

FAST FORWARD CHARTER HIGH SCHOOL
PROCUREMENT AND PURCHASING POLICY

REQUIRED APPROVAL/PURCHASING PROCESS

PURPOSE: Define who as ability to purchase items or services for the Charter School (the "School"), and how to follow the legal requirements for purchasing such items or services.

The School desires to be fiscally responsible and comply with applicable law, and has thus adopted this Procurement and Purchasing Policy (the "Policy"). It should be remembered that all funds, regardless of the source, are considered funds of the School and this Policy must be followed.

Budget items are those items that are purchased under a line item approved as a part of the School's budget. Non-budgeted items are all items which have not been approved in the line item budget, i.e.; school funds or donations. School credit cards shall be issued to board members and administrative personnel with responsibility for procuring and/or purchasing items for the School. All credit card charges must have an email approval by the Business Manager or Principal.

Teachers purchasing supplies with sponsor funds to enhance their classroom and student learning may purchase items or services and be reimbursed up to the amount available in their classroom account.

Completing the purchasing process requires two steps before purchase is made:

- Step 1. Approval given by appropriate administration (listed below)
- Step 2. Following the purchase procedure according to the item being purchased and dollar amount of purchase

Step 1: Approval by Appropriate Administration

The Business Manager or Principal must confirm any purchase is within the School's budget approved by the Board. Then, additional approval is required depending on the dollar amount of the purchase as follows:

1. \$2,000 or less: Approval by the Business Manager
2. More than \$2,000, up to \$50,000: Approval by the Business Manager and Director
3. Over \$50,000. Approval by the Board of Directors.

Step 2: Legal Requirements

1. Up to \$1,000: No legal requirements.
2. Over \$1,000, up to \$50,000: Must obtain two quotes, with the purchase from "the responsible vendor offering the lowest quote meeting specifications"
3. Over \$50,000: Must conduct a formal bidding process (RFP) consistent with applicable law.

Additional Items

1. Small Purchase: The School shall not make any purchase that violates the "small purchase" requirements under Utah Law, including the requirement that it is unlawful to divide a purchase into one or more purchases to avoid any legal requirements, including a formal bidding process.
2. Gratuities or Kickbacks: No one at the School shall accept any gratuity or kickback under Utah Law during a procurement process. Do not accept anything from a vendor during a bidding or procurement process.
3. Quotations may be received by telephone, fax, or e-mail. These quotations must be documented and filed for auditing purposes. Since documentation is required, fax or e-mail is the preferred quotation medium.
4. Unique Situations: The School shall consult with the School's attorney before making any of the following purchases: any agreement more than 5 years and the purchase or leasing of real estate.
5. Violations: Any violation of this Policy shall be reported in writing to the Finance Manager, Principal and Board. Action shall be taken after confirming the violation and consulting the School's attorney.