

EXHIBIT A: PURCHASE PROCEDURES

International Academy of Saginaw Purchase Procedure - Exhibit A

(1) Staff member and/or Board member makes a request for supplies or services on a Purchase order request form.

All requests over \$2,000 require three quotes from the person requesting.

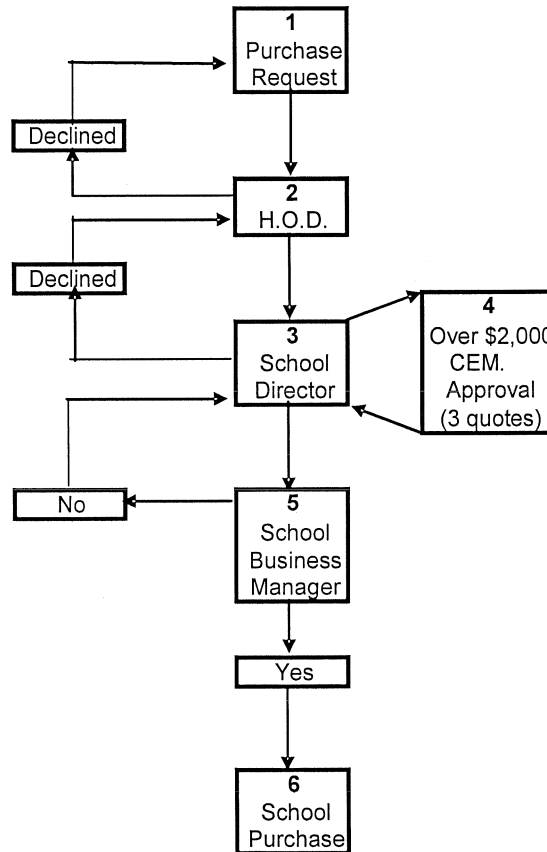
(2) Head of Department (H.O.D.) approves/rejects request solely on the merit of the request.

(3) Director approves/rejects the request solely on merit - will it enhance academic standards, safety etc.

(4) Purchases: Over \$2,000
Director seeks approval of
Regional Business Manager
3 Quotes Required

(5) Business Manager determines the following:
a) Is request a budgeted School expense?
b) Can current cashflow support the expense?
If above two criteria are not met, Business Manager returns the PO to the Director, with explanation.

(6) Business Manager authorizes the purchase & prepares and signs Purchase Order.



Note: All purchases made without using the purchase process, will NOT be reimbursed.

Note: Purchases must have a pre-assigned purchase order # and two signatures. Vendors are instructed not to accept a purchase order without these attributes.

Note: In general purchases can only be placed by the Business Manager. If a Staff member requests to personally place order, this can only be done after **Both** signatories have signed off.

Note: Neither the Director nor the Business Manager can approve a purchase exceeding the allocated Budget.

Note: All purchases over \$2,000 shall be authorized by the Regional Business Manager and require three (3) quotes.

Note: Even if you are 100% confident the request is within your budget, the purchase procedure must be followed.