

BUSINESS OFFICE PURCHASE POLICY

Bishop Manogue requires that all funds held on behalf of a club or organization which holds itself out as related to or for the benefit of Bishop Manogue in any capacity must be deposited into a BMHCS Account using the BMCHS Tax Id No. A Tax Exempt Letter with ID number can be requested from the business office.

TYPES OF ACCOUNTS – BUDGET VS. FUND

Budget Account: The Budget is created and approved yearly by administration, the Finance Committee, and the Board of Directors. Budget Accounts do not roll over from year to year. Use it, or lose it accounts. They operate from July 1 to June 30.

Fund Account: Funds are outside the budget. Any approved BMCHS Organization can create a fund by contacting the business office. There are funds for Departments, Organizations, Activities, Athletics, Fundraisers, Memorials, Scholarships, Grants, Endowment, etc. Fund income generally comes from two sources, donations or fundraising. Balance stays with the fund and rolls from year to year, July 1 to June 30.

MAKING A PURCHASE

Please follow the steps below when requesting to make a purchase:

1. **Confirm your account balance:** Confirming your account balance is the first step in making a purchase. At the beginning of every month, department reports will be delivered to each responsible party's mailbox. These reports show account balance and summary expense information for the year. If you would like more detail you can request an Audit Trail from the business office showing detailed history. Please review a current department report for your budget account or fund prior to making a purchase order request. Confirm your balance is as least as much as your purchase order request. Only the person responsible for an account such as a department head, club moderator, or head coach can request a purchase order.
2. **Requesting a Purchase Order (P.O.):** Requesting a purchase order is the second step in making a purchase. A signed purchase order must be in place prior to making a purchase or placing an order.

Academic Budget: If you are requesting a purchase that will be using funds from an academic budget account (i.e. Math, Science, English, etc.) your department head must first submit the information to Lauren McBride for prior approval. If approved, Lauren McBride will then forward your request to the Business Office Accounts Payable to begin the P.O. process.

Following is a list of the information you need to provide for us to issue a P.O.:

- Vendor -- Name
- Description of item to be purchased
- What account the purchase will be paid from
- Dollar Amount – actual or estimated including shipping
- Quote from Vendor and/or Unsigned Contract from Vendor

3. **Authorization:** Two administrators must sign off on every purchase. The business office will take the purchase order along with any supporting documentation, to the following administrative signers:

Academics – Lauren McBride, Brianne Thoreson
Buildings and Grounds – Garth Wilson, Brianne Thoreson
Business Office – Lauren McBride, Brianne Thoreson
Clubs and Organizations – Brianne Thoreson
Development – Amy Ventetuolo, Brianne Thoreson
Sports – Andy Hughes, Brianne Thoreson

Once the purchase has been signed off on the business office will notify you of the approved purchase order number to use on any correspondence. The business office will supply copies of the purchase order as needed.

4. Making the Purchase: At this time you may place your order. You must give the purchase order number to the vendor when placing the order. Some vendors may even request you fax them a copy of the approved P.O. Bishop Manogue is a 501(c)3 non-profit organization. BMCHS should not be charged sales tax for any purchase. Please request a copy of the sales tax exemption letter from the business office and take it with you when making a purchase.

5. Paying for the Order: Once an order has been delivered, forward the packing slip to the Business Office Accounts Payable to let her know that the order is complete and has been received in good order. If there is no packing slip, you must email Accounts Payable or come by the business office to approve payment on the order. The business office will then match the packing slip/payment authorization with the invoice for payment. If the order is not complete or not in good condition please do not approve for payment as we do not want to pay the bill.

BRANDING APPROVAL

If you are intending to purchase an item that has a Manogue Logo on it, please complete the following steps **prior** to requesting a P.O. from the business office.

1. Receive a quote and art work from a BMCHS Approved Vendor (Athletics Unlimited, Cabinet Ink or North American Embroidery)
2. If using a BMCHS approved vendor, submit request to the Assistant Principal for approval. (go to step #5)
3. IF NOT using a BMCHS approved vendor provide an explanation to the Assistant Principal as to why a preferred vendor cannot be used. Supply new vendor with BMCHS branding standards per the Branding Standards Guideline Book.
4. Print out and attach art work samples with quote for the entire order and submit to the Assistant Principal for approval. Please allow up to 72 hours for approval
5. Once the Assistant Principal has approved the art work, he will either initial a hard copy of the approved art work or email the Business Office Accounts Payable the approval to begin the PO process.
- 6.

MAJOR PURCHASES AND CONTRACTS

It is Bishop Manogue's policy to get three bids on all major purchases. A major purchase would be any item which requires a signed contract or any purchases over \$1,000. If you need to make a major purchase, please attach the required three bids to the purchase order request.

In the case of a contract, a Contract Authorization Form must be completed in the business office in addition to the P.O. Two administrators (Principal, Assistant Principal, Director of Finance or Director of Development) must sign the Contract Authorization Form. The Principal must sign any contract initiated on behalf of Bishop Manogue Catholic High School. No one else is allowed to sign a contract at any time. Verbal promises will not be honored. Any contract for \$5,000 or more must be approved by the Board of Directors.

HIGHLIGHTS OF PURCHASE POLICY

- Purchase orders are mandatory for **EVERY** purchase made on behalf of Bishop Manogue and must be approved **BEFORE** making a purchase.
- Money must be in account with Bishop Manogue in order to request a purchase order.
- Academic Purchases must be reviewed prior to requesting a P.O.
- Branding Standards for Logo items must be approved prior to requesting a P.O.
- The vendor must be given the P.O. number when the order is placed.
- Bishop Manogue should not be charged sales tax at any time.
- Any bills received without a P.O. number or ordered without authorization are the responsibility of the person placing the order. BMCHS will not be responsible for payment of any invoices or contracts without a purchase order.
- This policy applies to every department within the school.

BISHOP MANOGUE CATHOLIC HIGH SCHOOL

**ACKNOWLEDGEMENT AND AGREEMENT OF
BUSINESS OFFICE POLICY FOR PURCHASES**

I acknowledge that I have received, read, understand, and agree to abide by the Business Office Purchase Policy for employees of BMCHS. I understand that my continued employment with BMCHS is contingent upon my compliance with this agreement.

(Printed Name of Employee)

Employee's Signature

Date