

BOARD ADMINISTRATIVE PROCEDURE	
Administrative Procedure <b>Purchasing</b>	Administrative Procedure Number <b>610</b>
Directional Policy <b>600 – Stewardship of Resources</b>	

**Title of Administrative Procedure:**

Purchasing

**Date Approved:**

November 19, 2019

**Projected Review Date:**

November 2024

**Directional Policy Alignment:**

This Administrative Procedure aligns with the Stewardship of Resources Directional Policy – 600 by ensuring that employees understand the expectations regarding incurring financial commitments and purchasing goods and services on behalf of the board in a cost-effective manner, demonstrating openness and fairness to all potential vendors.

**Alignment with Multi-Year Strategic Plan:**

The Purchasing Administrative Procedure – 610 aligns with our strategic priorities by establishing transparent procedures and efficient processes regarding the acquisition of goods and services on behalf of the board. These processes are a means to ensuring the board, while serving its students, meets its regulatory requirements and achieves value in the use of public funds.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

**Action Required:**

1.0 Purchasing Processes

- 1.1 Purchasing involves the identification and recognition of the need for goods and services used by the various operations of the Peterborough Victoria Northumberland and Clarington Catholic District School Board. Processes guiding the satisfaction of those needs are meant to ensure that purchasers obtain value for the board via the lowest possible cost, consistent with the best quality of goods and services available, and the timeliness of delivery. The Purchasing Department reflects the dual role of a service department and a primary contact between the Peterborough Victoria Northumberland and Clarington Catholic District School Board and the supplier in the procurement of goods.
- 1.2 All departments and staff with the responsibility to purchase must respect and adhere to the Boards purchasing procedures. The Purchasing Department oversees all Board purchasing and will support and foster processes to seek, obtain, and purchase all goods and services at the lowest possible cost, giving consideration to the guidelines of price, service, quality, and delivery, as well as supporting co-operative and collaborative purchasing.
- 1.3 The Purchasing Department will be responsible for establishing processes and procedures to ensure a competitive bidding process, which may consist of request for tenders, proposals, quotations, or expressions of interest, and statement of capabilities. These processes and procedures will be published in a handbook for distribution throughout the system.
- 1.4 The *Purchasing Handbook* will serve as a tool for personnel training, and will incorporate all aspects of Board purchasing and the methods of purchasing, including purchase orders, purchase requisitions, Visa Purchasing Card purchases, and cooperative purchasing.
- 1.5 The Purchasing Department will monitor compliance with the Ontario Broader Public Sector (BPS) Procurement Directives, laws of Ontario and Canada, as well as compliance with chapter five - Canada Free Trade Agreement (CFTA) and chapter nineteen – Comprehensive Economic and Trade Agreement (CETA) if and where applicable.

## 2.0 Approval Authorities

- 2.1 The authorization for acquisition of goods and services required for annual consumption may be delegated by the Director of Education to the superintendent responsible for a particular department or initiative. All property purchase matters will come before the Board of Trustees for approval.

Title	Maximum Authorized Amount
Superintendent of Business	Up to \$1,000,000
Superintendents of Learning	Up to \$200,000

Once authorized, the superintendent is accountable for those areas of the Board's approved budget and may make commitments on behalf of the Board within their approved budgets and signing limits, and in accordance with approved tendering and purchasing processes. Where there is a need for a significant purchase or commitment not previously contemplated within an approved budget, the Director of Education may approve an expenditure up to \$500,000.

Notwithstanding the above limits, commitments for construction contracts with respect to new school construction or new additions to existing schools with a value in excess of \$1,000,000 will be approved by the Board of Trustees.

A superintendent may further delegate the signing authority, subject to the following limits, with the understanding that the superintendent remains responsible and accountable for expenditures and commitments made.

Title	Maximum authorized amount
Managers	Up to \$50,000
Other management staff and school principals and vice-principals	Up to \$25,000
Administrative Assistants (where a P.O. is present)	Up to \$10,000
Administrative Assistants (where no P.O. is present)	Up to \$1,000

Since each department or program may have a unique management structure, the signing authority limits for each area must be approved by the responsible superintendent and the Superintendent of Business and Finance and filed with the Finance Department.

- 2.2 It is the responsibility of each principal, supervisor, manager, and superintendent to ensure his or her staff are incurring and/or claiming expenses that are appropriate in relation to performing their duties, support the program objectives of the department or school, and maximize the benefits to the Board.

### 3.0 Segregation of Duties

- 3.1 Effective control in an organization includes both the delegation of authority and segregation of duties across functions and individuals. Segregation of duties prevents any one person from controlling the entire purchasing process by segregating approvals for the key stages of the supply chain process.

The five main procurement roles that typically require segregated approval are illustrated below:

Roles	Process
Purchase Requisition	Initiated by School or Dept. Staff
Requisition and Budget Approval	Administrative Assistant, Supervisor, Principal, Vice Principal, Manager, Superintendent up to authorized level. Note: must be at least one level of authority higher than the requisitioner.
Purchase Order	Released by Purchasing Department
Receipt of Goods/Services	Requisitioner will complete receipt entries
Payment	Accounts Payable will process invoice for payment.

