

## Camden City School District

### 2023-2024 Procurement Guidance Reference Sheet

**Before creating a requisition** Use this checklist to **determine documentation** needed for approval. \*\*\* **REQUISITION MUST MATCH QUOTE (item #s, quote #) or vendor will reject** \*\*\*

**\*\* ALL AMOUNTS ARE IN AGGREGATE, IN TOTAL FOR SCHOOL/FISCAL YEAR (7/1-6/30) \*\***

**General Funds: Subject to PCL: 18A ALL ACCOUNTS DO NOT start with 20-XXX**

- ☐ 1 quote attached (less than \$6,600);
- ☐ 3 quotes attached (\$6,600 - \$43,999)-

**Grant Funds: Note\* - All Grant codes start with 20-XXX, and Federal grants subject to 2CFR 300**

- ☐ 1 quote attached, if purchase is under \$6,600.
- ☐ 3 quotes if purchase is over \$6,600-\$43,999 (\*\*CFR requires additional quote when using state grant/pricing cooperative/national cooperative\*\*) – [link](#) , exception: ARP funds requires one additional quote
- ☐ Board Items/Resolutions **Grants Director will provide guidance**

**All vendors must provide the following in order to be added to the system**

- ☐ Vendor Form
- ☐ W-9

**I. All vendors we anticipate paying \$6,600 - \$43,999 must provide the following:**

- ☐ All Documents Needed from section I plus
- ☐ New Jersey Business Registration Certificate – Federal Funds require all vendors no matter of the threshold; whereas state/local funds do not.
- ☐ Political Action Disclosure Form
- ☐ Stockholders/Ownership Certificate
- ☐ Iran Disclosure Form
- ☐ Affirmation Action Certificate

**II. All vendors we expect to pay \$44,000 and above the district will need to advertise/use a state contract, [link](#) /pricing cooperative, [link](#)/national cooperative:**

- ☐ All Documents Needed in Section II plus
- ☐ Insurance Certificate
- ☐ Board Resolution Required
- ☐ **Fully Executed Contract attached and contract # referenced in requisition**

**\*\*\*Additional Guidance\*\***

**WHITSONS FOOD SERVICES VENDOR # 5365 : First Option for Catering Service : consult [schoolnutrition@camden.k12.nj.us](mailto:schoolnutrition@camden.k12.nj.us) with questions.**

**Field Trips: Board item required prior to trip**

**Reimbursement: ensure all back up totals the amount requested with approved board item**

