

# CHAVEZ HUIERTA

## K-12 PREPARATORY ACADEMY

<b>Book</b>	CHPA Board Policy Manual
<b>Section</b>	Chapter 4 Business and Fiscal Affairs
<b>Title</b>	BP 4100 Purchasing
<b>Number</b>	BP 4100
<b>Status</b>	Active
<b>Legal</b>	Colorado Revised Statute 22-32-109 (1)(b)
<b>Adopted</b>	August 9, 2016
<b>Last Reviewed</b>	May 14, 2022

The Executive Director or designee is delegated the authority to purchase materials, equipment, supplies and services through the detailed listing of such items compiled as part of the budget-making process and approved by the Board through its adoption of the annual operating budget.

The Executive Director or designee shall direct the purchase of such books, supplies, equipment and other materials as is required and permitted within the limits of the budget. The purchase of these items shall require no further Board approval except in those instances where Board policy requires certain purchases to be put out to bid and receive subsequent Board approval.

However, in the case of any out-of-the-ordinary expenditures, the Board always should be consulted. Purchase orders in excess of \$50,000 must have board approval prior to expending funds.

No employee, except as designated by the Executive Director, may obligate Chavez/Huerta K-12 Preparatory Academy for any expenditure of funds without prior approval. Any obligation contracted without appropriate prior approval may become a personal expense of the employee. All purchase orders, contracts, leases, rentals, memorandums of understanding, and service agreements require the signature of the Executive Director.

**Last Revised**            **May 14, 2022**

See Administrative Procedure 4100.