

PURCHASING AUTHORITY

Background

The function of purchasing is to best meet the learning needs of Division students by providing the necessary supplies, equipment and services including transportation, facility and administration services.

The Assistant Superintendent, Corporate Services is responsible for the administration of this administrative procedure.

Procedures

1. The authority for the purchase of materials, equipment, supplies and services is extended to its staff through the budget making process and is approved by the Board through the adoption of the budget.
2. All purchases fall within the framework of budget limitations and are to be consistent with the approved educational goals and the programs and services of the Division.
3. Prior approval from the Board is required for any purchases in excess of fifty thousand dollars (\$50,000) not previously approved through the budget process or that cannot be covered off from within existing budget allocations.
4. The Division will purchase competitively without prejudice and will seek maximum educational value for every dollar expended.
5. The Division will purchase locally whenever goods and services of equal quality at competitive prices are available.
6. Notwithstanding the above, for the following purchases, the Division will call for public tenders pursuant to the CFTA (Canadian Free Trade Agreement, NWPTA (New West Partnership Trade Agreement).
 - 6.1 The purchase of goods and/or services where the cost is expected to exceed seventy-five thousand dollars (\$75,000); and
 - 6.2 Construction projects where the cost is estimated to exceed two hundred thousand dollars (\$200,000).
7. The Superintendent, Deputy and Assistant Superintendents, Director of Finance, directors, supervisors and principals are delegated responsibility for purchasing within the limits of budgets allocated to them.

8. Employees identified in 7 above are held accountable for any unauthorized purchases made by their staff. Therefore, the power to delegate the authorization to make purchases is to be made only after consultation with the Assistant Superintendent, Corporate Services or Director of Finance.
9. All purchases other than purchases through petty cash accounts or for professional services must be made using purchase orders generated by the financial software system or by using the purchasing card system.

10. General Purchasing

- 10.1 Prices may be obtained by one (1) of the following methods depending on the estimated dollar value involved:
 - 10.1.1 Non-competitive price quotations;
 - 10.1.2 Competitive price quotation; and
 - 10.1.3 Formal public tender process.
- 10.2 Tenders are encouraged to maximize savings to the Division through such a competitive process.
- 10.3 The following expenditure guidelines are to be followed. Exceptions must be approved by the Assistant Superintendent, Corporate Services or designate.
 - 10.3.1 \$0 - \$10,000 Direct purchase via petty cash, purchasing card or purchase order (no quote required).
 - 10.3.2 \$10,000 - \$20,000 Verbal quotes accepted, minimum of three (3) required.
 - 10.3.3 \$20,000 - \$50,000 Written quotes required, minimum of three (3) required.
 - 10.3.4 \$50,000 + Request for Proposals.
 - 10.3.5 Public tenders as required by the CFTA, NWPTA.
- 10.4 Tenders are to be evaluated on the basis of service, quality, availability, suitability, price and the supplier's ability to fulfill the requirements of any standards or specifications that form a part of such contracts.

11. Purchase Orders

- 11.1 Staff members with the responsibility for creating purchase orders are given login access to the financial software system. The system will generate valid purchase orders when the necessary requirements are met.
- 11.2 Purchases of a small dollar value (one hundred dollars (\$100.00) or less) that can be handled on a cash basis are to be purchased through petty cash or the purchasing card system.
 - 11.2.1 Receipts must be maintained and submitted with the petty cash claim or the purchasing card statement, to the Accounting Department.
- 11.3 It is the responsibility of the user department to determine that funds are available and identify the general ledger account to be charged.

- 11.4 Upon receipt of goods ordered by a purchase order, it is the originator's responsibility to check the order against the packing slip and record the receipt through the financial software system. All packing slips, invoices and delivery slips must be attached to the receiving report and submitted to accounts payable as soon as possible.

12. Purchasing Card

- 12.1 Procedures for the use of purchasing cards are outlined in the "User's Handbook" which is distributed to all new cardholders and maintained in the Director of Finance's office. Inquiries or concerns regarding purchasing cards are to be made through this office.

13. Employee Purchases

- 13.1 Supplies and materials purchased by the Division are for the Division's programs and services.
- 13.2 Employees wishing to purchase such items or receive preferential pricing may, in consultation with the Purchasing Department, obtain a list of vendors who are dealt with on a regular basis. Because of GST accounting requirements, the actual purchases will be between the employee and the vendor; there will be no involvement of the Division by way of purchase order, purchasing card or invoicing. Unless the item in question falls under 13.3 or 13.4, there will be no direct sales of items to employees.
- 13.3 There will be no sale of supplies and materials to outside organizations and individuals except as finished products or services provided by Career and Technology Services shops.
- 13.4 The Division may, with specific Board approval, provide for the purchase of certain items of equipment by employees through special purchasing arrangements with a supplier (e.g. computer purchase plan). Such arrangements will be initiated by Division Office.

14. Conflict of Interest

- 14.1 Refer to Administrative Procedure 400 – Human Resource Framework.

[Form 515-1 Cheque Request Form](#)
[Form 515-2 Employee Purchasing Card Application](#)

Reference: Relevant Legislation & Guidelines