



Pennsylvania
Department of Education

Non-Public Information System School Forum Process Review

May 7 & 8, 2025



Welcome!

- **Introduction of NPIS Team Member:**

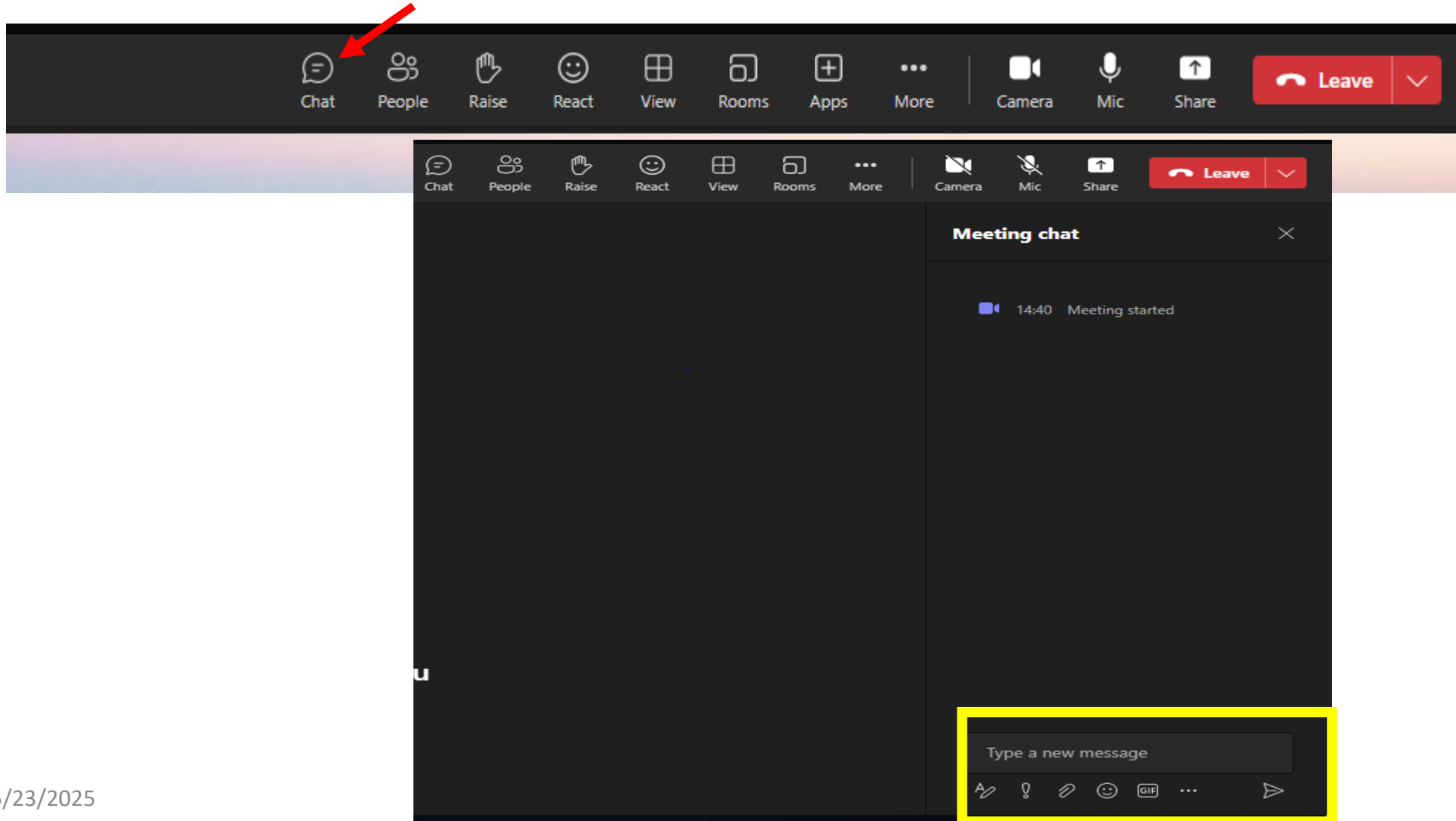
- Brent Wallisch, Division Chief
- Kathryn Wagner, Fiscal Technician
- Paul Yoder, Fiscal Technician
- Hilary Strause, Fiscal Assistant
- M. Cristina Irani, Fiscal Assistant
- Lawanza Ware, Assistant Director

- **NPPSS Team Members**

- Renee Shade, Education Administration Supervisor
- Erica Stewart, Administrative Officer

Teams Feature

Teams Chat Feature – Interact with Us!!





