



File DK

## **PURCHASING**

### **Function and Authority**

1. The Board authorizes the Manager of Business and Finance under the direction of the Superintendent/Secretary-Treasurer to establish and maintain procedures to ensure that purchasing is conducted according to policy and the requirements of the *Public Schools Act*.

Authority to purchase will be delegated to the Administrator of Accounts and Purchasing, Principals and supervisors as required.

2. Purchasing, on behalf of the Division, shall be carried out in accordance with policy, under the direction of the Manager of Business and Finance, by the Administrator of Accounts and Purchasing. Purchasing for the Operations Department shall be carried out in accordance with the policy by an individual designated by the Supervisor of Operations.
3. In its purchases the Board declares its intention to seek maximum value for each dollar expended.

The purchase of supplies, equipment and services will be done in accordance with provisions made in Budget as approved by the Board.

4. Opportunity shall be provided to all responsible suppliers to do business with the Portage la Prairie School Division. In this regard, the Division shall take into consideration the past and projected performance of a company as it pertains to such areas as the procurement of goods, the quality of goods provided, and the satisfaction of service.
5. As stated in Section 230 (2) of the *Public Schools Act*, no employee of the School Division shall act as an agent for any person in promoting the sale of anything for use in a school in the School Division, or receive any remuneration or other compensation for the sale or promotion thereof.
6. All expenditures for provision of goods and/or services shall be made by public tender subject to Section 70 of the *Public Schools Act* except:
  - a) where goods and services are available only from one or two sources;
  - b) where goods must be compatible with and of equal quality to existing equipment;
  - c) when emergency situations exist requiring immediate availability of goods or services.
7. Tenders for goods and/or services regardless of dollar value may be made when, in the opinion of the Administrator of Accounts & Purchasing or the Manager of Business & Finance, it is of advantage to the Division to do so.



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8. Except as otherwise specified, purchases must be awarded to the lowest tenderer where specifications are met within budgeting limits. A tender which is incomplete or does not meet specifications will be rejected. The Division reserves the right to reject all tenders.
9. Price quotations shall be obtained from a minimum of three sources (when such sources exist) for expenditures of goods in excess of \$5,000 or for lesser amounts when deemed appropriate.
10. Items commonly used in one or more locations shall be standardized whenever:
  - a) an increase in efficiency and economy will result and
  - b) consistency with educational goals is a factor.
11. The materials, equipment, supplies and/or services to be purchased shall be of the quality required to serve the function in a satisfactory manner, as determined by the specifications and the judgement and expertise of appropriate Board Office personnel.
12. The Division's purchasing activity is designed solely to serve the school system. Purchases will not be made through the Division or through the schools for individuals.
13. The Portage la Prairie School Division will use the services of MERX Electronic Tendering Services for large purchases over \$100,000.00 in goods and services and construction over \$250,000.

Revised: November 25, 2010