Adopted: *February 11, 2002* ***Amended***: *August 31, 2017*
Amended: *August 21, 2007*
Amended: *January 1, 2016*

336 PURCHASING POLICY

I. PURPOSE

The purpose of this policy is to establish guidelines and procedures for purchasing goods and services for Kato Public Charter School.

II. GENERAL STATEMENT OF POLICY

It is the policy of Kato Public Charter School to purchase goods and services in accordance with the applicable provisions of law. It is also the intent of the Board of Directors to be good stewards of the resources available to the school.

III. REQUIREMENTS

A. The Board of Directors approved budget document shall be considered the authority for all expenditures that are made during a fiscal year.

B. The primary concern of the Board of Directors is that overall expenditures for any fiscal year do not exceed revenues. Categorical breakdowns will be used primarily for budget control and for future budget planning.

C. The Director shall approve all purchases made in the name of the school district, prior to their payment, except those authorized by direct action of the Board of Directors.

D. Purchases exceeding $300 require bids or price comparisons from a minimum of three (3) vendors with the exceptions listed in this part. The information regarding these bids needs to be submitted with the original requisition prior to the purchase being made.

1. Annual Board approval (final June board meeting of the fiscal year for the following year) – these are required services needing annual board recognition
   i. EdVisions Contract
   ii. Region V Contract
   iii. Special Education Director Services
2. Three year rotating cycle (cycle to begin as listed in this part) – these services are deemed to best serve the school if allowed to maintain continuity for extended periods beyond annual renewals
   i. Technology support services (cycle to begin for FY18 to begin 7/1/2017)
   ii. Insurance policies (cycle to begin for renewal due 7/1/2018)
   iii. Audit services (cycle to begin for FY19 audit to be conducted as of 6/30/19)

E. Bids and/or quotations will be received for the purchase of goods and services as per Minn.Stat. 471.345.

1. Contracts over $100,000 – If the amount of the contract is estimated to exceed $100,000, sealed bids shall be solicited by public notice in the manner and subject to the requirements of the law governing contracts by the school.

2. Contracts exceeding $25,000 but not $100,000 – If the amount of the contract is estimated to exceed $25,000 but not to exceed $100,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining three or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof.
3. Contracts $25,000 or less - If the amount of the contract is estimated to be $25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt.

F. The procurement of all supplies, equipment, and services shall be initiated by the completion of a Requisition form and then the issuance of an official purchase order signed by the Director.

G. No COD orders are to be placed by any staff member. This applies to books, office supplies, custodial supplies, science equipment, audio-visual films and equipment, musical instruments and equipment, music, computer software, etc.

H. It shall be a violation of this policy for any employee to solicit, accept, or receive a gift from a person or entity doing business with or seeking to do business with Kato Public Charter School. The only exception would be if the gift is solely for the benefit of Kato Public Charter School. Employees may accept items of insignificant value or of a promotional or public relations nature as long as the items in turn become the property of Kato Public Charter School. The Board of Directors and/or the Finance Committee have the discretion to determine what value is "insignificant." Prize drawings at conventions, seminars, meetings, etc., shall be the property of the employee.

I. Purchases approved by the Director will be based on Requisitions filed on the proper form by the central ordering clerk. The Requisition should give all the information requested, such as name and address of the vendor, catalog number of articles requisitioned, the number of the catalog or the year it was issued, exact copyright date and title of books or publications requisitioned and a definite statement of price of items requisitioned or of repairs or labor, etc. All Requisitions must be signed by the committee chair responsible for that line item or his/her designee.

J. The process as outlined in this policy are provided in specific detail in a document titled: *Kato Public Charter School Purchasing and Receiving Procedures and Protocols*.

IV. APPROVAL AND PAYMENT FOR GOODS AND SERVICES

A. The Business Manager shall issue checks for all just claims against Kato Public Charter School upon approval by the Director.

B. All claims for which checks have been shall be presented for approval at the following Board meeting.

(Legal and Cross References are constantly changing: these items shall remain under review)

Legal References:

Minn. Stat. § 471.345 Subd. 2-5 (Uniform Contracting Law)

Cross Reference: