

EXCERPT FROM PURCHASING POLICY F-200 **(from the School District Policy and Regulations)**

Requisitions

Purchasing is authorized only to procure goods and services which have received prior approval in the annual budget, or in the case of capital expenditures, have received "EDCAP" approval from the Ministry of Education. The Secretary-Treasurer will authorize variations in the annual budget.

1. All requisitions from schools must be signed by an administrative officer.
2. Requisitions from the Board Office must be signed by an Executive Officer, Controller, Purchasing Manager, Director or Supervisor.
3. Requisitions from Facilities, Transportation or Custodial Services must be signed by the supervisor of the department ordering.

The Controller or Purchasing Manager will ensure that there are adequate funds before purchase orders are approved.

Disposal of Surplus and Scrap

1. The Purchasing Manager and Facilities Supervisor will collectively determine surplus and scrap items and the reallocation or disposal of same at the best price.

Funds will be handled in accordance with Ministry of Education guidelines. Any school or department with surplus equipment must inform Purchasing in writing, providing details of the items at which time Purchasing will arrange for pickup.

Equipment

1. Equipment includes replacement of equipment as approved in sections of the annual budget, and equipment authorized for purchase by the Ministry of Education through the Capital approval process.
2. Purchase orders may only be placed after receiving written tenders from all known suppliers.
3. Where tenders have been received within the prior six-month period, orders may be placed with the firm quoting the last favorable price.
4. When replacing equipment, items replaced shall be traded in or taken out of school for disposal by public sale.