

PURCHASING PROCEDURES

Purchasing for the Seven Oaks School Division shall be carried out under the authority and responsibility of the Secretary-Treasurer as directed by the Superintendent and shall be subject to the requirements of Section 70 of the Public Schools' Act, School Board Policies and Purchasing Procedures.

The Seven Oaks School Division is committed to the implementation of Sustainable Development and any associated enacted Provincial Regulation or guideline for School Divisions.

The school board in the discharge of its duties shall at all times use the following procedures:

- a) All purchases shall be made in the most economical manner possible.
- b) Where the cost of goods or services exceeds \$20,000.00, competitive offers shall be obtained, except in emergency situations, by public tender.
- c) All offers received pursuant to clause (b) shall be tabulated for ready reference for presentation to the school board.
- d) All tenders awarded on the basis of low bid shall be reported to the Board of Trustees as information.
- e) Tenders for items to be awarded on the basis of the lowest acceptable bid shall be presented to the Board of Trustees for approval.
- f) Lowest tender may not necessarily be accepted.
- g) Schools shall initiate purchases by forwarding a purchase order requisition to the Secretary-Treasurer's department for validation and approval.
- h) Principals may request the division to reimburse their school for small purchases paid out of individual school activity fund accounts.
- i) Participation in the Metro School Division Purchasing Committee. The Metro School Division Purchasing Committee undertakes joint tenders on behalf of school divisions. It is recognized that the division will participate in certain tenders and will assign the authority to award tenders to the Purchasing Committee. Each year the Board will receive a schedule for joint tenders to be undertaken by the Purchasing Committee. This schedule will indicate the tenders in which the division will participate. Administration will maintain a file

for such tenders. This file will be available for review by the Board or a Board member upon its request.

- j) Confirmation Orders: Verbal orders subject to subsequent confirmation by a written purchase order may be issued only in cases where a bona fide emergency situation exists which can be handled only by this procedure.
- k) Emergency Purchase and Expenditure: In the event of an emergency, the Chair or Vice-Chair of the Board together with the Superintendent, the Secretary-Treasurer and the administrator under whose department the expenditure is to be made, or any three of them, may authorize an emergency expenditure of up to \$50,000 (exclusive of taxes) and such expenditure shall be reported to the Board at the next regular meeting.
- l) All purchases must be made in a way that conforms to the law, Public School Act and Regulations, policies of the Division and fulfills contractual obligations. Failure to do so may result in disciplinary action.

SCHOOL PROPERTIES DISPOSITION

- (1) The disposal of surplus material for the Division shall be carried out under the authority and responsibility of the secretary-treasurer and shall be subject to this policy as well as the requirements of the Public Schools Act.
- (2) Surplus material is equipment, furniture, print material, or supplies (not including land and fixed buildings) that are obsolete, uneconomical to repair, or in excess of requirements.
- (3) Schools/departments shall report to the secretary-treasurer any equipment, furniture, print material, and/or supplies that are surplus to their needs.
- (4) The secretary-treasurer shall:
 - a. where possible and economical, arrange pickup from schools/departments all items declared surplus and deliver to a central storage area;
 - b. with assistance from division personnel or outside consultants, determine which items are:
 - i. re-assignable within the division;
 - ii. of parts value use;
 - iii. of practical and economical value for trade-in with the purchase of new items;
 - iv. of practical and economical value for sale to the public on an "as is, where is" basis;
 - v. of practical use to nonprofit charities;
 - vi. of scrap value.
 - c. redistribute re-assignable items;
 - d. turn over to the proper personnel those items deemed to have parts value;

- e. where practical and economical, arrange for trade-in with the purchase of new items;
 - f. where practical and economical, arrange a public sale for those items deemed to be of no further use to the division on an “as is, where is” basis;
 - g. offer to nonprofit charities any items not usable or saleable;
 - h. dispose of in the most economical manner those items deemed as having no further use to the division and declared to be scrap.
- (5) Trustee Technology – At the end of trustees’ term of office or when trustees’ technology equipment is to be replaced, trustees’ will be offered the opportunity to purchase their technology equipment at a price established by the Secretary-Treasurer.