

PURCHASING

Belief

The Division supports competitive methods of purchasing in order to ensure effective use of financial resources.

Guidelines

1. Principals or Directors may enter into contracts for the purchase of goods or services.
2. All Requests for Proposals, contractual obligations in excess of a 12 month period, or that exceed 10% of a site budget must be approved by the Associate Superintendent: Business.
3. Where price, delivery, timeframes, service and quality of goods and/or services are competitive, principals or directors should contract with local vendors.
4. Purchases may not be made from any Board member or employee of the Division or any of their immediate families unless in compliance with the conflict of interest provisions contained in the School Act.
5. Purchase orders shall be used for all purchases in excess of \$50 except for petty cash, purchasing card, and prepaid purchases.
6. Proposed purchases, in excess of \$250 but less than \$5,000 should be tendered.
7. All proposed expenditures of goods and services in excess of \$5,000 but less than \$20,000 must be tendered, in accordance with the Financial Procedures Handbook.
8. All proposed expenditures of goods or services in excess of \$20,000, and all Requests for Proposals shall be tendered through public invitation. Where advertising is not expedient, tenders shall be invited by direct (written) contact with at least three suppliers.
9. All proposed expenditures of goods or services in excess of \$75,000 or \$200,000 in the case of construction projects, must be tendered using the Alberta Purchasing Connection Electronic Tendering System (APC) in accordance with the Trade, Investment and Labour Mobility Agreement (TILMA).

10. Procurement exemptions to the TILMA Agreement are outlined in Part V of the Agreement and include, but are not limited to:

- 10.1 Health and social services;
- 10.2 Where it can be demonstrated that only one supplier is able to meet the requirements of the procurement;
- 10.3 Where an unforeseeable urgency exists;
- 10.4 Of services provided by doctors or lawyers;
- 10.5 Of goods intended for resale to the public; and
- 10.6 Procurement of treasury services.

11. Once a vendor for goods and/or services has been selected, a purchase order must be completed and approved by the Principal or Director or his/her designate, in accordance with the Financial Procedures Handbook.

12. Invoice payment on all outstanding accounts shall be made in accordance with the Financial Procedures Handbook.

Reference: Section 60, 61, 80, 121, School Act
Freedom of Information and Protection of Privacy Act
Trade, Investment and Labour Mobility Agreement, April 2009