

- Procedure Number: 830
 - Procedure Name: Purchasing
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Purchasing

The object of District Purchasing Procedures is to deliver the right goods and services at the right place, at the right time (and at the right price). These administrative procedures are set out for the information of all concerned as an aid to the prompt and smooth achievement of this objective.

1. The general rule is that no one makes a commitment of District funds for the acquisition of goods or services prior to proper authority. At the same time prudent action in emergency circumstances will receive subsequent approval.
2. Requests for the procuring of goods or services are submitted by requisition. The requisition will state a round figure estimate of the cost and indicate the budget section on which funds are being drawn.
3. A school, through the principal, may request approval of requisitions for personal shopping by teachers. If the supplier is not known at the time of approval the school is responsible for advising the School Board Office of the supplier's name at the time of purchase.
4. A school may request issuance of cheques for shopping where the supplier does not maintain an account with the district. The school will be responsible to account promptly for the funds by supplying receipts and returning any surplus funds.
5. When circumstances require, a school may request requisition approval by telephone.

These rules are not intended to be inflexible. Any proposals for variance of these standard procedures may be submitted by the principal concerned - the decision on approving variance will be by the Secretary-Treasurer or designate.