

ROLLING RIVER SCHOOL DIVISION POLICY

Purchasing Authority

DJA/P

Purchasing shall serve the educational programs of the Division by providing the necessary equipment, supplies, materials and services.

The Board shall encourage all responsible suppliers to engage in business with the Division. Purchase decisions shall consider:

- lowest cost to the Division,
- suppliers resident in the Division,
- suppliers with positive past performance,
- the quality of goods provided,
- service satisfaction.

Purchasing on behalf of the Division shall be carried out under the direction of the Secretary-Treasurer or as delegated herein.

Principals, Supervisors and Administrators to whom budget allocations have been made, have the authority to commit funds that have been allocated to their department or jurisdictional units for goods and services.

The Secretary-Treasurer, Principals, Supervisors or Administrators may delegate purchasing authority to subordinates. Within the limitations of Policy, this delegation must be requested in writing and specify the type of expenditure that may be approved and the maximum amount that may be committed. Written requests for delegations will be forwarded to the Secretary-Treasurer with a specimen signature of the authorised employee. The delegation of authority does not lessen the responsibility of the prime delegate. The Secretary-Treasurer shall approve the delegation of authority in writing.

Purchase Authority Limits (exclusive of taxes and shipping)	Approved Level of Authority
\$10 000.00 or more	Secretary-Treasurer
Up to \$10 000.00	Principals, Supervisors or Administrators
Up to \$500.00	Written authority delegated to subordinate employees by Principals, Supervisors or Administrators

All purchases shall be made as per policy and regulations under purchase order, contract or agreement for goods / services, tender or invitations for price quotation.

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Purchasing Authority - Continued

DJA/P

Tenders – Goods and Services over \$50,000

Subject to Section 70 of the Public Schools Act, all expenditures for goods and / or services over \$50,000 shall be made by public tender.

Summaries on tenders received for goods or services over \$50,000 shall be made to the Board who shall accept said tender by Board resolution.

Tenders on goods or services over \$50,000, which meet specifications, will generally be awarded to the lowest tender. When the Administration recommends accepting a bid that is not the lowest tender, the tender will be referred, if applicable, to the appropriate Board Standing Committee for review and recommendation prior to presentation to the Board.

Non-Tendered Purchases – Goods and Services over \$5,000

The Division shall receive quotations and / or invite proposals from a minimum of two suppliers for all goods and/or services in excess of \$5000.00 when one or more of the following exceptions do not apply:

- The goods and services are available from only one or two sources
- The goods and/or services must be compatible with existing equipment
- There is an urgent need for immediate availability of the goods and/or services

The Division shall strive to be efficient and obtain economies of scale for all purchases of goods and/or services that are commonly used in various schools and offices.

When in the opinion of the Secretary-Treasurer it is of advantage to the Division, public tender and/or invitation to suppliers for quotations may be made on any goods and /or services.

Legislative Reference: Public Schools Act (70)

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Regulation

Date Adopted: October 4, 2001
Date Revised: October 19, 2006
Date Revised: November 3, 2010

ROLLING RIVER SCHOOL DIVISION REGULATION

Purchasing Authority

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Delegation of Purchasing Authority

Each employee delegated the authority for purchasing shall complete a Rolling River School Division Authorization for Purchasing form and forward it for approval by the Secretary-Treasurer.

Approved forms will be copied to the Principal, Supervisor or Administrator and the original shall be maintained on file in the Accounts office.

Reference form # Rolling River School Division Authorization for Purchasing form

Purchase Orders

Rolling River 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
- Eligible Business and travel related expenditures

The Secretary-Treasurer shall assign Purchase Orders to appropriate Principals, Supervisors and / or Administrators who shall be accountable for the distribution of said purchase orders to suppliers.

Only employees with an approved delegation for purchasing form on file will complete and approve purchase orders.

