



## CEC Financial Policies

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## ***Objective***

The purpose of this policy is to establish and document how Colorado Early Colleges (CEC) conducts its business operations with sound fiscal management to meet the educational objectives set forth by the CEC Governing Board (Board), Chief Executive Officer (CEO), Executive Leadership Team, and in community with CEC parents.

CEC shall employ a Chief Financial Officer (CFO) to administer the daily fiscal and accounting functions. The Board, the CEO, and the CFO will provide fiscal oversight. CEC will contract with an independent certified public accountant (CPA) for an annual financial audit and to consult with on any accounting questions and issues. CEC fiscal year is July 1 through June 30.

The internal financial control policies of CEC are as follows:

## ***Accounting System***

**Policy:** CEC shall use the modified accrual basis for its fund financials in accordance with Generally Accepted Financial Principles (GAAP). Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Expenditures are generally recorded when a liability is incurred, as under accrual accounting. Debt service expenditures are recorded only when payment is due.

## ***Accounting System – Books and Records***

**Policy:** CEC's books shall be maintained in accordance with GAAP and include budget to actual reports, general ledger detail, and detailed journals for all cash receipts and cash disbursements, including payroll. There will be a disaster recovery procedure in place for any accounting data/software maintained outside CEC's system. All financial records will be backed up and housed by Specialized Data Systems (SDS), CEC's current financial system. All other Master Copy records will be securely stored in either Network offices or offices within each school. All financial records will be disposed of after 7 years.

## ***Financial Reporting***

**Policy:** The CFO shall provide the Board with a report detailing the financial condition of the school at least quarterly during the fiscal year. The quarterly financial report shall include at a minimum:

- The actual amounts spent and received as of the date of the report from each of the funds budgeted by the school for the fiscal year, expressed as dollar amounts, and as percentages of the annual budget.
- The actual amounts spent and received for each fund for the same period in the preceding fiscal year, expressed as dollar amounts of the annual budget.
- The expected year-end fund balances, expressed as dollar amounts of the annual budget.
- A comparison of the expected year-end fund balances with the amount budgeted for that fiscal year.

## ***Banking Services Deposit of Funds, Authorized Signatures and Check Writing***

**Policy:** All revenue received by the school shall be deposited in an official bank(s) or savings and loan institution(s) as designated by the Board. Such financial institution must qualify as an eligible public depository in accordance with state law.

All moneys belonging to the school, including moneys derived from Food Services and school activities shall be deposited by the official custodian, Business Manager, or member of the Finance Department to the credit of the school in a depository designated by the Board.

The CEC Governing Board Treasurer and official custodian shall insure compliance with all requirements of state law regarding the deposit of public school funds.

## ***Petty Cash***

**Policy:** Each CEC school shall maintain a petty cash fund not to exceed \$200.00. Petty cash will be used to make change of payments received for goods or cash tuition payments. Petty cash must be kept in a safe or lock box.

## ***Accounts Receivable***

**Policy:** CEC shall maintain accounts receivable in accordance with GAAP for receipts from the Colorado Charter School Institute (CSI), grants, lease revenue, tuition reimbursements, student tuition overages, fees, and any other amounts due but not yet received. No accounts receivable may be written off the books without approval and review by the Finance Department and approval by the Board's Finance Committee or entire Board, which includes general journals or credit memos.

