

**Cornerstone Charter Academy**  
**Internal Funds Purchasing Policies and Procedures for**  
**Staff and Teachers**

1. Prior to any purchase being made it must be authorized by the Principal or designee. Purchases that are made without prior approval of the Principal or designee will be considered unauthorized and will become the responsibility of the purchaser.
2. Purchases are approved in the following manner:
  - a. Submit purchase order request form (Exhibit A)
  - b. Principal will approve or deny the request for a purchase. A copy of the form with the Principal's approval or denial will be provided.
    - i. Funds must be available in the internal account for the purchase to even be considered for approval.
    - ii. Funding source for the purchase must be identified on the purchase order request form.
    - iii. The vendor that is being used for the purchase must be clearly identified on the purchase order request form and the items to be purchased must have a quantity, description, unit price and total. Please keep in mind that the **school does not pay tax** unless it is for resale. Tax exempt certificate may be obtained through Ms. Rylands.
    - iv. Denial of purchase order request by the Principal or designee means absolutely no funds are to be spent.
3. Once a purchase has been approved a request for check requisition form must be submitted by the purchaser (Exhibit B).
  - a. Fill out the form completely and indicate to whom the check should be payable.
  - b. An invoice must be submitted with the check requisition form.
4. There may be an occasion where the Principal may grant a purchaser the right to purchase goods up to a given threshold. The purchaser may not know the exact quantity or items that they will purchase. The purchaser may pay for the items from their own funds and request reimbursement. If this is the case then the following procedure should be followed:
  - a. Fill out request for purchase order form leaving blank the items and quantity.
  - b. Write in the requested threshold amount to be considered.
  - c. Once the purchase has been completed submit a reimbursement request form (Exhibit C)
  - d. Submit all receipts and/or invoices with the request.
  - e. Fill out a check requisition form.