Contact Information

In the chat, please enter your **School name, contact name, best email address** for contacting the school!

We want to share this presentation with you!



Agenda

NPIS Early PO Process and Additional System Changes

- Early PO Process - Recap
- Mandatory Requirement to Enter Received Order Receipts
- Nonpublic/Private School Services (NPPSS) Office
 - Allotments
 - Item Eligibility
 - Participating in Acts 195/90/35 Program

Other Topics

- Notifying PDE of Changes to Orders/Substitutions
- Communications with NPPSS and NPIS Teams
- Other Important Information



Early PO Process - Recap

- Early PO Submission for Schools
 - PDE will continue the Early PO submission, which gives access to the system around the end of May annually.
 - Schools must obtain a quote from a vendor and may enter POs into the system, but POs will not be released to vendors until state budget is enacted.
 - During Early PO Submission period, schools will only have **80%** of anticipated allotment available!



Early PO Process - Recap

- Once Tentative Allotment letter is received, system will open shortly after, and schools may enter PO for processing.
- Expiration date on quote **must** be August 31st or later!
- Submit PO to PDE for review.
- If no corrections are needed, PDE will approve PO. Status will show “**Reviewed by PDE**”.
- If corrections are required, the PO is returned to the School. Status shows “**Pending School**”. Check PO screen for PDE or Diocese notes.



Early PO Process - Recap

Allotment Status for Year : 2024-2025

Original Allotment Amount: \$1,648.73 Date Allotted : 4/22/2024

Tentative Allotment Percent Amount: (80.00% : \$1,318.98)

Re-Allotment Amount: N/A

Spent Amount: \$0.00

Remaining Amount: \$1,648.73

Note: Items requested by you in the past if Approved or Rejected by PDE will not be shown here. Go to 'Items' tab to search for your items.

Items Pending with PDE	Items Pending with School	Purchase Order Status																																													
No Record(s) Found	No Record(s) Found	<table border="1"> <thead> <tr> <th>PO Status</th> <th>Count</th> <th>Action</th> </tr> </thead> <tbody> <tr><td>Incomplete</td><td>0</td><td>Select</td></tr> <tr><td>Pending School</td><td>0</td><td>Select</td></tr> <tr><td>Pending PDE Approval</td><td>0</td><td>Select</td></tr> <tr><td>Reviewed by PDE</td><td>0</td><td>Select</td></tr> <tr><td>Cancelled</td><td>0</td><td>Select</td></tr> <tr><td>Transmitted to Vendor</td><td>0</td><td>Select</td></tr> <tr><td>PO Downloaded</td><td>0</td><td>Select</td></tr> <tr><td>Invoice Processed</td><td>0</td><td>Select</td></tr> <tr><td>Payment In Process</td><td>0</td><td>Select</td></tr> <tr><td>Partially Paid</td><td>0</td><td>Select</td></tr> <tr><td>Fully Paid</td><td>0</td><td>Select</td></tr> <tr><td>Liquidated</td><td>0</td><td>Select</td></tr> <tr><td>Pending Dispute</td><td>0</td><td>Select</td></tr> <tr><td>Disputed</td><td>0</td><td>Select</td></tr> </tbody> </table>	PO Status	Count	Action	Incomplete	0	Select	Pending School	0	Select	Pending PDE Approval	0	Select	Reviewed by PDE	0	Select	Cancelled	0	Select	Transmitted to Vendor	0	Select	PO Downloaded	0	Select	Invoice Processed	0	Select	Payment In Process	0	Select	Partially Paid	0	Select	Fully Paid	0	Select	Liquidated	0	Select	Pending Dispute	0	Select	Disputed	0	Select
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Disputed	0	Select																																													

Once the final budget is enacted and final allotment letters are received, all POs in **Reviewed by PDE** status will transmit to vendor automatically!!



