



EQUIPMENT PURCHASE & MAINTENANCE POLICY

It is the policy of the Scholarship Prep Charter School (SPCS) board to utilize resources to the benefit of our students' education and to establish procedures for all expenditures made with charter school funds to ensure efficiency, economy, legal compliance, internal control, ethical behavior by all staff /board members, and fairness in dealing with vendors.

Purpose

The purpose of this policy is to:

- Establish procedures for carrying out purchasing, procurement and contracting functions of SPCS
- Provide efficient management of public monies
- Ensure compliance with all applicable state and federal laws including requirements when using federal funds to make purchases
- Establish procedures for equipment maintenance

Authorization for Purchase

The Executive Director and Chief Operations Officer, in conjunction with the board treasurer, are responsible for overseeing the procurement process, including establishment of procedures, internal controls, quality assurance, efficiency, and compliance with applicable laws. The approved SPCS budget (as adopted by the Board of Directors) is authorization for the Executive Director and Chief Operations Officer to make purchases within the budget under his/her control.

Scope of Purchases

Purchasing procedures apply to procurement of equipment, supplies, and services used to support the educational process. Expenditure of charter school funds may only be used for the public purposes of the charter school and may not benefit an individual.

Approval of Purchases

The Executive Director and Chief Operations Officer must approve all expenditures within the limits as set forth by the Board of Directors. The Board of Directors must approve purchases in excess of the designated limit.

Purchase Methods

All charter school purchases must be made through methods authorized by SPCS board. Approved methods include purchase orders, request for a check, reimbursement to employees upon presentation of receipts for SPCS purchases. Advanced payment will only be made when required by the vendor.

Equipment Maintenance

Each teacher shall, as needed, submit an equipment maintenance request stating the item and issue/problem with the item.

The principal shall periodically inspect classrooms to determine if equipment is kept in good repair and properly used, safety requirements met, etc. It is the responsibility of the principal and each teacher to see that facilities, equipment, and instructional materials are kept in good working order and in safe, operable condition.

Adopted: March 7, 2017

Revised: _____

Equipment Updating and Replacement Procedures

The principal and teacher shall for each department, cooperatively develop, complete, and utilize annually, a needs assessment survey to determine when instructional supplies, textbooks, or equipment should be replaced or updated.

Purchase orders shall be prepared for all goods and/or services purchased in the name of SPCS. A separate purchase order shall be prepared for each vendor and shall be signed by the appropriate person. The Chief Operations Officer has the final responsibility for approving or disapproving all purchases and/or services. However, approval or disapproval must be made in terms of budgetary allocation, needs, desirability, and contribution to the program.

Teachers shall report facility maintenance needs to the principal. The principal will forward the request to the Chief Operations Officer who shall cause the repairs to be made as expeditiously as possible. Requests for major repairs, building modifications, or additions shall be submitted by the principal to the Chief Operations Officer, who in turn may submit the request to the landlord of the facility or other appropriate individual responsible for implementing/making major repairs. Significant building modifications or additions to be implemented by SPCS may require approval by the Board of Directors.

Care of Facilities and Equipment

Each teacher and the principal must ensure care and protection of the school property. Abuse and misuse of school furniture and property is not to be tolerated and should be reported to the administration.

SCHOLARSHIP PREP may modify this policy unilaterally at any time without notice. Modification may be necessary, among other reasons, to maintain compliance with state and federal laws or regulations.

ACKNOWLEDGMENT

I acknowledge that I have received, read, and understand the Policy for Equipment Purchase & Maintenance of SCHOLARSHIP PREP and agree to comply with it at all times.

Date:

Scholarship Prep Board President (Signature)

Scholarship Prep Board President (Print Name)

Adopted: March 7, 2017

Revised: _____