

803.1 Purchasing

Policy

The procurement of materials, services, or equipment shall be made in accordance with the following criteria:

- cost;
- reliability of the product and supplier;
- ability to deliver on time;
- after sales service, maintenance and warranty;
- features of the product.

Regulations

1. The Associate Superintendent, Business Affairs shall be responsible for developing necessary procedures to ensure that:
 - 1.1 there is competitive buying for goods and services, where appropriate;
 - 1.2 federal and provincial acts and regulations are adhered to;
 - 1.3 wherever possible, bulk buying is used to obtain the best possible price and quality;
 - 1.4 except as authorized by Division policy, supplies and equipment are not purchased for resale to employees and students unless expressly authorized by Board resolution or policy;
 - 1.5 all expenditures have been authorized by the Board in its approval of the annual budget or by special resolution;
 - 1.6 staff who are authorized to make purchases on behalf of the Division, do so in accordance with purchasing policy, regulations and procedures.
2. Notwithstanding any of the above, any contract, reply to a request for a proposal, or tender for the supply of an individual item with a value of more than \$100,000 shall be referred to the Board or a committee of the Board for approval.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.