Employees are to refer to the Purchasing Handbook to ensure consistent process for purchase of equipment, supplies or services.

### 4.0 Signature Requirements

- 4.1 All approvals will be evidenced by the signature or initials of the appropriate authority.
- 4.2 For Control purposes, the Finance Department will maintain a record of specimen signatures and initials of authorized individuals.
- 4.3 When an authorized person approves a transaction using the Board

accounting or payroll system or any other electronic system maintained by the Board, it shall be considered the same as if the person had signed the document manually.

- 4.4 Where users are provided password access to approval systems noted above depending on their position they, in order to protect the integrity of the data entered, will not share their password with others.

## 5.0 Specific Items

### 5.1 Advertising

Where advertising expenditures are being procured or incurred on behalf of the Board, the following principle applies. The manager/principal responsible will ensure that advertising is purchased for the purposes of informing and educating the public, as well as creating awareness of education programs, services, issues, events and community activities of specific interest or benefit to students and families.

### 5.2 Plant/Facility Purchases

Schools will not enter into agreements or contract with any individuals or trade companies for building maintenance. All facilities related purchases of goods and services must be completed through Plant Services in compliance with the appropriate purchasing procedures.

## 6.0 Purchasing Code of Ethics

- 6.1 All Board employees involved in any aspect of purchasing or other supply chain/ procurement related activities must comply with the following Supply Chain Code of Ethics:

- (a) Personal Integrity and Professionalism

All individuals involved with purchasing or other supply chain related activities must act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence must be integral to all supply chain activities within and between Broader Public Sector organizations, suppliers and other stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. All participants must not engage in any activity that may

create, or appear to create, a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.

(b) Accountability and Transparency

Supply chain activities must be open and accountable. In particular, contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for public money. All participants must ensure that public sector resources are used in a responsible, efficient and effective manner.

(c) Compliance and Continuous Improvement

All individuals involved in purchasing or other supply chain-related activities must comply with the Code of Ethics and the laws of Canada and Ontario. All individuals should continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels, and to share leading practices.

## **Responsibilities:**

### **The Board of Trustees is responsible for:**

- Ensuring alignment of the administrative procedure Purchasing, with the Stewardship of Resources Directional Policy.

### **The Director of Education is responsible for:**

- Ensure compliance with the administrative procedure Purchasing and the Stewardship of Resources Directional Policy.
- Designating resources to implement this Administrative Procedure.

### **Superintendent of Business and Finance:**

- Assigning resources to ensure the implementation of and compliance with this Administrative Procedure.

### **Manager of Purchasing/Planning and Facilities Administration is responsible for:**

- Ensuring that systems and processes are in place so that all purchases of goods and services are compliant with Purchasing Administrative Procedure, the Purchasing Handbook, Ontario Broader Public Sector (BPS) Directives and CETA / CFTA where applicable.

- Ensuring the Purchasing Department maintains overall responsibility for determining the terms and conditions of tendering (including the form and amount of financial security and insurance required), and for administering tender calls and contracts resulting from the tenders.
- Ensuring that the *Purchasing Handbook*, incorporating the objectives and procedures related to the purchasing function, is modified as required to remain current and relevant.
- Providing tools and support to each principal, supervisor, manager, and superintendent to ensure his or her staff are appropriately informed and comply with the Board's approved policy for Purchasing Services and the administrative procedures outlined in the *Purchasing Handbook*.

**Superintendents, Principals, Managers & Supervisors are responsible for:**

- Ensuring all school and department purchases are compliant with the Purchasing Administrative Procedure and the *Purchasing Handbook*.

**Progress Indicators:**

- PVNC will continue the practice of cost effective acquisition of materials, equipment, supplies, and services for the Board through a competitive bidding process that demonstrates openness and fairness to all potential vendors.

**Definitions:**

- **Capital Acquisitions** - Capital acquisitions are all items of furniture, and any equipment with a value of \$500 or more, exclusive of taxes.
- **Competitive Process** - Supplies, equipment, and services must be acquired through a competitive process that ensures the best value for the funds expended to meet specific needs and promote fair and equitable relationships.
- **Purchase Order** - The purchase order is the primary written communication tool between the Board and the designated supplier. Purchase orders are used to convey offers to suppliers, accept offers from suppliers, to confirm existing verbal contracts, and to otherwise formalize a purchase transaction with a supplier.
- **Request for Proposal (RFP)** - A request for proposal is a solicitation of price proposals from qualified suppliers to provide products or services, or to provide alternate options or solutions to resolve an issue or a technical, professional, or management problem.
- **Request for Quotation (RFQ)** - A request for quotation is a written offer or price specifically given upon request, usually in competition with other vendors.

- **Request for Tender (RFT)** - A request for tender is a formal written request for price submissions, normally accompanied by generic descriptions, performance specifications, and specific terms and conditions of supply. A request for tender may be by invitation to selected potential sources of supply based on suppliers' capabilities.

## References:

[Purchasing Handbook](#)

[PVNC Catholic District School Board Vision and Strategic Priorities](#)

[Ontario Broader Public Service Procurement Directives BPS](#)

[Canada Free Trade Agreement CFTA](#)

[Comprehensive Economic and Trade Agreement CETA](#)

[Ontario BPS Interim Measures](#)