## ***Accounts Payable***

**Policy:** CEC's preferred payment method is by credit card unless the vendor charges a processing fee. If payment cannot be made by credit card, the payment will be made by check or wire transfer. If the vendor will only accept payment in the form of ACH, then the vendor will be assessed a \$35 fee. For vendors providing a service to CEC, a New Contractor Payment Form must be completed by the CEC employee requesting payment and a completed W9 must be submitted prior to payment being processed. Heads of School must approve all purchase voucher requests (PVR) for their schools. Department leads must approve all PVR's for their department. CEC, whenever practical, shall pay invoices within 45 days of their issue, unless alternative arrangements are made with vendors or unless a dispute arises. Invoices of an amount which precludes payment within 45 days may be put on a payment plan allowing a monthly payment agreeable to both CEC and the vendor, unless another arrangement is reached that is agreeable to both CEC and the vendor. All services performed by independent contractors will be processed as accounts payable. At the close of the fiscal year, 1099 forms will be issued to independent contractors in accordance with IRS regulations by the Accounts Payable Specialist. Gift cards purchased by CEC staff for use at a staff event, for student reward, or for school volunteer(s) must be approved by the Finance Department. CEC staff should not purchase gift cards that require an activation fee.

The CFO can approve all budgeted expenditures. Purchases over \$100,000, that are not budgeted, must be approved by the Board's Finance Committee.

## ***Uncashed Checks***

**Policy:** CEC conducts periodic reviews of unclaimed property to stay in line regarding changes with laws and regulations. Each year, an analysis is done up to June 30 after the year-end, and a report of unclaimed property is submitted by November 1<sup>st</sup>, as applicable and determined by CFO, based on dormancy period and value.

## ***Purchase Order Requests***

**Policy:** CEC's Finance Department will confirm that a Purchase Order request is required, and that the vendor will not take payment via credit card nor will send an invoice without a Purchase Order. The Finance Department will issue a Purchase Order once they have confirmed that one is needed.

## ***Payroll***

**Policy:** CEC shall maintain an effective and efficient payroll system appropriate for the CEC Network of Schools and reviewed by the Board's Finance Committee. CEC will follow and be compliant with PERA. Documentation of authorized pay rates shall be maintained in each employee's Paycom personnel file. Paycom personnel files shall be secured with access limited to authorized individuals. Personnel will be paid monthly, on the last business day of each month. CEC requires that all employees be paid via direct deposit. For hourly employees, the payroll cycle starts on the 16<sup>th</sup> of the month and ends on the 15<sup>th</sup> of the following month. New hires starting after the 16<sup>th</sup> of the month will be included in the following month's payroll. Timesheets for hourly employees must be submitted by the employee in Paycom, approved by their supervisor, and finalized by the Business Manager. The Business Manager reviews time worked, verifies mathematical accuracy, and summarizes the payroll information. The Head Of School and their respective Business Manager will review the payroll reports and document approval. All payroll changes must be made in writing and will be authorized by the Executive Director of Human Resources. Timesheets not approved by **noon** on the 16<sup>th</sup> of the month, or the next business day following the 16<sup>th</sup>, will not be included in that month's payroll. Any updated payroll/benefits/HR forms must be submitted by the end of day on the 1<sup>st</sup> of the month for changes to occur on that month's payroll. If an employee voluntarily resigns or is terminated, their final pay, minus any authorized deductions, will be direct deposited in the next payroll run. The CEO or Executive Director of Human Resources approves by signing the monthly payroll register.

## ***Merit & Bonuses***

**Policy:** Merit and bonuses are dependent on CEC meeting specific enrollment targets or an individual employee's impact on the organization's performance in leadership, effective communication, problem-solving, and successful interpersonal collaboration. Merit and bonuses given in the form of a gift card must be approved by the Executive Leadership Team or CFO and must not charge an activation fee. Merit and bonuses are subject to Medicare; extra duty and stipends are subject to PERA and Medicare. Bonus gifts or money given over the market value of \$25 within a fiscal year will be taxed and subject to PERA. Terminated employees will not be eligible for merit.

## ***Cash, Checks, and Credit Card Payment Deposits***

**Policy 1 – Receiving Funds:** All funds received should be given to the appropriate Business Manager or CEC Network employee as soon as they are received. All credit card payments received must be tracked through the Point of Sales system or directly in Infinite Campus.

