NORTH THURSTON PUBLIC SCHOOLS

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EXECUTIVE LIMITATIONS MONITORING REPORT

EL – 5 VENDOR RELATIONSHIPS AND PROCUREMENT

FROM: Troy Oliver, Superintendent
DATE: June 16, 2026

The Vendor Relationships and Procurement policy focuses on ensuring North Thurston Public Schools policies and procedures are clear, fair, and non-intrusive. Further, the Superintendent will ensure the process is appropriately confidential and that vendor decisions are fair and unconflicted.

Vendor Relationships and Procurement:
Accordingly, the Superintendent will not operate without:

Policy Criterion 6: Providing payment to vendors according to contractual obligations and based on vendor meeting contract performance.

Superintendent/CEO Interpretation:
The district must ensure there is a process in place to determine that all contractual obligations of a vendor have been met prior to issuing payment.

Superintendent/CEO Evidence Report:

- All potential agreements or contracts are sent to Financial Services for review.
- Financial Services reviews the contracts or agreements to ensure compliance with bid and purchasing policies prior to signing the agreement.
- Once the agreement is signed, a purchase order is created and sent to the vendor, and the goods or services are then ordered.
- Upon receiving an invoice from the vendor, the invoices are reviewed by a fiscal technician for accuracy and then sent out to the department or school who received the goods and or services for approval; that the vendor has fulfilled their obligation of the agreement to the satisfaction of the department or school.
- Once approved, the invoice is audited and then processed for payment by the district's financial analyst.
- This process is reviewed and audited each year by the State Auditors' Office.

Conclusion:
The Superintendent evidence stated above demonstrates that we are in compliance with Executive Limitations Policy 5, criterion 6– Vendor Relationships and Procurement.