

**SCHOOL FOR INTEGRATED ACADEMICS AND TECHNOLOGIES**

- Favoritism shall not extend to any vendors. Each order shall be placed on the basis of quality, price and delivery, with past service being a factor if all other considerations are equal.
- No purchase will be made from an employee of School for Integrated Academics and Technologies (“SIATech Academy South”) or from a member of the immediate household of an employee.
- Any purchase of supplies, equipment, etc., made by staff members without a purchase order or pre-approved by the Superintendent/CEO, designee, site administrator, or site leader will not be reimbursed.
- Site administrators or leaders shall approve all purchase requests in advance of the purchase. Approval shall be contingent on available funds within the individual school site budget. The purchase request shall contain a complete description of the product or service requested.
- Purchase request(s) will not be processed if funds are not available within the specific expenditure classification.
- The final purchase shall be processed through SIATech Academy South’s purchasing department. The purchase shall also be reviewed and approved by the finance department to determine availability of funds and nature of request.

**Use of Credit Cards**

Credit cards have been made available for immediate purchase of goods or supplies under certain conditions. It is expected the use of the card is to further the efficiency of the purchasing process and maintain fiscal integrity. The cards may be used under the following conditions:

- Travel and conference requests approved by the site administrator or site leader in advance.
- Goods or supplies not exceeding \$300.00 and are in immediate need for administrative or instructional use. Expenditures exceeding \$300.00 must have prior approval from Superintendent/CEO or designee.
- Credit card shall not be used for purchase of non-capitalized equipment without prior approval by Superintendent/CEO or designee.
- Credit cards shall not be used for personal purposes or to purchase alcohol.

Failure to receive prior approval shall result in revocation of credit card privileges.

**DATE OF ADOPTION BY THE BOARD: October 20, 2015**