

7. Make any purchase in excess of \$25,000 without obtaining a minimum of (3) bids unless specifically waived by the Executive Director in the best interest of the School. Such a waiver is to be reported, including adequate reasoning, at the next Finance Committee. However, Finance Committee reporting and concurrence of the necessity of said waiver should be obtained by the Executive Director, unless timing of such would create an operational challenge or not be in the best interest of the School. For example, exceptions may be granted in the case of required curriculum that is only available through one vendor or if the underlying work needs to be done in a timely manner in order to avoid disruption to the ongoing operations of the School. Generally, the terms of any contractual relationships shall not exceed one (1) year, at which time it may be re-bid. The Finance Committee has the ability to waive the necessity to rebid ongoing contractual relationships, should the existing relationship be adequately performing and pricing remains reasonable based on the most recent bidding process.

8. Make any purchase in excess of \$25,000 without Board approval unless it is specifically included in the current budget and has been previously reviewed by the Finance Committee. The Finance Committee is to review all budgeted purchases in excess of \$25,000 as part of the annual budgeting process and report back to the Board as needed.

*To clarify regarding both points 7 & 8 above, a purchase in excess of \$25,000 also includes any contracts in which the actual or anticipated expense(s) over the proceeding 12 months would exceed the \$25,000 threshold.

Checks in Excess of \$10,000 – Payments in excess of \$10,000 are required to be approved by the Board Treasurer, or assigned board member, within 60 days of issuance. If STEM makes payments in excess of \$10,000 by some other means besides a check, then the Treasurer still must provide approval within 60 days. Pre-approved continuous purchases that exceed \$10,000 (e.g.UHC, Xcel Energy) will have pre-approved documentation by the Board Treasurer or an assigned board member and kept in the current year audit file.