

Red River Valley School Division
ADMINISTRATIVE PROCEDURE B2 - PURCHASING PROCEDURES



The Red River Valley School Division Board of Trustees believes in purchasing supplies, equipment and services, in an efficient and economical manner. The Division's purchasing activity is designed solely to serve the school system. Purchases for individuals will not be made through the Division or through the schools.

Divisional purchasing is divided according to the cost of the item being purchased (including PST and GST). Purchases have been divided into the following categories:

\$50,000 and over	Mandatory Tender (as per Public Schools Act)
\$10,000 to \$49,999	Quotations
\$2,000 to \$9,999	Preapproval (authorized signature) from Administration Office

Bus Garages

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\$10,000 to \$49,999	Quotations
\$5,000 to \$9,999	Pre Approval (authorized signature) from Administration Office

Under certain conditions, the Superintendent & CEO and/or the Secretary-Treasurer may request quotations or tenders for items that do not fall into the tender or quotation categories.

1. TENDERS / QUOTATIONS

1.1 MANDATORY TENDERS

All expenditures for the provision of goods and/or services exceeding \$50,000.00 shall be subject to public tender and/or advertising. Should a purchase in excess of \$50,000.00 be financed through a lease, such transactions shall also be subject to this tender process. It shall be recognized that exceptions to this policy may be made as follows:

- Where the goods must be compatible with existing equipment; or
- When an emergency situation is deemed to prevail.

1.2 TENDER FILE

A file shall be developed for every tender and will contain at least the following:

- copy of the tender advertisement;
- general and specific conditions of the tender;
- tender forms submitted by tenderers;
- a concise summary of tenders;

Cross Reference:

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Amendment Date: June 28, 2006; April 23, 2008; November 10, 2010; May 8, 2017; August 24, 2023

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1.3 TENDER ADVERTISEMENTS/DOCUMENTATION

1.3.1. ADVERTISEMENT

All tender advertisements shall be over the name and title of the Secretary-Treasurer or their designate. Where information regarding specifications or any other matter is best provided by another staff person, that person's name and title shall be included in the public advertisement.

1.3.2. DOCUMENT REVIEW

When a department other than the Secretary-Treasurer's has occasion to tender any of its requirements, all documents (general conditions, specifications, drawing, bid sheets) related to such tenders shall be referred to the Secretary-Treasurer or designate for scrutiny and approval prior to the legal advertisement of the tender and the circulation of documents.

1.3.3. SUPPLIER LISTS

Opportunity shall be provided to suppliers to do business with the Division. To this end, the Secretary-Treasurer's department shall develop and maintain lists of potential suppliers for the various types of materials, equipment, and services. Such supplier lists shall be used in the development of a mailing list for distribution of specifications and tenders. Any supplier may be included in the list upon request.

1.4 TENDER CUSTODY/REVIEW

1.4.1. TENDER CUSTODY

Prior to the closing time for receiving tenders, the Secretary-Treasurer, or designate, shall be responsible for the receipt and the physical control of tenders. Following the closing time for any tender, tender forms shall be turned over to the person supervising tender evaluation and award.

1.4.2. TENDER REVIEW

Following the closing date and time for tenders originated by staff members other than the Secretary-Treasurer, a meeting shall be convened with that person and the Secretary-Treasurer to review tenders received and to determine an appropriate tender award.

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1.4.3. BOARD APPROVAL

All tenders shall be submitted to the Board of Trustees for its approval. Tenders may be submitted for board approval by administration or by a standing committee of the Board. In certain circumstances, the Board may empower a standing committee to award a tender on its behalf without its prior approval, however the awarded tender will be reported to the board as information.

1.5 QUOTATIONS

1.5.1 QUOTATION REQUIRED

Where goods and/or services are not subject to tender and are anticipated to cost in excess of \$10,000.00 but less than \$50,000.00, formal written quotations shall be obtained from a standing list of interested vendors. Wherever possible, a minimum of three quotations should be obtained.

1.5.2 EXEMPTIONS FROM QUOTATIONS

The requirement to obtain quotations will not arise when the following conditions are met:

- where the goods must be compatible with existing equipment; or
- where an emergency situation is deemed to prevail.

