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## PURCHASING

### Background

The purchasing, receiving, storing and distribution of necessary supplies, equipment, and services for use in the educational program and for the various auxiliary services represent a significant expenditure in the school budget. These items must be procured efficiently and economically. The measure of efficient, economical purchasing is the degree to which the right items are secured at the right price from the widest range of responsible suppliers and are provided in the right quantity to the right place at the right time.

The function of the purchasing office is to serve the educational program by providing the necessary supplies, equipment, and services. The District declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.

### Procedures

1. The Secretary Treasurer is appointed as Purchasing Agent and shall be responsible to the District.
2. Competitive bids or quotations shall be solicited in connection with all purchasing whenever possible. Contracts shall normally be awarded to the lowest responsible bidder complying with specifications and with other stipulated conditions.
3. The awarding of tenders over \$100,000.00 (e.g. capital construction) not included in the annual budget shall be made at regular or special meetings of the Board.
4. The Purchasing Agent is empowered to make all purchases authorized by the annual budget.
5. All purchase contracts for materials, equipment, or supplies involving an annual expenditure of over \$5,000 shall be awarded based on a competitive process, whenever possible.
6. To meet an emergency, the Purchasing Agent may authorize immediate purchase of any item without recourse to the provisions of this Administrative Procedure, but such purchases shall be reported to the Board.
7. Residence or place of business of local bidders may be a consideration only in cases where identical bids have been submitted.
8. Items commonly used in the various schools or units thereof shall be standardized whenever consistent with educational goals and in the interest of efficiency or economy.

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9. Petty cash funds shall be established for each school building and for the central administrative office. Such funds shall be used for the payment of properly itemized bills of nominal amounts and under conditions calling for immediate payment. Allowances, responsibility, security, and accounting of petty cash funds shall be in accordance with the **Administrative Procedures 512 – Petty Cash** and the Ministry of Education.
10. The Purchasing Agent may develop and maintain lists of potential bidders for the various types of materials, equipment, and supplies. Any supplier may be included in the list upon request.
11. No District employee is to be in a position to make personal purchases from a District supplier and receive any discount that is not available to other members of the general public unless such arrangements have been negotiated by the District for the benefit of employees.

Reference: Sections 22, 23, 65, 85 *School Act*  
*Income Tax Act*  
New West Partnership Trade Agreement

Adopted: June 14, 1994  
Reviewed: February 13, 2018  
Revised: May 18, 2022