

**Board of Directors**

Bill Griffith, Board Chair  
Jan Pepelnjak  
Maggie Rock  
Yusuf. A. Mohamed  
Nekey Oliver

**Hennepin Elementary School**

2123 Clinton Avenue South, Minneapolis, MN 55404  
OFFICE: (612) 843-5050 ★ FAX: (612) 871-2406  
EMAIL: info@hennepinelementary.org  
**www.hennepinelementaryschool.org**

Julie M. Henderson, Ed. D, Executive Director



*Adopted: June 4, 2014*

*Revised and Approved: March 8, 2016*

**HENNEPIN ELEMENTARY SCHOOL  
807 PURCHASING POLICY**

The purpose of this policy is to establish procedures for carrying out purchasing functions of Hennepin Elementary School and to ensure compliance with applicable state and federal laws.

**Purchasing Authority**

The School Board assigns the Executive Director and/or Assistant Director the responsibility to approve and direct expenditures in accordance with the approved budget and purchasing procedures. It is the responsibility of the Executive Director and/or Assistant Director to ensure that purchases are made and documented in accordance with the relevant Federal or State regulations.

**Purchasing Procedure**

1. Any staff can complete a Purchase Order form. Staff will document the need for purchase of goods and/or services; curriculum need; testing materials; or equipment that is reasonable, allowable, and necessary to deliver services.
2. Purchase Order forms are sent to the Executive Director and/or Assistant Director who will review the request for a purchase. The purchase will only be made with the pre-approval of the Executive Director and/or Assistant Director.

**Payment of Invoices**

When invoices are received as a result of approved purchases, the Office Manager prepares a “Request for Payment”, reviews a fully complete and approved purchase order or other supporting documentation is attached and routes to the Executive Director for approval of payment. All payments are reviewed by the School Board at its next regular scheduled meeting.

Advance payment may be necessary for certain goods or services. Upon approval of the Executive Director and/or Assistant Director, advance payment will be made and receipts must be turned in upon completion.

***For general information please call (612) 843-5050.***

Haddii aad doonaysid turjumaad soowac (612) 843-5054. Para ayuda en español o traducción de cualquier documento recibido marque al (651) 216-4698.

**Authorized by Friends of Education, 200 East Lake Street, Wayzata, MN 55391**

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**Procedures for Reimbursement**

Requests for reimbursement must be itemized and are to be submitted to the Executive Director and/or Assistant Director. Receipts are required for every purchase. These expenses included but are not limited to classroom supplies, conference fees, parking fees, mileage and other reasonable district-related expenses. All travel must be pre-approved by the Executive Director. Staff will be compensated for mileage expenses at the IRS or School Board approved allowable rate.

Timely submission of reimbursements is required. The Office Manager and/or Assistant Director reviews all reimbursement requests against receipts provided. Payment for reimbursement requests will be routed to the Executive Director and/or Assistant Director for approval of payment and payments will be reviewed by the School Board at its next regular scheduled meeting.

**Credit/Debit Cards**

The Executive Director and/or Assistant Director is authorized to utilize debit, credit, and store charge cards for the purchase or payment of allowable costs/expenses related to the normal operation of programs and services.

Other staff may use cards for the purchase or payment of cost/expense related to the normal operation of programs and services with prior approval from the Executive Director and/or Assistant Director.

Receipts and other documentation must be retained for all purchases using cards and provided to the Office Manager for internal processing and submission to the Executive Director and/or Assistant Director for approval of payment.

If a debit or credit card is lost or stolen, the person designated with responsibility for the card must report the loss or theft to the Executive Director immediately. The Executive

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Director and/or Assistant Director will immediately contact the bank to cancel the card and issue a different card.

If staff abuse or misuse a card, the staff member will be required to relinquish the card to the Executive Director. If the Executive Director abuses or misuses a card, the card must be relinquished to the School Board Chair.

**Capital Expenditures:**

For all major expenditures prices are compared with at least two different vendors before a purchasing decision is made, unless the item is only available from a single source. Pre-approval or the purchase is made by the Executive Director and/or Assistant Director. Any capital expenditure over \$25,000 must also have prior approval by the School Board.

**Contracts:**

Per MN Statutes 471.345, the school will solicit sealed bids for supplies, materials, equipment, repairs, or construction contracts over \$100,000, and two or more quotations will be obtained whenever possible for supplies, materials, equipment, repairs, or construction contracts ranging from \$25,000-\$99,999.

All contracts are approved by the School Board.

**Petty Cash:**

Petty cash may be authorized by the School Board up to \$500. The total receipts and cash must equal the authorized amount at all times. The petty cash and receipts must be kept in a secure location and must be available for review at any time.

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