

Alexandria Central School District

Purchasing Manual

Alexandria CSD Business Office
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Contact Information

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General Purchasing

The purchasing of goods and services is a daily occurrence in the Alexandria Central School District and requires many steps to ensure that we not only follow our legal obligations, but that we also connect our purchasing to the mission and vision of the District. The purpose of this manual is to provide an up-to-date guidance document on how to manage budgetary accounts and how to properly submit purchase order (PO) requisition requests – thus expediting the approval process.

The Board of Education views purchasing as serving the educational program by providing necessary supplies, equipment and related services. Purchasing is centralized in the Business Office under the general supervision of the Purchasing Agent (Superintendent of Schools) who is annually appointed by the Board of Education. It is the goal of the Board to purchase competitively, without prejudice or favoritism, and to seek the maximum educational value for every dollar expended.

In accordance with law, the District gives preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats. The term "alternative format" means any medium or format for the presentation of instructional materials, other than a traditional print textbook needed as an accommodation for a disabled student enrolled in the District (or program of a BOCES).

The Board is also aware of the need to reduce exposure of students and staff to potentially harmful chemicals and substances used in cleaning and maintenance. In accordance with law, regulation and guidelines set forth by the Office of General Services (OGS), the District will purchase and utilize environmentally sensitive cleaning and maintenance products in its facilities whenever feasible and will only continue to purchase non-green products when necessary to ensure efficacy.

In order to ensure that the District benefits from advantageous purchasing opportunities, the Board authorizes the Purchasing Agent to represent the District in applying for federal programs designed to discount prices for goods and services. The Business Office will maintain appropriate documentation of the application and purchase through any federal program.

Budget Status & Coding

All building principals and department heads are responsible for reviewing budget status reports from nVision to assist in managing their budgets. This can be done by selecting “Appropriation Status” from your Requisition screen in nVision. All supervisors and their typists and/or secretaries will have access to these reports.

Use of proper budget codes.

1. It is important to use proper budget codes for the following reasons:
 - a. The State accounting structure requires compliance. Auditors verify proper use.
 - b. Accounting of expenditures in proper categories provides greater accuracy in budget forecasts.
 - c. Some purchases are state aided and must be accounted for in specified codes in order to receive maximum state reimbursement.

If insufficient funds are available in the correct code, a request for transfer of funds into the correct code needs to be made to the Business Office prior to submitting a requisition (aka P.O. Request). It is important to note that money may be transferred out of equipment codes, but never into or between equipment codes.

Requisitions that are not properly coded will be disapproved and returned to the department for re-submittal.

2. Example of budget code:
 - a. The budget code is made up of three components. Here is an example:

FUND	FUNCTION	OBJECT
A	2110	450
GENERAL	INSTRUCTION	SUPPLIES

- **Fund:** Where the money is coming from (general, federal funding, school lunch, capital funds, etc.)
- **Function:** What area of the budget the code will service (e.g., regular education, transportation, etc.)
- **Object:** Within the function, what the money will be used to cover (salaries, contractual items, BOCES expenses, supplies, equipment, etc.)

See Appendix B for more information

Budget Transfers

Budget transfers are initiated at the building or department level. Budget transfer requests will be forwarded to the School District Business Leader in the Business Office for recommendation to the Superintendent. Once approved, funds will be made available in nVision for use by the requisitioner.

Written Quotes and Estimates

For purchases not requiring a bid or Request for Proposal as defined in Appendix E , written quotes are required to ensure the District attains the best value. Please refer to the Purchasing Thresholds charts in Appendix E for information on the number of written quotes required. Written quotations should, at minimum, include a full description of the service or item requested and the expiration date of that quote (if one exists). Suggested other information can include:

For Supplies, Materials & Equipment:

1. Manufacturer
2. Model Number
3. Color/Style
4. Part Number
5. Warranty
6. Any other pertinent information

For Services:

1. A complete description of items or service
2. Model number
3. Part number
4. Color
5. Warranties
6. Insurance requirements
7. Date(s) of the service
8. Insurance requirements
9. Any other pertinent information

Guidelines to Requests for Proposals (RFP's)

For purchases requiring a Request for Proposal (RFP) as defined in Appendix E, specifications for the requested items or services should be forwarded to the School District Business Leader. The School District Business Leader will prepare a comprehensive written Request for Proposals. The Business Office will advertise, moderate questions, receive responses and finalize purchasing decisions. The RFP will specify that any response include the structure of the relationship between the District and the provider, including, if applicable, the terms of the retainer, the hourly fees and other associated costs.

In reviewing the RFPs, the District will consider, at a minimum, the following factors:

1. the suitability of the individual/firm for the District's needs;
2. the special knowledge or expertise of the individual/firm;
3. the credentials and applicable certifications of the individual/firm;
4. the quality of the service provided by the individual/firm;
5. overall cost;
6. the staffing available from the firm or the time available from the individual;

The District will periodically issue professional service RFPs and may conduct interviews as part of the RFP process. The written proposals submitted by applicants shall be maintained for at least six years.

Procedures for Sealed Competitive Bids

General Municipal Law requires that purchase contracts for services, materials, equipment and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving an expenditure of more than \$35,000 annually will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids and are approved by the Board of Education. Similar procurements to be made in a fiscal year will be grouped together for the purpose of determining whether an item must be bid. See Appendix E.

Any legal issues regarding the applicability of competitive bidding requirements will be presented to the school attorney for review.

A. Method of Determining Whether Procurement is Subject to Competitive Bidding

1. The District will first determine if the proposed procurement is a purchase contract or a contract for public work.
2. If the procurement is either a purchase contract or a contract for public work, the District will then determine whether the amount of the procurement is above the applicable monetary threshold as set forth above.
3. The District will also determine whether any exceptions to the competitive bidding requirements (as set forth below) exist.
4. Any competitive bidding advertisements should be originated from the Business Office as specific statement language is required by General Municipal Law §103-g, and clear instructions regarding responses must be provided to interested parties, including certification regarding investment in the Iranian energy sector pursuant to General Municipal Law §103(1).

B. Contract Combining Professional Services and Purchase

1. If a contract combines the provision of professional services and a purchase, the District, in determining the appropriate monetary threshold criteria to apply to the contract, will determine whether the professional service or the purchase is the predominant part of the transaction.

C. Opening and Recording Bids; Awarding Contracts

1. The Purchasing Agent, or designee, will be authorized to open and record bids. Contracts will be awarded to the lowest responsible bidder or a purchase contract bid of best value (as recommended by the Purchasing Agent), who has furnished the required security after responding to an advertisement for sealed bids.

D. Documentation of Competitive Bids

1. The District will maintain proper written documentation which will set forth the method in which it determined whether the procurement is a purchase or a public work contract.
2. The District will provide justification and documentation of any contract awarded to an offeror other than the lowest responsible dollar offeror, setting forth the reasons why such award is in the best interests of the District and otherwise furthers the purposes of section §104-b of General Municipal Law.

Where permitted by law, purchases will be made through available cooperative BOCES bids, or by "piggybacking" onto contracts of the New York State Office of General Services (OGS), departments or agencies of New York State, New York State county, or any state or any county or political subdivision or district therein, whenever such purchases are in the best interests of the District or will result in cost savings to the District. In addition, the District will make purchases from correctional institutions and severely disabled persons through charitable or non-profit-making agencies, as provided by law.

Exceptions to Competitive Bidding

Exceptions to competitive bidding, Requests for Proposal (RFP) and General Municipal Law Section 103 are as follows:

1. **Emergencies**: Scenarios where the procurement of goods or services arise out of an accident or unforeseen event whereby District buildings, property, or the life, health or safety of students, faculty or the general public are threatened or involved.
2. **Preferred Sources**: These include CORCRAFT, Industries for the Blind of New York State, New York State Industries for the Disabled, Office of Mental Health and the US Department of Veterans Affairs.
3. **Sole Source**: Purchases for which there is no possibility of competition. Documentation should be provided that at least two vendors were contacted and were unable to meet the specifications. A vendor acting as a Sole Source should provide statement of such in writing to be attached to any requisition for goods or services.
4. **Purchases from Government Contracts**: including New York State Office of General Services Contracts, County Contracts, Contracts from the Federal Government, other Municipalities, States and Purchasing Cooperatives.
5. **Professional Services**: services that are highly specialized and/or necessitate confidentiality may qualify for the professional service exception. Examples are attorney services, physicians, architectural services, occupational therapists, physical therapists, and insurance agencies.
6. **Utilities**: Gas, Electric, Water/Sewage, Telecommunications

Purchasing Process

Purchasing of products or services will typically follow the process described below. Look for these headings as you navigate through the manual. They will help to guide you through some of the more complex areas of purchasing.



Requisition Created

Furthermore, all vendors **MUST** be **currently approved vendors**. NO purchase order requests will be accepted for unapproved vendors or sources.

[illegible]

Ed Data Requisitions

All materials and supplies are required to be purchased through the Cooperative Purchase Procedures of Education Data Services, unless that item is unavailable. Each department and staff member is assigned a specific budget amount that may be spent through Ed Data. Once that budget amount has been spent, there will be no further funds made available until the following fiscal year.

Once you have completed your requisition request through Ed Data, you must “submit requisition” for approval. Notify your supervisor, either the Building Principal or the School District Business Leader, once you have submitted your requisition for approval. The School District Business Leader will then complete the purchase order request process with Ed Data.

Requisition Approved

Once the requisition is generated and all the proper supporting materials have been attached to the nVision form, the requisition needs to be approved at the local (building) level. Typically, the requisition is generated by an administrative assistant/typist/secretary and then follows the approval pathway to the Purchasing Agent.

It is important that the first-level approvers look closely at the requisition to make sure that:

- the correct vendor is listed and is a currently approved vendor
- there is an adequate description provided (i.e., “see attached” is not acceptable on a requisition)
- all necessary documentation has been attached (including estimates or quotes if required (see Appendix E)
- the requisition is coded to the proper accounts with sufficient funds. If funds are insufficient, you will need to generate a budget transfer before submitting the requisition.

Final Approval

After the requisition is approved on the local level, it then proceeds to the School District Business Leader for final approval. The School District Business Leader will again review the requisition for the proper supporting materials and account codes to authorize the issuance of a purchase order. Additionally, the requisition will be reviewed to ensure that our bidding process is in compliance with municipal law and that the best values were sought.

P.O Generated

A purchase order (PO) must be used for the purchase of all goods and services unless specifically noted below.

A PO **must** be used for the purchase of goods and services including but not limited to:

- a. All supplies, materials, textbooks and equipment.
- b. Repairs for existing equipment and all service contracts.
- c. Conferences and workshops including travel and lodging.
- d. Registration fees and/or deposits for such conferences and workshops.

Receipt of Goods/Services

Confirmation of Receipt

Invoice and Payment

When items or services are received:

1. Verify all items have been received (contacting the end user if necessary):
 - a. Compare packing slip with the vendor name appearing on the PO
 - b. Compare description of items received with those which appear on PO
 - c. Verify quantity received with quantity on PO
1. If all items have not been received, contact vendor or note the reasons for any discrepancy.
2. Once items have been received, forward the signed "Receiving Copy" of the PO to the Business Office. Any invoices or shipping reports received from the vendor should also be forwarded to the Business Office.

NOTE: Payments that exceed the greater of \$25 or 10% of the original PO will not be paid without prior approval of the Purchasing Agent. The Purchasing Agent should be contacted to seek approval for an increase to the PO.

