

North Star Academy
Policy: Purchasing and Disbursement Policy
Approval Date: August 6, 2015



Purpose

The purpose of this policy is to enable administration to make minor purchases that are necessary for the day-to-day operation of North Star Academy (the "School"), without approval of the Board of Directors (the "Board").

Purchasing

The responsibility for approving purchases is delegated to the Principal of the School by the Board as set forth below.

All purchases up to \$2,500 must be approved by the Principal; purchases between \$2,500.00 and \$5,000.00 must be approved by either the Board President or Board Treasurer; and purchases over \$5,000 must be approved by the full Board.

Employee purchases that require reimbursement are discouraged.

Purchases for travel that require the use of a credit card must follow the process established by this policy utilizing a purchase order. The School's management company will retain the credit card for making such purchases and only utilize the credit card when required to do so.

Disbursements

The responsibility for disbursement is delegated to the School's management company as set forth below.

Disbursements are handled in such a manner as to ensure that the proper funds and accounts are charged; that the disbursement is used only for authorized purposes; and that laws, rules and regulations governing the disbursements and handling of public funds are followed.

The following controls are established to ensure that all payments are made on a timely basis and in accordance with all purchase orders and contracts:

- Purchase order shall be completely filled out prior to purchase.
- Purchase order shall be signed by appropriate authorizing personnel.
- Completed purchase orders are to be sent to the School's management company.
- The School's management company must be given a valid invoice and properly completed purchase order prior to making payment.
- Disbursements are to be made primarily by check with counter signatures to provide additional control.
- If approved by the Board, blank warrants/checks may be kept in locked storage under the control of a designated, responsible employee at the School. Access to blank checks must be limited to this employee and a designated alternate. When blank checks are received; the date, quantity, and inclusive serial numbers are recorded and added to the total balance on hand. When a blank check is used, the stub along with a copy of the receipt is to be signed by the Principal and forwarded to the management company. The use of these blank checks should be kept to an absolute minimum.

Signature:

Trudy Sorenson, Board President

Date