

School District 50: Haida Gwaii/Queen Charlotte

Policy Subject: PURCHASING

Date Passed: September 25, 2001

Date Amended: NA

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Policy No. 2100

Date Approved: September 25, 2001

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PROCEDURE

1. Purchase Orders

Purchases in amounts exceeding \$1,000.00 will be by pre-numbered purchase orders signed by the Principal or District Manager responsible for the account upon which the purchase order is drawn. Where possible at least three (3) quotes should be obtained. There is no need for purchase orders or quotes when:

- i. The goods or services are only available from one source.
- ii. When a blanket P.O. can be used for the whole year, in this case the department or school must have the documentation that the supplier was the lowest cost for all their needs for the year.

2. Charge Accounts

A Principal or District Manager may establish charge accounts with the written approval of the Secretary Treasurer for specific vendors. Purchases through charge accounts with the written approval of the Secretary Treasurer may not exceed \$1,000.00 for any one charge. Counter slips must be coded and signed by the Principal or District Manager and forwarded to the Board Office.

3. Petty Cash

Any one single expense (purchase) shall not exceed \$300.00 as governed by Policy/Regulation 2101 - Petty Cash.

4. Awarding of Tenders or Quotes

Purchases shall, in general, be made from the qualified supplier. However, the lowest or any quote or tender shall not necessarily be accepted. No tender or quote shall be accepted where the Board or particular administrator concerned honestly believes that the supplier could not meet the quality, quantity, delivery or other pertinent criteria of the Board. Higher tenders or quotes may be accepted where the particular supplier concerned has, in the past, provided goods or services to the school board of a superior standard.

5. Public Tender

The following purchases shall be made only following a public tender:

- (a) school bus contract(s) ;
- (b) janitorial contracts;
- (c) annual fuel oil contracts;
- (d) most major capital construction projects;
- (e) school district audits.

6. Tenders shall be awarded by written confirmation.

7. Tenders shall be advertised.

8. When a Principal or District Manager approves personal off-island purchases of supplies and/or equipment for School District use, reimbursement may be claimed for items under \$300.00 through:

- a) petty cash; and or
- b) by an Expense Account report.

9. For new items which are in excess of \$15,000.00, the Secretary Treasurer will refer authorization for purchase to the Board.