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

Purchase Orders (PO's) are issued to:

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

A Purchase Order should cover all purchases except approved purchases made through a signed contract or agreement, an approved tender, petty cash purchases, or eligible business and travel related expenditures.

1. Control of Purchase Orders

- Purchase Orders are the control document for the entire purchasing and accounting procedure.
- Each school will sequentially number its purchase orders. The school is responsible for keeping track of all purchase order numbers assigned to it. A log of each purchase order number and corresponding vendor must be

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Purchasing Authority - Continued

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maintained and provided to the Secretary-Treasurer at the end of each school year. (see example below).

- The purchase order must be completed and signed by an approved signing authority (usually Principal / Vice Principal) before being released.
- Void or cancelled Purchase Orders must be sent in to the Division Office, a copy must also be kept in the school file. Clearly mark them as VOID or CANCELLED.
- All copies of Purchase Orders must be filed at the school in numerical order.
- Purchase Orders must be kept on file for three years before being destroyed. The school is responsible to keep a copy of all assigned Purchase Orders, filed numerically by school year, for this three-year period.

2. Purchase Order Copy Distribution

- i. One copy is sent to the supplier
- ii. The second copy is stamped "COPY" and filed at the school until the goods are received

3. 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 (see below for further information on Back Orders)
 - 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
 - v. Sign and date the purchase order
- When the order is completely received, stamp the Purchase Order "Received", initial and date. Make a copy. This copy is retained for school records. Send the original copy of the purchase order, stamped, dated and signed as above, immediately to the Division Office. This copy notifies the division office that goods are received and approves payment of invoices.

Back Orders:

- Mark the Purchase Order as above.
- Take a photocopy of the Purchase Order and highlight the received items with green marker; initial, date and send immediately to the Division Office. This will be the authority to pay for the items highlighted as received. If there is still a back-order, then again photocopy the marked Purchase Order, highlight the additional items received, and send the photocopy to the Division Office. When the order is finally complete, stamp the Purchase Order "Received", initial and date. Make a copy. The copy is retained for school records. Send the original copy of the purchase order to the Division Office. Proper handling of the Purchase Order is the key to accurate and efficient control of the purchasing and the accounting system.

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4. Invoices

- The purchase order indicates that suppliers must send invoices to the Administration Office.
- If an invoice is inadvertently sent to the school, please forward it immediately to the Division Office.

If payment for goods or services without a Purchase Order is requested from a school or office, the signing authority at the school must request payment by:

- Completing a Miscellaneous Purchase Form
- Attaching the itemized receipt,
- indicating a reason a purchase order was not issued,
- indicating the expenditure coding and
- returning to Division Office.

The Secretary Treasurer will be the final authority to approve said invoice. Invoices for goods without Purchase Orders should be rare and will only be considered in extenuating circumstances.

Contracts and Agreements for Goods / Services

Goods or Service Contracts or Agreements entered into by the Division shall be signed by the Secretary-Treasurer and shall provide the following information:

- a) the nature of the service
- b) the financial obligations agreed to
- c) the period of time that the contract covers
- d) the invoicing procedure, or a payment schedule
- e) a termination clause
- f) a table of contents regarding the negotiated work plan
- g) the staff member or members given the authority to act on behalf of the Division.

*Reference Form # **Fee for Service / Purchase of Goods Agreement Template***

Tenders

Tenders shall be directed to the attention of the Secretary-Treasurer and made according to accepted tendering procedures and will include:

- appropriate advertising a minimum of one week in advance of closing dates
- defined stated closing dates and adherence to those dates
- detailed specifications for goods and / or services required

*Reference Form # **Tender Template for the Supply of***

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Purchasing Authority - Continued

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Invitations for Quotations

Invitations for Price Quotations shall be directed to the attention of the appropriate Principal, Supervisor or Administrator and will include:

- defined stated closing dates and adherence to those dates
- appropriate deadline for submission of quotation a minimum of one week after the date of mailing / invitation
- detailed specifications for goods and / or services required

