

Process Description for Purchase Requests

Employee completes purchase request form identifying item, price, anticipated budget, and brings it to Director responsible for that budget for initial approval.

1. Director / Budget Manager approves form. Approval signifies confirmation by Director that there is adequate funding in his/her budget for that purchase.
 - a. For purchases >\$500, Employee must take form to business office.
 - b. For purchases < \$500, Director may give Employee permission to purchase the item directly and submit for reimbursement (requires receipt) only if rush purchase is required. *Budget Managers are encouraged to approve reimbursements as infrequently as possible and run most purchases through the business office.* The Budget Managers should save a copy of the purchase request form for his/her records.
 - i. If reimbursement route is pursued, Employee is responsible for bringing receipt and copy of signed purchase request form to Business Office. Business Office would then process reimbursement.
2. Assuming no expense reimbursement, after obtaining the Budget Manager's approval, the Employee brings the purchase request form to the Business Office. The Business Office seeks additional approvals as required per table below, and places the order.

Revised Purchasing Policy

<\$500: Budget Manager + Business Office

<\$50K: Budget Manager + Director of Operations + Business Office

<\$100K: Budget Manager + Director of Operations + CEO + Business Office*

>\$100K: Requires additional approval from Board Chair or Vice Chair on check or contract

**Provided the purchase fits within the approved budget. If it does not, Board Chair or Vice Chair approval is required as well.*

The thresholds above apply to contract signatures as well as ordering.

3. The Business Office should decide payment method. Options in order of preference are listed below:
 - a. *Invoice:* Preferred method is invoice. Purchase orders are generated only if required by the vendor for invoicing.
 - b. *School Credit Card*
 - c. *Employee Reimbursement:* School should not give advances in these circumstances. *Budget Managers are encouraged to approve reimbursements as infrequently as possible and run most purchases through the business office.*
 - d. *Petty Cash* (only in very limited emergency situations)

4. Where possible, the school processes invoices through the AnyBill online payments system. The Business Office conducts an initial review of the invoices and verifies that appropriate authorizing documentation is on file (purchase request form for discretionary purchases and vendor contract for recurring services). After the Business Office review, the Director of Operations reviews and authorizes payments for purchases <\$50K. For purchases <\$100K, the CEO must also authorize payment through the system. For purchases >=\$100K, the Board Chair or Vice Chair must also approve through AnyBill.
5. The Business Office is will establish weekly cycles for supplies orders from core vendors (e.g. Amazon, Office Depot). Staff will have requests to them in advance of immediate need (in some cases as long as 10 days). For rush orders, staff can either get approval from the Director of Operations for an out-of-cycle order placed by the business office (which s/he will note and comment on if repeated) or order the materials themselves through the reimbursement process (2a). The use petty cash to pre-fund employee purchased items as infrequently as possible.
6. The Business Office should file the purchase request form with all signatures for matching when invoices are processed.
7. Business Office files shipping receipts as received for confirmation during invoice payment process.