

Swan River Montessori Charter School

Adopted: May 19, 2011

Purchasing Policy

Purpose:

The purpose of this policy is to assure that all purchases are made in the best interest of the School.

General Statement:

It is the policy of the school to purchase competitively without prejudice and in accordance with the applicable provisions of law and to seek maximum value for every dollar expended.

Requirements:

The Director shall employ purchasing procedures which comply with all applicable laws and rules of the state.

Relations with Vendors:

- SRMCS will seek business and bids from all eligible vendors, regardless of race, creed, color, sex, national origin, age, or handicap.
- No favoritism will be extended to any vendor. Each order will be placed on the basis of quality, price, and delivery; past services being a factor if all other considerations are equal.
- No person officially connected with or employed by the school will be an agent for, or have any pecuniary or beneficial interest in, or receive any compensation or reward of any kind from any vendor for sale of supplies, materials, equipment or services.

Soliciting Prices (Bids and Quotations):

Competitive bidding will be practiced every three years for annual contracts and in accordance with the applicable provisions of law.

Paying for Goods and Services:

All payments for goods and services are to be made promptly. It is the School's intent to maintain continuing good will of vendors to assure the maximum educational value for every dollar expended.

All requests for goods and services are reviewed by the director.

Approved requests are given to Office Assistant to place orders.

When invoices arrive, they are reviewed by the person placing the order to verify all items were received.

Director of Operations requests check for payment

Director approves request for check. When the Director is not available, Early Childhood Coordinator can approve check.

The exception is if the Director is requesting a check the Early Childhood Coordinator approves the check.

The purchases are input in SMART FINANCE by the Director of Operations.

The Requests for Payment are sent to School Business Solutions who prepare the aging report.

The aging report is emailed to the Director and Board Treasurer.

When the Director or the Board Treasurer approves the invoices on the aging report, SBS cuts and mails the checks.

The SRMCS Board of Directors reviews the checks with the monthly financial statements at board meetings.