**Policy 2 – Deposit Timeliness:** Pending deposits will be kept in a safe with limited access. Received checks and cash should be processed and deposited within 5 business days of receipt to limit the risk of loss or tampering. Bank deposit receipts will agree to cash receipts, which are confirmed by the Finance Department monthly.

**Policy 3 – Staff Handling of Funds/Checks:** The only employees authorized to accept or handle funds are front office staff, Bookstore Manager, Registrar, Business Manager, the Finance Department, or a CEC employee or committee member authorized by the Finance Department. Identified employees can accept or handle funds for amounts related to fees, student activities, tuition reimbursement, or other more significant payments. All money for payment or deposit received by employees shall be immediately routed or directed to the Finance Department and/or appropriate Business Manager.

**Policy 4 – School Event Coverage:** For all school-related events, an employee or committee member must be present to collect all money received at the end of the event. Those who collect money should submit all money collected to their school's Business Manager or Head Of School by the next school day.

## ***Budgeting***

**Policy:** The Board shall approve, by June 30<sup>th</sup>, an annual operating balanced budget that complies with TABOR for the fiscal year of July 1<sup>st</sup> through June 30<sup>th</sup> for CEC. Adjustments to budget categories consisting of, but not limited to: Salary, Benefits, Instructional and Non-instructional Services and Supplies, Facility, and Capital Improvements during the year shall be approved by the Board. The Board will record their approval of expenditures in the Board meeting minutes via a resolution noting the expenditures approved by fund. Within 10 days after approval, the budgets will be made public on the Financial Transparency page of CEC's website. Once the annual audit is completed and approved by the Board, the Board will approve the designated reserves. The CFO will annually present a 5-year budget to the Board's Finance Committee.

## ***Capital Assets, Depreciation, and Disposition of Assets***

**Policy:** CEC shall, either independently or with the assistance of an accountant, maintain appropriate fixed assets and related depreciation accounts. All property and equipment acquisitions and dispositions shall be approved by the Executive Leadership Team. Assets in excess of \$10,000 and a useful life of over 1 year shall be capitalized and depreciated over their useful life in accordance with GAAP for nonprofit organizations. However; in cases where grant agreements specify lower thresholds, CEC will follow a dual reporting approach, maintaining separate records and financial statement disclosures to accurately report assets based on both internal policies and grant requirements. This includes identifying grant-funded assets, determining applicable thresholds, documenting compliance with grant terms, ensuring transparency, and adhering to stricter criteria when grant-specific thresholds apply.

## ***Equipment Control and Disposition (Federal Funds)***

**Policy:** Equipment shall be used in the program or project for which it was acquired. When no longer needed for the original program or project, the equipment may be used in other activities currently or previously supported by a Federal agency.

When acquiring replacement equipment, the school may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property.

Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part with grant funds, until disposition takes place, shall be established and meet the requirements mandated by the [Federal Uniform Grant Guidance](#) (UGG).

## ***Employee Reimbursements***

**Policy:** Purchases made on behalf of CEC shall be reimbursed for business related expenses only if preapproved by a Board member, Executive Leadership Team, or a Head of School. Head of School and Network staff reimbursements will be approved by their Network supervisor. CEC will not reimburse for sales tax. Employees must submit all reimbursements within 30 days of purchase or travel, and supervisors must approve or deny reimbursement within 15 days of submission. No reimbursements will be paid after the June 15 fiscal year cutoff for travel prior to June 15. Travel for June 16 to June 30 will be paid in the July payroll cycle. Employee reimbursements will be included on the employee's next monthly payroll. Reimbursement checks will only be distributed to non-CEC employees. Meal reimbursements must be preapproved by the employee's supervisor and must be for a group/department. Personal meals cannot be purchased with a school credit card and will not be reimbursed. If a personal meal is purchased using a school credit card, that amount will be deducted from the employee's paycheck. All hotel reservations must be preapproved by the Executive Leadership Team prior to booking. Hotel reservations must be paid using a school credit card. If the employee does not have a school credit card, their school's Business Manager or Finance Department member (for Network staff only) will make the reservation for them. All overnight requests must be itemized in budgets notes. Exceptions for overnight requests after budgets are approved will be approved by Executive Leadership Team.

