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|  | **Procurement Policy Starter Template** |

**Prepared by BuyQ Consulting Services**

**A flexible framework to give your team clarity without adding red tape**

This is a plain-language, approachable template that you can customize for your school or network. It focuses on **core decision-making principles**, not just rules.

### **📝 Procurement Policy Starter Template**

#### **Purpose**

To ensure that all purchases made by [School/Network Name] are responsible, cost-effective, and aligned with our educational goals.

#### **Who Can Purchase**

Only approved staff members may initiate purchases. Others must submit a request to their supervisor or school operations lead.

#### **When to Get Approval**

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| **Purchase Type** | **Approval Needed** |
| Under $250 | Supervisor discretion |
| $250–$1,000 | Supervisor + Operations |
| Over $1,000 | Supervisor + Finance or Leadership |

*Adjust thresholds to fit your actual policies.*

#### **Preferred Vendors**

We encourage staff to use preferred or contracted vendors. These vendors are vetted for:

* Pricing
* Reliability
* Compliance

If you need to purchase from a non-preferred vendor, please consult with the operations team.

#### **Documentation Requirements**

All purchases must be documented with:

* Itemized receipt
* Funding source (if applicable)
* Brief description of the purpose

#### **Recurring Needs**

Teams should plan ahead for routine purchases and submit requests on a monthly basis where possible.

#### **Support**

If you're unsure about how to make a purchase or which vendors to use, contact [Your Procurement Contact] at [email].

**Tip:** Make this editable in Google Docs and encourage team leads to “localize” it by adding examples relevant to their school or department.