

705 – GWA Procurement Policy

Approved by GWA Board of Directors, October 24, 2013

The goal of George Washington Academy is to procure only those items and services that are required to perform the mission and/or fill a bona fide need. Procurements should be made using a “best value” approach, which includes assessing the best value considering quality, performance, warranty, price, and perhaps other factors. To aid GWA in procuring goods and services at the best value, as follows:

- Any and all purchases with a total purchase price, including shipping charges, taxes, and fees, of one thousand dollars (\$1,000) or less shall be made using reasonable and customary best business practices to select best value;
- Any and all purchases with a total purchase price, including shipping charges, taxes, and fees, of more than one thousand dollars (\$1,000) and less than five thousand (\$5,000) shall require verbal quotes from three (3) separate and distinct vendors;
- Any and all purchases with a total purchase price, including shipping charges, taxes, and fees, of more than five thousand dollars (\$5,000) shall require a formal bid process, including obtaining written quotes from three (3) separate and distinct vendors.

Purchases may not be divided into multiple smaller purchases so as to avoid the requirements contained in the above thresholds.

All purchases shall require a Purchase Requisition. Purchase Requisitions totaling less than \$500 may be approved by the Principal or Vice Principal signing with the person making the request. Purchase Requisitions between \$500 and \$3,000 may be approved by the signature of the Principal or Vice Principal along with a signature from the Board President, Vice President, or CFO. Purchase Requisitions totaling \$3,000 or more must be presented at the next Board Meeting for review and/or approval by the Board of Directors.

GWA will purchase goods and services only from approved vendors and/or service providers. A list of approved vendors and/or service providers can be found in the administrative office.

Notwithstanding the above, employees who make purchases on behalf of GWA should adhere to the following objectives:

- Procurements will be completely impartial based strictly on the merits of supplier and contractor proposals and applicable related considerations such as delivery, quantity, etc.
- Make all purchases in the best interests of the school and its funding sources.
- Obtain quality supplies/services needed for delivery at the time and place required.
- Buy from responsible and dependable sources of supply.
- Obtain maximum value for all expenditures.
- Deal fairly and impartially with all vendors.
- Be above suspicion of unethical behavior at all times; avoid any conflict of interest, related parties or even the appearance of a conflict of interest in the Charter School supplier relationships.

Emergency Purchases

An “emergency purchase” is the purchase of goods or services that are so badly needed that the school will suffer financial or operational damage if they are not secured immediately. A decision to purchase may be declared in an emergency at the school’s discretion and “best value” procurement guidelines must be followed. In addition, the purchase must be authorized by the CFO, the Board President, or the Board Vice-President.