

All purchase orders are approved by the Department Head or Program Manager and then by the Director of Finance prior to placing the order.

When the order arrives, it is brought to receiving where the Facility Director or Assistant Facility Director receives it. Facilities checks the items and delivers to the person or department who requested the order. The approved purchasing invoices and packing slips are delivered to the business office.

The lower school receptionist is responsible for receiving mail. She stamps the date received on the envelopes and distributes the mail.

Invoices are matched against purchase orders and/or approved purchase requisition forms and packing slips if applicable. Purchase orders and checks are prenumbered. All invoices with supporting documentation attached are forwarded first to the appropriate department head for approval. The Department Managers approve these invoices by signing the invoice either by wet signature or electronic signature using either DocuSign or Adobe fill and sign. Once the correct department approves the invoices, all invoices are reviewed by the Director of Finance. Every invoice is entered into QuickBooks and noted with the information of what account it will be charged to. The original invoice is attached to the Department Managers approved copy along with supportive documents and filed in an open invoice file cabinet. Invoices are paid according to the due dates. Invoices without the due date are paid as soon as possible. The Human Resources Manager enters all invoices related to purchasing and the Accountant enters all of the general Accounts Payable invoices.

In the event of a need for expense reimbursement, employees need to fill out a check request form, get necessary approvals from their direct supervisor and attach all necessary back up documents. Sales tax is not reimbursed. The Business Office then reviews the form and documentation for accuracy and verifies the Department Head signed off. Once approved by the Department Head and the Director of Finance it is entered into QuickBooks.

Some payments such as MTRS, are paid by EFT online. These are reviewed and approved by the Executive Director when she approves the Bank Statements.

After invoices have been approved by the program managers, the Director of Finance either creates the check which is printed through QuickBooks or pays the vendor online through the bank account. Check stock is kept secure and locked in the Director of Finance's office.

The Director of Finance will print the checks and review them along with the invoices. After verification, the checks are given to the Executive Director. The Executive Director reviews checks when signing them. After checks are returned to the business office they are mailed. The check stubs are attached to the invoices to prevent duplicate payment and are filed in the paid invoices file cabinet.

According to AMSA fiscal policy, checks that exceed \$20,000.00 require two signatures. The first signature is required by the Executive Director. The second signature is required by the Board of Trustees Chair or Treasurer. The Executive Director signs all checks under \$20,000.

The school's cash account is reconciled by the Accountant by the 15th of the month and then reviewed and signed off by the Director of Finance. The final reconciliation report along with all the backup is reviewed and signed off by the Executive Director.

If an issued check is not cashed within 6 months it becomes expired and the Business Office contacts the vendor/person to return the check if it is not lost. After the check is returned the Business Office issues a replacement check.

The school has an employee dishonesty insurance coverage which started on August 31, 2006.

Procurement Policy:

- All purchases need to be approved in advance by the supervisor and then submitted to the Director of Finance and Operations who then checks to see if the purchase is included in the budget.
- Purchases are made in accordance with M.G.L. c. 30B.
- The Executive Director may approve unbudgeted items up to \$20,000. The maximum total dollar amount that the Executive Director can approve is \$100,000 per fiscal year as long as the school can stay within the annual operating budget. This cumulative amount will be tracked throughout the fiscal year and reported to the Finance Committee monthly as needed.
- The Finance Committee needs to approve purchases that are outside of the annual operating budget with a total contract value in excess of \$20,000 up to \$100,000 per item. The maximum total dollar amount that the finance committee can approve is \$300,000 per fiscal year as long as the school can stay within the annual operating budget. This cumulative amount will be tracked throughout the fiscal year and reported to the Finance Committee and then the Board of Trustees monthly as needed.
- In cases where an out of budget purchase exceeds \$100,000 the full Board of Trustees will need to approve the contract.
- In certain circumstances where timing does not permit a Finance Committee vote, the Treasurer may approve on behalf of the Finance Committee up to \$50,000 per contract but no more than \$100,000 cumulatively in a fiscal year. These approvals will be communicated from the Treasurer to the Finance Committee and the Board of Trustees.