



Rationale

The Sunrise School Division acquires approximately \$10 million worth of goods and services on an annual basis. Obtaining these goods and services in a cost-effective manner assists us in providing quality learning opportunities for our students.

All responsible suppliers will be given the opportunity to do business with the division.

Procedure

Under the supervision of the Secretary-Treasurer, the Purchasing Manager coordinates the purchase of all authorized equipment, supplies and services for all sites. The purchase must be an expenditure included in the total budget or one approved by the Board.

The following divisional purchasing guidelines apply to Sunrise operating and school funds and any purchases.

\$0-\$4,999 (excluding taxes):

Expenditures for goods and services will be approved by the Department Manager, School Administrator or Purchasing Manager through SRB.

\$5,000-\$19,999 (excluding taxes):

Expenditures for goods and services require:

- a minimum of three telephone quotations
- approval by the Department Manager, School Administrator or Purchasing Manager
- approval by the Secretary-Treasurer

Note: When placing orders greater than \$5,000 to one supplier, the order must not be broken into lesser amounts to negate the quotation or approval process. If this occurs, the purchasing power of the individual may be removed.

\$20,000-\$49,999 (excluding taxes):

Expenditures for goods and services require:

- a minimum of three written quotations
- approval by the Department Manager, School Administrator or Purchasing Manager
- approval by the Secretary-Treasurer

\$50,000 and over (excluding taxes):

Expenditures will comply with *The Public Schools Act* procedures for processing through a Request for Proposal/Tender as per Sunrise procedure. Board approval is required.



Exception to the above quotation or tendering requirements for expenditures of \$50,000 or over may be made as follows:

- where the goods or services are available only from one or two sources
- where the goods must be compatible with existing equipment
- when an emergency situation is deemed to prevail

In the event of an emergency expenditure over \$50,000, the Chair of the Board and the Secretary-Treasurer may authorize the expenditure and report it to the Board at the next regular meeting.

Other Considerations

Items commonly used in the various schools or locations should be standardized to improve consistency with educational goals and in the interest of efficiency or economy.

Canadian suppliers must be considered before making purchases from the United States or another international location.

Contracts

All contracts must be approved by the Secretary-Treasurer/designate or Chair of the Board. The Purchasing Manager must receive all contracts for review and to obtain the appropriate authorizing signatures as previously noted.

Prohibited Activities

Employees at the division cannot:

- act as an agent for any person in the sale, or in promoting the sale, of items for use in a school
- receive any remuneration or other benefit/compensation for participating in or promoting a sale

Cross Reference:		
Date Adopted: August 1, 2017	Date Amended:	Board Motion(s):
Policy:	Guidelines:	Exhibit: DJA-E1, DJA-E2