

517 - PURCHASING

Background

Wild Rose School Division believes in purchasing competitively and seeking maximum value for every dollar expended, consistent with good purchasing practices. All items purchased in the name of a school or the Board shall become the property of the Wild Rose School Division No. 66.

General

Purchases with a value of under \$1,000.00 may be purchased by:

- a) purchase order
- b) accounts payable voucher
- c) ordering directly from supplier

Purchases with a value in excess of \$1,000.00 may only be made by way of purchase order.

Quotations

Purchases with an aggregate value of less than \$5,000 may be made without having to obtain quotations.

Purchases with an aggregate value of \$5,000.00 but less than \$10,000.00 may be made after obtaining verbal or written quotations from suppliers. Where available, a minimum of three quotations should be obtained.

Purchases with an aggregate value in excess of \$10,000.00 may be made based on formal written quotations. Where available, a minimum of three quotations should be obtained.

Purchases having a unit price in excess of \$10,000.00 **and not specifically approved in the budget** shall be subject to the approval of the Superintendent or designate prior to calling for quotations.

Purchases in excess of \$100,000 may need to be tendered and advertised through the provincial electronic tendering system. All such purchases should be referred to the Secretary-Treasurer for determination and assistance with meeting provincial requirements.

Other

Normally, the lowest bid consistent with specifications shall be accepted. However, a bid other than the lowest may be accepted, subject to the approval of the Superintendent or designate, if it can be demonstrated that such a decision is in the best interests of the Board.

Purchasing locally is encouraged where prices are competitive. Therefore, opportunities should be provided for local suppliers to bid on purchases.

Reference: Section 60, School Act