



2805 – Purchasing and Contracts

ADOPTED: April 9, 2024

REVISED: July 26, 2024

MONITORING: Annually

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.ⁱ

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 shall be purchased in accordance with the policies and procedures of the authorized charter school's governing body.ⁱⁱ All contracts shall also meet all requirements of state and federal laws, rules, and regulations. 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 Commission's policies and procedures for the administration of federal awards.

Legal References:

ⁱ 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

ⁱⁱ T.C.A. § 49-2-203(a)(3)(B)