Early PO Process - Recap

Vendor Quotes

- To participate in early PO submissions, quotes must be valid through August 31st or later.
 - This is a part of the validation our system needs to allow acceptance of POs.
- Vendors who cannot provide quotes during this early PO submission period to have an end date of August 31st or later, may still be used. Schools may order from vendors when the system is open during the normal PO submission period, once final state budget has been enacted.



Received Order Receipts

- It is mandatory for schools to enter Received Order Receipts.
 - Received Orders (RO) are required for all orders. This includes Digital Products, Licenses, and Subscriptions, which must be marked as received once the access has been provided to these intangible items.
 - The mandatory entry of the RO Receipts has drastically decreased the number of purchase orders that PDE has processed invoices and paid for items that were not delivered, canceled, or changed.
 - PDE has been able to return balances to the school for timely use, allows for fund redistribution during Reallocation Period with accurate amounts, and simplifies reconciliation.

Entering Received Order Receipt

From the School Dashboard, select **Purchase Order** link

NPIS Nonpublic Information System

Dashboard | Vendor Search | Vendor Request | Items | **Purchase Order** | Receive Order | Change Role | Logout

Purchase Order - ACT 195 / ACT 90 / ACT 33

Search Purchase Order

Hint: Search using part of the name for best results

Purchase Order Number:

School Year:

Order Date From:

Shipment received by School for entire PO:

Vendor Status:

Vendor Name:

PO Status:

Order Date To:

Shipment not received by School for entire PO:

[Export Search Results to Excel](#)

<u>Purchase Order #</u>	<u>Vendor Name</u>	<u>Submitted Date</u>	<u>Transmitted to Vendor Date</u>	<u>Total Qty Ordered/Received</u>	<u>Purchase Order Status</u>	<u>Purchase Order Amount</u>	<u>Action</u>
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Entering Received Order Receipts

- Once PO is opened, at the bottom of the PO, go to the **Shipment Details** section:

Shipment Details

Shipment Received: Yes, I certify that this shipment was received in full.

Shipment Received Date:

[Create Partial Shipment Receipt](#)

- For full shipment received, select the check box – **Yes, I certify that this shipment was received in full.**
- Enter **Shipment Received Date.**
- Select **Submit Order Receipt for Full Shipment.** *Only use if full order received!*

Shipment Details have been saved successfully. You can search for the NPIS Order Receipt # "RO2304116736" in Receive Order Screen..

School AUN, Name and Address: 222092002
Faith Christian Academy Middle/Upper Campus



Entering Received Order Receipts

- For partial shipments received, select the **Create Partial Shipment Receipt** link.

Shipment Details

Shipment Received: Yes, I certify that this shipment was received in full.

Shipment Received Date:

[Create Partial Shipment Receipt](#)

- Once link is selected, the following **Receive Order** screen appears. The PO number will populate. Enter the **Shipment Received Date**. Select **Search**.

Receive Order Screen

* - Indicates mandatory fields

Process Receive Order Details

Hint: Search need appropriate details

PO Number:*

Shipment Received Date:*

Entering Received Order Receipts

- The items to receive appear on the screen. Choose **Select** and then **Edit**, to modify the quantity received. **DO NOT SELECT ITEMS THAT HAVE NOT BEEN RECEIVED!**

NPIS Nonpublic Information System

Dashboard | Vendor Search | Vendor Request | Items | Purchase Order | Receive Order | Change Role | Logout

Receive Order Screen

* - Indicates mandatory fields

Process Receive Order Details

PO Number: Shipment Received Date:*

Purchase Order & Previous Receive Order Summary Details

PO Submitted Date: **09/18/2023 7:58:36 AM** Vendor Name: SHI INTERNATIONAL CORP.
[View Purchase Order](#)