Other Purchasing Information

Blanket/Open PO:

1. A blanket PO is used when:
 - a. Recurring monthly payments are anticipated (i.e. utility bills, repair parts, lease contracts).
 - b. Periodic or multiple purchases are anticipated from one vendor for items or services that occur with such urgency that individual purchases orders for each purchase are not practical (i.e. repair parts). These blanket PO's should be opened only if operationally necessary to carry out the business of the District. Open PO's of this nature should be reviewed frequently to ensure the encumbered balance represents a close approximation of the actual amount expected to be spent and should be closed when no longer needed.
2. A blanket PO must include a complete description of the type of service(s) or item(s) ordered. The PO must also reference any pertinent bid or group contract information that demonstrates the expenditure complies with NYS bidding laws.
3. Purchases on blanket PO's should be made by specifically authorized personnel, arranged in advance with the vendor and must otherwise comply with the principles of the purchasing process.
4. Purchase Order Requests are still **REQUIRED** for repair parts, etc. that are included in an open P.O. This is mandatory documentation to support the complete approval process of those parts.

Credit/Debit Card Procedure:

The district credit and debit cards should be used only as a last resort in the purchasing process. It should not be used for any purchase that can be made with a vendor that accepts a District generated Purchase Order. Examples of appropriate use of the of the card are charges for attendance at conferences, travel expenses, lodging, and other authorized purchases where costs may be fairly and accurately estimated prior to the issuance of the credit card and before the actual incurring of expenses.

1. District credit card **MUST** be signed out for use by a District Administrator, or their designee. See Appendix F for the the Credit Card Authorization Form
2. POs are to list "First Bankcard" as the vendor, with all appropriate documentation attached relevant to the purchase.

3. At no time should the District credit card information be saved as payment method for future use on any website or be kept on file outside of the Business Office for any reason.
4. It is the responsibility of the requisitioner to provide any pertinent receipts to the Business Office for use in reconciling monthly credit card statements.

Notes:

- **For Extracurricular Debit Card Use** - a payment order **MUST** be attached with all receipts upon return of debit card
- Please make sure that the items you are looking to buy are not able to be purchased from the vendor through a direct Purchase Order. Generally, anything you will need can be found from a company that we have under state contract. Further, these prices are *usually* cheaper than what you will find in stores since we may have a discount with one of our contracted supplies.
- Plan ahead. It will take 2-3 days to get an authorized Purchase Order. If you request the card 10 minutes before you intend to use it, it will **NOT** be available.
- You may **NOT** use the card for **ANY** purchase other than what was defined in your initial requisition. If you need to purchase other goods, you **MUST** complete this process again.
- If you fail to return all receipts for your purchases ***you will no longer be allowed to use the credit card.*** Lack of all associated paperwork is a **MAJOR** red flag for auditors and is a definitive sign of fraud.

Using Claim Forms:

1. Prior approval from the Purchasing Agent must be obtained to utilize a claim form rather than a PO. Written approval should be attached to the claim form (See Appendix F).
2. Use a claim form for the following:
 - a. Claiming mileage for travel (See Appendix F)
 - b. Request for payment for services by an individual (other than an employee) that are not routine and not recurring (i.e. Referees, chaperones, athletic services)
 - c. Expense reimbursement as a result of approved travel & conference attendance
 - d. Contractual reimbursements to employees (i.e. clothing, safety glasses, etc.)
3. Claim forms are not to be used for the routine purchase of items or services

NOTE: Purchases made by staff members, not properly authorized by the Purchasing Agent prior to the purchase or commitment of funds, will only be reimbursed at the discretion of the Internal Claims Auditor.

Travel & Conference Procedures

Travel status is defined when an employee is on assignment at a work location more than 30 miles from their official work station and home. This determines that they **MAY BE** eligible for reimbursement of travel expenses, such as meals and lodging. Mileage will be reimbursed at the IRS rate, approved at the annual reorg meeting. Please see the section on Additional Reimbursement - Personal Vehicle below.

- **Professional Growth (aka: My Learning Plan)**

Registration for conferences will be the responsibility of the staff member attending. Before registering for any conference, you need to make sure that you have been approved for travel. Following the procedures established by the District Office, log onto your My Learning Plan Account and enter in ALL the required information (date, time, location, provider, etc.). For budgetary reasons, it is important to provide reasonable estimates of any potential costs associated with the event for approval.

Costs	
Registration Fee	<input type="text" value="\$"/>
Estimated Lodging	<input type="text" value="\$"/>
Estimated Meals	<input type="text" value="\$"/>
Estimated Transportation	<input type="text" value="\$"/>
Estimated Tolls	<input type="text" value="\$"/>
Payment	
Payment Type	<div>--- Click To Select --- --- Click To Select --- Staff Pays- No reimbursement District pays upfront-Purchase Order No cost BOCES billed under COSER Staff member pays up front reimbursement upon completion up to \$200</div>
Hours	
Enter the number of Hours for this activity.	

In this section, be sure to include the full cost of the registration, and any estimated travel costs (to the best of your ability). This approved information will be required when you submit your request(s) for reimbursement.

Additionally, you will need to identify how this conference will be paid for*. A requisition will be required for costs paid by the District. If you are unsure, call the Business Office for assistance.

NOTE*: Important BOCES Information: If you are attending a conference/workshop at BOCES, the District may be billed for your attendance. To avoid the potential of paying BOCES twice, please check with the organizer of the conference/workshop to see if they require a separate payment, or if the conference/workshop will appear on the District's BOCES bill. If it will appear on the BOCES bill, you will select "BOCES billed under COSER" as the payment option and you will need to transfer some of your conference money into the District's BOCES account to cover the expense. Please contact the Business Office for assistance with that budget transfer.

- **Registration**

- o District Pays Upfront:

When the request for the conference registration is submitted, choose District pays upfront – Purchase Order. Please be sure to attach a copy of the brochure for the conference that clearly indicates the registration cost. If there is an early-bird pricing special, make sure to leave enough processing time for the Business Office to complete this transaction.

- o Staff Member Pays Upfront:

If the staff member needs to pay upfront, select the correct designation in the Professional Growth set-up screen. When submitting a request for reimbursement, provide the necessary documentation to justify the expense (e.g., conference receipt, registration confirmation, or other proof of attendance). Registration costs will only be reimbursed with approval from a supervisor and will be paid after the staff member provides proof of attendance.

- **Hotel**

Hotel accommodations will be booked through the Business Office. If you are booking a hotel in New York State, be sure to bring a completed [ST-129](#) form with you. Here is a sample of the form:



Department of Taxation and Finance
New York State and Local Sales and Use Tax
Exemption Certificate
 Tax on occupancy of hotel or motel rooms

ST-129
 (2/18)

This form may only be used by government employees of the United States, New York State, or political subdivisions of New York State.

Name of hotel or motel Hilton Graden Inn		Dates of occupancy From: 02-20-2019 To: 02-21-2019	
Address (number and street) 6004 Fair Lakes Road	City Easy Syracuse	State NY	ZIP code 13057
		Country USA	

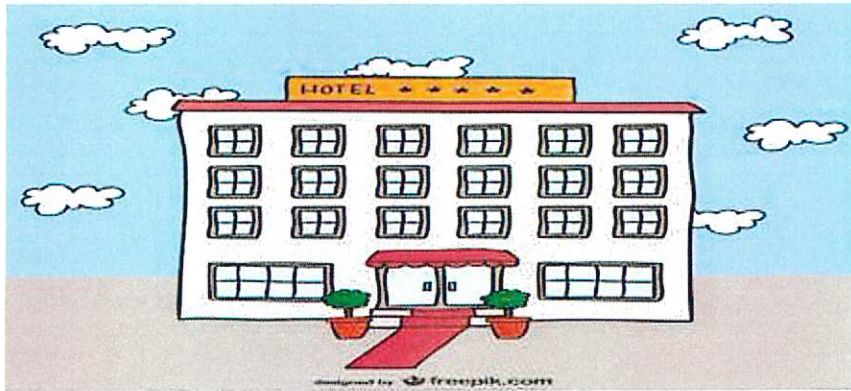
Certification: I certify that I am an employee of the department, agency, or instrumentality of New York State, the United States government, or the political subdivision of New York State indicated below; that the charges for the occupancy of the above business on the dates listed have been or will be paid for by that governmental entity; and that these charges are incurred in the performance of my official duties as an employee of that governmental entity. I certify that the above statements are true, complete, and correct, and that no material information has been omitted. I make these statements and issue this exemption certificate with the knowledge that this document provides evidence that state and local sales or use taxes do not apply to a transaction or transactions for which I tendered this document, and that willfully issuing this document with the intent to evade any such tax may constitute a felony or other crime under New York State Law, punishable by a substantial fine and a possible jail sentence. I understand that the vendor is a trustee for, and on account of, New York State and any locality with respect to any state or local sales or use tax the vendor is required to collect from me; that the vendor is required to collect such taxes from me unless I properly furnish this certificate to the vendor; and that the vendor must retain this certificate and make it available to the Tax Department upon request. I also understand that the Tax Department is authorized to investigate the validity of tax exemptions claimed and the accuracy of any information entered on this document.

Governmental entity (federal, state, or local) NYS Education Department		Agency, department, or division Saratoga Springs City School District	
Employee name (print or type) Aaron Smith	Employee title Teacher	Employee signature Aaron Smith	Date prepared 01-08-2019

Please provide this to the hotel so that the District will not be charged for occupancy taxes in New York State. Upon request, the Business Office can also provide you with a letter that confirms our sales-tax exemption status. At the completion of your stay, it is **important that you obtain a copy of the hotel guest folio** (i.e., master bill) that has all your hotel transaction information. This documentation will be necessary to complete the reimbursement or payment process.

Coverage of hotel costs are at the discretion of the district.

NOTE*: When requesting travel dates and times, make sure to account for travel time to/from destination (time-zone changes), and time to/from the airport during your conference. Some events may require you to arrive the night before, so please plan accordingly.



Checklist for reservations at a hotel:

Employee Responsibility

1. Attach the confirmation and a copy of reservation to nVision. Attach a “SIGNED COPY” of your hotel confirmation that includes the pricing of the room.
2. A copy of your itinerary needs to be provided to the business office and it will need to be signed by you. (Dates need to be included). Attach to nVision with your signed documentation.
3. Employee must reserve hotel with their own credit card.
4. Purchase Orders – Inquire as to whether hotel will accept PO’s. If yes, how far in advance is it needed.
5. Inquire as to whether a check is needed in advance (how long?), or can you bring the check with you.
6. Ask for the Government Rate.
7. Notify the hotel that we are Tax-Exempt. We will provide a tax exempt form.
8. After your stay, provide the office with a copy of the hotel room bill signed by you for reimbursement. Make sure the address of the hotel is included on the bill.

Additional Travel Reimbursements

Personal Vehicle – Employees are **REQUIRED** to use the School Vehicle for all travel. Should the school vehicle NOT be available, employee must provide documentation from the Transportation Supervisor stating as such in order to receive pre-approval for a mileage claim. Use of personal vehicle **without** prior approval will result in NO mileage reimbursement.

If travel requires you to use your personal vehicle, you may submit a request for mileage reimbursement at the IRS rate approved at the annual reorg meeting.

Please submit a detailed account of your round-trip mileage including conference documentation (i.e. proof of attendance), starting and destination addresses. A sample of the documentation is below:

Date	Travel Purpose	Starting Location	Ending Location	Round-Trip Mileage	Details provided from Google Maps (can be attached as separate document)
2/1	Workshop on PBIS	District Office	Gick Road	6.6 miles	
2/2	Classroom Visits	District Office	Maple Avenue	7.2 miles	
2/3	Budget Meeting	District Office	Dorothy Nolan	12.0 miles	

Total x IRS Mileage Rate: (25.8) x \$0.545 = **\$14.06**

Note that all mileage should be calculated from your place of business (school building) to your destination and back. You may use your home address when calculating mileage only on days that you are not required to report to work (e.g., weekends, holidays). Tolls can be included in this calculation with proper documentation (e.g., EZ-Pass receipts).

Parking – If you need to park your personal vehicle at any time while traveling, please keep your receipts and attach the original signed receipt to your request for reimbursement.

Meal Reimbursements

Dining / Incidentals – For **overnight travel**, if food is not provided during your conference, reimbursement of meals and incidentals are at the discretion of the District. If meals are inclusive of the conference registration fees, the District will NOT be reimbursing for other meals outside of what is offered during the conference (i.e., if breakfast is provided, the District will not reimburse for an additional breakfast).

