

**COLOGNE ACADEMY  
MANUAL OF SCHOOL POLICIES APPROVED BY THE BOARD**

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**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.
- Exceed a single item expense or an annual contracted expense greater than \$20,000 without prior board consent.
- Exceed a single item expense or an annual contracted expense greater than \$10,000 without approval from either the board chair or the board treasurer.
- Enter into contracts which exceed a time period which extends beyond the current fiscal year without prior board consent.
- Deviate from proper procurement procedures including the receipt of bids, from at least two companies/vendors, for capital expenditures or annual contracts exceeding \$20,000 without prior board approval.
- Enter into relationships with related parties and/or family members without prior board consent

D. Bids and/or quotations will be received for the purchase of goods and services exceeding \$50,000.

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 School Board. The director’s office is authorized to issue checks prior to the approval by the Board upon a just claim for payment of travel advances, for outstanding bills of the school that have not been paid within 31 days of the invoice date because of payment delays which were not the fault of the vendor, for partial payments on construction projects or other formal bid purchases previously approved by the Board, for investments in legally authorized securities, for payment of claims which if deferred until the next Board meeting would result in the loss of a discount privilege, and to make payment of salaries pursuant to the terms of written contracts entered into by the School Board. All claims for which checks have been issued prior to approval by the Board as provided herein shall be presented for approval at the next Board meeting when claims are normally acted upon.