

<p><b>Kelsey School Division</b> <b>Box 4700</b> <b>The Pas, MB R9A 1R4</b></p> <p><b>Phone: 623-6421</b></p>	<p><b>Code: DJF</b></p>
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## **PURCHASING PROCEDURES**

### **A. Introduction**

1. Purchasing on behalf of the Division shall be carried out by the Secretary Treasurer.
2. The Kelsey School Division philosophically agrees with the use of recycled products. To this end, the School Division encourages and requests that all attempts be made to use recycled products providing that these recycled products may be purchased at no more than 5% above the cost at which regular non-recycled products may be purchased.

### **B. Tendering**

1. Public Tenders shall be called for items in accordance with the Public Schools Act (P. S. A. Section 70). All such purchases shall be made by Public Tender with exceptions as stated below.
2. Except as otherwise specified, purchase orders must be awarded to the lowest tenderer where specifications are met within budgetary limits.
3. Single or small scale purchases with a dollar value below \$5000.00 may be made without tendering but by obtaining price quotations from two or more suppliers, wherever possible.

### **C. Tendering Process**

1. Request for tenders: Tenders shall be called for using the school division website, local media and other media as required. Advertising shall include clear descriptions of the items tendered, school division requirements, and the tendering deadline.
2. A tender which does not meet specifications will not be considered, unless otherwise directed by the Finance Committee due to tendering deficiencies.
3. The Secretary Treasurer shall, in the presence of another Division employee, review all tenders, approve purchases, and inform the appropriate department of the decision.
4. All tenders and quotations received shall be considered confidential. Notification shall be made to unsuccessful tenderers.

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5. When the lowest tender meets specifications, but is not acceptable, a recommendation and referral shall be made to the Finance Committee.
6. Tenders which are not within budgetary limitations either in quantity or dollar value shall be referred to the Finance Committee.
7. In cases in which there is a single supplier (i.e. library books, videos) and in emergency situations (such as mechanical and electrical items immediately critical to the operation of a school), tendering procedures may be set aside by the Secretary-Treasurer.
8. All successful tenders shall be reported to the Board showing items to be purchased, successful tenders, amount of tender, budgeted amount and budget category. Such reports shall be included in the report of the Secretary Treasurer.
9. The Division office personnel may not make purchases on behalf of staff members, but may refer them to qualified suppliers.

**D. Bidding Requirements**

1. Bid Deposits  
When the Division expects that a tender will exceed \$5,000.00 (five thousand dollars) for work in building construction or building renovation, the firm submitting a tender may be required by the School Division to deposit with the School Division cash, a certified cheque, or bearer bonds, in the amount of not less than one-tenth of the price being tendered. Bid deposits may be required as determined by the Board in other areas depending on market stability.
2. Performance Bonds  
Performance bonds may be required on major construction projects, supply or equipment items, to a maximum amount equal to 50% of awarded tender.

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**Regulations:**

1. The Superintendent and Secretary Treasurer shall adhere to the following procedures when authorizing Purchases.
2. Principals, Supervisors, or their designate shall forward all purchase orders to the Superintendent, after entering the information into the division computer system and signing the purchase order, keeping a copy for the school records.
3. The Superintendent will forward the authorized purchase orders to the Secretary Treasurer who ensures the budget requirements are met.
4. The Secretary Treasurer will forward the information to the Business Assistant who mails the original to the supplier and makes a copy for numerical filing.
5. Upon receipt of the goods the packing slip is signed by Principals, Supervisors, or their designate and forwarded to the Business Assistant, with a copy of the purchase order. Any backorder information or price differential is noted on the packing slip. A copy of this information shall be kept by the Principals, Supervisors, or their designate.
6. Upon receipt of the signed packing slip and purchase order, they are filed by the Business Assistant pending the receipt of the invoice.
7. Upon receipt of the invoice, it is made certain that no prior payment has been issued and calculations are checked for accuracy. The packing slip is compared to the invoice for any back orders. A copy is kept on file till the order is completed.
8. The packing slip and invoice are attached to the purchase order, ready for payment. If there is an excess of 10% difference between the invoice and the purchase order, the Business Assistant notifies the department originating the purchase order. If the department accepts the price change it is signed. The Business Assistant then proceeds with the payment.
9. The Secretary-Treasurer approves the accounts payable list and upon payment, a list is sent to the Finance committee chair for his approval, by signature.
10. At month end, purchase orders are checked for the outstanding orders over 60 days. Schools are notified and follow up with suppliers. Information obtained is given to the Business Assistant.