No reimbursement of meals will be allowed for single day conferences, in accordance with the NYS Comptroller's Office.

Specific Vendor Authorizations

Due to issues of missing documentation and violations of purchasing policy, the following vendors have **specific users only!!**

Alexandria Bay Big M Anne Remington and Todd Marshall

Garlock & Sons Darin Trickey

Victory Promotions Patricia Durand

Additional vendors may be added to this list as deemed necessary.

These vendors have been notified that NO orders may be accepted by any individual other than those named above. Should you require any products from these vendors, please see the authorized users. A requisition is still required to be completed. This is no excuse to circumvent the purchasing procedures.

Note: Further note that any orders from **AMAZON.COM** is **STRICTLY PROHIBITED**. Exception **MAY** be granted based on extenuating circumstances per the Purchasing Agent (Superintendent) or the School District Business Leader.

**ALL PAPERWORK MUST BE WRITTEN IN INK. PENCIL WILL NOT BE
ACCEPTED**

Requisitioners per Department

The following persons are responsible for the department as noted to enter in requisition requests:

Erin Monica	Transportation Athletics Guidance
Stacie Lambert	Principal Instructional Occupational Education Co-Curricular School Library Health Services
Amber Hagan	Custodial Director of Instruction and Curriculum
Renee Gill	Board of Education District Meeting Chief School Administrator Technology
Meredith Graveline	Programs for Students with Disabilities
Anne Remington	School Food Services

Connie Dack and Patty Durand are available when the assigned individual is not.

Violations of Purchasing Procedures

Failure to abide by Alexandria Central School District's Purchasing Procedures **will** result in the following:

First offense: Verbal Warning

Subsequent offense: Written Letter of Counsel

See Appendix F for an example of the Internal Violation of Purchasing Policy Form. Should the circumstance warrant as such, this form and a formal written letter of counsel will be prepared, reviewed by the offensor, and placed in the employee's file.

APPENDIX A – Glossary of Terms

Best Value – The basis for awarding contracts for services to the offerer that optimizes quality, cost and efficiency, among responsive and responsible offerers. Such basis shall reflect, wherever possible, objective and quantifiable analysis. (State Finance Law §163 (1) (j)).

Bid – A complete proposal (submitted in competition with other bidders) to deliver goods or services within a prescribed time, and not exceeding a proposed amount (usually includes labor, equipment, and materials).

COSER – An approved cooperative agreement to establish a shared service for one year between a BOCES and two or more districts. These may vary by BOCES if cross-contracts are established.

Emergency – An urgent and unexpected situation where health and public safety or the conservation of public resources are at risk. Such situations may create a need for an emergency contract (State Finance Law §163 (1) (b)).

Encumbrance - An encumbrance is a restriction placed on the use of funds. The concept is most commonly used in governmental accounting, where encumbrances are used to ensure that there will be enough funds available to pay for specific obligations.

Estimate - An estimate approximates what materials or services will cost. An estimate is not typically binding and may be subject to change.

Invoice – A formal statement or billing submitted by a vendor showing the amount due and terms of payment for supplies delivered or services rendered.

Minority- or Women-Owned Business Enterprise (M/WBE)– A business certified under Article 15-A of the Executive Law that is independently owned, operated and authorized to do business in New York State; and is owned and controlled by at least fifty-one percent women or minority group members who are citizens of the U.S. or permanent resident aliens. Such ownership must be real, substantial and continuing; and the minorities or women must have and exercise the authority to control independently the day-to-day business decisions of the enterprise.

Office of General Services (OGS) – The agency tasked with creating statewide centralized contracts (aka: NY State Contract) for use by authorized users, as per State Finance Law §163.

Piggyback Contract – A newly created contract based upon a contract awarded by the United States government, or any state or any political subdivision thereof, in accordance with the requirements of the New York State Finance Law

Preferred Source – In order to advance special social and economic goals, State Finance Law §162 requires that a governmental entity purchase select commodities and services from designated organizations when the commodities or services meet the "form, function and utility" requirements of the governmental entity. Under State Finance Law §163, purchases of commodities and services from preferred sources are given the highest priority and are exempt from the competitive bidding requirements.

Procurement – The process of acquiring goods and/or services on behalf of the District.

Proposal - Proposals include all the information contained in estimates, quotes and bids. More specifically they detail scope, timelines, deliverables, and costs (or investment). Like a quote, a proposal should be specific and should be honored by the vendor as proposed.

Public Work Contract - a contract involving labor or both materials and labor for a project such as construction

Purchase Contract - a contract involving the acquisition of commodities, materials, supplies, services or equipment

Purchase Order – An official document that authorizes a purchase transaction between a vendor and the District with specific details of the materials or services being provided.

Purchasing Agent – The person designated by the Board of Education to contract for necessary supplies, materials, equipment or services.

Quote – Contains a full description of the service or item requested. Unlike an estimate, a quote provides a fixed price for a project subject to a specific time frame and should be honored by the vendor as quoted.

Request for Proposals (RFP) - A competitive solicitation seeking proposals for a specified service or technology, pursuant to which an award is made to the responsive and responsible proposer(s) offering the best value.

Requisition - a written request or order for something such as supplies.

Specification – A description of equipment, supplies or services that clearly identifies the characteristics of the item to be purchased and the conditions under which the purchase will be made.

Sole Source – A procurement in which only one offeror can supply the required commodities or services (State Finance Law §163 (g)). Sole source providers should provide the district with documentation that indicates they are the only source for the purchase.

Vendor – A supplier/seller of commodities or services.

APPENDIX B – Coding Chart

FUND	FUNCTION	OBJECT
A	2110	500
GENERAL	INSTRUCTION	SUPPLIES



Uniform Accounts

District Specific

Key **Function** Codes for Budget Users:

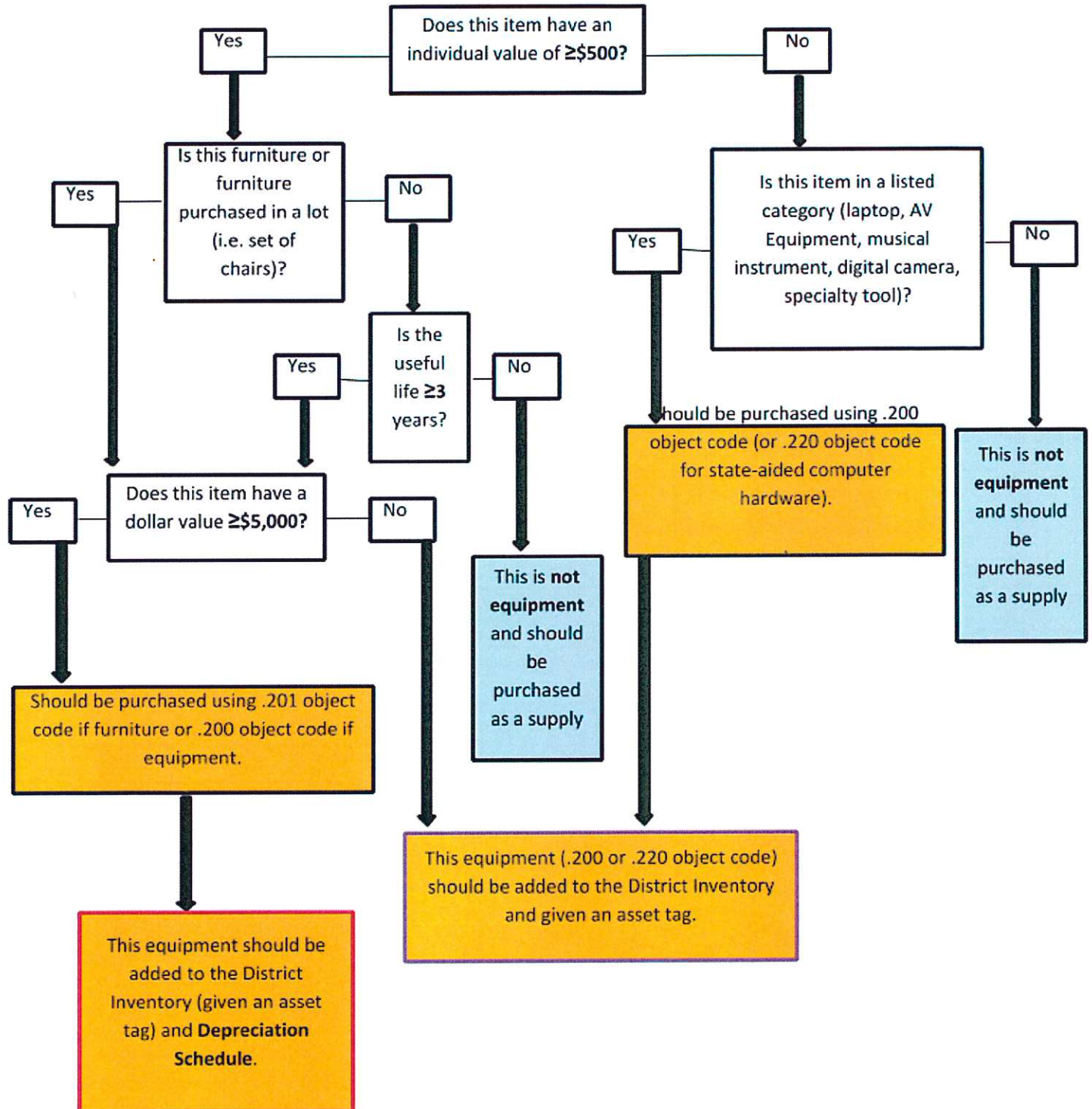
Function Code	Summary
1010	Board of Education
1040	District Clerk
1060	District Meeting
1240	Chief School Administrator
1310	Business Administration
1320	Auditing
1330	Tax Collector
1345	Purchasing
1380	Fiscal Agent Fees
1420	Legal
1430	Personnel
1620	Operation of Plant
1621	Maintenance of Plant
1670	Central Printing and Mailing
1680	Central Data Processing
1910	Unallocated Insurance
1920	School Association Dues
1964	Refund on Real Property Taxes
1981	BoCES Administrative Costs
2010	Curriculum Development and Supervision
2020	Supervision - Regular School
2040	Supervision - Special Schools

2070	Inservice Training - Instruction
2110	Teaching - Regular School
2250	Programs for Students with Disabilities
2280	Occupational Education
2610	School Library & Audiovisual
2630	Computer Assisted Instruction
2810	Guidance - Regular School
2815	Health Services - Regular School
2820	Psychological Services
2850	Co-Curricular Activities
2855	Interscholastic Athletics
5510	District Transportation Services
5530	Garage Building

Key Object Codes for Budget Users:

Object Code	Summary
10	Teacher Salaries, PreKind
12	Teacher Salaries, Full Day K-3
120	Teacher Salaries, 4-6
13	Teacher Salaries, 7-12
14	Substitute Teacher
15	Instructional Salaries
150	Instructional Salaries
155	Additional Salaries
16	Noninstructional Salaries
165	Noninstructional Salaries Aides
166	Additional Salaries
167	Additional Salaries
2	Equipment
21	Purchase of Buses
22	State-Aided Computer Hdware
4	Contractual And Other
45	Materials And Supplies
450	Furniture and Furnishings
48	Textbooks
49	BoCES Services

APPENDIX C – Applying Equipment Codes



APPENDIX D – Frequently Asked Questions

Q: When do I need a Purchase Order?

A: All expenses must be authorized by the Purchasing Agent for the District. Except as otherwise noted in this manual or District policy, a purchase order should be issued prior to the commitment of District funds.

Q: Can I transfer money into my equipment code?

A: There is flexibility in the Commissioner's Regulations to move funds out of equipment codes, but not into or between these codes.

Q: Do I need prior approval to make a small, school-related purchase with cash or my own money? Can I be personally reimbursed?

