



Function and Authority

- (a) The Board authorizes the Secretary-Treasurer/CFO to establish and maintain procedures to ensure that purchasing is conducted according to policy and the requirements of *The Public Schools Act*.
Authority to purchase may be delegated to the Supervisor of Operations and to School Principals within their areas of responsibility.
- (b) In its purchases, the Board declares its intention to seek maximum value for each dollar expended. The purchase of supplies, equipment, and services will be done in accordance with provisions made in the Budget, as approved by the Board.
- (c) Opportunity shall be provided to all responsible suppliers to do business with PRSD. In this regard, the Division shall take into consideration the past and projected performance of a company, as it pertains to such areas as the procurement of goods, the quality of goods provided, and the satisfaction of service.
- (d) As stated in Section 230 (2) of the *Public Schools Act*, no employee of the School Division shall act as agent for any person in promoting the sale of anything for use in a school in the School Division, or receive any remuneration or other compensation for the sale or promotion thereof.
- (e) Subject to Section 70 of the *Public Schools Act*, all expenditures for provision of goods and/or services exceeding \$20,000 shall be made by public tender, except when emergency situations exist requiring immediate availability of goods or services.
- (f) Tenders for goods and/or services, regardless of dollar value, may be made when, in the opinion of the Secretary-Treasurer/CFO or the Supervisor of Operations, it is of advantage to the Division to do so.
- (g) Purchases are usually awarded to the lowest tender, where specifications are met within budgeting limits. A tender which is incomplete or does not meet specifications will be rejected. The Division reserves the right to reject any or all tenders.
- (h) Items commonly used in one or more locations shall be standardized whenever:
 - an increase in efficiency and economy will result; and
 - consistency with educational goals is a factor.
- (i) The materials, equipment, supplies and/or services to be purchased shall be of the quality required to serve the function in a satisfactory manner, as determined by the specifications and the judgement and expertise of appropriate Division Office personnel.
- (j) The Division's purchasing activity is designed solely to serve the school system. Purchases for individuals will not be made through the Division or through the schools.

Schools Purchasing:

To purchase supplies other than custodial supplies, the School Principal will be required to use the procedures which follow.



- (a) The Principal must complete a purchase order form for all supplies, equipment and repairs, except for Manitoba Text Book Bureau orders, which are submitted on their form.
- (b) The purchase order form must contain the following information:
 - quantity;
 - description of items, supplies, repairs, etc.;
 - full name and address of supplier;
 - estimated cost;
 - Principal's or authorized person's initials;
 - school budget code(s).
- (c) Forward the original white copy and pink and blue copies of the purchase order to the Secretary-Treasurer/CFO for signature.
- (d) The yellow copy of the requisition form is to be retained by the Principal for the school's records.
- (e) Incomplete purchase order forms sent to the Secretary-Treasurer/CFO will be returned to the originating school.
- (f) If a space on the purchase order form is inadequate to accommodate all items, type the list in duplicate and attach one copy to the purchase order form stating on the purchase order "as per attached list".
- (g) Shipments to schools must be checked against the packing slip/invoice. Division Office must be notified immediately of any shortages.

Operations Purchasing

- (a) Purchase orders must be used wherever goods or services are acquired. The purchase order must be approved by the Supervisor of Operations.
- (b) The white copy of the purchase order is to be sent to the supplier with the price indicated. The pink and blue copies of the purchase order are to be forwarded to the Secretary-Treasurer/CFO's office. The yellow copy is to be retained by the Supervisor of Operations for his/her records.
- (c) Purchases of material or services which are made by contract do not require a purchase order or requisition for each automatic delivery made.