

Odyssey Charter School Procurement and Purchasing Policy

PURPOSE

Define who has ability to purchase items or services for OCS and how to follow the legal requirements for purchasing such items or services.

DEFINITIONS

Budgeted Items- those items that are purchased under a line item approved as a part of the School's budget.

Non-Budgeted Items- all items which have not been approved in the line item budget

POLICY

OCS desires to be fiscally responsible and comply with applicable law, and has thus adopted this Procurement and Purchasing Policy. It should be remembered that all funds, excluding the school lunch program, are considered funds of the School and this Policy must be followed.

The school lunch procurement process falls under the School Lunch Procurement Policy and Procedures.

Only individuals who are authorized by the school to purchase services or items may do so.

School debit cards shall be issued to administrative or other staff personnel with responsibility for procuring items for the school. Individuals with debit cards have the authority to purchase items for any budgeted area of the school. All debit card receipts must be turned into the Business Manager within 3 days of purchase.

Teachers may purchase supplies to enhance their classroom and student learning and be reimbursed up to the amount of their allotted budget after providing receipts to the Business Manager.

PROCESS

All procurement shall go through a purchase order process if possible.

OCS Administration must confirm any purchase is within the School's budget approved by the Board. Then, additional approval is required depending on the dollar amount of the purchase as follows:

1. \$5,000 or less: Approval by the Administration.
2. Over \$5,000, or any amount ***not*** part of the School's budget , Approval by the OCS Board

Legal Requirements

1. Up to \$1,000: No legal requirements.
2. Over \$1,000, up to \$50,000: Must obtain two quotes, with the purchase from "the responsible vendor offering the best value quote meeting specifications"
3. Over \$50,000: Most likely must conduct a formal bidding process and must be consistent with applicable law.

Any ongoing fixed expenses as part of the budget do not require prior written approval after initial approval

Parents and Volunteers-

Purchases can be made for OCS by a non-employee for budgeted items by anyone with prior approval from OCS Administration or the appropriate Committee Chair.

Individuals will be reimbursed once the proper form and documentation is submitted and signed.

Additional Items

1. **Small Purchase:** OCS policy defines small purchases as those which are less than \$1,000. Competitive pricing shall be obtained for all purchases greater than \$1,000, except those made from the School Materials Distribution Center (MDC) and School or State contracts. The School shall not make any purchase that violates the “small purchase” requirements under Utah Law, including the requirement that it is unlawful to divide a purchase into one or more purchases to avoid any legal requirements, including a formal bidding process.
2. **Gratuities or Kickbacks:** No one at the School shall accept any gratuity or kickback under Utah Law during a procurement process. Employees/Board shall not accept anything from a vendor during a bidding or procurement process.
3. **Unique Situations:** OCS Administration shall consult with and get approval from the Board before making any of the following purchases: any agreement more than 5 years and the purchase or leasing of real estate.
4. **Violations:** Any violation of this Policy shall be reported in writing to the Business Manager, Director and Board. Action shall be taken after confirming the violation and completing an investigation.