

SCHOOL FOR INTEGRATED ACADEMICS AND TECHNOLOGIES

The following policy is adopted by the Board of Directors for use in managing the purchasing of business related goods and services.

The Superintendent/CEO or designee shall maintain effective purchasing procedures in order to ensure that maximum value is received for money spent and that records are kept in accordance with established audit guidelines.

All goods and services purchased will meet the needs of the person or school ordering them, at the lowest price, consistent with standard purchasing practice. Maintenance costs, replacement costs and trade-in values shall be considered when determining the most economical purchase price.

The Superintendent/CEO or designee may issue and sign purchase orders.

All purchases shall be made by formal contract, purchase orders or be accompanied by a receipt.

DATE OF ADOPTION BY THE BOARD: October 20, 2015