

Finance and Operations

Purchasing Policy and Process

- A. After an employee identifies a need required to support an educational objective, the employee must fill out a Requisition Form with supporting documentation (paper form or online form) and submit it to the Principal's office for approval. If the Principal approves the request, the Principal will forward the signed form to the Purchasing Department. The Principal's signature authorizes the Purchasing Department to place an order with a vendor.
- B. After the goods are received, the school's secretary notifies the Principal that all the items in the order are received and are undamaged. If an order is not complete or includes defective items, the Principal will contact the vendor to remedy the matter.
- C. When needed to support an educational objective, the Principal can approve a staff member making a minor out of pocket purchase, up to a total of \$100 excluding taxes. Staff members can request a reimbursement by filling out a Reimbursement Form. Reimbursements will be processed at the end of each month.
- D. For major contracts or purchases over \$10,000 an RFP must be issued at least every 3 years at least three bids are required. The most suitable bid based on PCSI's needs and the capability of the vendor will be chosen (not necessarily the lowest bid). All bid documents will be kept on file by the Principal. It is understood that there may be emergency situations for repairs or other items that this is not possible. In those cases, the Principal will notify the Treasurer or the President of the PCSI Board.
- E. Purchases or service payments over \$6,000 require two signatures on all checks. Transportation, Food Service, Health Insurance, Management Service and Liability and Property Insurance payments are considered routine and are exceptions to this policy.

Adopted: 7/24/12