



AP 6-400 – PURCHASING PROCEDURES

The Secretary-Treasurer’s department is responsible for purchasing the necessary supplies, equipment and services for all departments in accordance with provisions made in the budget as approved by the Board.

1. Purchasing shall be carried out under the direction of the Secretary- Treasurer or as delegated herein within the annual budget as approved by the Board.
2. Principals, Supervisors and Administrators to whom budget allocations have been made, have the authority to commit funds that have been allocated to their school or department for goods and services within the following limits:

Purchase Authority Limits	Approved Level of Authority
\$10,000 or more	Secretary-Treasurer
Up to \$10,000	Principals, Supervisors, Administrators

3. Separate purchase order forms are required for each supplier.
4. All purchases of supplies, equipment and services shall be made in accordance with the following:

Purchase Limit	Process
limit established in The Public Schools Act	Public Tender
Over \$10,000	Minimum of three written quotations

Except in one or more of the following circumstances:

- . The goods and services are available from only one or two sources
 - . The goods and/or services must be compatible with existing equipment
 - . There is an urgent need for immediate availability of the good and/or services.
5. Requests for supplies or equipment exceeding budget allocations must be approved by senior administration. The Board will be informed of these approved expenditures if if they exceed budget reallocations.

TENDERING PROCEDURES

1. All Public Tenders are to be submitted for bids through the MERX online system. The Secretary Treasurer will enter and submit the tender in the form of a Request for Quote (RFQ).
2. The Supervisor for the RFQ shall be listed as a contact in the posting and will respond to enquiries. The Supervisor may also notify local vendors of the RFQ and invite them to quote.



3. Bids on the RFQ may be submitted in writing or via email in the format specified in the RFQ.
4. All quotes received will be recorded. The Division will advise all applicants of the disposition of the RFQ within a reasonable period of closing of the RFQ.

Adopted: August 2015

Amended: April 2024