

Saskatchewan Rivers School Division No. 119 Policy Manual

Policy Name:	Purchase of Goods or Services
Policy Type:	Business Administration
Number:	4010
Date Approved:	November 28, 2005
Legal Reference:	<i>The Education Act, 1995</i> : Section 85; 349; 352 and 355

The Board of Education believes that all purchases shall be made to benefit the school division in accordance with purchasing procedures established and approved by the Board.

Guidelines:

1. The Superintendent of Business Administration is responsible to the Director of Education for all purchasing within the school division.
2. All purchases made on behalf of the school division must be made using approved purchasing procedures established under the policy entitled Policy 4001: Purchasing Authority and Procedures.
3. All purchases must be made with the approval of the individual assigned budget responsibility.
4. All acquisitions must adhere to tender requirements as specified in *The Education Act, 1995*.
5. Purchasing decisions shall be based upon the following criteria: product specifications cost of product or service, quality of previous service, past performance of vendor and vendor location.

Saskatchewan Rivers School Division No. 119

Policy Name: Purchase of Goods or Services
Number: 4010

ADMINISTRATIVE PROCEDURES

The Superintendent of Business Administration shall:

1. Maintain a purchasing system which is based upon acceptable purchasing practices that will meet the objectives of the Board.
2. Adhere to tender requirements specified under Sections 349, 352 and 355 of *The Education Act, 1995*.
3. Provide general supervision of all purchasing to:
 - a) ensure proper authorizations are provided for all purchases;
 - b) ensure that budget is available for purchase requests;
 - c) ensure adherence to approved purchasing procedures;
 - d) maintain good vendor relations;
 - e) provide effective and timely procurement.
4. Prepare such reports which may from time to time be required by the Director of Education or Board.