



*The mission of the CTK healthcare & Career Institute is to provide excellent professional healthcare education and training to improve the job prospects of our students, as well as the needs of the local labor market in the DFW community. We strive to offer students professional hands-on training, job-seeking skills, and placement services to prepare students for their chosen healthcare careers.*

## **Procurement Policy**

### **Scope**

The scope of the procurement procedures may apply to procurement of equipment, supplies, and services used to support the educational process. At CTK, this policy benefits the purchase of equipment and services for the excellence services to its students.

**Responsible Person:** Purchasing Coordinator is the responsible person to implement this plan.

### *General Procedures:*

#### **Authorization:**

The Purchasing coordinator initiates and complete the procurement process that may include quality assurance, safety and compliance with all applicable laws. The Chief Financial Officer (CFO) is responsible for overseeing the procurement budget and to approve the expenditure.

#### **Purchasing Procedure:**

1. Purchasing coordinator must make the purchase in consultation with the CFO.
2. CFO may approves the purchase orders, purchasing card, internet sites from reputable companies with which the school does business, request for a check, reimbursement to employees upon presentation of receipts for the purchases.
3. Advanced payment will only be made when required by the vendor, once approved by School Director.

**Purchasing Process:** Payments for goods and services shall be reported to the school director for review at the beginning of next month. The director not only desires to have the opportunity to review purchases but also make sure for the excellent services to the student.

**Payment:**

Upon approval of the purchase coordinator and approved by CFO, advance payment will be made for such things as online purchase, conference travel by staff and/or for vendors who will not accept a purchase order. All receipts, along with any unspent funds must be turned in upon completion to record on books. From time-to-time, it may become necessary to get an advance payment for goods or services once approve by the School Director

**Evaluation**

The effectiveness of this plan is evaluated based upon information that is provided by purchase coordinator through formal and informal means and revised needed, annually once a year by staff meeting and/or by advisory board, and made the plan public by keeping the plan in main hallway.