



PURCHASING

Background

The district recognizes its responsibility to students, parents and the community for the effective use of public funds in providing the best possible education to its children. The purpose of this procedure is to ensure that quality supplies, services, and equipment are procured for the school district at the best value (cost, delivery, quality and service), and that the purchasing process is consistent, efficient and fair.

The secretary-treasurer will ensure that the district employs sound fiscal controls and business practices in managing the operation of the district's educational program.

Procedure

1. Whenever possible, prices for all goods and services will be established through a competitive bid process. In exceptional circumstances, the secretary-treasurer may authorize acquisition from a sole source. These exceptional circumstances would involve an urgent requirement to:
 - Protect and ensure the safety of students and staff;
 - Protect school district assets;
 - Prevent a serious financial loss to the district;
 - Maintain fleet standardization.

2. In all purchasing transactions, employees will:
 - 2.1 Consider first the interest of the school district and the improvement of its educational programs.
 - 2.2 Decline gifts that might in any way influence the purchase of school supplies and equipment.
 - 2.3 Refrain from soliciting funds or material from vendors, however worthy the purpose.
 - 2.4 Refrain from asking for special discounts or prices on items purchased from school district suppliers for personal use.

3. Wherever possible, requisitions and purchases will be arranged at times and in quantities that will satisfy annual need, the availability of funds, and the opportunity to obtain the best value to the district.

4. In determining the best value, the following factors will be considered:
 - Price and availability;
 - Ability to meet product specifications;
 - Ability to provide service and warranty support (including past performance);
 - Availability of replacement parts.

5. No purchases shall be made from an entity in which an employee has a personal interest if the employee can influence, in any way, the placement of the order with that company. Exceptions may only be granted on approval of the Board of Education or designate, if no other competitive source of supply exists.

6. Use of School District Credit Cards

- 6.1 The superintendent, assistant superintendent, secretary-treasurer, assistant secretary-treasurer, manager of operations, purchasing clerk, and district health and safety officer are issued district credit cards for the performance of their duties.
- 6.2 The use of district credit cards shall be restricted to school district business incurred by these positions in the performance of their duties, and shall at all times be reasonable in the circumstances.
- 6.3 The charges incurred on district credit cards shall appear each month on the Finance Warrant and shall be shown for each individual for whom the charges were incurred.

Reference: Sections 22, 23, 65, 85 School Act