



PURCHASING

Context

All goods and services are to be acquired in accordance with following acquisition dollar thresholds:

VALUE	PROCUREMENT METHOD
Over \$125,000	Public Consultation [i.e., Tender Request, Request for Proposal (RFP); Request for Quote (RFQ); Expression of Interest; or Notice of Intent (NOI)] Purchase Order required.
\$20,001 to \$125,000	Minimum of Three (3) Written Quotations to be submitted to Purchasing. Purchase Order required.
\$5,001 to \$20,000	Minimum of Three (3) Verbal Quotations (excluding books, athletic clothing, field trips, donations, graduation events, and fundraising) Backup to be available upon request. Purchase Order required.
Up to \$5,000	VISA Purchasing Card or School Funds No Purchase Order required.

Notes

1. The Purchasing Manager may deem a Public Consultation Procurement (PCP) method necessary for a purchase of any dollar value. A PCP method must but must always be used if the value is over \$125,000.
2. Purchase orders are optional for purchases less than or equal to \$5,000 but are mandatory for purchases that are greater than \$5,000, excluding books and athletic clothing, field trips, donations, graduation events, and fundraising.
3. Purchase orders are the accepted method for obtaining any goods or services. The purchase order form is initiated as a requisition only. It is not an official purchase order until approved by the Purchasing Manager.
4. US purchases should use the purchase order process to minimize ancillary costs (i.e., brokerage, duty, freight, US conversion costs, GST).

5. Any item in the Central Stores catalogue is available through the stock requisition software program.
6. No purchases of computer software or computer hardware are to be made without a Purchase Order.

Purchasing procedures are guided by the following principles to ensure an appropriate standard of performance for purchasing:

1. Procure the necessary quality and quantity of goods and services in an efficient, timely, and cost-effective manner, while maintaining the controls necessary for public institutions.
2. Encourage the most open bidding process practicable for the acquisition and disposal of goods and services through the public tender process and in accordance with the Freedom of Information Protection of Privacy Act.
3. Ensure the maximum value of an acquisition is obtained by determining the total cost of performing the intended function over the lifetime of the task. This may include, but not be limited to, acquisition cost, disposal value, disposal cost, training cost, maintenance cost, quality of performance and environmental impact.
4. Operate Central Stores for the purchase of goods and services through the most cost-effective means having due regard for the quality of the goods and services required.
5. Procure goods and services with due regard to our commitment to encourage the use of “environmentally friendly” products and services.
6. Follow the guidelines set out in the codes of ethics established by the Purchasing Management Association of Canada.
7. Give preference to local, British Columbian, or Canadian suppliers, in that order, when all bids offered for consideration are deemed equal.

Procedures

1. Non-Purchasing Department Employees
Principals, Vice-Principals, and other employees making a purchase on the District’s behalf are responsible for:
 - 1.1 ensuring all purchases are performed in accordance with Purchasing Policy 206 and the guidelines defined in this Administrative Procedure;
 - 1.2 using their signing authority for all purchases from accounts under their control; and
 - 1.3 using a VISA purchasing card or school funds for small dollar value purchases (i.e., under \$5,000). Purchasing preloaded gift cards with a District VISA is not permitted.

2. Purchasing Department

The Purchasing Department team will provide support to District staff and act as the District's agents authorized to form contractual agreements with vendors by

2.1 approving purchase orders/contracts;

2.2 maintaining records of business transactions as required;

2.3 disposing of assets as required, including surplus and scrap;

2.3 ensuring that all business transactions are conducted ethically and professionally; and

2.4 ensuring that qualified vendors receive requests for tenders, proposals, quotations, or prices.

Relevant Board Policy: 206: Purchasing

Developed by: Secretary-Treasurer/CFO

Date Agreed: September 1, 2003

Date Amended: January 1, 2013, March 12, 2018, June 4, 2018, **TBD 2024**

Related Documents: N/A