A: All school-related purchases require prior approval. To the extent possible, purchases should be planned for and requested via the proper channels as outlined in this manual. Necessary out-of-pocket expenses are reimbursable pending prior approval from the Purchasing Agent for the District.

Q: Do I have to spend all the money in my account codes? Does it roll into next year if it is unspent?

A: No, you do not need to completely exhaust your budget allocations unless there is a specific need to spend all the funds. Remaining balances do not roll into the next fiscal year; however, there is no penalty or loss of future allocations as a direct result of not spending current year allocations.

Q: How long should it take for my order to be processed?

A: Typically, an order should be processed within one to two weeks from the building level approval, pending availability from the vendor. Lead times may vary with certain vendors or types of products.

Q: Can I just write “see attached” in the description box of my requisition if I am attaching a scanned document?

A: Not as a standard practice. While every attachment is reviewed during the purchasing process, the descriptions that are entered in nVision provide detail and transparency to all users in the process for budgeting and historical data. Orders with extensive detail that warrant reference to an attachment should still include in the description a useful indication of what is being ordered.

Q: Can I use multiple codes on a single PO Request (i.e., textbooks purchased out of code A2110.48 and Shipping & Handling from code A2110.45).

A: Yes. You can either appropriate a dollar amount or a percentage from each code in nVision through the Account or Shipping Distribution tabs in the requisition entry screen.

APPENDIX E – Purchasing Thresholds

Purchasing Thresholds for purchasing Materials & Supplies

Amount of Purchase	Procedure/Requirement	Responsibility
<\$2,000	Best value practice	Responsibility of the requisitioner. At the discretion of the Purchasing Department.
\$2,000 - \$2,999	Two estimates or other documented sources.	Obtained by the requisitioner. Pricing information is to be indicated on the purchase requisition and supporting quotation information attached to the requisition.
\$3,000 - \$4,999	Three written quotes to include date, vendor and cost/price.	Obtained by the requisitioner. Pricing information is to be indicated on the purchase requisition and supporting quotation information attached to the requisition.
\$5,000 - \$19,999	Three formal written proposals.	Obtained by the requisitioner. Pricing information is to be indicated on the purchase requisition and supporting information attached to the requisition.
≥\$20,000	Formal bidding required (see below). Public advertised bids in accordance with General Municipal Law.	Obtained by the Purchasing Agent.

Purchasing Thresholds for purchasing Equipment

Amount of Purchase	Procedure/Requirement	Responsibility
<\$500	Best value practice	Responsibility of the requisitioner. At the discretion of the Purchasing Department.
\$500 - \$999	Two estimates or other documented sources.	Obtained by the requisitioner. Pricing information is to be indicated on the purchase requisition and supporting quotation information attached to the requisition.
\$1,000 - \$4,999	Three written quotes to include date, vendor and cost/price.	Obtained by the requisitioner. Pricing information is to be indicated on the purchase requisition and supporting quotation information attached to the requisition.
\$5,000 - \$19,999	Three formal written proposals.	Obtained by the requisitioner. Pricing information is to be indicated on the purchase requisition and supporting information attached to the requisition.
≥\$20,000	Formal bidding required (see below). Public advertised bids in accordance with General Municipal Law.	Obtained by the Purchasing Agent.

Purchasing Thresholds for Contracts for Public Works

Amount of Purchase	Procedure/Requirement	Responsibility
<\$2,000	Best Value Practice	Responsibility of the requisitioner. At the discretion of the Purchasing Department.
\$2,000 - \$4,999	Two estimates or other documented sources.	Obtained by the requisitioner. The requisitioner must substantiate the need and choice of contractor. Written scope of work, specifications and pricing comparisons must accompany requisitions.
\$5,000 - \$19,999	Three written quotes, including date, name of contractor and scope of work.	Obtained by the requisitioner. Requisitioner and Purchasing Agent to review the choice of contractor. Written scope of work, specifications and pricing must accompany requisitions.
\$20,000 - \$34,999	Formal written Request for Proposal (RFP) (see above).	Obtained by the Purchasing Agent. Requisitioner and Purchasing Agent to review the choice of contractor. Written scope of work and specifications must accompany requests.
≥\$35,000	Formal bidding required (see above). Publicly advertised bids in accordance with General Municipal Law.	Obtained by the Purchasing Agent. Specifications provided by the requisitioner.

**APPENDIX F –
Forms**



Alexandria Central School

Home of the Purple Ghosts



34 Bolton Avenue, Alexandria Bay, New York 13607 Phone: 315-482-9971 Fax: 315-482-9973

CREDIT CARD REQUEST FORM

Employee Name: _____

I request use of the: ☐ Community Bank, N.A. Credit Card # _____
☐ Extraclassroom Debit Card

(PLEASE CHECK APPLICABLE CARD)

Date(s) to be used: _____

Date to be returned: _____

Purpose for use: _____

Use of the Alexandria Central School District credit cards is authorized only for school business related expenses while on official school business. Use of the credit card is strictly prohibited for any other purposes. The credit cards shall not be used for personal use and will be considered abuse of the card. Abuse of the credit card privilege or disregard for the agreement guidelines may result in personal liability and is grounds for disciplinary action, which could include dismissal.

I have read, understand and agree to the use of the Alexandria Central School credit card.

Employee Signature: _____

Date: _____

Administrative Approval:

Date: _____

Date of Card Issue: _____

Issued by: *Brianne R. Kirchoff*

Date of Return of Card: _____

**Exemption Certificate****Tax on occupancy of hotel rooms****ST-129**

(10/00)

This form may only be used by government employees of the United States, New York State, or political subdivisions of New York State.

Name of hotel, motel, lodging house, etc.		Dates of occupancy From: _____ To: _____		
Number and street	City, village, or post office	State	ZIP code	Country
<i>This is to certify that I, the undersigned, am a representative of the department, agency, or instrumentality of New York State, the United States government, or the political subdivision of New York State indicated below; that the charges for the occupancy at the above establishment on the dates listed have been or will be paid for by that governmental entity; and that these charges are incurred in the performance of my official duties as a representative or employee of that governmental entity.</i>				
Governmental entity (federal, state, or local)		Agency, department, or division		
Employee name (print or type)	Employee title	Employee signature	Date	

Instructions for the government representative or employee

If you are on official New York State or federal government business and staying in a hotel or motel:

1. Complete all information requested in the box above.
2. Sign and date this exemption certificate in the box above.
3. Show the operator of the hotel or motel your appropriate and satisfactory identification.
4. Give this completed Form ST-129 to the operator of the establishment.

You may pay your hotel bill with cash, with a personal check or personal credit card, with a government voucher, or with a government credit card.

Please note:

- If, while on official business, you stay at more than one location, you must complete an exemption certificate for each establishment.
- If you are in a group traveling on official business and staying in this particular hotel, each person must complete a separate exemption certificate and give it to the hotel operator.

Caution: Willfully issuing a false or fraudulent certificate with the intent to evade tax is a misdemeanor under section 1817(m) of the Tax Law and section 210.45 of the Penal Law, punishable by a fine of up to \$10,000.

Instructions for the operator of the hotel or motel

Keep this completed Form ST-129, *Exemption Certificate*, as evidence of exempt occupancy by New York State and federal government employees who are on official business and staying at your establishment. You must keep this exemption certificate for at least three years after the later of: 1) the due date of the last sales tax return to which this exemption certificate applies; or 2) the date when you filed the return.

This exemption certificate is valid if the government employee is paying with:

- Cash.
- A personal check or personal credit card.
- A government voucher.
- A government credit card.

Do not accept this certificate unless the representative or employee presenting it shows appropriate and satisfactory identification.



Department of Taxation and Finance

10/17/2018

Alexandria Central School District
34 Bolton Ave
Alexandria Bay NY 13607

Dear Sir or Madam:

The Tax Law exempts New York State governmental entities such as your organization, Alexandria Central School District, from the payment of New York State and local sales and use taxes on their purchases. To make tax exempt purchases, a New York State governmental entity must present vendors with the entity's official purchase order or other documentation (e.g., payment voucher, contract of sale, Form AC 946, *Tax Exemption Certificate*, Form ST-129, *Exemption Certificate - Tax on occupancy of hotel rooms*, etc.) which indicates that the purchaser is a New York State governmental entity.

Tax exemption numbers and Form ST-119.1, *Exempt Organization Exempt Purchase Certificate*, are not issued to New York State governmental entities. If a vendor requests a tax exemption number or Form ST-119.1, *Exempt Organization Exempt Purchase Certificate*, from you, the Alexandria Central School District may give the vendor a copy of this letter. This will assure the vendor that a governmental purchase order, or other evidence that Alexandria Central School District is the purchaser, and this letter are the only documentation the vendor needs to not collect sales tax.

For additional information, please refer to Publication 843, *A Guide to Sales Tax in New York State for Exempt Organizations*, which is available on the New York State Tax Department website at www.tax.ny.gov.

New York State Department of Taxation and Finance
OTPA-Taxpayer Guidance Division
Sales Tax Exempt Organizations Unit



Alexandria Central School

Home of the Purple Ghosts



34 Bolton Avenue, Alexandria Bay, New York 13607 Phone: 315-482-9971 Fax: 315-482-9973

Open PO #: _____

Vendor #:

Name of Vendor: _____

Address of Vendor: _____

Date	Description	Gross Amount	Less Sales Tax	Net Total
------	-------------	--------------	----------------	-----------

Office Use Only

Received _____

Checked By _____
Date

Approved By _____
Date

This is to certify that the work, labor, services, and supplies charged in the above account or claim and included in the same amount to \$_____, have been actually performed for, furnished, and delivered to the Board of Education, Alexandria Bay NY; that said claim is just, due and unpaid that there are no offsets against the same; that the items and specifications therein are correct, that the sums charged are reasonable and just; that no payment has been made on account thereof, except as included or referred to in such account or claim.

Claimant/Vendors Name
(Please Print)

X _____
Signature of Claimant or Corporation Officer

Date

Date

Signature of Purchasing Agent



Alexandria Central School

Home of the Purple Ghosts



34 Bolton Avenue, Alexandria Bay, New York 13607 Phone: 315-482-9971 Fax: 315-482-9973

To Be filled in by Claimant:

Official's Name: _____ Social Security# _____

Mailing Address: _____

Sporting Event: _____

Work Alone: (Circle): Yes No

Opponent: _____

Level (circle): MOD JV VARSITY

Game Date: _____

Circle: Active Probationary

Base Game Fee: _____	
Mileage Region: _____ =	Mileage Total: _____
- Syracuse 25 miles	
- Watertown 30 Miles	Grand Total: _____
- Utica 28 Miles	

Athletic Director's Signature

Office Use Only	
Received _____	
Checked By _____	Date _____
Approved By _____	Date _____

A28554

This is to certify that the work, labor, services, and supplies charged in the above account or claim and included in the same amount to \$_____, have been actually performed for, furnished, and delivered to the Board of Education, Alexandria Bay NY; that said claim is just, due and unpaid that there are no offsets against the same; that the items and specifications therein are correct, that the sums charged are reasonable and just; that no payment has been made on account thereof, except as included or referred to in such account or claim.

X
Claimant/Vendor Name (Please Print) Signature of Claimant or Corporation Officer Date

Date

Signature of Purchasing Agent



Alexandria Central School

Home of the Purple Ghosts



34 Bolton Avenue, Alexandria Bay, New York 13607 Phone: 315-482-9971 Fax: 315-482-9973

Internal Violation of Purchasing Policy

This notice is to advise you that your Department is in Violation of the Alexandria Central School District purchasing policy for the following:

Date: _____

Department: _____

Vendor: _____

P.O. #: _____

For Auditing purposes, a brief explanation is necessary. This information is required in order for payment to be released. Thank you.

