Policy Type: Operational Policy

Title: Procurement Policy

Effective: April 21st, 2025

Purpose:

The goal of Custom Class Charter School is to procure only those items and services that are required to perform the mission and/or fill a bona fide need. Procurements should be made using a "best value" approach, which includes assessing the best value considering quality, performance, warranty, price, and perhaps other factors. To aid Custom Class Charter School in procuring goods and services at the best value, as follows:

- Any and all purchases with a total purchase price, including shipping charges, taxes, and fees, of one thousand dollars ($1,000) or less shall be made using reasonable and customary best business practices to select best value; a direct purchase of multiple items from one source at one time may be made without bids/quotes, up to a maximum of $5,000 so long as ALL items are less than $1,000 each.
- Any and all purchases with a total purchase price, including shipping charges, taxes, and fees, of more than five thousand dollars ($5,000) or any one item more than one thousand dollars ($1,000) shall require quotes or post pricing from three (3) separate and distinct vendors;
- Any and all purchases with a total purchase price, including shipping charges, taxes, and fees, of more than fifty thousand dollars ($50,000) shall require a formal bid process, including an advertised Request for Proposals.

Purchases may not be divided into multiple smaller purchases so as to avoid the requirements contained in the above thresholds.

All purchases shall require a Purchase Requisition. Purchase Requisitions totaling less than $5,000 may be approved by the Chief Executive Officer (CEO) or Chief Financial Officer (CFO) in addition with the person making the request. If both the roles of CEO and CFO are vacant or these people are unavailable, the Board Chair may approve these requests may approve these requests with a second approval of a board member on the Finance Committee.

Purchase Requisitions between $5,001 and $50,000 may be approved by the signature of the Chief Executive Officer (CEO) along with a signature from the Board Chair or a Board Member on the Finance Committee. If the role of CEO is vacant or that person is unavailable, the Board Chair may approve these requests with a second approval of a board member on the Finance Committee.

Purchase Requisitions totaling over $50,000 must be presented at the next Board Meeting for review and approval by the Board of Directors.

Custom Class Charter School will purchase goods and services only from approved vendors and/or service providers as approved by either the Chief Financial Officer, Chief Executive Officer, or Board Chair. A list of approved vendors and/or service providers can be found in the administrative office.

Notwithstanding the above, employees who make purchases on behalf of Custom Class Charter School should adhere to the following objectives:

- Procurements will be completely impartial based strictly on the merits of supplier and contractor
- Proposals and applicable related considerations such as delivery, quantity, etc.
- Make all purchases in the best interests of the school and its funding sources.
- Obtain quality supplies/services needed for delivery at the time and place required.
- Buy from responsible and dependable sources of supply.
- Obtain maximum value for all expenditures.
- Deal fairly and impartially with all vendors.
- Be above suspicion of unethical behavior at all times; avoid any conflict of interest, related parties or even the appearance of a conflict of interest in the Charter School supplier relationships.
- Asset tagging and inventory every 2 years
- Disposition of equipment and supplies purchased using federal funds that shall comply with 2 CFR 200.313 and 2 CFR 200.314.

Emergency Purchases

An “emergency purchase” is the purchase of goods or services that are so badly needed that the school will suffer financial or operational damage if they are not secured immediately. A decision to purchase may be declared in an emergency at the school’s discretion and “best value” procurement guidelines must be followed. In addition, the purchase must be authorized by the CFO, the Board Chair, or the Board Vice-Chair.

Certification

The Undersigned officers and/or Board of Directors of Custom Class Charter School certify that this Procurement Policy was duly adopted as of 4/21/2025 and replaces all previous Procurement Policy

Signature:
Cory Henwood - Board Chair

Signature:
Matt Middione - Board Vice Chair

Effective Date: Apr 21, 2025

Revised Date: Aug 18, 2025

References: Utah Code 63G-Ga and R33