



AP 6-402 – PURCHASING METHODS

Western School Division ensures that systemic controls are in place to ensure that purchases are made in a secure and efficient manner.

A number of purchasing methods are acceptable, as directed by the Secretary- Treasurer:

1. Vendor charge account payment
2. Vendor payment on approved quotation
3. Division credit cards, issued to employees approved by the Board of Trustees
4. Pre-authorized bank withdrawals
5. Employee purchase and reimbursement
6. Petty cash accounts

Administration Council members are responsible for acquiring supplies and services within their approved budget and they or their designate must authorize all such purchases. The following chart summarizes the basic steps required in each of the approved methods of purchasing:

Method	Procedure
1. Vendor charge account payment	<ul style="list-style-type: none"> • a purchase order is issued to the vendor describing the item to be purchased, general ledger code, quantity, and price. The PO is authorized by the administrator or designate • the administrator or designate approves the price and quantity invoiced by the vendor, and sends the approved invoice and PO (if applicable) to the division office for payment. • a cheque is issued to the vendor
2. Vendor payment on approved quotation	<ul style="list-style-type: none"> • administrators authorize a purchase based on a requested quotation for a product or service • the administrator or designate approves the price and quantity invoiced by the vendor, indicates the general ledger code, and sends the approved invoice and quotation to the division office for payment. • a cheque is issued to the vendor
3. Division credit card	<ul style="list-style-type: none"> • receipts are assigned a general ledger code and attached to the applicable credit card statement. • the approved statement is sent to the division office. Payment is made through a pre-authorized bank withdrawal
4. Pre-authorized bank withdrawal	<ul style="list-style-type: none"> • the Secretary-Treasurer approves all pre-authorized payments • statements and invoices approved for pre-authorized payment are assigned general ledger codes by the appropriate administrator and entered into the accounting system



5. Employee purchase and reimbursement	<ul style="list-style-type: none">. administrators authorize employees to make purchases on behalf of the school division. employees attach receipts to expense claims. administrators approve and assign general ledger codes to expense claims and forward them to the division office for payment. a cheque is issued to the employee
6. Petty cash account	<ul style="list-style-type: none">. the Secretary-Treasurer approves all petty cash accounts. with the approval of the administrator, employees access petty cash for approved purchases. receipts for petty cash used and unused cash are brought back to the holder of the petty cash. receipts are given general ledger codes and entered on a petty cash worksheet. when petty cash requires replenishing, the petty cash worksheet is forwarded to the division office for payment. a cheque is issued to the petty cash fund

Adopted: August 2015