## **Travel Reimbursement**

**Policy:** Each school employee and Board member who are authorized to travel for school business assumes a direct responsibility to limit travel claims to those essential and actually incurred while traveling representing CEC. Arrangements utilizing the most economical means of accomplishing the essential authorized travel must be considered. This planning should include consideration of the use of a personal car, company vehicle, ridesharing, or carpooling with other employees attending the same event, and similar alternatives, if appropriate. The Board will approve the CEO's travel, and supervisors will approve all other CEC employee travel.

### **Lodging**

Lodging must be approved by the Executive Leadership Team. Lodging will only be considered if the event is more than 125 miles from an employee's place of work and is a multi-day event.

A CEC P-Card should be used to secure lodging. It is the responsibility of the employee to cancel lodging reservations in the event travel is cancelled.

If a P-Card could not be used, prior to travel, supervisor preapproval is required for all travel/lodging reimbursement. Lodging for exceptional circumstances will be reimbursed at a maximum of \$125 per night. Lodging costs over \$125 per night will require Executive Director approval.

Every effort will be made to secure lodging that is no more than 110% of the U.S. General Services Administration (GSA) per diem lodging rates for the destination. For lodging per diem rates see <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

All hotel reservations must be preapproved by the Executive Leadership Team prior to booking. Hotel reservations must be paid using a school credit card. If the employee does not have a school credit card, their school's Business Manager or Finance Department member (for Network staff only) will make the reservation for them. All overnight requests must be itemized in budgets notes. Exceptions for overnight requests after budgets are approved will be approved by Executive Leadership Team.

### **Meals**

CEC may pay for meals up to the maximum per diem rate consistent with the GSA rate <https://www.gsa.gov/travel/plan-book/per-diem-rates>, if a receipt is provided. Itemized receipts for meals are required for reimbursement – no exceptions. If a meal is included in the conference fee or is provided with the cost of lodging, a staff member shall not request reimbursement for those meals. The meal per diem amount includes tips associated with the meal. Alcoholic beverages, tobacco, and drugs are not included in the per diem amount and are not reimbursable. Meal reimbursements must be preapproved by the employee's supervisor and must be for a group/department. Personal meals cannot be purchased with a school credit card and will not be reimbursed. If a personal meal is purchased using a school credit card, that amount will be deducted from the employee's paycheck.

### **Mileage for Personal Vehicles**

Employees using their personal vehicle to travel on behalf of CEC will be reimbursed for total miles according to the IRS standard mileage rate at: <https://www.irs.gov/tax-professionals/standard-mileage-rates>. For the purpose of total mileage reimbursement, the following definitions and procedures apply:

- **In Person** - Staff who are expected to be in person in a school or Network office on a regular basis. Mileage will be reimbursed for travel required outside their typical work location for special requests/assignments. Mileage starts at the staff's school.
- **Remote Staff** – Staff who have no expectation of being in person in a school on a regular basis, except as stated in their employee agreement. Staff will be reimbursed for miles from their remote office to the supervisor-approved work-related destination.

Employees will request their mileage reimbursement monthly through the Paycom portal. There will be no mileage reimbursement when a company vehicle is provided. Employees must submit all reimbursements within 30 days of travel and supervisors must approve or deny reimbursements within 15 days of submission. Board Directors must submit all travel reimbursements to the Board Administrator or CFO for processing.

### **Reimbursable Travel Expenses**

In addition to meals and lodging, the actual expenses identified below, incurred as part of supervisor-approved travel, are allowable if necessary to complete school business. The staff member requesting reimbursement is required to submit original receipts for all reimbursable expenses no later than the 15<sup>th</sup> of the month to their Business Manager. No receipt(s), no reimbursement.

