



Arizona State Board for Charter Schools

Sample Procurement Policy Statement

Below is a sample procurement policy statement. It is presented as general guidance to charter schools seeking an exception to state procurement rules. Schools should also seek the advice of a financial expert(s) when developing policies and procedures to ensure they comply with generally accepted accounting principles, budgeting and annual financial reporting requirements.

Sample Procurement Policy

(Charter Holder/School Name) will follow accounting policies and procedures that comply with generally accepted accounting principles (GAAP). Any procurement of goods and services shall be made by the procurement officer/authorized agent, in the best interest of the school, upon considering the totality of the circumstances surrounding the procurement, which may include but not be limited to, price, quality, availability, timelines, reputation and prior dealings.

(Charter Holder/School Name) shall not purchase any goods or services from any member of the governing board, an immediate family member of any member of the governing board nor from any entity in which any member of the governing board or an immediate family member of a governing board member may benefit from such a procurement, unless authorized by the governing board after a full disclosure of the potential benefits, and after the consideration set forth in paragraph 1 above.

(Charter Holder/School Name) understands that the policy cited above applies to purchases made using non-federal funds. As a condition of the receipt of certain federal funds, federal procurement requirements still apply.