

# FORT LA BOSSE SCHOOL DIVISION

TITLE - **PURCHASING PROCEDURES**

POLICY - **DJB**

Cross Reference -

Resolution # - 26/18

Legal Reference -

Last Reviewed - 12/02/18

- 1.0 Tenders or competitive quotations from at least three sources will be sought for the purchase and supply of goods and services where usage of such items and quantities required can be anticipated and estimated.
- 2.0 Tenders or competitive quotations need not be obtained where such process is not feasible due to the nature of the item or special circumstances, for example:
  - instructional materials and supplies: textbooks, library and other learning materials obtainable through the Manitoba Textbook Bureau or other sole-source of supply
  - items required in emergency situations or due to unforeseen circumstances that, unless remedied, will have immediate adverse effect upon the normal operation of the School Division or its students
- 3.0 The tendering process will be co-ordinated through the Division Office whenever more than one school or department will be involved in the purchase of like items. Competitive pricing may be obtained directly by a school or department provided that such information is forwarded to the Division Office prior to a request for approval or issuing of a purchase order. This provision is intended to ensure that by amalgamating the requests from all sources the best advantage is taken of quantity pricing and discounts.
- 4.0 Information on competitive pricing and related requests to purchase must take into account the time required for review by Committee and approval by the Board, where such approval is required.
- 5.0 Requests for items to be tendered must take into account the time required to properly complete the tender process through to Board approval, where such approval is required.
- 6.0 School Administrators may authorize expenditures for goods and services up to and including a value of \$2,000.00 per project or like item, provided the expenditure falls within the parameters of the school's budget.
- 7.0 Expenditures for goods and services (including asset improvement and disposal) may be authorised by Division Senior Administrators up to and including a value of \$5,000.00 per project or like item, provided the expenditure falls within the parameters of the Division budget.

8.0 The Board, prior to purchase per project or like item, must authorise expenditures in excess of \$5,000.00.

9.0 Rentals, Leases, Contracts or Agreements whose total value exceeds \$5,000.00 over their entire term, must be authorized by the Board prior to finalising such matters with the suppliers of the goods or services.

10.0 The Board prior to the expenditure being made must approve expenditures in excess of budget appropriations.

11.0 Purchase Orders and Requisitions:

All purchases will be covered by a purchase order or requisition, with the exception of:

- a) Petty Cash expenditures;
- b) Emergency purchases where time does not allow for the completion of a purchase order or requisition (in this case a purchase order should be presented for approval as soon as possible after the purchase);
- c) Contracts, Leases, and Agreements that have been approved by Resolution of the Board and have provision for signing by Division Signing Officers; and
- d) Utilities, fuel, and telephone accounts.

11.01 Purchase and Requisition Orders will be signed by the appropriate personnel in accordance with the purchasing authority.

11.02 Purchase and Requisition Orders for goods or services requiring Board approval will be signed by the Superintendent or the Secretary Treasurer.

12.00 The appropriate Senior Administrator or Division Office personnel will sign invoices approved under section d) above.

12.01 All other invoices not covered by Purchase or Requisition Order will be reviewed and signed by an appropriate Senior Administrator.

