

Kelsey School Division Box 4700 The Pas, MB R9A 1R4 Phone: 623-6421	Code: DJF
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PURCHASING PROCEDURES

General Procedures

Purchasing on behalf of the Division shall be carried out by the Secretary Treasurer. The Secretary Treasurer may delegate authority for any necessary regular small purchases.

Tenders

1. Public Tenders shall be called for items, in accordance with the Public Schools Act. (1) All purchases as per P.S.A. Section 70 shall be made by Public Tender with exceptions as stated below.
2. Except as otherwise specified, purchase orders must be awarded to the lowest tenderer where specifications are met within budgetary limits.
3. A tender which does not meet specifications will not be considered.
4. Single or small scale purchases with a dollar value below \$500.00 may be made without tendering but by obtaining price quotations from two or more suppliers wherever possible.
5. Exceptions
 - a) When the lowest tender meets specifications but is not acceptable, a recommendation and referral shall be made to the Finance Committee.
 - b) Tenders which are not within budgetary limitations either in quantity or dollar value shall be referred to the Finance Committee.
 - c) In cases in which there is a single supplier (i.e. library books, filmstrips) and in emergency situations (such as mechanical and electrical items immediately critical to operation of a school) tendering procedures may be set aside.
6. Opening and approval of tenders

The Secretary Treasurer shall, in the presence of another Division employee, review all tenders, approve purchases, and inform the appropriate department of the decision.

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7. All tenders and quotations received shall be considered confidential. Notification shall be made to unsuccessful tenderers.
8. All successful tenders shall be reported to the Board showing items purchased, successful tenders, amount of tender, budgeted amount and budget category. Such reports shall be included in the report of the Secretary Treasurer.
9. The Division office will not make purchases on behalf of staff members but may refer them to qualified suppliers.

Recycling

The Kelsey School Division philosophically agrees with the use of recycled products. To this end, the school Division encourages and requests that all attempts be made to use recycled products providing that these recycled products may be purchased at no more than 5% above the cost at which regular non-recycled products may be purchased.

BIDDING REQUIREMENTS

Bid Deposits

When the Division expects that a tender will exceed \$5,000.00 (five thousand dollars) for work in building construction or building renovation, the firm submitting a tender may be required by the school Division to deposit with the Division cash, certified cheque, or bearer bonds, in the amount of not less than one-tenth of the price being tendered.

Bid deposits may be required as determined by the Board in other areas depending on market stability.

Performance Bonds

Performance bonds may be required on major construction projects, supply or equipment items, to a maximum amount equal to 50% of awarded tender.

Procedures

The Superintendent and Secretary Treasurer shall adhere to the following procedures when authorizing purchases in the category:

- Administration General
- Administration Instruction
- Instructional Day School

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The Secretary Treasurer and Director of Maintenance and Transportation shall adhere to the following procedures in purchasing material directly related to the maintenance and transportation category of the school Division budgets.

Principals or their designate shall forward all purchase orders for supplies. The requisitions shall be signed by the Superintendent, who authorizes the purchase of the goods.

The Superintendent gives the authorized purchase orders to the clerk who gives each purchase order a number. These numbers are written on the purchase orders and in the purchase order number guide.

The Secretary Treasurer signs the purchase order where the price and account code are authorized.

The clerk stamps the purchase orders with the "10%" stamp and tears them apart. The original is mailed to the supplier; the yellow copy is put in the accounts payable file; the pink copy is sent to the Business Assistant for data processing information and the numerical file; the final copy is sent to the department which originated the purchase order.

When the signed packing slips are received from the department originating the purchase order, they are filed with the purchase order pending receipt of the invoice or statement.

Upon receipt of the invoice, it is made certain that no prior payment has been issued, and the additions are checked for accuracy. The packing slip is compared to the invoice for any back orders. The back orders are noted on the purchase order, and a copy is retained in the accounts payable file.

The packing slip and invoice are attached to the purchase order ready for payment unless there is more than 10% difference. In this case, the clerk sends the information to the Business Assistant who notifies the department originating the purchase order. This department then decides if the order should be accepted or sent back to the supplier. If accepted, the attachments are sent back to the clerk who types the cheque, protects the cheque, and gives the original to the Secretary Treasurer for signing.

The yellow and pink copies are coded and verified with the pink copies of the purchase orders. When this process is completed, a list is typed for Board information.

After the meeting, the cheque copies are divided. The yellow copy remains with the packing slip, invoice and purchase order for filing, and the pink copy goes to the Business Assistant for preparation for data processing.

At month end, purchase orders are checked for the 60-day cancellation policy.

(1) P.S.A. Section 70