

Urban Academy

Policy and Procedure:

PURCHASING TRANSACTIONS

Policy No.: 05.11

Originate: September 2009

Revised: July 2010

Adopted:

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I. PURPOSE

This policy defines the process for procuring goods and services at Urban Academy including issuance and authorization of purchasing transactions.

II. GENERAL STATEMENT

Employees authorized to purchase goods and services on behalf of the School should select the best combination of price, quality and service to meet the specific needs of the programs. The lowest priced goods and services, with adequate quality and service for the specific need, should be selected. Individuals authorized to purchase goods and services must follow federal procurement requirements and the good business practices described in the sections of this policy. The Executive Director is responsible for purchasing activity throughout the School. The procurement of all goods and services for the School will follow the elements of this policy.

Authorized individuals may use one of five methods to purchase goods and services, depending on the item being purchased and the size of the transaction. These five include:

- Proposal to the Board of a vendor contract over \$25,000 (RFP process required) (contract process must be overseen and approved by the Urban Academy School Board)
- Purchase order (approval process required)
- Services or goods request \$2,000 to \$25,000 (reviewed by the Board, and purchase overseen by the executive director – before approval)
- Department order placed directly with vendor for eligible goods and services under \$2,000 (committee review, executive director approval required)
- Check request or employee reimbursement request (executive director approval required)

Preferred purchasing methods, as shown above, should be used unless circumstances dictate otherwise and those variances from purchasing are approved by the executive director before purchasing process begins and are limited to purchases under \$2,000.

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III. RESPONSIBILITIES

1. Purchase requisitions: Requisitions may be initiated by any employee of the School, but must be authorized by a department administrator or business manager (or their designee) prior to the request. Requisitions over \$2,000 must be authorized by the department chairperson or director.

2. School contract purchases: School administrators (or their designees) may issue a release for goods or services for items available under a School contract agreement but orders are subject to the terms and conditions of the contract and must be approved by the Executive Director.

3. Miscellaneous, purchased goods, and all other purchases: Individuals authorized to make a purchase on behalf of Urban Academy may seek reimbursement with the following conditions:

- In each case, full authorization and complete accounting integrity of individual transactions are the responsibility of the originating departments. Prior approval by the department head or executive director was obtained and purchasing policies adhered to before reimbursement is requested.
- purchased goods or services covered by policy did not exceed policy limitations
- all purchasing documentation, proof of delivery, and authorization to pay invoices must be submitted to the school to ensure goods and/or services are procured in accordance with Schools policy.