



Purchasing Policy

Date Created: 4-7-20

Approved By: TRM Board of Directors

Date Approved: 5/1/2020

Purchasing Policy

Purpose

The purpose of this policy is to assure that all purchases are made in the best interest of the School.

General Statement

It is the policy of the school to purchase competitively without prejudice and in accordance with the applicable provisions of law and to seek maximum value for every dollar expended.

Requirements

The School Director shall employ purchasing procedures which comply with all applicable laws and rules of the state.

Relations with Vendors

- TRM will seek business and bids from all eligible vendors, regardless of race, creed, color, sex, national origin, age, or handicap.
- No favoritism will be extended to any vendor. Each order will be placed on the basis of quality, price, and delivery; past services being a factor if all other considerations are equal.
- No person officially connected with or employed by the school will be an agent for, or have any pecuniary or beneficial interest in, or receive any compensation or reward of any kind from any vendor for sale of supplies, materials, equipment or services.

Paying for Goods and Services

All payments for goods and services are to be made promptly. It is the School's intent to maintain continuing good will of vendors to assure the maximum educational value for every dollar expended.

1. All requests for goods and services are reviewed by the School Director.
2. Approved requests are given to Office Assistant to place orders.
3. When invoices arrive, they are reviewed by the person placing the order to verify all items were received.
4. The Office Assistant requests a check for payment.
5. The School Director approves request for check. When the School Director is not available, the Office Assistant can approve the check.
6. The only exception to this is if the School Director is requesting a check, then the Office Assistant may make the check approval with approval from the board treasurer.
7. The purchases are input in SMART FINANCE by the Office Assistant.
8. The Requests for Payment are sent to the accounting agency who prepares the aging report.



9. The aging report is emailed to the School Director and Board Treasurer.
10. When the School Director or the Board Treasurer approves the invoices on the aging report, the accounting agency cuts and mails the checks.
11. The TRM Board of Directors reviews the checks with the monthly financial statements at board meetings..