Receive Order Items

* - Receive Order is not complete until you click on 'Submit Order Receipt' button. [Export Receive Order Items to Excel](#)

PO - Org./ Amd. #	ISBN/ Item #	Item Description	Unit Type	Unit Price	PO Qty	Open Qty	Qty Received	Select	Action
ORG	46422366	Dell Latitude 5330 Intel Core i7 1265U 18 GHz	Each	\$1,146.99	8	8	8	<input checked="" type="checkbox"/>	Edit
No. of Items received orders: 1							Total Qty Received:	8	

Total Record(s) : 1

Comments: Comments to Date:



Entering Received Order Receipts

- **Quantity Received** field opens. Enter the quantity received. Select **Submit Order Receipt** to finalize the order receipt.

NPIS Nonpublic Information System
 Dashboard | Vendor Search | Vendor Request | Items | Purchase Order | Receive Order | Change Role | Logout

Receive Order Screen

* - Indicates mandatory fields ← Back

Process Receive Order Details

PO Number: Shipment Received Date:*

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ORG	46422366	Dell Latitude 5330 Intel Core i7 1265U 18 GHz	Each	\$1,146.99	8	8	<input type="text" value="4"/>	<input checked="" type="checkbox"/>	Save Cancel
No. of Items received orders: 1						Total Qty Received:	0		

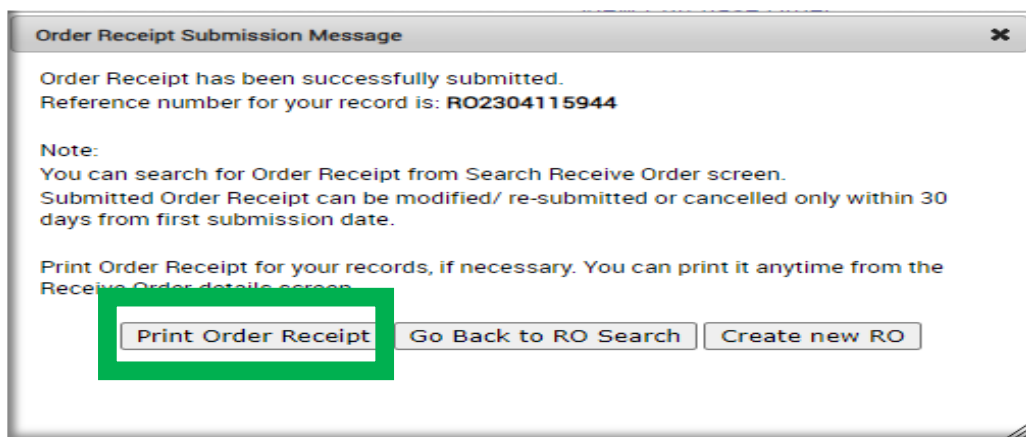
Total Record(s) : 1

Comments: Comments to Date:



Entering Received Order Receipts

Order Receipt Submission Message appears with a reference number for your records.



Print Order Receipt button appears

Once selected, a copy of the Order Receipt appears

PENNSYLVANIA DEPARTMENT OF EDUCATION

ACT 195/90/35 ORDER RECEIPT

2304115944
NPIS ORDER RECEIPT #

Purchase Order # : PO2309078739
Shipment Received Date : 12/15/2023

VENDOR:
SHI INTERNATIONAL CORP.
290 DAVIDSON AVE., SOMERSET, NJ, USA,
08873

SCHOOL:
[REDACTED]

SUBMITTED BY :
[REDACTED]
School User
DATE: 04/11/2024 10:31:00 AM

RECEIVE ORDER ITEMS :

ITEM	ISBN/ ITEM #	QTY	UNIT TYPE	UNIT PRICE	QTY RECEIVED
Dell Latitude 5330 Intel Core i7 1265U 18 GHz	46422366	8	Each	\$1146.99	8
No. of Items (Received Order)					1
Total Qty Received					8



Received Order Receipts

- Schools must ensure Item Numbers and/or ISBNs on the packing slip are the same as the PO prior to entering RO.
- Schools are able to edit ROs within 30 days of entering the RO or until an invoice is processed after which contact PDE if changes are required.
- Do not email PDE to say order was received. This does not meet the RO requirement.
- Report any missing items immediately to the vendor and PDE. Some vendors only allow a 7-10 day window to report the items missing.



