



Casa Esperanza Montessori

a dual-language charter school and preschool community

Policy Number: 0.2.11

Section: General Governance

Title: Procurement and Disposal Policy

Rationale: In accordance with general state statutes, Casa Esperanza Montessori Charter School will follow a procurement and disposal of assets policy using best practices and standard accounting rules.

Policy: School employees shall comply with the guidelines of the GS § 115c- 98-518

Hardware and Software Procurement Policy

Casa Esperanza Montessori Charter School 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 appropriate staff member (after approval from the head of school or a direct supervisor), 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.

The guidelines for purchases are addressed in the media and technology selection policy.

Casa Esperanza Charter School 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.

Disposal of Equipment / Replacement of Obsolete Equipment Policy

With the limited funding afforded charter schools, disposal of equipment is not a common occurrence. However, in the event that equipment is obsolete, unusable or otherwise not effective for school use, the following policy will be followed.

Approval of Disposals:

Estimated Disposal Value in Excess of \$1,000

The head of school and facility manager have the authority to dispose of equipment with an estimated disposal value of greater than \$1,000 by way of the following methods of disposal:

- offer the item to another charter school
- trade-in on another asset acquisition
- sale by tender
- any other such method approved by the School Board

Estimated Disposal Value of Less than \$1,000

- offer to other staff on site for school use
- offer to another charter school
- sale by tender
- any other such method approved by the Head or School or Facility Manager
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Where equipment is considered worthless and their disposal will produce no offsetting revenue, they should be considered for recycling, destroyed or dumped at approved refuse sites and written off accordingly.

Copy in School Handbook (Yes / No)

Copy in Faculty Handbook (Yes / No)

Signature:

Paula Bickley, Board Chair

Date Adopted