2. NON TENDERED ITEMS

2.1 REQUISITIONING

For items not subject to tender or formal quotation, each school or department shall be responsible for initiating orders by submitting purchase orders to the division office for signature and transmittal to the vendor, for items \$9,999.00 or less. Once approved, the purchase order is returned to the school. The school is responsible for placing the order.

2.2 TENDERS/QUOTATIONS REQUIRED

The Superintendent & CEO, Assistant Superintendent or Secretary-Treasurer may require tenders or quotations to be obtained for expenditures, which are less than \$5,000.00. Please refer to Section 4.2.1 for information relative to making commitments at the school level.

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3. PURCHASING PROCEDURES

3.1 SIGNING PURCHASE ORDERS

The order of precedence for signing purchase orders shall be the Secretary-Treasurer followed by the Assistant Superintendent or the Superintendent & CEO. It is recognized that either of the incumbents in these positions may designate the principal or other divisional personnel, to perform this task if the expenditure is under \$2,000.00. Any such authorization must be approved, written and filed by the Superintendent & CEO or Secretary-Treasurer.

3.2 SITE/DEPARTMENT BASED COMMITMENTS (Confirmation Order)

3.2.1. DOLLAR LIMIT/EXCLUSIONS

Generally, schools, departments or authorized employees may make commitments to vendors or service providers for goods or services having a maximum cost, including all applicable taxes, of \$2,000. The Superintendent & CEO or Secretary-Treasurer may exclude certain purchases from being eligible to be made from this limit. In these circumstances, written or verbal advice of such exclusions will be provided.

3.2.2. OVER EXPENDITURES

Authorization to sign purchase orders will be removed from schools or departments, who do not demonstrate prudent fiscal management. Such notice shall be given in writing.

3.3 COMPLETION OF PURCHASE ORDERS

Red River Valley School Division Purchase Orders shall be issued for all purchases with the exception of goods and services covered by:

- A signed contract or agreement
- An approved tender
- Petty cash purchases

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Purchase Orders (PO's) are issued to:

- Authorize a purchase and guarantee payment for services/goods to a supplier
- Record a commitment of expenditure prior to issuing a payment
- Provide an accounting control for purchasing and audit record

Purchase orders that have not been paid within 60 days of issue will be investigated and voided if necessary.

To initiate a Purchase Order:

- Requests shall be made to the person with authority to commit funds that have been allocated to their department.
- Administrator will indicate budget area.
- Once approved, the secretary of the department will enter the order into the purchase order system.
- A specification which adequately describes to the supplier the characteristics and the quality standards of the item required.
- A firm quoted, net, delivered price, whenever possible.
- Clear delivery instructions, including place and time.
- Signature of authorized persons.
- Budget account code number.

Control of Purchase Orders:

- Purchase Orders are the control document for the entire purchasing and accounting procedure.
- Void or cancelled Purchase Orders must be communicated to the Division Office.
- All copies of Purchase Orders should be kept at the school in numerical order until June 30th.

Purchase Order Copy Distribution

- School/Department secretary is to send approved purchase order to the vendor and then send it to the Division Office

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Processing the Purchase Order Once the Goods Have Been Received:

- When an order is received, complete the process as follows:
 - i) Check off all items received
 - ii) Put B/O beside all items that have been back-ordered
 - iii) If a quantity was ordered and only part of that quantity received, mark the number received
 - iv) If the item has been cancelled or is no longer available, write Cancel beside the item and communicate to the Division Office.

Invoices:

- The purchase order indicates that suppliers must send invoices to the Division Office.
- If an invoice is inadvertently sent to the school, please forward it immediately to the Division Office and notify the vendor of the correct address.

3.4 EMPLOYEE PURCHASING & REIMBURSEMENT

The School Division strongly encourages purchases to be made through approved vendors and the purchase order procedure. However, from time to time an employee may be required to use their own funds for a purchase. These purchases require pre-approval by way of the purchase order procedure outlined above. If pre-approval for a purchase is not received, the Administrator has the authority to refuse reimbursement for the purchase.