Reason for Violation:

Protocol put in place to prevent this from happening in the future:

Name: _____

Date: _____

Date notice sent: _____



Alexandria Central School

Home of the Purple Ghosts



34 Bolton Avenue, Alexandria Bay, New York 13607 Phone: 315-482-9971 Fax: 315-482-9973

Date: _____

Vendor Name: _____

Address: _____

Re: **Placing Orders for Goods or Services**

From: **Brianne Kirchoff, SDBL, CPA**
School District Business Leader

This letter is being sent to advise you that providing services or orders to district employees without an AUTHORIZED PURCHASE ORDER is in violation of the Alexandria Central School District's purchasing policy.

Please be aware that it is the District's Policy that goods and services can only be ordered with an AUTHORIZED PURCHASE ORDER issued by the District's Business Office. Alexandria Central School District will not be responsible for payment of any goods or services that do not have an Authorized Purchase Order PRIOR to the commencement of services or the shipment of goods. Suppliers should not ship any product or perform any services before they have received a signed copy of the Purchase Order. Faxed Purchase Orders signed by the Purchasing Agent are acceptable. Thank you in advance for your cooperation in this matter.

If you have any further questions, please contact the Business Office.

Signature: _____

Date: _____



Alexandria Central School
Home of the Purple Ghosts



34 Bolton Avenue, Alexandria Bay, New York 13607 Phone: 315-482-9971 Fax: 315-482-9973

PURCHASE ORDER REQUEST

Date:

Dept./Grade:

Company Name and Address

CODE

Amount

Telephone Number _____

Fax Number () _____ and/or email _____

QUANTITY	Item#	DESCRIPTION	UNIT PRICE	TOTAL
----------	-------	-------------	------------	-------

Subtotal \$
Shipping if applicable \$
Total \$

Administrator Approval _____ Date _____

Superintendent Approval _____ Date _____

PO# _____ Date _____

Purchasing Name	Vendor ID	Address 1	Address 2	City	State	Zip Code	Vendor Category
4 imprint	4836	101 Commere Street	PO Box 320	Osh Kosh	WI	54901	Instructional Supplies
A.J. Missert, Inc.	4191	25510 Industrial Blvd		Watertown	NY	13601	Beverages
ACES	3645	465 Blossom Road		Rochester	NY	14610	Bldg & Grounds Supplies
ACR Health	4855	627 W. Genessee St		Syracuse	NY	13204	FUEL
Adirondack Energy	4080	PO Box 355	17 Junction Road	Malone	NY	12953-0355	Copier Contracts
Advanced Business Systems	11	22811 County Route 51		Watertown	NY	13601	Bldg & Grounds Supplies
Advanced Custodial Equipment	1876	465 Blossom Road		Rochester	NY	14610	Food
Agbotic Project #1 LLC	4690	PO Box 385		Watertown	NY	13601	Bldg & Grounds Supplies
Agway, Country Pride Farms	1169	PO Box 390		LaFargeville	NY	13656	Dues
AICPA	4238	Attn: Membership	PO Box 52403	Durham	NC	27717-9924	Conference
Aikins, Jane	4371	47862 County Rt 1		Redwood	NY	13679	Athletic Supplies
Airborne Athletics, Inc	4837	1701 West 94th Str.	Suite 225	Bloomington	MI	55431	Garage Supplies
Airgas USA, LLC	1484	1200 Sullivan Street		Elmira	NY	14901-1689	Instructional Supplies
Aleph Objects Inc.	4789	626 W 66th Street	Route 12	Loveland	CO	80538-1210	Bus Parts
Alexandria Bay Auto Parts,Inc.	16	PO Box 366		Alexandria Bay	NY	13607	Materials & Supplies
Alexandria Central School	3961	34 Bolton Avenue		Alexandria Bay	NY	13607	Food
Alexandria Central Yearbook	18	34 Bolton Avenue		Alexandria Bay	NY	13607	Computer Supplies
Alexandria Cnt. School Lunch	17	34 Bolton Avenue		Alexandria Bay	NY	13607	Instructional Supplies
All for KIDZ	4850	20700 44th Ave W Suite 220		Lynwood	WA	98036	Exam Fees
Alltech Integrations, Inc.	4118	7463 State Route 11		Potsdam	NY	13676	Instructional Supplies
American College Testing	29	PO Box 168	Suite 900	Iowa City	IA	52243	Instructional Supplies
Amplify Education, Inc.	4296	55 Washington Street		Brooklyn	NY	11201-1071	Exam Fees
AP Exams	4695	PO Box 21535		New York	NY	10087-1535	Instructional Supplies
Arbor Scientific	3880	PO Box 2750		Ann Arbor	MI	48106-2750	Athletic Supplies
ARC Sports	48	850 Peach Lake Road		North Salem	NY	10560	Conference
ASBO New York	4801	453 New Karner Road		Albany	NY	12205	Dues
ASBO, Northern Chapter	1489	% Lowville CSD Sandra Rivers	76668 N. State Street	Lowville	NY	13367	Food
Asian Food Solutions, Inc.	4131	2572 W State Rd 426	Suite 2016	Oviedo	FL	32765	Telephone
AT & T	55	PO Box 105068		Atlanta	GA	30348-5068	Materials & Supplies
Atomic Sign Works	2807	1040 Bradley Street		Watertown	NY	13601	Bus Parts
AutoZone	4240	26125 US RT 11		Evans Mills	NY	13637	Cafeteria Supplies
Avon Shoes	4750	67 Public Square		Watertown	NY	13601	
B&W Supply Company	4868	510 3rd St.		Ithaca	NY	14850	Garage Repairs
Bach Environmental, Inc.	61	11176 County Rte. 9		Clayton	NY	13624	Textbooks
Barnes & Noble	3980	3454 Erie Boulevard East		Dewitt	NY	13214	Driver Meal Reimbursement
Bartlett, Virginia	1138	34140 Hanson Bridge Road		Redwood	NY	13679	Bus Parts
Beam Mack Sales & Service, Inc	3366	22048 Salmon Run Mall		Watertown	NY	13601	Athletic Supplies
Becker Arena Products	4743	720 Innovation Drive		Shakopee	MN	55379	Insurance
Benefit Services Group	4800	23671 Lawler Drive		Watertown	NY	13601	Cafeteria Supplies
Betson Imperial Parts & Servic	2143	Division of H. Betti Ind	6743 Thompson Road	Syracuse	NY	13211-2119	
BHC	4847	PO Box 7048, Group 9		Indianapolis	IN	46207-7048	Food
Big M Supermarket	74	Rt. 12 Thomson Mall		Alexandria Bay	NY	13607	Food
Bimbo Foods, Inc.	3165	PO Box 827810		Philadelphia	PA	19182-7810	Food

BioFit Engineered Products	3904	15500 BioFit Way			Bowling Green	OH	43402	Cafeteria Equipment
Black River Paper Company	1333	P.O. Box 809			Watertown	NY	13601	Materials & Supplies
Black River Valley Council of	1048	School Superintendents		PO Box 179	Beaver Falls	NY	13305	Dues
Blick Art Materials LLC	931	PO Box 1267			Galesburg	IL	61402-1267	Instructional Supplies
Blue Mountain Spring Water	2811	1011 Waterman Drive			Watertown	NY	13601	Beverages
Brick & Mortar Music	4483	15 Market Street			Potsdam	NY	13676	Instructional Supplies
Brown Industries, Inc.	1591	344 West Front Street			Media	PA	19063-2640	Materials & Supplies
Bruhin/Patco, Inc.	523	PO Box 270			Indianapolis	IN	46206	Materials & Supplies
BSN Sports	902	PO Box 49			Jenkintown	PA	19046	Athletic Supplies
Buck Pitt & Co., Inc.	3381	88 University Avenue		PO Box 30292	Rochester	NY	14605-3292	Garage Repairs
Buffalo Envelope	3113	Attn: Marcy Reamsnyder		2914 Walder Ave	Depew	NY	14043	Materials & Supplies
CAERT, Inc	4732	PO Box 50			Danville	IL	61834-0050	Textbooks
Camfil USA, Inc.	963	6600 Deere Rd			Syracuse	NY	13206	Materials & Supplies
CardiacLife	4874	PO Box 25755			Rochester	NY	14625	
Carlex, Inc.	103	1545 W. Hamlin Rd			Rochester Hills	MI	48309	Instructional Supplies
Carolina Biological Supply Co.	105	2700 York Road			Burlington	NC	27215-3398	Instructional Supplies
Cascade School Supplies, Inc.	108	1 Brown Street			North Adams	MA	01247	Instructional Supplies
Castle	2225	420 St. Paul Street			Rochester	NY	14605	Garage Supplies
Cazenovia Equipment Co. Inc.	4224	25523 US RT 12 S			Watertown	NY	13601	Materials & Supplies
CCI	2434	406 Ganttown Road			Sewell	NJ	08080	Dues
CDW-G	2135	Attn: Scott Sember		230 North Milwaukee Ave	Vernon Hills	IL	60061	Computer Supplies
Central Restaurant Products	3936	7750 Georgetown Rd			Indianapolis	IN	46268	Cafeteria Equipment
Chair Slippers	3767	313 North Chestnut St.		Suite A	Lafayette	LA	70501	Materials & Supplies
Charles Garlock & Sons, Inc.	121	15 Washington Street			Alexandria Bay	NY	13607	Materials & Supplies
Christman Fuel Service	3640	4529 Old State Road			Carthage	NY	13619	Heating Oil
Chronicle Guidance Pub., Inc.	128	66 Aurora Street			Moravia	NY	13118-3569	Materials & Supplies
Cintas Corporation	2637	395 Summit Point Dr			Henrietta	NY	14467	First Aid Supplies
Circle Products	129	109 Joseph CT			Troy	NY	12180	Materials & Supplies
City Electric Co., Inc.	1679	23763 NYS Route 12			Watertown	NY	13601	Materials & Supplies
Clarkson University	4766	PO Box 5883		8 Clarkson Ave	Potsdam	NY	13669	Conference
Classroom Direct	1528	Order Entry		PO Box 1639	Appleton	WI	54912-1639	Instructional Supplies
Clay-King.com, Inc.	2644	125 Ben Abi Rd			Spartansburg	SC	29307-5400	
Clayscapes Pottery, Inc.	2641	1003 W. Fayette St.			Syracuse	NY	13204	Instructional Supplies
CNY Elevator Inspections Inc.	3051	5898 E. Taft Road			N.Syracuse	NY	13212	Inspections
College Board Publications	138	PO Box 7500			London	KY	40742-7500	
Conboy,McKayBachman & Kendall	143	407 Sherman Street			Watertown	NY	13601	
Continental Construction, LLC	4805	2125 NYS Route 812			Gouverneur	NY	13642	Capital Project
Cook Brothers Truck Parts	2052	6412 Coffeen St. Rd.			Watertown	NY	13601	Bus Parts
Cooper Electric Supply Co.	4820	3477 Rt 9 North			Freehold	NJ	07728	
CPI	4811	10850 W. Park Place, Suite 600			Milwaukee	WI	53224	Dues
Creative Competitions, Inc.	1770	1325 Rte 130 S, Suite F			Gloucester City	NJ	08030	Instructional Supplies
Cross Island Farm	4479	44301 Cross Island Road			Wellesley Island	NY	13640	Food
Crowne Plaza (Syracuse)	4727	701 East Genesee Street			Syracuse	NY	13210	Conference
Cullen, Richard	4768	23 Crossman Street			Alexandria Bay	NY	13607	Driver Meal Reimbursement
Davis, Larry	3916	25930 #6 Rd			Redwood	NY	13679	Materials & Supplies

