

515 PURCHASING

Background

The Division declares its intention to purchase competitively, without prejudice, consistent with quality and service and to seek maximum value for every dollar expended, in a timely, effective and ethical manner. The function of purchasing is to best meet the needs of Division students by providing the necessary supplies, equipment and services including transportation, facility and administrative services.

1. Procedures

Purchasing procedures shall be such that they conform with Board policy and administrative procedures on purchasing authority and bidding requirements.

- a. The authority for the purchase of materials, equipment, supplies and services is extended to its staff through the budget making process and is approved by the Board through the adoption of the budget.
- b. All purchases fall within the framework of budget limitations and are to be consistent with the approved educational goals and the programs and services of the Division.
- c. The Superintendent, Secretary Treasurer, directors, supervisors, and principals are delegated the responsibility for purchasing with the limits of budgets allocated to them.
- d. Employees identified in (c) above are held accountable for any unauthorized purchases made by their staff. Therefore, the power to delegate the authorization to make purchases is to be made only after consultation with the Superintendent or Secretary Treasurer.
- e. All purchases other than purchases through petty cash accounts or for professional services must be made using purchase orders generated by the financial software system.

2. Regular PO Process

- a. The staff member completes a Requisition for Purchase with all detailed information related to the purchase (item, quantity, price including any shipping costs, GL account to be charged, vendor info. etc.).
- b. The requestor submits the requisition to their supervisor/principal for signature.

- c. A purchase order will be created by the administrative assistant based on the signed requisition and approved by the principal/supervisor. If the requestor is not supported by an administrative assistant, they will enter the PO into the financial software system and submit to their supervisor for signing. The requestor may now place the order with the vendor.
- d. Goods received will be inspected and signed for upon delivery.
- e. The person initiating the requisition has the responsibility to confirm that the goods/services received conform to the specified order requirements and are as detailed on the receiving note/packing slip.
- f. Invoices for purchased goods will be sent directly to Accounts Payable. Signed packing slips confirming received goods are to be forwarded to Accounts Payable. Accounts Payable will match the signed packing slip, the original supplier invoice and the approved purchase order in preparing the vendor payment.

3. Blanket PO Process

This type of purchase orders are only to be used in instances where we purchase many times from a main vendor on a repetitive basis.

- a. The supervisor will requisition an annual amount for each of his vendors to be set up on this type of blanket PO.
- b. There may be numerous blanket PO's applicable to one expenditure account. Blanket PO amounts should not total more than the budgeted total for any account.
- c. Upon approval, a PO is created, signed by the supervisor, and an order can be placed.
- d. The person initiating the requisition has the responsibility to confirm that the goods/services received conform to the specified order requirements and are as detailed on the receiving note/packing slip.
- e. Accounts Payable will pay the vendor after matching the supervisor provided document to the vendor invoice. Vendor will not be paid if the invoice amount exceeds the total amount set up for the blanket PO.

4. Segregation of Duties in Purchasing Process

- a. Delegation of authority levels in the purchasing process should be clearly documented and the necessary approval for all purchases should be obtained before conducting the procurement. (See chart below)

Purchasing Role	Explanation	Who
Requisition to Purchase	Staff request to purchase goods or services	Staff member making request
Budget Authority	Approve purchase and authorize that budget funds are available in GL account	Principal/Supervisor
Purchase Order Commitment	Authorize the release of the order to the supplier	Administrative Assistant
Receipt of Goods	Authorize that the order was physically received, correct and complete	Staff member receiving the goods or service
Payment	Authorize release of payment to the supplier	Accounts Payable

5. Tendering

a. Estimated value of \$75,000

As a MASH entity (Municipalities, Academic Institutions, School Boards and Regional Health Authorities), we are required by NWPTA (New West Partnership Trade Agreement) to use a fair tendering process. For goods and services of \$75,000 or greater, and for construction of \$200,000 or greater, we are required to post tender notices electronically on the Alberta Purchasing Connection (APC), Alberta's electronic tendering system.

Reference

Amended May 2016

Amended March 2017