

MINA Charter School (MCS)
Purchasing Policy

1. **MCS** procures only those items and services that are required to perform the mission and/or fill a bona fide need.
2. **MCS** will use a competitive procurement process, which requires;
 - a. Sound business practices for purchases less than \$1,000.
 - b. Obtaining three written quotes for items greater than \$1,000 and less than \$5,000.
 - c. A formal bid process will be used for items greater than \$5,000, in which three bids will be received and evaluated using a formal evaluation process. (See 3rd Party Agreements Policy)
3. **MCS** adheres to the following objectives:
 - a. Procurements will be completely impartial based strictly on the merits of supplier and contractor proposals and applicable related considerations such as delivery, quantity, etc.
 - b. Make all purchases in the best interests of the school and its funding sources.
 - c. Obtain quality supplies/services needed for delivery at the time and place required.
 - d. Buy from responsible and dependable sources of supply.
 - e. Obtain maximum value for all expenditures.
 - f. Deal fairly and impartially with all vendors.
4. 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 the MCS supplier relationships.
5. **MCS** will execute a Purchase Order for all purchases, and it shall be approved by the Lead Administrator for purchases less than \$3,500 and the Lead Administrator and the Board President if more than \$3,500.
6. All requests for check disbursements are written in ink on a payment request form and must include the following information:
 - a. Name of payee and address
 - b. Payment amount and a copy of the invoice
 - c. Signature of the Lead Administrator as approval

The form should be completed by the purchasing staff person and attached to the original vendor invoice along with any supporting documentation and submitted to the Lead Administrator or designee.

The Lead Administrator or designee will prepare a master list of all checks to be paid. Once the list has been compiled the Lead Administrator will write all checks under

The Lead Administrator, Finance Chair or Board President are the only authorized persons to sign checks. All checks must have two signatures once approved by the Lead Administrator.

Once a month the Lead Administrator will make a report to the Finance Committee of all funds received and expended. The Finance Committee will in turn present the financial status of the School to the complete Board.

7. MCS may maintain a corporate credit card. The Lead Administrator will carry a copy of the Corporate Card. No credit cards will be issued in the name of any employee or board member of MCS. All points or rewards earned through purchases made via the corporate card will accrue to MCS. The purchase of airline tickets and other authorizes business expenditures may be made by other employees or board members using the corporate credit card. In every case of credit card usage, the individual charging MCS account will be held personally responsible in the event that the charge is deemed personal or unauthorized by the Finance Chair or Board President.
8. All lease agreements will be evidenced by a lease or sublease agreement approved by the Board and signed by the Lead Administrator or Board President. The agreement will identify all the terms and conditions of the lease.

Adopted & Approved by MCS: 11/26/2019

Revised & Approved by MCS: 03/02/2020