

<b>Book</b>	CHPA Board Policy Manual
<b>Section</b>	Chapter Business & Fiscal Affairs
<b>Title</b>	AP Purchasing/Finance Procedures
<b>Number</b>	AP 4100
<b>Status</b>	Active
<b>Legal</b>	C.R.S. 22-32- 122(2)(b) (Board required to adopt bidding procedures) C.R.S. 24-18-201 (Public official’s interests in contracts) C.R.S. 24-110-201 et seq.
<b>Adopted</b>	May 14, 2022
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<b>Last Revised</b>	April 16, 2024

**Purchase Orders**

Before any purchase order is issued, a purchase requisition must be completed by the requestor through the finance software SDS. The request will then be subject to an electronic approval process.

- a. Purchase orders are subject to the department head and/or the principals’ approvals.
- b. Purchase orders above \$1,000.00 up to \$49,999.00 are subject to approval from the above-mentioned and the Business Office.
- c. Purchase orders that exceed \$50,000.00 are subject to all above mentioned and the CHPA Finance Committee (FAC).

Once the approvals are complete the purchase order will be issued, and products and/or services may then be procured.

If an emergency purchase is necessary and it is impossible to obtain a purchase order, the administrator in charge will report the emergency purchase to the fiscal services the next working day. An emergency is defined as a condition that if not corrected immediately will cause the destruction of school property, endangerment of life, or complete cessation of educational activities.

Purchase orders are not required for mileage, personal reimbursements, and travel claims.

**Purchasing/Finance Cards**

Purchasing/Finance cards will be issued to specific employees for the purpose of improving the efficiency of the Purchasing/Finance process at CHPA. All purchases will be for CHPA use only. All employees that are Purchasing/Finance cardholders are required to maintain the receipts for

all purchases and must reconcile weekly the card statement with the receipts. All receipts and transaction logs are due to the Business Office, on a weekly basis. An employee may be responsible for paying for any card purchases submitted without a receipt.

It is important that the cardholder remembers that he/she is committing CHPA funds each time the card is utilized. The cardholder will be responsible for the use and security of the card issued to him/her.

See Board Policy and Administrative Procedure 4190 Procurement Cards for additional information.

### **Cooperative Purchasing/Finance**

CHPA shall take advantage of cooperative Purchasing/Finance arrangements whenever such buying appears to be to the benefit of CHPA. The purpose of cooperative Purchasing/Finance shall be to obtain the best materials at the lowest price.

### **Bidding Procedures**

1. All contractual services and purchases of supplies, materials and equipment in the amount of \$25,000 or more over the course of the fiscal year shall be put to bid. This shall not apply, however, to professional services or instructional materials, according to state law C.R.S 22-32-122. Construction projects in the amount of \$25,000 or more will be put to bid.
  - a. Purchases under \$25,000 may be made in the open market, but shall, when possible, be based on at least three competitive quotations or prices.
  - b. State awards and group Purchasing/Finance with other State agencies may be utilized in place of bidding for selected items, should that be in the best interest of CHPA.
  - c. Construction purchases under \$25,000 may be made in the open market, but shall, when possible, be based on at least 3 competitive quotes or prices.
2. All contracts and all open market orders will be awarded to the supplier that offers the best value, taking into consideration the cost and quality of materials or services desired and their contribution to program goals.
3. In addition, the company's past experience with CHPA will be considered. Those suppliers that have provided inadequate goods or services in the past and those suppliers that have missed deadlines in the past will not be considered a qualified supplier. As such, their bids may not be considered.
4. Suppliers may contact the Business Office to have their names placed on mailing lists to receive invitations to bid.
  - a. When specifications are prepared, the Business Office will notify all merchants and firms who have indicated an interest in bidding.
  - b. With regard to certain materials or services for which bids are required, the Chief Finance Officer or designee may choose to develop a procedure to pre-qualify bidders. In that event, only pre-qualified bidders may submit bids.

5. All bids shall be submitted to or mailed to the Business Office, in a sealed envelope labeled "BID" .
  - a. All bids must be plainly marked with the bid number and the time of the bid opening.
  - b. Bids will be date and time stamped by the Business Office email inbox or mailbox.
  - c. Bids shall be opened in public by appropriate CHPA officials or employees at the time specified, and all bidders may be invited to be present.
6. The Board President & Executive Director reserves the right to reject any or all bids, in whole or in part, to waive irregularities or technicalities, and to accept that bid which appears to be in the best interest of CHPA.
7. The bidder to whom an award is made may be required to submit to CHPA proof of liability insurance and, when appropriate, proof of workers' compensation insurance, and may be required to enter into a written contract with CHPA.
8. All products and services requiring a contract will be taken to the CHPA Finance Committee (FAC) for final approval.

#### Purchase Order Processing Summary

1. All Staff enters a Requisition.
2. Designated department level approver will review request and assign the account as budgetary alignment.
3. Business Office final approval and assign Purchase Order number.
  - a. If more than \$50,000, will submit to FAC for final approval
4. Purchase Order information will be sent to the staff member that initiated the Requisition.
5. If the CHPA Purchasing Card is needed, the Business Office will have a sign out form for the staff to initial and list PO number used upon checking out the CHPA Purchase Card.
6. Once purchase has been completed, they will return CHPA Purchase Card to Business Office with PO# listed on the original receipt.