Receipts must be submitted promptly. The School Division does not assume responsibility for any interest or bank charges incurred on personal bank or credit card accounts.

3.5 PETTY CASH - SCHOOL LEVEL

All schools have been provided the opportunity to have an amount of petty cash that is to be used on an as needed basis. The idea of petty cash is to eliminate the need to do purchase orders or reimburse staff members for very minimal amounts. There are some things that need to be remembered regarding the petty cash fund:

1. All staff must have pre-approval from the Principal for purchases to be covered through the petty cash fund. If pre-approval for a purchase is not made, the Principal has the authority to refuse reimbursement for the purchase.

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2. There must be actual invoices to support all purchases claimed through petty cash. Staff should be informed that purchases being refunded through the school petty cash need to be on a separate invoice and should not be on a receipt that includes personal purchases.
3. When the petty cash is getting depleted, the school can request to have it replenished. This is done by completing the "Petty Cash" form that has been provided to the school.

Completing the Form:

- a. Fill out the School and Date fields.
 - b. List all vouchers or receipts that have been paid from the petty cash fund.
 - c. Do a count of the cash on hand and complete the Cash on Hand section of the form. (NOTE: The petty cash total field should always equal the total amount of the school's petty cash fund.)
 - d. Attach all original invoices or receipts to the Petty Cash form, have it signed by the Principal, and forward it to the Division office for approval and payment. (Please keep a photocopy of this form in case it gets lost or damaged in transit.)
4. The payment to replenish the petty cash fund will come in the form of a cheque made payable to the person responsible for the petty cash.
 5. Year End - All petty cash funds need to be replenished as of June 30th of each year. Expenses should not carry over into the next fiscal year.
 6. Audit - The Secretary Treasurer or designate will conduct spontaneous audits on school petty cash funds. This will assure that all records and true amounts are kept in the funds at all times.

4. BUDGETARY COMPLIANCE

4.1 ISSUANCE OF PURCHASE ORDER

The Secretary-Treasurer, Superintendent & CEO or designate are authorized to issue purchase orders when all or any of the following circumstances have been met:

- Where formal tendering procedures required by policy or Provincial statutes have been fulfilled;
- When budget appropriations are adequate to cover such obligations.

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4.2 EXPECTATIONS OF BUDGETER

Staff persons issuing purchase orders or making commitments under the provisions of the policy shall refrain from taking measures that would result in an over expenditure of the related budget. Circumstances necessitating the issuance of a purchase order exceeding budget availability must be reviewed and approved by either the Superintendent & CEO or Secretary-Treasurer and reported to the Board.

4.3 LEASE/CONTRACTS

When lease/contracts are being contemplated for purchases described under 3.2.1, they will be divided into those for which the School Administrator shall be responsible for reviewing and executing as signing officer and those for which the Secretary-Treasurer shall be responsible for reviewing, arranging for any lease to purchase and executing by the Superintendent & CEO and Secretary-Treasurer.

Those leases/contracts for which the School Administrator shall be responsible (as per paragraph one of section 4.3) are those that are non-renewable and must not contain any "lease to purchase" option. Some examples of these types of leases/contracts are: Jostens, Artists in the School, Fundraising (Bothwell's, pizza, chocolates) and PD costs (speakers, accommodations, etc.).

Those leases/contracts for which the Secretary-Treasurer and Superintendent & CEO shall be responsible for (as per paragraph one of section 4.3) are those which are part of the normal course of operation, automatically renewable, and those which contain a "lease to purchase" option. Some examples of these types of leases/contracts are: Photocopiers (including "Cost Per Copy" agreements), Telephone Systems (including cell phone agreements).

Contracts that are not routine in nature, such as Joint Use Agreements, purchase or sale of land, etc. must be brought forward to the board at a regular meeting, and upon approval, be signed by the Division's signing authorities.

4.4 GIFT CARDS

Schools requiring Gift Cards, must purchase them via the Division Office. A purchase order is to be completed indicating the number of gift cards and denominations. A list of recipients must be sent to the Division Office as soon as possible after the delivery. This list will be attached to the purchase order.

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