

PURCHASING

It is the policy of the Board of Directors that the Principal seek at least three (3) price quotations on purchases of more than \$15,000 for a single item, except in cases of emergency or when the materials purchased are of such a nature that price negotiations would not result in a savings to the School.

Bids shall be sealed and shall be opened by the President of the Board in the presence of at least one (1) witness. All orders or contracts should be awarded to the lowest responsible bidder, however, consideration can be given to:

- A. the quality of the item(s) to be supplied;
- B. its conformity with specifications;
- C. suitability to the requirements of the School;
- D. delivery terms;
- E. past performance of the vendor.

The Board reserves the right to reject any and all bids.

Contracts can be awarded by the Principal without Board approval for any single item or group of identical items costing less than \$15,000. All other contracts require Board approval prior to purchase.

The Principal is authorized to purchase all items within budget allocations.

The Board should be advised, for prior approval, of all purchases of equipment, materials, and services when the purchase was not contemplated during the budgeting process and exceeds the line item function.

The Principal is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the Schools in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

Procurement – Federal Grants

The Educational Service Provider shall maintain a procurement and contract administration system in accordance with the USDOE requirements (34 CFR 80.36) for the administration and management of Federal grants and federally-funded programs. The School shall maintain a compliance system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of this policy and administrative guidelines (AG 6320).

Revised: 1/22/13