System Generated Notifications

- Schools will receive 3 types of autogenerated emails regarding POs:
 - Schools will continue to receive the email notifications when a PO has been transmitted to vendor or returned to the school for corrections.
 - ***Delivery Reminder*** - If the item/service does not have an **Order Receipt** entered by the school 21 days after the vendor download, an autogenerated email will be sent to the school to enter the Received Order(s). A message will also appear on the school's dashboard stating **PO(s) items are not marked received**.
 - ***Pending School/Diocese Reminder*** – If a school or Diocese does not act on the encumbered purchase orders that were returned, a reminder will be sent weekly until processed or canceled.



System Generated Notifications

- If the item(s) to be delivered on a particular PO are on backorder, vendors have been instructed to notify the school and PDE immediately with the PO information via email. PDE can pause the notifications for delivery of the PO in question.
- Each PO with an item on backorder must be provided to stop the notifications for that PO.



Allotments

- Tentative allotments are issued every May for upcoming SY
 - Based on Governor's preliminary budget
- Final allotment is issued after State Budget is enacted
 - Deadline to submit orders – 2nd week of November (typically Mon/Tue)
- Re-allotment is issued in January
 - Schools who met the spending requirement by November deadline
 - Schools that have a balance greater than \$5000 or greater than 10% of their original allotment lose their remaining amount
 - Those funds are distributed to schools that met the spending requirement by the November deadline during re-allotment
 - Deadline to submit orders – February 28th



Allotments

- Allotments are based off eligible enrollment submitted on the previous year's enrollment report through PNPE every October 1
 - Kindergarten - Grade 12 enrollment
 - PA residents
 - Private pay (not publicly funded)
- Allotments must be used for the current school year
- Ensure email in NPIS is correct



Item Eligibility

- Criteria

- Items must be beneficial to the instruction of students
- Items must be a learning tool for students, not teachers
- Items must have an instructional purpose for students
- Items cannot be religiously oriented or provide a religious perspective, must be secular
- PDE retains the authority to render final decisions regarding items to be purchased
 - Submission of new items, include a detailed description of the item including how it will be used by students for instructional purpose
 - Add in “Purpose of the Item” field on the Item screen



Item Eligibility

- **Instructional Kits**

- Typically contain a mix of eligible and not eligible items
- Kits that contain more than 75 % of eligible items will be deemed eligible
- Kits that contain more than 25% of not eligible items will be deemed not eligible



Item Eligibility

- Guidebook for Ordering Textbooks, Instructional Materials and Equipment
 - The Guidebook can be found at the following link and provides information such as:
 - Parental certificate for requesting student participation
 - Identification of textbooks, instructional materials and equipment
 - Disposal of textbooks
 - Definitions of Textbooks and Instructional Material under this program
 - List of items not eligible for purchase

[Guidebook for Materials | Department of Education | Commonwealth of Pennsylvania](#)



Item Eligibility

- Free Items from Vendors
 - Vendors may offer free items
 - All free items are deemed eligible
 - Teacher material are deemed eligible only if free from vendors
 - When submitting a free item through NPIS, check the **No Charge** checkbox
 - Student material eligible as a purchasable item but submitted as a free item, PDE may remove the no charge checkmark



Participation in Acts 195/90/35

- To continue participation, a participating school must:
 - Submit an enrollment report every October 1st through PNPE
 - Click YES in the Survey tab of the enrollment report
- If eligible enrollment is not submitted and/or YES is not clicked in the Survey tab:
 - School will not receive an allotment the following school year



