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**Adopted: 3-4-18**

## **732 PURCHASING REQUIREMENTS**

### **I. PURPOSE**

To establish controls and safeguards over financial transactions at The Studio School. The Board of Directors has the responsibility to assure that all purchases are made in the best interest of the school district.

### **II. GENERAL STATEMENT OF POLICY**

It is appropriate for The Studio School Board of Directors to maintain fiscal control of the school by outlining safeguards over financial transactions at The Studio School. The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.

### **III. PURCHASE ORDER REQUIREMENTS**

- A. The Executive Director, School Director (Principal), Operations Director and Business Manager/ purchasing agent shall employ purchasing procedures which comply with all applicable laws and rules of the State.
- B. A completed purchase order (PO) is required for all expenditures except as detailed below in item (d).
  - 1. Signature authorization guidelines:
    - a. Purchase orders up to \$2,000 require one signature from the School Director (Principal), Executive Director, Board Treasurer or Board Chair.
    - b. Purchase orders from \$2,000.01 up to, and including, \$10,000 require an additional (2nd) signature from the Executive Director, Board Treasurer or Board Chair.
    - c. Purchases over \$10,000 require full Board of Directors approval.
    - d. Purchase orders are not required for those items that have been previously approved by the Board and are included in the current budget (e.g. lease/rent, curriculum, vendors such as busing, special education, and utilities such as electrical and gas.)
- C. At least three bids or quotes are required for all expenditures over \$3,000 (see Policy 731 Bidding Requirements for guidelines).
- D. Only properly completed and signed purchase orders will be fulfilled by the school purchasing agent and must be properly routed for signatures.



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- E. Studio School employees ordering supplies and equipment without adhering to proper purchase order requirements will be held personally responsible for payment of incurred costs.

#### **IV. PURCHASING REQUIREMENTS**

##### **A. Conflict of Interest**

- 1. No purchase will be made from a member of the Board, nor from a member of his/her immediate household, nor from any enterprise in which he/she holds a substantial interest except for public utilities.

- B. Requisitions for budgeted items shall originate with key personnel directly responsible for their use.

- C. The Business Office will receive and process purchase orders in a manner most beneficial to the overall purposes of the school.

- D. School supplies or equipment purchased on the request of individual teachers and staff remain the property of The Studio School, and may be used by other teachers and staff if so needed as agreed upon in advance by all parties concerned.

- E. All purchases by The Studio School are governed by law and must conform with stipulated procedures.

- F. Materials can be ordered on approval and charged/billed to the school if handled according to proper purchasing and requisition procedures.

- G. In keeping with The Studio School mission, whenever possible, purchasing eco-conscious (sustainably sourced, locally grown/made, green, natural/organic, recyclable, compostable, chemical-free) products and equipment will be favored whenever features are equal or similar between eco-conscious and regular product/equipment options.

- H. Local purchasing will be favored whenever the following factors are equal between local and nonlocal vendors:

- 1. Price
- 2. Quality of product
- 3. Suitability of product
- 4. Reputation of serving product
- 5. Conformance of specifications
- 6. Promptness of delivery
- 7. General reputation of business firms

- I. In accord with favoring local purchasing, the following procedure will be used:



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1. In case of tie satisfactory bids, within-state bids will be chosen over out-of-state bids
2. The purchasing agent should not feel bound to purchase any item locally that can be secured at a savings to the district from non-local sources.