

School District #62 (Sooke)

PURCHASING	No.: F-200
	Effective: Mar. 27/84 Revised: Apr. 12/94

SCHOOL BOARD POLICY

The Board is aware of its responsibility for the careful management of public funds for the acquisition of goods, supplies and services. Every attempt will be made through the Purchasing department to ensure fair and impartial transactions. Consideration will be given to all known suppliers. The anticipated purchase of goods, supplies and services will be assessed on an annual basis to take advantage of quantity purchasing, and to improve the efficiency of the district.

The basic criteria in the acquisition of goods include:

1. Price
2. Quality
3. Service
4. Quantity (with reference to volume purchasing)
5. Availability
6. Delivery