

## Purchasing

The Board of Education believes in purchasing competitively and seeking maximum educational value for every dollar expended, consistent with good purchasing practices.

The Board will establish procedures and guidelines for the purchasing function of the school district to ensure that:

- All services, supplies or equipment for the ongoing operations of the school district are acquired on the open market with probity and in accordance with competitive public sector purchasing practices.
- Appropriate ethical business practices are in place for managing all purchases.
- Goods, services and equipment purchased for the district maximize value.
- Considering quality, suitability, and all other things being equal, preference will be given to local firms within Mission, the Province of British Columbia and Canada.

Mission Public Schools will practice and implement purchasing procedures that support ethical and sustainable environmental practices.

Whenever reasonable, Mission Public Schools will conduct business with vendors who demonstrate environmentally responsible practice.

## Sustainability

- Appliances and Electronic Devices - Any electrical device shall be EnergyStar rated and if applicable, have an EnergyStar rating in the top 33% of its category.
- Products - Product purchasing first choice will be for those products that have low environmental impact.
- Paper - General use and office paper shall contain a minimum of 30% recycled content.

## General Guidelines

All items purchased, or donated, in the name of a school or the school district will become the property of Mission Public Schools (SD #75).

Supplies located within the school district's boundaries will be provided with a list of commodities the school district anticipates acquiring during the school year and, whenever possible or practicable, will be asked to bid or provide quotes on supplies and materials to be purchased.

Where practicable, the Purchasing Coordinator will coordinate "bulk purchases" for various commodities.

Use of the district's purchasing procedures to acquire goods and services for personal use will not be permitted except where specifically allowed by the Secretary-Treasurer (for example, the "Employee Computer Purchase Plan" program).

Whenever practicable, equipment and supplies will be standardized to achieve maximum purchasing economy and quality goods. Consideration will be given to future maintenance of equipment and availability of parts and services.

The purchase of any item or product from any person employed by the School District will not be affected until the purchase has been approved by the Secretary-Treasurer.

Equipment purchases, for new or replacement equipment, will be carried out in accordance with established purchasing procedures.

Disposal of surplus assets will be in accordance with the [Disposal of Assets Administrative Procedure #502](#).

All contracts must be signed by the Secretary-Treasurer.

## Purchasing Methods

The school district employs various purchasing tools for the acquisition of goods and services as follows:

- **PETTY CASH** – used at the user level to expedite the acquisition of low value goods. A petty cash fund can be established by contacting the Secretary-Treasurer or designate. Receipts must be attached to a petty cash voucher and submitted to the Accounts Payable Department for reimbursement.
- **PURCHASING CARDS** – used for the procurement and payment of goods and services within established purchasing authorization limits, where it is efficient, economical and operationally feasible to do so. With the written approval of the administrator or manager responsible for managing the accounts, an employee may make application to the Secretary-Treasurer or designate for a Purchasing Card.

The Purchasing Card may only be used by the person named on the front of the card. Limits on the card will not permit expenditures for hotels, restaurants, airlines and gas stations.

Receipts must be attached to the Purchasing Card monthly reporting log and submitted, along with the invoice to the Accounts Payable Department for payment.

- **CHEQUE REQUISITION** – used to request payment for goods and/or services where an invoice has been received and a purchase order was not issued (i.e. subscriptions, dues or fees, etc). Cheque Requisitions are not to be used to circumvent the Purchase Requisition/Purchase Order process.
- **PURCHASE REQUISITIONS** – used for purchase of goods and services over \$1,000.00.
- **OPEN ORDERS CONTRACTS** – used to make purchases from a sole source vendor over a period of time (i.e. building supply dealer or specialty store). An encumbered amount and start and end dates will always be established for 'Open Orders' contracts.
- **CONTINUOUS SUPPLY ORDER OR SYSTEMS CONTRACT** – for goods or services to be supplied over a period of time at fixed or negotiated prices (i.e. photocopy paper, garbage disposal, snow removal, etc). An encumbered amount and start and end dates will always be established for 'Continuous Supply Orders' or 'Systems' contracts.

- BULK ORDERS – used for the acquisition of commonly used goods by coordinating annual purchasing to achieve better pricing (i.e. administrative supplies, forms, first aid supplies, etc.)
- PRICE REQUEST / REQUEST FOR OFFER / TENDER / REQUEST FOR PROPOSAL – formal process used for the acquisition of supplies or services with a monetary value in excess of \$2,500.00

## Purchasing Procedures

The Secretary-Treasurer assigns to the Purchasing Coordinator the authority to sign purchase orders in accordance with the procedures outlined in this procedure.

The Secretary-Treasurer assigns to the Purchasing Coordinator the authority, after consultation with the end user, to select the vendor and to award any contract up to the value of \$50,000.00 for goods and services.

The Secretary-Treasurer shall assign to individual employees the authority to initiate expenditures from accounts specifically assigned to them in accordance with the following:

- Under \$100.00 per transaction – purchases to be completed by the end user using Petty Cash.
- Up to \$1,000.00 – purchases to be completed by the end user using Purchasing Cards or Cheque Requisitions. Paper work submitted to the district's accounts payable department for processing of payment must include purchase receipts.
- Between \$1,000.00 and \$2,500.00 – purchases to be completed by purchasing department.
- Between \$2,500.00 and \$5,000.00 – purchases to be completed by the purchasing department. A minimum of two price quotations will be obtained from competing suppliers.
- Between \$5,000.00 and \$10,000.00 – purchases to be completed by the purchasing department. A 'Price Request' is sent to a minimum of five vendors asking for a written response for price quotations.
- Over \$25,000.00 – purchases to be completed by the purchasing department. A 'Request for Offer', 'Tender' or 'Request for Proposal' will be issued to competing suppliers.

All purchasing requests in excess of \$1,000.00 must be submitted on a 'Purchase Requisition' to the district's purchasing department for processing. Once the 'Purchase Requisition' is received, the purchasing department will proceed with procurement utilizing the appropriate purchasing method.

## Tenders and Quotations

All responsible bidders will be given equal consideration and assurance of unbiased judgment in determining whether their product meets specifications and the needs of the school district.

The purchasing department will ensure that competition is maximized and that local vendors are given every reasonable opportunity to bid on school district contracts.

All tenders or sealed bids will be opened immediately after the closing time, in public with attendance from the department that issued the requisition and from the purchasing department. Information pertaining to the proposals will not be released until after the review process has been completed and the successful vendor(s) have been identified.

Tenders will be awarded to the lowest bid or quoted price, consistent with the quality and service. The school district reserves the right to accept or reject the whole or part of any tender.

The Secretary-Treasurer will be consulted prior to awarding a tender to other than the low bidder.

Records of all written or phone requests or quotations shall be retained for six years.

Tendering for major building projects will be in accordance with the requirements of the Ministry of Education.

## Suppliers and Vendors

In considering the qualifications and performance of suppliers and vendors, consideration will be given to:

- Current business license.
- Minimum of \$2 million dollars liability insurance.
- WCB coverage (where applicable).
- Reputation and experience.
- Ability to deliver or perform within the time specified.
- Ability to provide after sales maintenance and service.
- Past experience on previous orders.

## Inventories

The purchasing department will work with site managers and principals to establish site-based inventory lists and district-wide inventory lists.

- Inventories will include serial or other identifying numbers.
- Purchase dates.
- Site location.
- Funding source.

**Date Adopted: October 2000**

**Date Amended: May 2011**

*Cross Reference: [Disposal of Assets Administrative Procedure #502](#)*