

APPENDIX A

School District No. 23 (Central Okanagan)

Policies And Procedures



“Together We Learn”

Section Two: School District Administration

206 – PURCHASING

Introduction

The Board of Education believes that all employees procuring goods and/or services on behalf of the Central Okanagan Public Schools are representatives of the School District and as such should conduct themselves accordingly.

Policy

1. Specific procedures for the acquisition of goods and services are the responsibility of the Secretary-Treasurer. Procedures must be tailored to effectively meet the needs of the School District’s management structure therefore authority to initiate expenditures shall be assigned to individual employees who have responsibility for specific accounts. These procedures will be outlined to employees through an administrative procedure.
2. School District employees at all levels will follow the legal requirements for Public Purchasing in British Columbia in all purchasing activities.
3. School District employees will conduct themselves in such a fashion as to ensure the District is viewed as an honest, forthright organization that is acquiring goods and services in an ethical manner.
4. Employees will seek best value in all purchasing activities by ensuring that needs are clearly defined and responses are evaluated fairly to achieve a result that serves the best interest of the Central Okanagan Public Schools.

Date Agreed: June 27, 2007

Date Amended: December 13, 2017

Date Reviewed: December 11, 2013

Related Document: Policy 205: Administration of Finances