

Dr. Joseph F. Pollack Academic Center of Excellence

Procurement Policy

Policy Number: 6420

Date: 6-17-15

PURPOSE:

The Procurement Policy provides procedures and guidelines to all Dr. Joseph F. Pollack Academic Center of Excellence (PACE) personnel/departments dealing with purchasing on behalf of the Academy. Procedures have been established to ensure effective internal and budgetary controls within PACE. This policy applies to purchases made using federal and non-federal funds, unless permitted otherwise.

PROCEDURE:

1. The requester must first verify with the CFO or Financial Specialist that there are sufficient budgetary funds available prior to generating a request for items to be purchased.
2. The requester must complete a Purchase Requisition Form.
3. The purchase requisition form must be reviewed and signed by the department supervisor, approving the purchase. Depending on the dollar amount, in some cases the requester may be required to have the purchase requisition signed by the principal and either the department supervisor or assistant principal.
4. The purchase requisition should then be forwarded to the Financial Specialist. PACE personnel are not allowed to enter or obligate PACE to any purchases. All orders must be placed by the Financial Specialist. Any orders that are not placed by the Financial Specialist may result in the employee being responsible for payment of the purchase.
5. The requester should review the packing slip for completeness and sign the packing slip to verify receipt of the items requested.
6. If items are backordered, the requester will be provided with a list of items that are backordered and given a tentative date of delivery, if one is available.

PURCHASE ORDERS:

- Upon receipt of the purchase request form, the Financial Specialist will review the form to ensure that all required information is included. The Financial Specialist has the authority to return or cancel a purchase requisition form if needed information is missing, or if funding is unavailable.
- The Financial Specialist will create a standard PACE purchase order to be sent to the vendor.

REIMBURSEMENTS:

Reimbursements of expenditures made by personnel on behalf of PACE are permitted under the following circumstances:

- Appropriate Check Request Form or Purchase Requisition Form must be completed along with the appropriate signatures,
- Appropriate approvals are received from the principal, assistant principal and/or the Business Office when required,
- Receipts must be submitted to the Business Office within five business days of the date of purchase.

Special Note:

- All purchase requests over the threshold established by the state, requiring competitive bids, must be approved by the Board of Director's and must include a minimum of three competitive bids for consideration. The bid that best meets the requirements of the school will be selected. This process is facilitated within the guidelines set by the State of Michigan.