

## 712 Purchase Order Authorization

### I. Purpose:

- a. The following policy details the requirements for purchase order authorization.

### II. Policy Statement:

- a. The following are authorized to sign all purchase orders:
  - i. Head of School
  - ii. President of the Board of Directors
  - iii. A minimum of two (2) other members of the Board of Directors designated by the Board of Directors
- b. All purchase orders, payment vouchers, encumbrances adjustments must be signed by an authorized Board Member and the Head of School.
- c. The Board may designate a signer for purchase orders in the extended absence of one of the authorized signers listed above.

### III. Responsibility:

- a. It is the collaborative responsibility of the Board of Directors, the school's finance team, and the Head of School to ensure all purchase orders are in compliance with this policy.
- b. CBOC and Board will review all funds expended by the school during its regularly scheduled meeting.

### IV. Related Policies:

- a. All finance policies

### V. Related Procedures and Documents:

- a. Finance related policies

### Approval and Revision Dates:

APPROVED BY THE BOARD OF DIRECTORS MAY 16, 2006  
REVISED BY THE BOARD OF DIRECTORS FEBRUARY 17, 2009  
REVISED BY THE BOARD OF DIRECTORS AUGUST 17, 2010  
REVISED BY THE BOARD OF DIRECTORS NOVEMBER 24, 2014  
REVISED BY THE BOARD OF DIRECTORS AUGUST 23, 2016

REVISED BY THE BOARD OF DIRECTORS JANUARY 23, 2018  
REVISED BY THE BOARD OF DIRECTORS SEPTEMBER 25, 2018  
REVISED BY THE BOARD OF DIRECTORS JUNE 25, 2019