

# PURCHASING

## Background

The District understands its stewardship role in the care and effective use of public funds which must be devoted to the education of all District students.

Financial controls will include clear District budgeting processes which are oriented to the educational goals of the District, effective purchasing procedures and timely financial reporting.

The District supports the principle of open competition in a desire to obtain best value. The Secretary-Treasurer is responsible for procedures, standard documents, and an evaluation process for the solicitation of bids related to purchasing. District employees at all levels will follow the legal requirements for Public Purchasing in British Columbia in all purchasing activities. There are many factors that determine value with price being only one of them. Where factors are equal, a preference for local suppliers will be given. Where it is feasible and practical, the District may join other public organizations in the bulk purchase of commodities.

## Procedures

1. Subject to the exclusions identified in section 2, all goods and services including consulting services with an estimated pretax value of:
  - 1.1. \$25,000 to \$50,000 at a minimum, require a written/email quotation
  - 1.2. \$50,001 to \$75,000 at a minimum, require three written/email quotations
  - 1.3. > \$75,000 as per New West Partnership Trade Agreement (NWPTA)
2. Quotations and public bids may not be requested if:
  - 2.1. Competition is precluded because of the existence of patent rights, copyrights, intellectual property or trade secrets.
  - 2.2. The goods/services require compatibility and/or standardization with existing goods/services logistics, or may void any warranties or guarantees.
  - 2.3. The Secretary-Treasurer will inform the Superintendent if there is an urgency and/or the nature of the requirement is such that it would not be in the public interest to invite competitive quotes/bids.
3. It is recognized that operational needs may at times dictate emergent responses which vary from the purchasing procedures outlined above.
4. Where appropriate, the District will actively participate with other public agencies in cooperative purchasing ventures which may involve other agencies' purchasing policies.
5. The District recognizes that bulk ordering of supplies and equipment may allow for significant savings. The District supports bulk ordering where feasible and practical.

6. Principals have major responsibilities in the purchasing cycle:
  - 6.1. For local purchases and purchases under \$10,000, within school budgets, the school staff are to use their purchase credit card as much as possible. For purchases greater than \$10,000 a purchase order is prepared at the school and forwarded to the District office for review and authorization.
  - 6.2. Annual bulk orders of school supplies are to be completed for preparation of bulk order tenders.
  - 6.3. When goods are delivered directly to schools, personnel at the school will verify the supplier invoice with the goods received and return the invoice to the District office for payment. If problems exist, school personnel will notify the supplier and inform the District office.
7. School equipment purchasing is done by the District office on an annual cycle. Requests initiated by a Principal will be reviewed with all principals and placed onto a priority list, and set into budget. The District will continue to move forward with the standardization of equipment, software and hardware through the purchasing process. When essential equipment breaks down or is lost during the year, it must be communicated to District office, where dependent on the circumstances, replacements may be procured.
8. Preventative maintenance of school equipment will be covered at the District level, within annual budget constraints
9. All purchases of one item or group of items valued at \$5,000 or greater shall be capitalized on an annual basis and equipment listings maintained at the District level.
10. Professional services, such as audit, legal, banking, etc. are usually governed by associations which set fee structures. The efficacy of these services depends largely on working relationships which develop over time. They shall be reviewed by the Secretary-Treasurer on a three - five year cycle.
11. Signing Authority
  - 11.1. The official signing officers of the Board shall be the Chair, Superintendent, and Secretary-Treasurer. Cheques and all normal banking and financial documents require two signatures. Electronic signatures are permitted for documents less than \$500,000.00 or for any payroll cheque issued in an emergent situation. Signatures must be countersigned for cheques greater than \$10,000.00.
12. Efficiency
  - 12.1. Changes in technology and changes in system requirements may provide the district with opportunities to obtain efficiencies in the operation of fiscal systems. The District encourages efforts to identify and implement operational changes that lead to improved efficiency or improved management of the systems.

Reference: Sections 22, 23, 65, 85 School Act  
Income Tax Act  
New West Partnership Trade Agreement

Adopted: November 2019  
Revised: