

Cornerstone Montessori Elementary School

Purchasing Policy

(Previously titled Procurement Policy)

I. Purpose

The purpose of this policy is to assure that all purchases are made in the best interest of the School.

II. General Statement

It is the policy of the school to purchase competitively without prejudice and in accordance with the applicable provisions of law and to seek maximum value for every dollar expended.

III. Requirements

The Head of School shall employ purchasing procedures which comply with all applicable laws and rules of the state/federal.

Relations with Vendors:

- The district will seek business and bids from all eligible vendors, regardless of race, creed, color, sex, national origin, age, or handicap.
- No favoritism will be extended to any vendor. Each order will be placed on the basis of quality, price, and delivery; past services being a factor if all other considerations are equal.
- No person officially connected with or employed by the school will be an agent for, or have any pecuniary or beneficial interest in, or receive any compensation or reward of any kind from any vendor for sale of supplies, materials, equipment or services.

Soliciting Prices (Bids and Quotations):

Competitive bidding will be practiced and in accordance with the applicable provisions of law.

Paying for Goods and Services:

All payments for goods and services are to be made promptly. It is the School's intent to maintain continuing good will of vendors to assure the maximum educational value for every dollar expended.

APPROVED: February 15, 2011 (Titled "Procurement Policy")

REVISED: August 13, 2019

REVIEWED: January 17, 2023