

BIDDING / PURCHASING PROCEDURES

The Executive Director shall be responsible for all purchasing, contracting, competitive bidding, and receiving and processing of all bid protests, in accordance with the Arizona school procurement rules.

All purchases must be for amounts approved in the annual budgets.

Formatted: Font: Italic

EDGE HIGH SCHOOL adheres to the following objectives when purchasing goods:

Formatted: Font: Italic

- Procurements will be completely impartial based strictly on the merits of supplier and contractor proposals and applicable related considerations such as delivery, quantity, quality, etc.
- The school will make all purchases in the best interests of the school and its funding sources.
- The school will obtain quality supplies/services needed for delivery at the time and place required.
- The school will buy from reliable sources of supply.
- The school will obtain maximum value for all expenditures.
- The school will deal fairly and impartially with all vendors.
- The school will be above suspicion of unethical behavior at all times; avoid any conflict of interest, related parties or even the appearance of a conflict of interest in EDGE HIGH SCHOOL supplier relationships.

Formatted: Font: Italic

EDGE HIGH SCHOOL will follow accounting policies and procedures that comply with generally accepted accounting principles (GAAP). Any procurement of goods and services shall be made by the procurement officer/authorized agent, in the best interest of the school, upon considering the totality of the circumstances surrounding the procurement, which may include but not limited to, price, quality, availability, timelines, reputation and prior dealings.

Formatted: Font: Italic

EDGE HIGH SCHOOL shall not purchase any goods or services from any member of the governing board, an immediate family member of any member of the governing board nor from any entity in which any member of the governing board or an immediate family member of a governing board member may benefit from such a procurement, unless authorized by the governing board after a full disclosure of the potential benefits, and after the consideration set forth in the above paragraph. This policy applies to purchases made using non-federal funds. As a condition of the receipt of certain federal funds, federal procurement requirements may also apply.

Formatted: Font: Italic

Process: The Executive Director will approve the Purchase Request after determining:

Formatted: Font: Italic

- o If the expenditure is budgeted.
- o If funds are available for the expenditure.
- o If the expenditure is allowable under the appropriate revenue source.

o If the expenditure is appropriate and consistent with the vision, approved charter, school policies and procedures and any related laws or applicable regulations.

o If the price is competitive and prudent and proper bidding procedures have been followed.

Purchase Requests: All purchases over \$500 require purchase requests. Any staff member may fill out a purchase request form. Once completed the form is submitted to either, their direct leader (Principal), or Executive Director, for an approval signature. The purchase request form is reviewed by the proper individual, signed to indicate approval, and submitted to the Director of Finance. The Director of Finance will meet with the Executive Director once a week to review the submitted purchase requests for final approval. Once the Executive Director has given final approval, the purchase request is transferred to the appropriate individual for processing.

In the event that an item must be purchased and the proper signatory is not available to provide an in-person signature, the signatory may send an email stating his or her name and granting permission to execute the purchase, with the promise to sign the purchase request form in person at the first opportunity. The purchase request may then be executed. As soon as the signatory is back on site, the original purchase request form will be signed in person.

Purchase Orders: A purchase order is a written authorization requesting a vendor to furnish goods or services to a purchaser. It is an offer from the purchaser to buy certain items. The offer is accepted by the seller when they supply the requested items. A contract is formed and the seller can expect payment in return for the delivered goods or services. Edge High School will only issue purchase orders as needed to procure goods and services where purchase orders are required in advance.

Formatted: Font: Italic

The Finance and Resource Director works closely with the Executive Director to ensure that all necessary instructional and administrative purchase are made in a timely and cost-effective manner, and when applicable, in accordance with grant restrictions. Purchase orders are approved by the Executive Director prior to purchase. All purchasing threshold apply to the entire order, not single items.

Formatted: Font: Italic

The Finance and Resource Director creates a Purchase Order (PO) based on the total value of the purchase request, forwards it to the requesting individual who then will get proper approval.

Formatted: Font: Italic

No purchase orders are required for those recurring under contract, including but not limited to:

- Benefits – health, dental, vision, retirement etc.
- Occupancy – utilities, maintenance, rent, etc.
- Insurance – liability, property, fire, workers compensation, etc.
- Equipment leases – telephones, copiers, printers, etc.
- Other services – payroll fees (OTS), debt services (interest on loans), accounting services

Contracts for goods or services shared across Edge High School campuses, or for individual schools are signed by the same individual who is authorized on the bank accounts (Executive Director).

Formatted: Font: Italic