

<b>TENNESSEE PUBLIC CHARTER SCHOOL COMMISSION</b>		
<b>PURCHASING AND CONTRACTS</b>		<b>2805</b>
<b>ADOPTED:</b>	<b>REVISED:</b>	<b>MONITORING: Review: Annually</b>

**Purchasing.** Each authorized charter school shall purchase competitively and seek maximum educational value for every dollar expended. The Commission shall not, under any circumstances, be responsible for payment for any materials, supplies, or services. All purchases shall be made in accordance with state law and in compliance with the Tennessee Internal School Uniform Accounting Policy Manual.<sup>1</sup>

The school shall adopt and implement a policy and procedures for purchasing and procurement and, at minimum, address:

- (1) Purchasing authority and responsibilities of school employees;
- (2) Authorization and approval of purchases;
- (3) Types of purchases, including but not limited to routine purchases, special purchases, emergency purchases, online purchases, and purchases with federal grant funds;
- (4) Competitive bidding process and acceptance criteria;
- (5) Exceptions from competitive bidding;
- (6) Contracts for services and/or with suppliers;
- (7) Requisitions;
- (8) Purchase orders;
- (9) Vendor relations;
- (10) Conflicts of interest;
- (11) Appropriate documentation and/or invoicing of purchases; and
- (12) Approval and signing of a contract.

**Contracts.** All contracts for goods in excess of \$10,000 shall be bid and shall be approved by the governing board of the school.<sup>2</sup> All contracts shall also meet all requirements of state and federal laws, rules, and regulations.<sup>1</sup> For purchases made with federal funds over \$10,000, (including purchases over \$10,000 via non-competitive proposals) the authorized charter school shall obtain approval by the Commission prior to purchase. In addition, the school’s policies and procedures shall include who has the authority to enter into contracts, criteria for awarding contracts, and a written code of conduct for any employees involved in the award or administration of contracts.

Additional information regarding purchasing and procurement can be found in the State Board’s Operating Policies and Procedures for Implementation and Administration of Federal Education Programs document.

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Legal References:

<sup>1</sup> T.C.A. § 12-4-101;  
T.C.A. § 12-4-106; T.C.A. § 49-1-304;  
T.C.A. § 49-2-113; T.C.A. § 49-2-203;  
T.C.A. § 49-2-206; T.C.A. § 49-6-2003;  
2 C.F.R. § 200.112; 2 C.F.R. § 200.403  
<sup>2</sup> T.C.A. § 49-13-111(e)

Cross References:

Tennessee Internal School Uniform  
Accounting Policy Manual