- Commercial transportation such as airfare, rideshare, and shuttle expenses, including tips
- Parking fees

- Meals (if applicable)

### **Non-Allowable Travel Expenses**

A staff member shall not be reimbursed for the following expenses, which includes, but is not limited to:

- Alcoholic beverages
- Entertainment expenses
- Personal expenses incurred during travel that are not directly related to school business, for example, the purchase of personal items such as soap, toothpaste, magazines, snacks, movie rentals, and other miscellaneous items
- Political expenses
- Cost of traffic fines and traffic tickets
- Personal telephone calls
- Valet parking
- Fuel for personal vehicles
- Tolls

### ***Audits/Financial Monitoring***

In accordance with state law, all funds and accounts of the school shall be audited annually following the close of the fiscal year.

Every 3 to 5 years, the audit process will be reviewed to ensure continued independence and objectivity. The Board shall appoint an independent auditor licensed to practice in Colorado and knowledgeable in government accounting to conduct the audit.

The audit report shall contain the following:

- Financial statements prepared insofar as possible in conformity with generally accepted governmental accounting principles. The financial statements are the representation of the school whether prepared by the school or by the auditor.
- Disclosures in accordance with the "Financial Policies and Procedures Handbook" adopted by the State Board of Education.
- All funds and financial activities of the school.
- A budget to actual comparison for each fund and activity.
- The auditor's opinion on the financial statements. If the opinion is anything other than unqualified, the reason must be explained.
- Disclosure of all instances of noncompliance with state law, including the Public School Finance Act of 1988, irrespective of materiality.
- A supplemental listing of all investments held by the school at the date of the financial statement.

The auditor also shall make recommendations to the Board concerning its accounting records, procedures, and related activities as may appear necessary or desirable, and shall perform such other related services as may be requested by the Board.

A draft audit report must be completed by September 30<sup>th</sup>, and a final audit report must be completed by October 15<sup>th</sup>.

The Board reserves the right to request an audit at more frequent intervals if desired.

### ***Insurance***

**Policy:** CEC shall maintain appropriate insurance coverage as required by the Board and CSI's standards, and the coverage levels shall be reviewed annually.

### ***Personnel Leave***

**Policy:** CEC shall carry accrued personal leave on financial statements as a liability, in accordance with HR policy and the CEC Employee Handbook.

### ***Contracts, Leases, and Other Significant Agreements***

**Policy:** The execution of contracts and grants shall be within the scope of CEC's mission, goals, and annual plans and shall comply with CEC's contract with CSI pursuant to section 9 "Governance and Operations" subsection H "Operational Powers." All contracts must be vetted by legal counsel and be approved by the Board President, the Executive Leadership Team, or the Executive Leadership Team's designee. The only exception to this is for a "one-time" school event such as DJ service, dance, or graduation venue where the HOS can and must sign the contract.

## ***Borrowing Funds, Debt, and Lines of Credit***

**Policy:** Debt cannot cross fiscal years without language in contract from legal team. All borrowing of funds and the establishment or increase of all credit lines must be approved by the Board, CEO, and CFO.

## ***Contributions and Restricted Gifts***

**Policy:** Contributions shall be used for operations or special projects as designated and approved by the Executive Leadership Team or the Board and are consistent with conditions set forth by the Board. Contributions that are donor-restricted shall be used for the purpose articulated by the donor, except that in no case shall CEC accept any such contribution for which the donor restriction is not aligned with school priorities or violates any federal or Colorado state law. Upon request, CEC can provide a tax donation letter.