Delukes Lawscapes, Inc	4760	16738 May Twin Road		Alexandria Bay	NY	13607	Landscaping
DEMCO	1510	4810 Forest Run Rd	PO Box 7488	Madison	WI	53704	Library Supplies
deMeurers, Jillaine	4700	Po Box 902		Redwood	NY	13679	Election Workers
Depository Trust Co.	1803	55 Water St., 50th Floor	Reconciliation Dept.	New Yory	NY	10041	Debt
DesignSpecialists, Inc	4781	6716 Joy Road E.		Syracuse	NY	13057	Bldg & Grounds Supplies
Diange, Scott	4209	17 Avery Avenue		Alexandria Bay	NY	13607	Driver Meal Reimbursement
Didax	3777	395 Main St.		Rowley	MA	01969	Instructional Supplies
Double Tree Inn	4803	100 Nott Terrace		Schenectady	NY	12308	Conference
Drake, Susan	4396	19525 Peel Dock Rd.		Wellsley Island	NY	13640	Driver Meal Reimbursement
Dreizler, Stephen	3994	46343 Barnes Settlement Rd		Redwood	NY	13679	Conference
Dryden Mutual Insurance Company	4840	PO Box 635		Dryden	NY	13053-0635	Insurance
e Math Instruction	4254	10 Fruit Bud Lane		Red Hook	NY	12571	Textbooks
E.A. MORSE & CO., INC.	4821	11-25 HARDING STREET		MIDDLETOWN	NY	10940	
EAI Education/Math	3903	118 Bauer Drive	PO Box 7046	Oakland	NJ	07436-7046	Instructional Supplies
Eastern Illinois University	4753	600 Lincoln Avenue		Charleston	IL	61920	Special Ed
EBSCO	211	PO Box 2543		Birmingham	AL	35202	Library Supplies
Ecolab Safety Solutions	3600	1801 Riverbend West Drive		Fort Worth	TX	76118	Cafeteria Supplies
ECOLAB USA	837	370 Wabasha Street North	Contract Sales	St. Paul	MN	55102	Cafeteria Supplies
Ed & Ed Business Technology	4544	4919 State Rt.233		Westmoreland	NY	13490	Postage
Educational Data Services, Inc.	4783	236 Midland Avenue		Saddle Brook	NJ	07663	Accounting
Eduware	3279	550 N. Country Road		St. James	NY	11780	Instructional Supplies
Elevattitt	4633	210 Marcellus Street		Syracuse	NY	13204	Maintenance Repairs
Ely Electric	220	PO Box 296		Alexandria Bay	NY	13607	Cafeteria Repairs
enuma	4751	2600 Street		Berkeley	CA	94710	Computer Supplies
Everbind/Marco Book Bindery	227	PO Box 695		Lodi	NJ	07644	Textbooks
EWASTE+	3855	(Regional Computer Recycling)	7318 Victor-Mendon Rd (Rt 251)	Victor	NY	14564	Trash Removal
Filtrec Corporation	4726	5440 Lockwood Road		Auburn	NY	13021	
First Bankcard	4309	Community Bank	P.O. Box 2818	Omaha	NE	68103-2818	
Fiscal Advisors & Marketing	1105	120 Walton St., Suite 600		Syracuse	NY	13202	Capital Project
Fisher Science Education	1043	4500 Turnberry Drive		Hanover Park	IL	60133	Instructional Supplies
Fitness Equipment Service	237	217 1/2 Snyder Avenue		Syracuse	NY	13206	Maintenance Repairs
Flaghouse	238	601 Flaghouse Drive		Hasbrouck Heights	NJ	07604-3116	
FLAGHOUSE INC	4824	601 FLAGHOUSE DR		HASBROUCK HEIGHTS	NJ	07604-3116	
Flinn Scientific, Inc.	909	PO Box 219		Batavia	IL	60510	Instructional Supplies
Follett School Solutions, Inc.	1318	1340 Ridgeview Drive		McHenry	IL	60050	Library Supplies
Fort Drum Regional Liaison Org	2485	200 Washington St., Ste. 406		Watertown	NY	13601	Dues
Fort Orange Press	4597	11 Sand Creek Road		Albany	NY	12205-1442	
Free Spirit Publishing, Inc.	1778	6325 Sandburg Rd	Suite 100	Minneapolis	MN	55427-3674	Instructional Supplies
Frey Scientific/School Spec.	246	80 Northwest Blvd	PO Box 3000	Nashua	NH	03063	Instructional Supplies
FX Capara	253	44170 NYS Route 12		Alexandria Bay	NY	13607	Bus Parts
Gionet, Lily	3950	PO Box 113		Alexandria Bay	NY	13607	Instructional Supplies
Gladle, Bob	4363	15 Co Rt 1		Hammond	NY	13646	Driver Meal Reimbursement
Glazier Packing Co., Inc	3787	3140 State Rt. 11		Malone	NY	12953	Food
Gleason, Scott W	3962	PO Box 68		Redwood	NY	13679	Driver Meal Reimbursement
Goodheart-Willcox Publisher	4731	18604 West Creek Drive		Tinley Park	IL	60477-5243	Textbooks

Gopher Sport	276	2525 Lemond St SW	PO box 998	Owatonna	MN	55060-0998	Athletic Supplies
Grainger	2146	6285 East Molloy Road		Syracuse	NY	13057	Materials & Supplies
Grainger Parts	2331	100 Grainger Parkway		Lake Forest	IL	60045	Materials & Supplies
Grant Writing USA	4788	PO Box 50249		Henderson	NV	89016	Conference
Graybar	4799	6605 Deere Road		Syracuse	NY	13206-1312	Bldg & Grounds Supplies
Green Paper Products	4771	93 Alpha Park		Highland Heights	OH	44143	Cafeteria Supplies
Hamilton Buhl	4527	Hamilton Buhl	80 Little Falls Road	Fairfield	NJ	07004	Instructional Supplies
Hampton Inn Oneonta	4866	225 River Street		Oneonta	NY	13820	Conference
Hampton Inn Schenectady	4802	450 State Street		Schenctady	NY	12305	Insurance
Haylor, Freyer & Coon, Inc.	304	1402 Washington St	PO Box 6720	Watertown	NY	13601	Cafeteria Repairs
Heartland Payment Systems	1038	Nutrikids	1 Heartland Way	Jeffersonville	IN	47130	Instructional Supplies
Heinemann	3445	P.O. Box 6926		Portsmouth	NH	03802-6926	Election Workers
Helmer, Timothy	4599	25915 Co Rt #3		Theresa	NY	13691	Materials & Supplies
Henry Schein Inc.	3110	135 Duryea Road		Melville	NY	11747	Cafeteria Supplies
Herb Phillipson's	2975	1283 Arsenal Street		Watertown	NY	13601	Food
Hershey Creamery Co,	4253	1370 Upper Lenox Ave.		Oneida	NY	13421-2640	Materials & Supplies
Hill & Markes, Inc.	1190	PO Box 7	1997 State Hwy 55	Amsterdam	NY	12010	Cafeteria Repairs
Hobart Service	4045	2359 State Route 414	Suite A	Waterloo	NY	13165	Athletic Supplies
HolaBird Sports	3061	9220 Pulaski Highway		Baltimore	MD	21220	Materials & Supplies
Hopkins Audiometer	1377	139 Gibbs Pond Rd.		Nesconset	NY	11767	Materials & Supplies
Hopkins Calibration LLC	4792	1019 Fort Salonga Rd # 10-207		Northport	NY	11768	Materials & Supplies
Howland Pump & Supply Co, Inc.	4393	PO Box 295		Ogdensburg	NY	13669	Bldg & Grounds Supplies
Howland Supply Inc.	4814	23170 Route 12	PO Box 834	Watertown	NY	13601-0834	Fingerprinting
Idemia Finance	4774	6840 Corothers Parkway Suite		Franklin	TN	37067	Maintenance Repairs
Internal Telecommunication Sys	3315	2700 Lodi St.	P.O. Box 11388	Syracuse	NY	13218	Instructional Supplies
Interstate Music Supply	1525	13819 W. National Ave.		New Berlin	WI	53151	
Jack Henry & Associates Inc.	4879	PO Box 609		Monett	MO	65708	
JAG ENVIRONMENTAL, LLC	4853	6189 East Taft Road		North Syracuse	NY	13212	Bldg & Grounds Supplies
JCC FSA	3675	1220 Coffeen Street		Watertown	NY	13601	Textbooks
JCSNA	1168	Attn. Cindy Overton	11060 US Rt 11	Adams	NY	13605	Dues
Jefferson Clinton Hotel	4787	416 South Clinton Street		Syracuse	NY	13202	Conference
Jefferson Community College	4784	1220 Coffeen Street		Watertown	NY	13601	Athletic Fees
Jefferson Community College	2920	Store #1587 MA #114	3146 Solutions Center	Chicago	IL	60677-3001	Textbooks
Jefferson County Real Property	3183	175 Arsenal St.		Watertown	NY	13601	Accounting
Jefferson Rehabilitation Centre	2270	P.O. Box 41	380 Gaffney Drive	Watertown	NY	13601	Special Ed
Jeff-Lewis BOCES	1433	20104 NYS Rte. 3		Watertown	NY	13601	Accounting
Jeff-Lewis School Boards Assoc	4538	D. Peterson Jeff-Lewis BOCES	20104 State Route 3	Watertown	NY	13601	Conference
Jeff-Lewis School BoardsAssoc.	338	Patti LaClair	20104 State Route 3	Watertown	NY	13601	Dues
JLAPT	3098	South Jefferson CSD	PO Box 10 - Attn: L. Gaffney	Adams	NY	13605	Instructional Supplies
JLCMTA-C/O Stephen Hirst	339	Case Middle School	1237 Washington Street	Watertown	NY	13601	Inspections
John Warnek, DBA	3810	NCE Environmental Services	36173 NYS Rt 12	Clayton	NY	13624	Inspections
Johnson Controls Fire Protection LP	4719	Dept., CH 10320		Palatine	IL	60055-0320	Instructional Supplies
Jones School Supply Co., Inc.	1513	PO Box 100197		Columbia	SC	29202	Instructional Supplies
Josten's	350	21336 Network Place		Chicago	IL	60673	Food
JTM Provisions Co., Inc.	2124	P.O. Box 711134		Harrison	OH	45271-1134	

