



# Purchasing Procedure Administrative Procedure 5.130

5.0 Business Administration

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

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**Legal Reference:** *The Public Schools Act*

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**Date Adopted:** January 1994

**Date Amended:** November 2006, June 2010

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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
\$10,000.00 or more	Secretary-Treasurer
Up to \$10,000.00	Principals, Supervisors, Administrators

3. Separate purchase order forms are required for each supplier.
4. All purchases of supplies, equipment and services shall be made in accordance with the following:

Purchase Limit	Process
Limit established in the <i>Public Schools Act</i>	Public Tender
Over \$10,000.00	Minimum of three (3) written quotations

Except in one or more of the following circumstances:

- The goods and services are available from only one (1) or two (2) 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.

5. Requests for supplies or equipment exceeding budget allocations must be approved by the Board of Trustees.

#### 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 (2) 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.