*Reference Form # **Quotation Template for the Supply of***

Legislative Reference: Public Schools Act (70)

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Policy**

Date Adopted: October 1, 2001

Date Revised: October 19, 2006

Date Revised: November 3, 2010

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Rolling River School Division Authorization for Purchasing Form For the XXXX-XXXX School Year

Employee Name (please print)

Job Title (please print)

Signature Specimen

Date

Complete for Non-Supervisory Employees

Recommended By:

Principal / Supervisor / Administrator

For Office Use Only

Type of Expenditure Commitment

Goods (equipment, materials, supplies) Services

Maximum Expenditure Level Authorized

\$100.00 \$200.00 \$500.00 \$10,000.00

Approved By:

Secretary Treasurer

Date

cc: Accounts Department
 Principal / Supervisor / Administrator

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Fee for Service / Purchase of Goods Agreement Template

Between

And

(hereafter call the Service / Goods Provider)

The undersigned do hereby agree to the following terms of this agreement:

- 1) That the Service / Goods Provider will perform services / provide goods as outlined in the attachment Appendix A called .
- 2) That the period for the provision of said services will be to and from to .
- 3) That the total fee to be provided for said service is .
- 4) That said fee will be payable in equal installments of according to the following schedule / on the following dates:

- 5) That the service / goods provider will be responsible for payment of any applicable government taxes, charges or assessments related to this fee.
- 6) That termination of this agreement can be instituted either by written notice of either party to the other, to be received a minimum of in advance of the date of termination of the agreement.

Signed this _____ day of , in the town of , Manitoba, Canada.

, Service / Goods Provider

Witnessed by:

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Tender Template

For the Supply of

In accordance with the following, sealed tenders will be received up to _____, for the supply of _____, to the attention of:

Secretary-Treasurer
Rolling River School Division
Administration Office
Box 1170
Minnedosa, MB R0J 1E0

“ TENDER ”

- a) Specifications and the form of the tender are enclosed. One copy is to be submitted in an envelope marked “TENDER “. Tender form must display the name of the company and be submitted with name, title and signature of a signing officer of the firm.
- b) Unit prices shown DO NOT include Provincial Sales or Goods and Services Tax.
- c) All material to be delivered F.O.B. to _____ as indicated on purchase orders when received.
- d) Prices to be guaranteed from _____ to _____ .
- e) Delivery to occur on / between _____ .
- f) Samples of goods to be provided upon request.
- g) Quantities are approximate and may vary on orders submitted.
- h) Tender to be awarded in whole or part.
- i) Late tenders not accepted.
- j) The lowest or any tender will not necessarily be accepted.

For further information, please contact:

Rolling River School Division
Box 1170
Minnedosa, MB
R0J 1E0
Telephone: (204) 867-2754
E-mail: rrsd@rrsd.mb.ca

ROLLING RIVER SCHOOL DIVISION REGULATION

Quotation Template

For the Supply of

General Conditions

In accordance with the following, sealed quotations are invited and will be received up to
, for the supply of , to the attention of:

Secretary-Treasurer
Rolling River School Division
Administration Office
Box 1170
Minnedosa, MB R0J 1E0

“ QUOTATION”

- a) Specifications and the form of the quotation are enclosed. One copy is to be submitted in an envelope marked “ QUOTATION”. Quotation form must display the name of the company and be submitted with name, title and signature of an authorized signing officer for the firm.
- b) Unit prices shown DO NOT include Provincial Sales or Goods and Services Tax.
- c) All material to be delivered F.O.B. to as indicated on purchase orders when received.
- d) Prices to be guaranteed from to .
- e) Delivery to occur on / between .
- f) Samples of goods to be provided upon request.
- g) Quantities are approximate and may vary on orders submitted.
- h) Quotation to be awarded in whole or part.
- i) Late tenders not accepted.
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For further information, please contact:
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