

701 *Procurement – Goods and Services*

The School procures only those items and services that are required to perform the mission and/or fill a bona fide need. However, the School will use sound business practices for purchases less than \$10,000, and will seek 3 quotes for purchases more than \$10,000. The School will also select the best value by obtaining at least three written quotes for items greater than \$35,000.

- A. The School adheres to the following objectives:
1. Procurements will be completely impartial based strictly on the merits of supplier and contractor proposals and applicable related considerations such as delivery, quantity, etc.
 2. Make all purchases in the best interests of the School and its funding sources.
 3. Obtain quality supplies/services needed for delivery at the time and place required.
 4. Buy from responsible and dependable sources of supply.
 5. Obtain maximum value for all expenditures.
 6. Deal fairly and impartially with all vendors.
 7. Be above suspicion of unethical behavior at all times; avoid any conflict of interest, related parties or even the appearance of a conflict of interest in the School supplier relationships.
- B. The School will execute a *Purchase Order* when required by the vendor and it shall be approved by the School Principal/Executive Director according to school budget.
- C. All lease agreements will be evidenced by a lease or sublease agreement approved by the Board and signed by the School Principal. The agreement will identify all the terms and conditions of the lease.

702 *Emergency Purchases*

An “emergency purchase” is the purchase of goods or services that are so badly needed that the School will suffer financial or operational damage if they are not secured immediately. A decision to purchase may be declared in an emergency at the school’s discretion and “best value” procurement guidelines must be followed. In addition, the purchase must be authorized by the Treasurer or another designee.

703 *Procurement – Educational Services*

The Board or School Principal must approve the terms of the contracts with individuals or organizations that provide “substantially all educational services”. These contracts are not valid or in effect prior to receiving final approval from the Board or School Principal.