



Pre-Opening Purchasing Plan *of* Ben Franklin Academy

A. Mission Statement

Ben Franklin Academy's mission is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

B. Vision

Our students will excel academically through a challenging, sequenced curriculum that emphasizes math, science, and literacy. We will be a data driven institution, focusing on individual students. Our students, teachers, parents, staff, and leaders will be held accountable for the success of our school. Finally, we recognize that an education is incomplete without fostering the arts, sports, nature, and character.

C. Purpose

To accomplish our mission and vision we must purchase curriculum, fixtures, supplies, technology etc. We are responsible to the state, district, taxpayers, and parents for the safekeeping of these items. We also must do all this in a fiscally responsible way. This plan outlines how we will accomplish these tasks. Keep in mind that these procedures may change from time-to-time as our funding and warehousing resources change. Please be flexible.

D. Purchasing Authorization

Prior to ordering any items please request authorization from Jason Sanders and Jason Sunahara. Jason Sanders can be reached at Jason@bfacademy.org and 720.256.1356. Jason Sunahara can be reached at jasons@bfacademy.org and 720.289.7278. Jason Sanders manages the current budget, and Jason Sunahara has oversight over our funds and will coordinate payment for orders.

Authorization may be provided based on approved budgets in bulk (e.g. an entire spreadsheet of items), but a confirmation email would be appreciated to ensure that we coordinate the use of our meager funds.



E. Inventory Volunteer

Tony Williams is our inventory volunteer. He can be reached at tony.apwilliams@gmail.com and 435.760.0567. Tony will manage the warehousing of all supplies. He will collect the orders, find suitable warehousing, inventory all incoming supplies, ensure the safe storage of the supplies, and coordinate movement of supplies from the warehouse to the school.

F. Placing an Order

When you place an order please request the most favorable payment terms. Because we receive one-twelfth of our PPR funds each month starting July 25, our funds are severely limited. Items being purchased using CDE grant funds can be ordered early, but our grant is a reimbursement grant only. Hence we can only be reimbursed for invoiced items not ordered items. We don't have many funds right now. The following is a listing of the most to least favorable payment terms:

- (1) For items purchased using the CDE grant funds, please request an invoice at the time the order is made with payment delayed over 30 days.
- (2) For orders that will be received and shipped prior to August 201, please request payment to be delayed until after August 25, 2011.
- (3) For orders that will be received and shipped prior to August 2011, please request payment to be delayed until after July 25, 2011.
- (4) For large items (desks, chairs, bookshelves, etc) please request delivery after August 8.
- (5) For orders that will be shipped and payment due up front. Please let the Jasons know.

When an order has been placed with a vendor, send a copy of the order and/or invoice to Jason Sunahara and Tony Williams. All shipping details must be sent to Tony Williams.

G. Billing and Delivery Addresses

Our billing address is:

PO Box 5307
Engelwood CO 80155



All small items should be delivered to Jason Sunahara's office:

6635 S Dayton St Ste 360
Greenwood Village, CO 80111
303.289.7278

Upon delivery, Jason's office will contact Tony Williams for warehousing.

For large items (desks, chairs, etc) have these delivered in August. If you have any questions contact both Jason Sunahara or Tony Williams.

Revision status:
Created 4/3/2011
Revised 4/4/2011