



AUTHORIZED SIGNATURE & PURCHASING POLICY

This policy was approved by the Governing Council on March 30, 2016.

Purpose

To allow a proper accounting of Mountain Phoenix's operations, no obligation of Mountain Phoenix funds may be initiated without the proper purchase procedure and authorization. Exceptions to this procedure will be permitted only in extreme emergency. If a service or merchandise is purchased without Mountain Phoenix approval, the individual (staff, faculty, parent or other) will be financially responsible for such purchases and may not be reimbursed.

Purchasing Authority

The Mountain Phoenix Governing Council (Council) assigns the overall responsibility for administration of the annual budget to the Director of Operations (DO). The DO or designee shall have the authority to independently issue purchase orders for amounts within budget parameters. Purchase orders outside of budget parameters shall require consent of the GC and signature by a GC officer in addition to that of the DO or designee.

Purchasing Approval

Mountain Phoenix employees other than the DO shall be required to obtain written advance approval for all purchases, merchandise or service, from the DO or designee. Without the DO's written advance approval, no funds shall be reimbursed. DO shall be required to obtain written advance approval for reimbursements by the GC President or Treasurer.

In order to be reimbursed, original receipts must be attached. Reimbursements will be made in the form of a check. Some expenditures that are approved by the DO or designee may be determined to be immaterial to necessitate the purchase request process. It is up to the DO or designee to decide if the form is needed.

All pre-approved business related travel, where a personal vehicle is used, will be reimbursed at the standard mileage rate per mile as determined by the IRS. In addition, parking fees and tolls are reimbursable. In order to be reimbursed, a Travel Report must be submitted containing the destination of the trip, its purpose, the miles driven, and any parking fees and/or tolls and all receipts, within one month after the travel date.

Signature Authority

The following shall have authority to sign checks: DO, President, and Treasurer.

The Director of Operations is authorized to make payments less than \$5,000 on individual items without prior approval from the Council in the following situations:

- Payment of an unexpected or unknown past due bill; e.g. prior year expenses
- Payment for a non-discretionary service already received such as a legal or utility bill
- Payment for necessary services such as a substitute or temp-worker
- Any other expenditure that is deemed imperative to the safe or legal operation of the school

Contracts

Contracts for goods and services, including professional consulting exceeding \$10,000 on an annual basis shall be presented to the Council for approval prior to signing the contract. Length of contracts shall be at the discretion of the GC.

Contracts exceeding \$10,000 shall be awarded after a bidding process of sufficient duration to ensure competition. The Council reserves the right to select whichever vendor it deems most prepared to provide the required goods/services without regard to the low bidder being the automatic selection. The Director of Operations may make a finding to the Council for sole sourcing a contract exceeding \$10,000. Contracts up to \$5000 per year may be sole-sourced at the discretion of the Director of Operations and do not require Council approval if funds are available in the budget after Finance Committee review. Contracts from \$5001 up to \$10,000 per year may be sole-sourced at the discretion of the Council.



Commitments and Purchase Orders

Purchase orders over \$10,000 must be approved by the Council and by the Director of Operations. Purchase orders under \$10,000 must be approved by the Director of Operations.

Invoices

Invoices over \$10,000 must be approved by the Council and by the Director of Operations. Invoices under \$10,000 must be approved by the Director of Operations.

POLICY HISTORY

22-32-109(1)(b), C.R.S. Local board duties concerning competitive bidding (Automatic Waiver)

Original: proposed by the Policy Task Force on January 27, 2016.

Approved: by the Governing Council on March 30, 2016.