

**TEMECULA VALLEY CHARTER SCHOOL
Board Policy**

3000 Business and Non Instructional Operations

3004 Purchasing Regulations

Board Action: APPROVED

Effective Date: 11-2-15

The procurement function is one of the major business responsibilities of the Board of Directors, and it shall retain sole authority and responsibility for all purchase contracts of Temecula Valley Charter School except as delegated by official action of the Board. The Executive Director/Principal and/or designee shall sign for all obligations arising from the purchasing function. All approvals of Purchase Orders, Checks or Contracts require Board of Director approval and will be recorded in the minutes of the Board of Directors.

Purchases that exceed \$10,000, the Executive Director/Principal shall obtain written bids from a minimum of three (3) vendors.

Telephone bids may be substituted for written bids when it is determined that the time required for obtaining written bids will adversely affect the price or delivery. Regardless of the manner in which bids are obtained, all purchase orders, checks or contracts exceeding \$10,000.00 must be approved by the Board.

The Board of Directors authorizes the Executive Director/Principal or designee to contract on behalf of the Board for service and maintenance of equipment and rental/lease of furniture/equipment when such contracts are below the amount requiring formal bidding, have been previously approved by the Board, or are renewals of contracts previously approved.