## ***Procurement Card (P-Card)***

**Policy:** Cardholders are responsible for all charges made on their P-Card and are required to reimburse CEC by check or cash for any unauthorized and/or undocumented purchases made. Direct deductions may be taken from a Cardholder's pay if unauthorized purchases are made. Cardholders will be provided with a copy of this policy and must read, follow, and sign this policy acknowledging adherence hereto. All cardholders should be thoroughly trained in CEC Network P-Card Policies and Procedures. Cardholders should:

- Be knowledgeable of those transactions allowed on their P-Card.
- Know their spending limit.
- Understand reconciliation dates and deadlines.
- Obtain acceptable receipts and supporting documentation for review.
- Acknowledge that the P-Card policy inhibits personal gain.

Cardholders are primarily responsible for purchasing only eligible products, for obtaining the required supporting documentation, and for ensuring charges. Cardholders with questions about whether certain expenditures are allowed must direct questions to their department supervisor or the Finance Department.

Each CEC Network Department and Head of School must also identify individuals who, based on job requirements, have an appropriate business need for a P-Card. At their own discretion, they may impose greater, but not less, control than required by this policy to staff that have access to P-Cards.

The Finance Department is primarily responsible for reviewing transactions on P-Cards, and for ensuring the accuracy of the general ledger coding and the detailed business purposes required for each transaction. Cardholders must obtain and provide receipts for all purchases as required. The receipt must include the following information:

- Date of transaction.
- Name of merchant.
- Transaction details (what was purchased, ex: receiving copy, packing slip, etc.).
- The amount of purchase.
- The form of payment used.
- Indication that the amount was paid.
- Budget line item(s).

At the end of each month, Cardholders must review and reconcile all P-Card transactions. All documentation of these monthly transactions must be submitted to the Finance Department by the 8<sup>th</sup> day of the following month. If the 8<sup>th</sup> day of the month falls on a weekend or holiday, documents must be submitted by the next business day. Cardholders are responsible for reviewing their charges weekly and providing a detailed business purpose for each transaction using JP Morgan Chase PaymentNet. While Cardholders may delegate detailed review to a designee, Cardholders remain responsible for all charges on their P-Card. Even if detailed review is delegated, Cardholders must ensure all charges are familiar and reasonable.

The Finance Department must review and retain original documentation in accordance with this policy while monitoring the use of P-Cards. When coding to a specific fund, Cardholder must contact the Head of School, CFO, or designee, if they are in doubt about whether an expense meets the terms and/or conditions of the fund.

The Cardholder is responsible for contacting the merchant when merchandise purchased with the P-Card is not acceptable (incorrect, damaged, defective, etc.) and arrange a return for credit or an exchange. If merchandise is returned for credit or exchanged (obtaining a replacement as soon as possible), the Cardholder is responsible for obtaining a credit receipt from the merchant and retaining that receipt with the support documentation for that purchase along with submitting copies to the Finance Department. Receiving cash or checks to resolve a credit is prohibited.

If a P-Card is lost, stolen, or damaged, the Cardholder must notify the bank immediately. Cardholders must

notify the Head of School, Senior Controller, and/or the CFO if their P-Cards are lost, stolen, or damaged within 24 hours after reporting the incident to the bank.

If a CEC P-Card is used for an unapproved or accidental personal purchase, the employee will reimburse CEC via cash or check for that purchase. CEC can and will withhold that amount from the employee's next paycheck if the employee fails to reimburse CEC.

Prior to separation from any CEC school or the CEC Network, Cardholders must give their P-Cards and corresponding support documentation to the Head of School, or designee. If the Cardholder is the Head of School or Network Office staff member, the P-Card and support documentation must be given to the Finance Department.

### **Non-Allowable Purchases**

A Cardholder who makes an unauthorized purchase with their P-Card, such as purchasing items for personal use/non-business purposes, and/or a Cardholder who does not submit the supporting documentation for a charge and does not reimburse CEC will be subject to disciplinary action, up to and including termination of employment from CEC, and criminal prosecution.

