

Subject: Procurement Procedures

Purchases over the Michigan Department of Education (MOE) required bid threshold of \$23,881 (supplies) or \$23,881 (construction, additions, etc.) require written, formal, sealed bids. Each such purchase is approved by the board of directors of the Chandler Park Academy School District

Purchases below the State required bid threshold amount originate with a purchase order and must be approval by a school Principal and the Chief Operating Officer of the ESP.

Office supplies can be ordered online by the academy through an approved supplier. A list of all approved suppliers can be obtained from the individual schools of the Chandler Park Academy District. A copy of the order is received via email by the office assistant, reviewed and coded by the office manager, then returned to the office assistant for input.

Equipment is requested through the Education Service Provider (ESP) for the Chandler Park Academy School District, by Purchase Order. Approval by the ESP is also required before the equipment can be purchased. If the amount of the request is above the MDE bid threshold then a formal bid is required (see above).

Miscellaneous purchases are allowed for emergency items, but are discouraged as much as possible. Reimbursement is provided by direct check request.