

**Noah Webster Schools-Pima**  
**Governing Board Approved Policy for Procuring Goods and Services**



## **EXHIBIT "1"**

### **Noah Webster Schools-Pima Procurement Policy**

Noah Webster School-Pima 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 procurement officer/authorized agent, 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. All purchasing shall follow the school's policies for expenditures as they relate to prior authorization, documentation, receipt and payment. This procurement policy will also follow the school's conflict of interest policies. By adhering to the above policies, management will be able to review and approve purchasing requests prior to submittal and therefore avoid disputes and claims, conflicts of interest and unnecessary purchasing. This will also provide prior analysis of all purchases and the budget capacity for those purchases.

Noah Webster School-Pima shall not purchase any goods or services from any member of the governing board, an immediate family member of any member of the governing board nor from any entity in which any member of the governing board or an immediate family member of a governing board member may benefit from such a procurement, unless authorized by the governing board after a full disclosure of the potential benefits, and after the consideration set forth in paragraph 1 above.

Noah Webster School-Pima 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.