



Purchasing Procedure

Administrative Procedure 5.120

Board Governance Policy Cross Reference: 1, 2, 3, 7, 12, 14, 17, 18

Legal Reference: Public Schools Act

Date Adopted: January, 1983

Date Amended: February, 2005; July 2012, April 2019

Date Reviewed:

The Secretary-Treasurer's department is responsible for purchasing the necessary supplies, equipment and services for all departments in accordance with provisions made in the budget as approved by the Board.

1. Purchasing shall be carried out under the direction of the Secretary-Treasurer or as delegated herein within the annual budget as approved by the Board.
2. Principals, Supervisors and Administrators to whom budget allocations have been made, have the authority to commit funds that have been allocated to their school or department for goods and services within the following limits:

Purchase Authority Limits	Approved Level of Authority
\$10,000 or more	Secretary-Treasurer
Up to \$10,000	Principals, Supervisors, Administrators

3. Separate purchase order forms are required for each supplier.
4. All purchases that exceed the limit outlined in the Public Schools Act shall be tendered.

A minimum of three written quotes shall be obtained except when:

- The goods and services are available from only one or two sources
- The goods and/or services must be compatible with existing equipment
- There is an urgent need for immediate availability of the good and/or services.

Tendering Procedures

1. All tenders shall be submitted to the Secretary-Treasurer prior to being released to the suppliers.
2. Tender notices shall be advertised by the Secretary-Treasurer through newspapers, electronically or other media on dates sufficiently in advance of closing dates to permit interested suppliers to complete tender forms.
3. All tender advertisements shall be over the name and title of the Secretary- Treasurer. Where information regarding specifications or any other aspect of the tender may be known by a person other than aforementioned, that person's name and title may be contained in the public advertisement.
4. Tenders shall be returned to the office of the Secretary-Treasurer or other location as approved by the Secretary-Treasurer in "sealed" envelopes that identify the tender to which the supplier is responding.
5. Tenders shall be opened in the Division Office or other designated location approved by the Secretary-Treasurer immediately following the tender closing time. At least two Division representatives must be present at the tender opening, one of which is the Secretary-Treasurer or designate.
6. All tender awards shall be approved by the Board of Trustees. During July and August, tenders may be approved by the Superintendent and Secretary-Treasurer in consultation with the Board Chair with the results presented to the next Board Meeting for formal approval.
7. All tenders received will be recorded and available for publication. The Division will advise all applicants of the disposition of the tender call within a reasonable period of closing of tenders.
8. Capital project tenders shall be exempt from the foregoing. These tenders will be in accordance with the provisions of the Public School Finance Branch.