THREE RIVERS Montessori
A Public Charter School

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702 Purchasing Policy

Number: 702
Adopted: 04/07/2020
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Purpose

To ensure that all purchases are made in the best interest of the school, comply with state and federal laws, and provide maximum value for funds expended while maintaining transparency, equity, and accountability.

General Statement of Policy

The school purchases competitively, without prejudice, and in compliance with all applicable laws and regulations. No favoritism shall be extended to any vendor. Each order shall be placed based on quality, price, delivery, and prior service, where applicable. No employee or official of the school shall have a financial interest in or receive compensation from any vendor supplying goods or services to the school.

Purchasing Procedures

1. All requests for goods and services must be reviewed and approved by the School Director.

2. Approved requests are given to the Assistant Director to place orders.

3. Upon receipt of goods or completion of services, the person who placed the order verifies accuracy and completeness.

4. Invoices are reviewed, matched with purchase orders, and approved for payment.

5. The Assistant Director records and routes payment requests to the accounting agency.

6. The TRM Board of Directors reviews payments monthly as part of financial oversight.

Special Education Purchasing Procedures

1. Identify Need – Special education staff identify a specific item or service required to support a student’s IEP or program.

2. Complete Requisition Form – Include description, vendor, estimated cost, funding source, and justification, with supporting documentation (e.g., IEP page or quote).

3. Supervisor Review – The Special Education Coordinator/Principal reviews for appropriateness and alignment with program requirements.

4. Business Manager Review – Confirms funding source, verifies compliance, and determines if competitive quotes or bids are required.

5. Director/Superintendent Approval – Required for purchases exceeding established thresholds.

6. Purchase Order Creation – The Business Office issues a purchase order to the vendor once all approvals are complete.

7. Receipt of Item/Service – The receiving staff verify and document delivery or service completion.

8. Invoice and Payment – The Business Office matches invoices with documentation and processes payment.

9. Recordkeeping – All documentation (requisitions, POs, receipts, approvals, and payments) is retained for audit compliance per federal and state requirements.

Vendor Relations

Vendors shall be treated with fairness and integrity. All communications and negotiations must be conducted in a manner that upholds public confidence and ensures impartiality.

Payment for Goods and Services

All payments shall be made promptly to maintain good vendor relations and ensure continued value for educational expenditures.