Resulting sanctions for violations include:

- **1<sup>st</sup> Offense**: Email or verbal warning from the CEO and/or CFO will go to the Cardholder and their supervisor. Retraining on appropriate use of P-Cards is required and Cardholder's P-Card shall be suspended until retraining is complete.
- **2<sup>nd</sup> Offense**: In addition to the provisions for a 1<sup>st</sup> offense, the Cardholder will incur a suspension of P-Card rights for 90 days.
- **3<sup>rd</sup> Offense**: In addition to the provisions for a 2<sup>nd</sup> offense, the Cardholder will incur a suspension of P-Card rights for six (6) months.

Notwithstanding the above sanctions, the Executive Leadership Team and/or Head of School may, at any time, take direct disciplinary action, up to and including termination of employment from CEC, and criminal prosecution for any significant violation or multiple violations of this Policy.

### **Gift Card Purchases**

Gift cards purchased by CEC staff to be presented at a staff event, given as a student reward, or given as recognition to a school volunteer must be approved by the Finance Department. CEC staff will not purchase gift cards that require an activation fee.

### **Thresholds**

All transactions greater than \$5,000 require approval of the Head of School and/or CEC Network (CEO, CFO, Executive Leadership Team, and/or their designee). Splitting purchases between two or more transactions to stay under the purchase limit is prohibited.

Only the Head of School, or designated purchasing agent, may use a P-Card to procure furniture, curriculum, and technology; and pay for tuition and books. All charges more than \$5,000 must be approved by the Executive Leadership team.

## ***Purchasing Policy and Competitive Bid Policy***

**Policy:** RFP and RFQs are prepared only if source of funds, whether nonfederal or federal, require it. Guiding the purchase of all goods and services of CEC will be: (a) price, (b) quality, and (c) dependability. Vendors may be chosen for any one or any combination of these factors; however, the selection of a particular good, service, or vendor shall be made with the intention of maintaining a top-quality school. The execution of contracts and grants shall be within the scope of CEC's mission, goals, and annual plans, and signed by the Executive Leadership Team, or, if delegated, by the Head of School or member of Network staff.

## ***Student/Parent Reimbursements***

**Policy:** CEC will comply with Student Reimbursement Operational Policy. [Student Reimbursement Operational Policy & Procedures](#)

## ***Community College Tuition Rates***

**Policy:** The CEC Network reviews and sets the tuition rates based on the CEC and college MOU, and annual increases communicated by the community colleges for all community college partnerships for each school. This will provide accuracy and consistency for all CEC students.



## ***Community College Credit Reconciliation***

**Policy:** Each CEC school's Business Manager, not the community college, is responsible for reconciling each semester's tuition bill. Each school's Advising Department is responsible for verifying the accuracy of the invoice submitted by a community college partner. The Business Manager, or Assistant Business Manager, is responsible for estimating the remaining balance on each student's voucher in the fall and communicating estimated voucher balances to the Advising Department to ensure the student has adequate funds to remain compliant in the spring semester. This allows students to go over their mid-semester voucher limit without having to pay the community college for the overage. End of year overages will be determined and billed to the student at the end of the school year, or last semester if the student is graduating.

## ***Grants***

**Policy:** Will comply with grant requirements. Please see "Grants Operational Policy & Procedures."

## ***College Courses and Textbooks***

**Policy:** CEC will use the following guidelines regarding college courses and textbooks:

- Students should have a zero balance prior to enrolling in any college course or have a payment plan in place.
  - Students can enroll in off-campus community college courses **ONLY** when on-campus community college courses needed for their degree have been exhausted.
- **All** online community college courses must be taken through Front Range Community College (FRCC) or Aims Community College if the course is offered through Aims or FRCC.
  - If an online class(es) is not offered by FRCC or Aims, Head of School approval is required for a student to enroll in an online course offered through another community college partner.
- College Textbooks Options: Please refer to [Student Reimbursement Operational Policy](#).

## ***Additional Supporting Policies***

- Conflict of Interest – Refer to CEC's [Conflict of Interest](#) policy
- Ethical Principles/Disclosure – Refer to Colorado Early Colleges Bylaws