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COLOGNE ACADEMY
MANUAL OF SCHOOL POLICIES APPROVED BY THE BOARD

715 PURCHASING POLICY

I. PURPOSE

The purpose of this policy is to establish guidelines and procedures for purchasing goods and services for Cologne Academy.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school to purchase goods and services in accordance with the applicable provisions of law.

III. REQUIREMENT

A. The School Board approved budget document shall be considered as the authority for all expenditures which are made during a fiscal year.

B. The primary concern of the School Board is that overall expenditures for any fiscal year do not exceed the budgeted amount for any one fund. Categorical breakdowns within funds will be used primarily for budget control and for future budget planning.

C. All claims shall be reviewed monthly by the Finance Committee and the school's Executive Director. All purchases will be provided to the school board to review at the monthly Board of Directors meeting. The Executive Director shall approve all purchases made in the name of the school using the guidelines listed below.

Approved expenditures must not:

- Exceed Cologne Academy's budgeted expenses.
- Enter into contracts which exceed a time period which extends beyond the current fiscal year without prior board consent.
- Deviate from proper procurement procedures
- Enter into relationships with related parties and/or family members without prior board consent

D. Purchases of \$25,000 or less must be completed through quotations in the open market. Quotes should be requested from a minimum of two vendors, three or more when funding is from Federal Grants that exceed \$3,000. When contracts reach a \$25,000 cumulative total, SAM.gov (<https://www.sam.gov/portal/SAM/#11>) will be utilized to confirm that vendors have not been debarred or suspended. For purchases that are

\$25,000 to \$175,000 two quotes at the minimum must be obtained. NO exception to this rule. Quotes will be awarded based on the needs of Cologne Academy. Consideration will be given to qualified vendors based on experience, price, and responsibility for quality products or services. Purchases over \$175,000 within a year require sealed bid process in accordance with state and federal procurement statutes

E. The procurement of all supplies, equipment, and services shall be initiated by the issuance of an official signed purchase order or administered by purchasing cards through the Director or Business Manager. Only those supplies, equipment, and services procured by formal contract and by special administrative permission shall be exempt.

F. No “on approval” orders are to be placed by any staff member except through the director. This applies to books, science equipment, audio-visual films and equipment, musical instruments and equipment, music, computer software, etc.

G. Purchase orders will be on the basis of requisitions filed on the proper form by staff members. The requisition should give all the information requested, such as name of firm, catalog number of articles requisitioned, the number of the catalog or the year it was issued, exact copyright date and title of books or publications requisitioned and, if possible, a definite statement of price of items requisitioned or of repairs or labor, etc. All requisitions should be signed by the director, and approved by the department chairperson if applicable.

IV. APPROVAL AND PAYMENT FOR GOODS AND SERVICES

The business office or accounting firm will issue checks for all just claims against the school upon approval by the Executive Director. All claims for which checks have been issued shall be presented for review at the next Board meeting.