

CHAVEZ HUERTA

K-12 PREPARATORY ACADEMY

Book	CHPA Board Policy Manual
Section	Chapter 4 Business and Fiscal Affairs
Title	BP 4100 Purchasing
Number	BP 4100
Status	Active
Legal	Colorado Revised Statute 22-32-109 (1)(b)
Adopted	August 9, 2016
Last Reviewed	April 11, 2024

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 CHPA Finance Committee through its Board 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 CHPA Finance Committee or CHPA Board approval except in those instances where Board policy requires certain purchases to be put out to bid and receive subsequent CHPA Board approval.

However, in the case of any out-of-the-ordinary expenditures, the CHPA Finance Committee always should be consulted. Purchase orders in excess of \$50,000 must have CHPA Finance Committee 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 contracts, leases, rentals, memorandums of understanding, and service agreements require the signature of the Executive Director.

Last Revised April 16, 2024

See Administrative Procedure 4100.