Junior Library Guild	351	7858 Industrial Parkway		Plain City	OH	43064	Library Supplies
JW Pepper & Son, Inc.	1005	191 Sheree Blvd		Exton	PA	19341	Instructional Supplies
Kaplan Early Learning Company	1248	1310 Lewisville-Clemmons Rd		Lewisville	NC	27023-0609	Instructional Supplies
Kelley Bros., LLC	360	Box 177	Colvin Station	Syracuse	NY	13205	Materials & Supplies
King & King Architects LLP	3052	358 West Jefferson St.		Syracuse	NY	13202	Capital Project
Kinney Drugs, Inc.	1564	Main Offices	29 East Main St.	Gouverneur	NY	13642	Materials & Supplies
K-Log, Inc.	2033	1224 W 27th St.	PO Box 5	Zion	IL	60099-0005	
Kring's Produce	2138	44337 State Rt. 12		Alexandria Bay	NY	13607	
KURTZ BROS., INC.	4833	400 REED ST	PO BOX 392	CLEARFIELD	PA	16830	
Lakeshore Learning Materials	870	2695 E. Dominquez Street		Carson	CA	90895	Instructional Supplies
Lambert, Delmar	4116	45000 Taylor Road		Alexandria Bay	NY	13607	Driver Meal Reimbursement
Laminator.com	3931	13777 West Laurel Drive		Lake Forest	IL	60045	Instructional Supplies
Laux Sporting Goods	4324	25 Pineview Dr	19701 Jericho Road	Anherst	NY	14228	Athletic Supplies
Lawson Products	377	Attn: Steve Hermann	Suite # 320	Watertown	NY	13601	Garage Supplies
Learning A - Z	2823	1840 E. River Road		Tucson	AZ	85718	Instructional Supplies
Learning Resources	2591	Attn: Customer Service Dept	380 N. Fairway Drive	Vernon Hills	IL	60061	Instructional Supplies
Lightspeed Technologies	4018	11509 SW Herman Rd		Tualatin	OR	97062	Special Ed
Long-Park Tire, Inc.	2132	23751 NYS RT 342		Watertown	NY	13601	Tires
M&T Bank	3258	Attn: Equipment Leasing	P.O. Box 62176	Baltimore	MD	21264	Debt
Macsherry Library	1134	112 Walton St.		Alexandria Bay	NY	13607	Accounting
MagnetStreet	4876	280 Gerzevske Lane		Carol Stream	IL	60188	
MailFinance Inc.	4543	Attn: Government Sales	478 Wheelers Farms Rd	Millford	CT	06461	Postage
Marsaw's Fuel	3012	1757 Co. Rt. 6		Hammond	NY	13646	Cafeteria Repairs
Marshall, Todd	4659	43190 Martusewiczla		Alexandria Bay	NY	13607	Food
Marta's Photo Shop	4239	26256 Limestone Road		Redwood	NY	13679	Instructional Supplies
Math Bits	4414	Attn: Frederick Roberts	712 County Rte 3	Fulton	NY	13069	Instructional Supplies
MatterHackers	4875	27156 BUrbank		Foothill Ranch	CA	92610	
McCabe's Supply, Inc.	418	20707 NYS Route 232	Rices Road	Watertown	NY	13601	Garage Repairs
McConnellsville Golf Course	4216	3007 McConnellsville Road		Blossvale	NY	13308	
Medco Supply Company	2167	25 Northpointe Parkway	Suite 25	Amhert	NY	14228	Instructional Supplies
Media Flex Inc.	3791	PO Box 1107		Champlain	NY	12919	Library Supplies
Metal Man Services	426	1109 Water Street		Watertown	NY	13601	Materials & Supplies
Mid Atlantic Media	4327	151 Yale Ave		Morton	PA	19070	Instructional Supplies
Midstate Industrial Supply	429	PO Box 147		Malone	NY	12953-0147	Garage Supplies
Midstate Music of CNY, Inc.	3768	8033 Brewerton Road		Cicero	NY	13039	Instructional Supplies
Miller, Andrea	4752	6 Champion Street		Carthage	NY	13619	Special Ed
Milton J Rubenstein Museum of Science & Tech.	4808	500 S. Franklin Street		Syracuse	NY	13202	Instructional Supplies
Moore Medical Corporation	438	PO Box 4066		Farmington	CT	06032	Instructional Supplies
Morglia, Kylie	4616	13222 House Road		Clayton	NY	13624	Materials & Supplies
Morpho Trust USA	4194	3050 Hollis Drive, Suite 310		Springfield	IL	62704	Fingerprinting
MPS	4867	16365 James Madison HWY	Suite 300	Gordonsville	VA	22942	
Music & Arts	3614	5295 WestView Drive		Frederick	MD	21703-8519	Instructional Supplies
Music in Motion	445	Po Box 869231		Plano	TX	75086-9231	Instructional Supplies
Musician's Friend, Inc	4355	PO Box 7479		Westlake Village	CA	91359	Instructional Supplies
MX Fuels	3784	PO Box 638		Massena	NY	13662	Diesel

NASCO EDUCATION LLC	450	901 Janesville Avenue		PO Box 901	Fort Atkinson	WI	53538	Instructional Supplies
NASSP's Sales Dept.	1061	1904 Association Drive			Resion	VA	20191-1537	Instructional Supplies
National Business Furniture	4672	770 Soth 70th Street			Milwaukee	WI	53214	Maintenance Equipment
National Grid	483	300 Erie Blvd. West			Syracuse	NY	13252	Electricity
National Honor Society (NASSP)	1818	PO Box 417939		PO Box 218	Boston	MA	02241-7939	Instructional Supplies
Neff Products/Jostens	467	645 Pine Street			Greenville	OH	45331-0218	Athletic Supplies
NEOFUNDS	4582	PO Box 6813			Carol Stream	IL	60197-6813	Postage
New York Bus Sales, LLC	115	7765 Lakeport Road			Chittanooga	NY	13037	Bus Parts
New York Head Mechanic's Assoc	1589	P.O. Box 521			DeWitt	NY	13214-0521	Dues
New York State School Bd Assoc	3789	PO Box 305			Canajoharie	NY	13317	Conference
New York State School Facilities Association	4729	136 Everett Road			Albany	NY	12205	Materials & Supplies
Newberry Construction	480	23916 Swan Hollow Road			Alexandria Bay	NY	13607	Snow Removal
Newberry, Geraldine	481	23916 Swan Hollow Road			Alexandria Bay	NY	13607	Election Workers
North Branch Farms	4644	7781 Lake Road			Henderson	NY	13650	Food
North Country Digital Solution	3798	2 Crestwood Drive			Alexandria Bay	NY	13607	Copier Contracts
North Country Jr. Iron Chef/Health Initiative	4797	PO Box 5069			Potsdam	NY	13676	Instructional Supplies
North East Technologies	4626	PO Box 307			Canastota	NY	13032	Maintenance Repairs
North Star Food Hub	4835	200 Howk Street			Watertown	NY	13601	Food
Northern Fire Equipment, Inc.	759	20952 County Rte. 16			Watertown,	NY	13601	Inspections
Northern NY Newspapers Corp.	726	Attn: Subscription Renewals		260 Washington Street	Watertown	NY	13601	Legal Advertising
Northern Tree Surgery	3926	47045 Dingman Point Road			Alexandria Bay	NY	13607	Landscaping
Noteflight	4299	49R Day Street			Somerville	MA	02144	Instructional Supplies
NYAEE Conference 2019 Attn: Nancy Grossman	4864	300 Kennedy Hall			Ithaca	NY	14853	
NYAPT	2731	1764 Route 9		PO Box 356	Clifton Park	NY	12065	Dues
NYS AHPERD	1393	77 North Ann Street			Little Falls	NY	13365	Dues
NYS ASBO	1598	453 New Karner Road			Albany	NY	12205	Dues
NYS Conservation District Employees' Assoc.	4848	Blanche L. Hurlbutt C/o NYS Environthon 24		North Street	Edmeston	NY	13335	
NYS Department of State	3702	Division of Licensing Services		PO Box 22001	Albany	NY	12201-2001	Dues
NYS Dept of Motor Vehicles	3869	207 Genesee St., Suite 6			Utica	NY	13501	Garage Repairs
NYS School Boards Association	476	24 Century Hill Dr			Latham	NY	12110-2125	Dues
NYSAFCE	2957	Attn: Marie Elliott		133 Bloomer Road	Lagrangeville	NY	12540	
NYSCLATE	1850	8 Airport Park Blvd			Latham	NY	12110	Conference
NYSOSS	969	7 Elk Street, 3rd Floor			Albany	NY	12207	Dues
NYSOSS-Confrence Registratio	1580	7 Elk St., Second Floor			Albany	NY	12207	
NYSMMA	4767	Don Cannamela Parishville-Hopkinton		12 County RT 47	Parishville	NY	13672	Dues
NYSNA	3065	125 Wolf Road		Suite 312	Albany	NY	12205	Dues
NYSOMA, c/o Jeff Carter	2249	18 Grand Erie Way			Fairport	NY	14450	Instructional Supplies
NYSOPRHP	3521	Minna Anthony Common Nature		44927 Island Road	Fineview	NY	13640	
NYSPHSAA	475	Attn: Rule Book Dept.		8 Airport Park Blvd.	Latham	NY	12110	Dues
NYSMA Manuel Chairperson	4742	535 Ronds Lane			Webster	NY	14580-0214	Instructional Supplies
NYSMA Registration	1388	Att: Jennifer Waterhouse		Carthage HS 36500 NYS Rte 26	Carthage	NY	13619	Instructional Supplies
NYSMA Solo Festival Chair	4685	70 Elm Street			Potsdam	NY	13676	Instructional Supplies
NYSMA	1135	718 The Plain Road			Westbury	NY	11590	Instructional Supplies
OAM Supply Co.	2009	Box 81588			Cleveland	OH	44181	Materials & Supplies
OCEAN JANITORIAL	4822	2775 SUNRISE HIGHWAY			ISLIP TERRACE	NY	11752	

O'Connor, Alycia	4023	6 Avery Avenue			Alexandria Bay	NY	13607	Instructional Supplies
Oriental Trading Company	2069	PO Box 2308	4206 S. 108th St.		Omaha	NE	68137	Instructional Supplies
Orkin	4286	1001 Noyes Street			Ulica	NY	13502-4400	Cafeteria Repairs
Palos Sports INC. dba School Health Corp.	1787	11711 South Austin Avenue			Alsip	IL	60803	Athletic Supplies
PASSON'S SPORTS & GAMES/BSN SPORTS	4826	PO Box 660176			Dallas	TX	75266-0176	Computer Supplies
PDQ.com/Formerly Admin Arsenal	4498	PO Box 1229			Salt Lake City	UT	84110-1229	Instructional Supplies
Peachjar	4843	15373 Innovation Drive	Suite 300		San Diego	CA	92128	Instructional Supplies
Pearson Clinical Assessment	4002	Ordering Dept	PO Box 599700		San Antonio	TX	78259	Instructional Supplies
Pearson School Division	4114	PO Box 6820			Chandler	AZ	85246	Textbooks
Perfection Learning	35	1000 2nd Ave.			Logan	IA	51546	
Pioneer Athletics	538	4529 Industrial Parkway			Cleveland	OH	44135	Materials & Supplies
Pitcher's Sewer Service	2323	P.O. Box 43			Dexter	NY	13634	Materials & Supplies
Pivot	2326	167 Polk St., Suite 320			Watertown	NY	13601	Special Ed
Pla Mor Lanes	4804	577 State Street			Watertown	NY	13601	Athletic Fees
Plan & Print Systems, Inc.	3268	6259 East Molloy Road	P.O. Box 218		East Syracuse	NY	13057-0218	Capital Project
Polymaker North America	4764	110 Traders Cross			Bluffton	SC	29909	Instructional Supplies
Postmaster	545	Alexandria Bay	15 Bethune St		Alexandria Bay	NY	13607-9998	Postage
Premier/School Specialty	4234	400 Sequoia Drive	400 Sequoia Dr.		Bellingham	WA	98226	Instructional Supplies
Prentice Hall Order Dept.	1340	PO Box 2500			Lebanon	IN	46052-3009	Instructional Supplies
Prestwick House, Inc.	3563	PO Box 658			Clayton	DE	19938	Textbooks
Pro-Ed	2422	8700 Shoal Creek Blvd.			Austin	TX	78757	
PSAT/NMSQT	3002	12192 Collections Center Drive			Chicago	IL	60693	Exam Fees
PTL Contracting Corp.	3635	27840 County Route 193			Theresa	NY	13691	Maintenance Repairs
PTSI	1338	10 Adler Dr	Suite 102		East Syracuse	NY	13057	Conference
Pupil Transportation Safety	1636	10 Adler Drive	Suite 102		East Syracuse	NY	13057	
Pyramid School Products	3722	Div of Pyramid Paper Company	6510 N 54th Street		Tampa	FL	33610	Instructional Supplies
Quill	966	PO Box 94080			Palatine	IL	60094-4080	Materials & Supplies
Quill Corporation	851	100 Schelter Rd			Lincolnshire	IL	60069	Instructional Supplies
Rainbow International Restoration	4878	123 Coleman Ave			Watertown	NY	13601	
Really Good Stuff	1938	PO Box 734329			Chicago	IL	60673-4329	Instructional Supplies
Redishred Acquisition, Inc	4720	6067 Corporate Drive , Suite #2			East Syracuse	NY	13057	Maintenance Repairs
Reilly, Joseph	4839	3384 Fieldstone Lane			Painted Post	NY	14870	Capital Project
Relief Rentals	4364	152 Maple St.			Black River	NY	13612	Maintenance Repairs
Renzi Bros., Inc.	569	PO Box 23			Watertown	NY	13601-0023	Food
River Hospital, Inc.	2528	4 Fuller St.			Alexandria Bay	NY	13607	Garage Repairs
RiverScapes	4746	44019 Bailey Settlement Road			Redwood	NY	13679	Landscaping
Roberts, Charles	4545	4 N. Main Street			Hammond	NY	13646	Driver Meal Reimbursement
Rochester Riverside	4649	120 E. Main Street			Rochester	NY	14604	Conference
Rural Schools Program	583	114 Kennedy Hall	Cornell University		Ithaca	NY	14853-5901	Dues
Rust Check	4352	1112 Water Street			Watertown	NY	13601	Garage Repairs
S & S Worldwide, Inc.	584	P.O. Box 845825			Boston	MA	02284-5825	Athletic Supplies
S.A.N.E.	4818	2275 Millville Rd. Suite 1			Hamilton	OH	45013	
SAANYS	3405	8 Airport Park Boulevard			Latham	NY	12110	Dues
Safety-Kleen Systems, Inc	588	6741 VIP Parkway			Syracuse	NY	13211	Garage Repairs
Samaritan Medical Center Education Services	4793	830 Washington Street			Watertown	NY	13601	Conference