Notifying PDE of Changes to Orders or Substitutions

- PDE must be contacted for **any** change of items/item numbers prior to entering ROs.
 - School is to be contacted before delivery of a substitute item.
 - **Substitute item(s) must be approved and eligible in NPIS before item can be delivered.**
 - PDE must verify the unit price and if a change in quantity can be processed. Funding may be limited.
 - For PDE to process the invoices, the PO must reflect the items to be paid. Otherwise, this will cause delay in payment or will be billed to school.
 - Expedited shipping costs not on the original PO cannot be paid by PDE. If the school arranges for expedited shipping separately with the vendor, those expedited costs will be billed to the school.
 - PDE must be notified of permanently canceled items immediately.



Information Required on Quotes

- Quotes **MUST** meet the following criteria:
 - Must be on vendor letterhead (**Schools cannot create their own quote**)
 - BILL TO Address – Must be billed to PDE
 - SHIP TO Address – Must be school location
 - Digital only orders must identify the school. Address is not necessary.
 - Quotes must have a quote number
 - Quotes must have expiration date
 - Quotes **CANNOT** have processing fees
 - PDE is **TAX EXEMPT!** Do not include tax on quotes.
 - Shipping must be quoted, if applicable. If free, quote must reflect Free or \$0.00. Digital only orders do not have shipping requirements.



NPPSS Office Communication

- The NPPSS Office uses email as a primary source of communication with regards to Acts 195/90/35
- Questions regarding school participation, allotment and items should be directed to ra-nppss@pa.gov
- Changes to items in NPIS should also be directed to same email



Communication with NPIS

- PDE NPIS Team uses email as a primary source of communication. Lack of response may result in cancelation of orders, termination of subscriptions, the school will be responsible for the payment, or the loss of services with the vendor.
- When communicating with PDE via email, please include in the subject the PO in question, the vendor information, or any pertinent information that may help our team resolve the inquiry.



Other Important Information

- **Please use the PO Checklist provided to schools when entering POs.**
- Do not take pictures of quotes and attach. Please attach original document (.pdf, .xlsx, .docx)
- If quote list “sets” with separate prices, you must enter those items individually.
- List Free Items on PO – Houghton Mifflin, McGraw Hill, and Zaner Bloser are vendors that do not require listing free items on PO.



Other Important Information

- **DO NOT CANCEL PO WHEN RETURNED!** You can correct and return POs. Only exception is when the quote and PO vendor do not match.
 - Diocese can *return* POs to school for correction!!
- Do not pay for invoices that are for NPIS POs.
- Please pay attention to the item numbers you enter into the PO. Make sure they match the quote.
- Check the IT equipment item numbers on the quote in the system before placing your order. These item numbers change frequently. Example, laptops.



Other Important Information

- Quotes cannot be larger than 2MB.
- Delivery Address on PO must be a school location.
- Schools must contact ra-nppss@pa.gov to update all school information in NPIS.



PDE Contact Information

• Resource Accounts

- General Information/Inquiries: ra-act195-90@pa.gov
- Invoices Only: ra-edact195-90-invc@pa.gov
- Allotment Questions, Item Approval Inquiries, and School Information Update Inquiries: ra-nppss@pa.gov.

Please note: *Schools under Diocese must reach out to your contacts at Diocese for school updates.*

Bill to:
Pennsylvania Department of Education
Act 195/90/35 Section
607 South Drive , 4th Fl West
Harrisburg PA 17120
ra-edact195-90-invc@pa.gov

Do Not Send The Same Information To Both Accounts, Delays Responses



Questions?



THANK YOU!!

PDE would like to thank you for your continued patience as we work to improve the NPIS Program!!



Contact/Mission

For more information on the Acts 195/90/35 Program – Non-Public Information System (NPIS) please visit PDE’s website at www.education.pa.gov

The mission of the Department of Education is to ensure that every learner has access to a world-class education system that academically prepares children and adults to succeed as productive citizens. Further, the Department seeks to establish a culture that is committed to improving opportunities throughout the commonwealth by ensuring that technical support, resources, and optimal learning environments are available for all students, whether children or adults.