

PROVIDENT CHARTER SCHOOL

PURCHASES BUDGETED/PROCUREMENT	
1. Purpose	It is the policy of the Board that when funds are available all purchases contemplated within the current budget and not subject to bid be made in a manner that ensures the best interests of the Provident Charter School (“School”).
2. Authority	<p>All purchases that are within budgetary limits and were originally contemplated within the budget may be made upon authorization of the Chief Executive Officer.</p> <p>There shall be a reasonable effort made to obtain, in writing, at least three (3) quotations from independent sources for the supplies, equipment or services desired whenever possible. All quotations received shall be attached to and retained with a copy of the resulting purchase order.</p> <p>School officials are required to request three (3) price quotations in writing or by telephone and to maintain a record of price requests less than \$10,700.</p>
3. Guidelines	<p>In the interests of economy, fairness and efficiency in its business dealings, the Board requires that:</p> <ol style="list-style-type: none"> 1. Items commonly used in the Schools or units thereof be standardized whenever possible. 2. Opportunity be provided to as many responsible suppliers as possible to do business with the School. Lists of potential suppliers for various types of supplies, equipment and services will be developed and maintained. 3. No purchase request will be honored unless made on a School approved requisition form that has the necessary approval.

4. Upon the placement of a purchase order, the Accounting Department shall encumber the expenditure against a specific budget line item to guard against the creation of liabilities in excess of appropriations.