

*Adopted: 06/19/2014*

*Revised: 10/15/2015*

*Policy 203*

*Orig. 2014*

*Rev.2015*

## **203 PURCHASING**

### **1. PURPOSE**

1.1. The purpose of this policy is to ensure that all purchasing supports the educational programs of the district by providing the necessary supplies, equipment, and services.

1.1.1. Purchases cannot be processed through Aurora Charter School for personal use.

1.1.2. Since the district is tax-exempt, all purchases using district funds shall be made using the district's sales and use tax number.

### **2. GENERAL STATEMENT OF POLICY**

2.1. 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.

2.2. The Executive Director and Business Administrator will employ purchasing procedures which comply with all applicable laws and rules of the state.

### **3. RELATIONS WITH VENDORS**

3.1. The district will seek business and bids from all eligible vendors, regardless of race, creed, color, sex, national origin, age or handicap.

3.2. 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.

### **4. CONFLICT OF INTEREST**

4.1. No person officially connected with or employed by the school will be an agent for, or having 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. Employees who are in a position to make direct purchases, recommend purchases, services and sources or supply and/or negotiate with supplies and contractors may not do the following:

- 4.1.1. Receive or solicit, directly or indirectly, for him or herself or anyone with whom he or she has family, business or financial ties, anything of economic value as a gift, gratuity, loan, entertainment or favor, including gift certificates, credits or bonus points which can be exchanged for merchandise, frequent flyer miles, etc. (Exception: Acceptance—but not solicitation—of a meal, entertainment, refreshments or gift of nominal value is permitted as a matter of courtesy.);
- 4.1.2. Use their position to influence district decisions for personal gain;
- 4.1.3. Perform any work or service for remuneration for a supplier or contractor except if disclosure of conflict of interest are properly made;
- 4.1.4. Give preferential treatment to friends, relatives, or current or former district employees, or
- 4.1.5. Disclose information about bids or other confidential matters which would compromise the district's ability to obtain the best price.

## **5. PAYING FOR GOODS AND SERVICES**

- 5.1. 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 ensure the maximum educational value for every dollar expended.
- 5.2. Proper internal controls, including segregation of duties, will be established and maintained over the order of and payment for goods and services.
- 5.3. Single purchases over \$25,000 will require board approval.