

PURCHASE POLICY

A. Requisition Form (In duplicate)

1. Staff members request goods and services.
2. The Principal identifies the line item (and fund) to which the requisition may be applied.
3. The Principal solicits quotations or advertised bids, as necessary and in conformance with purchase and contract regulations.
4. The Principal, when possible selects the preferred vendor and two alternate vendors.
5. The Principal certifies that the requested items are necessary to properly conduct the activities of the school and that they are to be used exclusively for the purpose against which the items are charged.
6. The Principal retains one copy and forwards one copy to the Business Administrator.
7. The Business Administrator approves the requisition when it can be determined that it is consistent with the budgetary plan and complies with policies, procedures and applicable law.
8. The Business Administrator forwards the approved Requisition Form to the Business Office for processing.

B. Purchase Order Form (In triplicate)

1. The Business Office assigns the next sequential number to the Requisition Form and Purchase Order.
2. The Business Office certifies that there are sufficient funds within the line item to cover the purchase and encumbers funds within the line item, equal to the anticipated expense. If there are not sufficient funds within the line item, the Business Office will advise the Business Administrator.
3. The Business Office retains one copy of the Purchase Order and forwards two copies to the Municipal.
4. The Principal forwards two copies of the Purchase Order to the vendor and records the purchase order number on the original Requisition Form, noting any alterations to the original request.
5. The vendor fills the order, retains one copy of the Purchase Order and returns a signed and certified copy with payment invoices.

C. Receiving Report Form (in duplicate) and Board Approval

1. At the time of delivery, the staff member receiving the purchase shall inventory the items and indicate on the Receiving Report Form any shortages or damaged items.
2. The Principal will certify that the goods were received in satisfactory condition and quantity unless otherwise noted on the Receiving Report.
3. The Principal will forward the Receiving Report together with signed delivery receipts, to the Business Office.
4. The Business Office will add the Receiving Report, receipts and final invoice to the purchase files and present the complete file to the Business Administrator or designee at the next regular meeting of the Board.
5. The Business Administrator will certify that the documentation is complete and in conformance with approved policies and procedures.
6. The Business Administrator will include the purchase on the Bill List for Board approval.
7. The Board Secretary will certify that payment was approved by Board action

8. The Business office needs to review any purchases of \$2000.00 or more to ascertain if the fixed asset schedule needs to be updated.
9. If the fixed asset schedule needs updating the proper inventory of the item or items needs to be performed and the items need to be tagged and recorded as an addition to the Fixed Asset accounting system disclosing the appropriate category and classification and amount, so that depreciation can be computed.

"Emergency Payment" Policy

The Elysian Charter School establishes this protocol for paying bona fide expenses on an emergency basis, that is, in exception to paying bills only after specific Board of Trustees action, when it is clearly in the interest of the school to do so.

For the purposes of this policy, "emergency" shall be defined as a situation in which a payment is necessary:

- To accomplish an essential function, repair, or purchase;
- To achieve a significant saving or avoid penalty;
- To pre-pay an order which cannot be made without such payment.

The regular protocol for purchases shall be followed to the extent possible including a Purchase Request approved by the Principal and a Purchase Order executed by the Executive Director through the Finance Office. At that point, the Executive Director shall direct an "emergency" payment using the regular check cutting and signing protocol.

Subsequent to the payment, it shall be clearly presented in the next bill list as an "emergency payment" requiring satisfaction by the board.