor to ensure payment is made timely. If these forms are not present or completed correctly, the requestor will be notified to make necessary corrections.

- A preauthorization in the form of a requisition, purchase order, or preauthorization form.
- A receiving report with signature verifying receipt of merchandise.
- An original itemized invoice with vendor name, date of purchase, items purchased, quantity, and the amount of each item. A vendor statement is not acceptable.
- A check request form authorizing payment to the vendor. The check request must be signed by the originator.

*Internal Account Purchases of Fixed Assets*

Items that are purchased from Internal Account funds at a cost of \$1,000.00 or more, per individual item, may require a district barcode label and be capitalized as a fixed asset.

This would include items that you would normally purchase out of the following object accounts:

- 4621 - Audio Visual Equipment
- 4641 – Furniture, Fixtures & Equipment
- 4643 - Computer Equipment \* (4644)
- 4691 - Software

Items that are defined above and purchased with Internal Accounts funds must be made on a District Purchase Order using project #0851 (designated for Internal Accounts). Items will be shipped to Central Distribution/Warehouse (5310) for receipt and processing through Property Records. All computers (desktops, laptops, iPads and e-readers) will be tagged regardless of cost. Please follow the same procedures outlined above.

**Fixed Asset Contacts:**

*Property Records/Records Management*

Nancy Thomas

708-8800 ext 1051

thomasn@manateeschools.net

*Finance*

Janet Clausi

708-8770 ext 22109

clausij@manateeschools.net

**Emergency Purchases**

Emergency purchases are exempt from bidding when the Superintendent/designee determines in writing that an immediate danger to the health, safety, or welfare of students, staff or projects, or other potential loss to the District requires emergency action. After the Superintendent makes such a written determination, the District may proceed with the procurement of commodities or contractual services necessitated by the immediate danger, without competition. However, such emergency procurements shall be made with such competition as is practical under the circumstances. All emergency purchases exceeding the bid threshold shall be tabulated and submitted to the School Board as soon as practical but not later than 30 days after the purchase. The School Board minutes shall show the justification for the emergency and that regular bid procedures would have caused a delay and would be contrary to the public interest.



All vendor contracts for services must be authorized by the Superintendent of Schools for the Manatee County School District per district's policies for meeting the criteria of the Jessica Lunsford Act (Section 1012.465, Florida Statutes.) As this can be a lengthy process, all staff members must assure that any vendor they anticipate may come on campus at any time to provide emergency installation or emergency repair services has successfully completed the district-required pre-screening background check and submitted the required certificate of liability insurance.

### **Safety Standards**

All instructional items shall meet the safety standards set forth by the Manatee School District's Risk Management Department in section 7 of the SDMC Employee Safety Manual. A copy of manual can be found at this link: [SDMC Employee Safety Manual](#)

- Vendors must submit Material Safety Data Sheets with shipments for substances found on the current Florida Toxic Substances List.
- Sexual Predators-Jessica Lunsford Act: Beginning September 1, 2005, vendors, individuals or entities under contract with the School Board who are permitted access on school grounds when students are present, must meet Level 2 screening requirements as described in Section 1012.32 FS. Subsection (3 of Section 1012.465) states "If it is found that a person who is employed or under contract in a capacity described in subsection (1) does not meet the Level 2 requirements, the person shall be immediately suspended from working in that capacity and shall remain suspended until the final resolution of any appeals." Vendors, individuals or entities under contract with the School Board required to go on school grounds when students are present, in doing business with the School Board, agree to comply with the requirements of the law and agree to indemnify and hold harmless the School Board for any claims made against the School Board related to the failure to comply with Section 1012.465.
- First aid supplies are readily available to staff and students. Each instructional area has an adequately stocked emergency first-aid kit. The kit is easily accessible in both the shops/labs and the classrooms. The updating of obsolete safety supplies and the replacement of used supplies is a duty of each program instructor. Each campus has a designated individual who maintains a supply of first aid materials designated to replenish the first aid kits as necessary. Instructors shall submit a requisition form and supplies are immediately distributed.

Reviewed and Approved by Board of Governors – 01.26.2017