Sam's Club	813	1283 Arsenal St.			Watertown	NY	13601	Instructional Supplies
Sargent-Weich/VWR	3557	5100 West Henrietta Rd	Box 92912		Rochester	NY	14692-9012	Driver Meal Reimbursement
Schnittger, Mark	4688	44071 Bailey Settlement Road			Redwood	NY	13679	
Scholastic Books	2590	PO Box 7502			Jefferson City	MO	65102	
Scholastic Sports Sales Ltd.	599	(8195 Cazenovia Rd Rt 92)	PO Box 240		Manlius	NY	13104	Athletic Supplies
School Datebooks	3744	2880 US HWY. 231 S., Suite 200			Lafayette	IN	47909-2874	Instructional Supplies
School Daze	600	902 Arsenal Street			Watertown	NY	13601	Instructional Supplies
School Health Corporation	601	5600 Apollo Drive			Rolling Meadows	IL	60008	Materials & Supplies
School Mate	4858	PO Box 2110			Kearney	NE	68848	
School Specialty,	603	Order entry	PO Box 1579		Appleton	WI	54912-1579	Instructional Supplies
Schools Specialty	2563	Order Dept.	PO Box 8105		Mansfield	OH	44901-8105	Instructional Supplies
Scrub Hub LLC, The	4255	19033 US Route 11			Watertown	NY	13601	Cafeteria Supplies
Section III	614	4983 Brittonfield Pkwy Suite 2			East Syracuse	NY	13057	Dues
Sheraton NY Times Square Hotel	4223	811 7th Ave 53rd St			New York	NY	10019	Conference
Siemens Building Technologies	3111	6075 E. Molloy Road			Syracuse	NY	13211	Maintenance Repairs
Signtech	624	#41277, Cty. Rt.15	Suite 1		Plessis	NY	13675	Maintenance Equipment
SLACK Chemical CO. INC.	4722	PO Box 30	465 S Clinton Street		Carthage	NY	13619	Garage Supplies
SMEC	3211	School and Municipal Energy Co.	355 Harlem Road		West Seneca	NY	14224	Electricity
Social Studies School Service	635	10200 Jefferson Blvd.	PO Box 802		Culver City	CA	90232-0802	Textbooks
Special Programs, Inc.	3492	d.b.a. Little Lukes	159 West First Street		Oswego	NY	13126	Special Ed
SPORTSMANS	4828	829 HORNER ST			JOHNSTOWN	PA	15902	
St. Lawrence Supply Co.	650	PO Box 5110			Potsdam	NY	13676	Maintenance Equipment
Stackel & Navarra, C.P.A.,P.C.	4380	216 Washington Street	Suite 402		Watertown	NY	13601	Accounting
STANYS Conference	2781	Conference Registration	PO Box 2121		Liverpool	NY	13089-2121	Conference
Staples Business Advantage	2016	HT Aurora 2	777 S. SABLE BLVD		Aurora	CO	80012	Materials & Supplies
State Chemical Solutions	644	C/O Donald Stroup	1585 Apulia Road		Lafayette	NY	13084	Garage Supplies
State Education Department	4852	89 Washington Avenue			Albany	NY	12234-1000	
Straightline Service Corp.	1087	126 Ball Circle			Syracuse	NY	13208	Cafeteria Repairs
Student Driver Products	4336	13551 N Winchester Way			Parker	CO	80138	Instructional Supplies
Studydip, Inc	4748	548 Market Street # 64304			San Francisco	CA	94104-5401	Textbooks
Suburban Propane -2148	4730	PO Box 160			Whippany	NJ	07981-0160	Gasoline
Sunburst Digital, Inc.	654	3150 W Higgins Road, Ste 140			Hoffman Estates	IL	60169	Computer Supplies
Super Duper Publications	2993	Dept. SD2007	PO Box 24997		Greenville	SC	29616-2497	Instructional Supplies
Tangible Play, Inc	4763	195 Page Mill #105			Palo Alto	CA	94306	Instructional Supplies
Teacher Direct	3364	PO Box 12063			Birmingham	AL	35202	Instructional Supplies
Teacher's Discovery	668	2741 Paldan Drive,			Auburn Hills	MI	48326	Instructional Supplies
Texas Instruments Inc.	1748	PO Box 100138			Atlanta	GA	30384-0138	Instructional Supplies
Texthelp	4631	600 Unicorn Park Drive			Woburn	MA	01801	Special Ed
The Desmond	4744	660 Albany Shaker Rd.			Albany	NY	12211	Conference
The Korner	4785	10 James Street			Alexandria Bay	NY	13607	Food
The Saratoga Hilton	3406	534 Broadway at City Center			Saratoga Springs	NY	12866	Conference
Therapy Shoppe, Inc.	3733	PO Box 8875			Grand Rapids	MI	49518	Instructional Supplies
Theresa Bowling Center, Inc.	2315	P.O. Box 626			Theresa	NY	13691	Athletic Fees
Thousand Island Painting and Carpentry LLC	4738	46819 Dingman Point Road			Alexandria Bay	NY	13607	Landscaping
Thousand Islands Bridge Auth.	677	Collins Landing	PO Box 428		Alexandria Bay	NY	13607	Garage Repairs

Thousand Islands Printing Co.	680	Box 277		Alexandria Bay	NY	13607	Legal Advertising
Tifco Industries	683	22606 Ridgeview Road		Watertown	NY	13601	Materials & Supplies
Time For Kids	1991	PO Box 37437		Boone	IA	50037-4437	Instructional Supplies
Toledo Physical Ed. & Supply	3912	Box 5618		Toledo	OH	43613	Athletic Supplies
Toth's Sports	690	71 Victor Heights Pkwy.		Victor	NY	14564	Athletic Supplies
Town of Alexandria	691	46372 Co. Rte. 1		Alexandria Bay	NY	13607	Athletic Fees
Town of Clayton	4061	405 Riverside Drive		Clayton	NY	13624	Athletic Fees
Transfinder	4762	440 State Street		Schenectady	NY	12305	Garage Supplies
Tree House, Inc., The	2370	David Rizzo	PO Box 413	Norwood	MA	02062	Computer Supplies
Triarco Arts & Crafts LLC	1518	9900 13th Avenue North	Suite 1015	Plymouth	MN	55441	Instructional Supplies
Tyler Technologies Inc.	4873	PO Box 203556		Dallas	TX	75320-3556	
Uline	2610	12575 Uline Drive		Pleasant Prairie	WI	53158	
UniFirst Corporation	4351	103 Luther Ave	Att: A/R Dept.	Liverpool	NY	13088	Maintenance Repairs
Uniform Advantage	3387	101 NE 3rd Ave	Suite 2000	Fort Lauderdale	FL	33301	Cafeteria Supplies
UniLink	4747	333 Metro Park		Rochester NY	NY	14623	Accounting
United Art & Education	876	Box 9219		Fort Wayne	IN	46899	Instructional Supplies
United Parcel Service	703	PO Box 7247-0244		Philadelphia	PA	19170-0001	Postage
UNITED SALES USA CORP.	4823	185 30TH STREET		BROOKLYN	NY	11232	
VanTassel Service Company	715	26206 Route 37		Watertown	NY	13601	Bus Parts
Verizon	1828	P.O. Box 15124		Albany	NY	12212-5124	Telephone
Verizon Wireless	4038	PO Box 408		Newark	NJ	07101-0408	Telephone
Victory Promotions	4138	114 Parker Street		Watertown	NY	13601	Athletic Supplies
Village of Alexandria Bay	2412	110 Walton Street		Alexandria Bay	NY	13607	Water/Sewer
VIRCO	2569	PO Box 5000		Conway	AR	72033	Instructional Supplies
VISIPIX	4741	1287 Barclay Boulevard		Buffalo Grove	IL	60089	Materials & Supplies
W B Mason Co., Inc.	3979	90 Nicon Court		Hauptauge	NY	11788	Materials & Supplies
Wadsworth Control	4739	5541 Marshall Street		Anada	CO	80002	Bldg & Grounds Supplies
Wagoner Sales & Service	4733	47828 Wagoner Park Road		Alexandria Bay	NY	13607	Maintenance Repairs
Wagoner, Patricia S.	1201	47052 Dingman Pt. Rd.		Alexandria Bay	NY	13607	Accounting
Walldroff Farm Equipment, INC	4854	22537 Murrock Circle		Watertown	NY	13601	Bldg & Grounds Supplies
Washington Music Center	2364	11151 Veirs Mill Rd.		Wheaton	MD	20902	Instructional Supplies
Waste Management	2182	PO Box 13648		Philadelphia	PA	19101-3648	Trash Removal
Water Wise of America, Inc.	1927	75 Bermar Park, Ste 5		Rochester	NY	14624	Maintenance Repairs
Watertown Supply	4077	PO Box 834	23170 NYS Rte 12	Watertown,	NY	13601-0834	Materials & Supplies
Watson Electric	1156	6 Circle Drive		Norwood	NY	13668	Bldg & Grounds Supplies
Wayne Garage Door Co.	2335	PO Box 4		Depauville	NY	13632	Garage Repairs
WB4K Educational Consulting & Professional Dev.	4851	105 State Route 26		Philadelphia	NY	13673	
Wells Communications Svc. Inc.	1258	22746 Plaza Dr.		Watertown	NY	13601	Garage Supplies
Whitesboro Plow Shop	4592	18230 US Rte 11		Watertown	NY	13601	Garage Supplies
Williams, Geoff	4686	5833 Miraligo Lane		Brewerton,	NY	13029	Landscaping
Williamson Law Book Company	737	790 Canning Parkway		Victor	NY	14564	Materials & Supplies
Willowbrook Golf Club	4198	25075 NYS Rt. 37		Watertown	NY	13601	Athletic Fees
Wills Paving	4718	46211 County Route 1		Alexandria Bay	NY	13607	Maintenance Repairs
Will's Wrecker	738	24913 Allen Road		LaFargeville	NY	13656	Garage Repairs
Wilson Language Training	3262	47 Old Webster Road		Oxford	MA	01540-2705	Instructional Supplies

Wilson Tile and Carpet	4735	40 Whisperwind CR		Ogdensburg,	NY	13669	Maintenance Repairs
WINNING TEAMS BY NISSEL, LLC	4829	1 SURREY LANE		FLEMINGTON	NJ	08822	
WINZER	4723	106 Woodberry Lane		Fayetteville	NY	13066	Garage Supplies
Wonder Workshop	4689	1500 Fashion Island BLVD #200		San Mateo	CA	94404	Conference
Xerox Corporation	3199	P.O. Box 827598		Philadelphia	PA	19182-7598	Copier Contracts
Yabla Inc.	4362	505 West 23rd Street	2nd Floor	New York	NY	10011	Instructional Supplies
Youth Light, Inc.	3747	PO Box 115		Chapin	SC	29036	Textbooks
Zep Sales & Service	756	c/o Evan Koster	311 East Genesee Street	Fayetteville	NY	13066	Materials & Supplies