

Purchasing Handbook & Procurement Directives

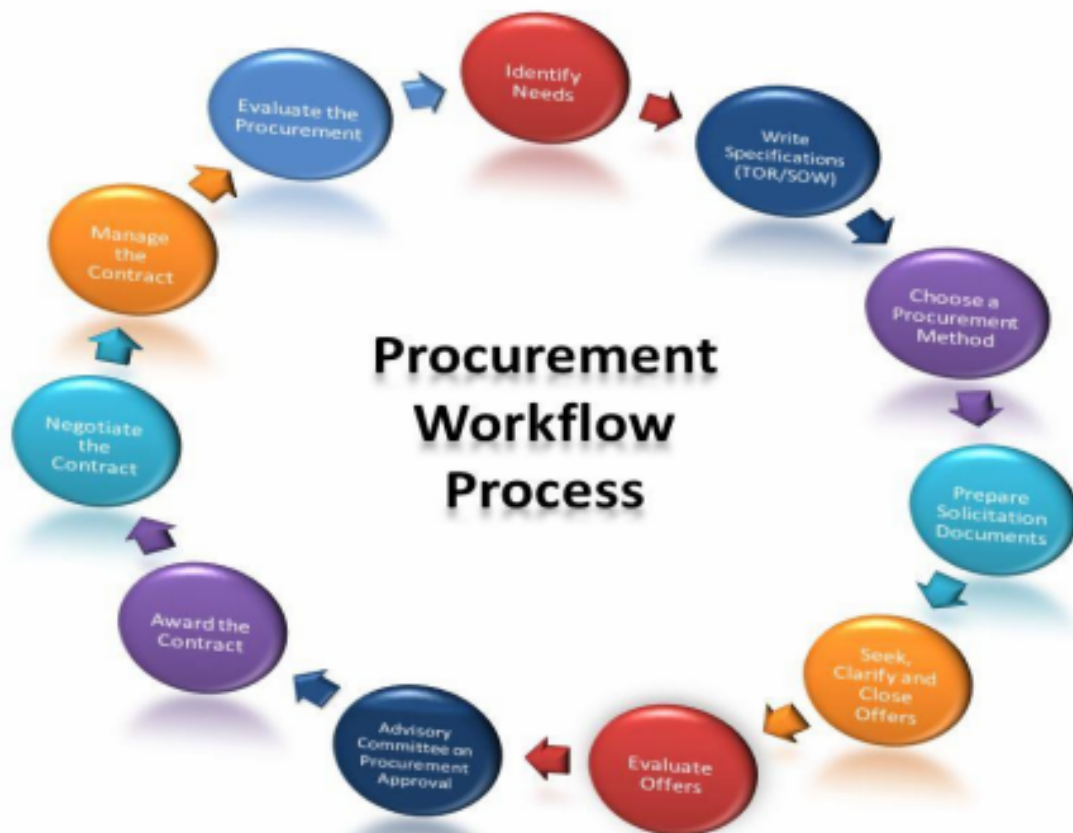


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1.0 Introduction

This represents the Peterborough Victoria Northumberland and Clarington Catholic District School Board's "Procurement Directives and Purchasing Handbook". It is primarily based on the Broader Public Sector Procurement Directives (BPS) and has been tailored to the needs of the Peterborough Victoria Northumberland and Clarington Catholic District School Board.

The "Procurement Directives and Purchasing Handbook" which contains a supply chain code of ethics and 25 mandatory requirements serves a dual purpose. It fulfills the Board's mandatory requirements under the Ministry of Education funding agreement, supports and improves the Board's supply chain activities. The manual incorporates a supply chain code of ethics and procurement procedures standards ensuring the following objectives are met: accountability, transparency, value for money, and effective and high quality service delivery.

All Board employees involved with supply chain related activities must comply with the requirements contained in the Purchasing Policy and Procedures and the "Procurement Directives and Purchasing Handbook".

Thank you for your support in ensuring an ethical, professional and accountable supply chain that supports the success of our students, staff and stewardship of resources.

Kevin Hickey,
Manager of Purchasing, Planning and Facility Administration

2.0 MINISTRY OF FINANCE BROADER PUBLIC SECTOR PROCUREMENT DIRECTIVES - 25 MANDATORY REQUIREMENTS

2.1 Mandatory Requirement #1: Segregation of Duties

Organizations must segregate at least three of the five functional procurement roles: Requisition, Budgeting, Commitment, Receipt and Payment. Responsibilities for these roles must lie with different departments or, at a minimum, with different individuals.

Where it is not feasible to segregate these roles, i.e., for smaller Organizations, adequate compensating controls approved by an external auditor must be put in place.

2.2 Mandatory Requirement #2: Approval Authority

2.2.1 Goods and non-consulting services

Organizations must establish an approval authority schedule (AAS) for procurement of goods and non consulting services. The AAS must identify, for each of the functional procurement roles identified, authorities that are allowed to approve procurements for different dollar thresholds. The AAS must be approved by the board of directors of the Organization or its equivalent.

Prior to commencement, any procurement of goods and non-consulting services must be approved by an appropriate authority in accordance with the AAS of the Organization.

Prior to commencement, any non-competitive procurement of goods or non-consulting services must be approved by an authority one level higher than the AAS requirements for competitive procurement.

2.2.2 Consulting services

Prior to commencement, any procurement of consulting services must be approved in accordance with the Procurement Approval Authority Schedule for Consulting Services below.

Procurement Approval Authority Schedule (AAS) for Consulting Services		
Procurement Method	Procurement Value	Approval Authority
Invitational Competitive	\$0 up to but not including \$100,000	Organization's AAS for goods and non consulting services
Open Competitive	Any value	Organization's AAS for goods and non consulting services
Non-competitive*	\$0 up to but not including \$1,000,000	President, CEO or equivalent
	\$1,000,000 or more	Board of Directors or equivalent

*Exemption-based only

Organizations must not reduce the overall value of procurement (e.g., dividing a single procurement into multiple procurements) in order to circumvent the approval requirements of the organizational AAS or the Procurement AAS for Consulting Services.

2.3 Mandatory Requirement #3: Competitive Procurement Thresholds

Organizations must conduct an open competitive procurement process where the estimated value of procurement of goods or services is \$100,000 or more. The exemptions must be in accordance with the applicable trade agreements.

Organizations must competitively procure consulting services irrespective of value. The exemptions must be in accordance with the applicable trade agreements.

Note: Refer to Board Policy and Procedures on current spending threshold requirements

Goods, Non-Consulting Services and Construction		
Total Procurement Value	Means of Procurement	Recommended/Required
\$0 up to but not including \$100	Petty cash	Recommended
\$100 up to but not including \$3,000	Procurement card (P-card)	Recommended
\$3,000 up to but not including \$10,000	Purchase order	Recommended
\$10,000 up to but not including \$100,000	Invitational competitive procurement (minimum of three suppliers are invited to submit a bid)	Recommended
\$100,000 or more	Open competitive process	Required

Consulting Services		
Total Procurement Value	Means of Procurement	Recommended/Required
\$0 up to but not including \$100,000	Invitational or open competitive process	Required
\$100,000 or more	Open competitive process	Required

Organizations must not reduce the overall value of procurement (e.g., dividing a single procurement into multiple procurements) in order to circumvent competitive procurement thresholds.

2.4 Mandatory Requirement #4: Information Gathering

Where results of informal supplier or product research are insufficient, formal processes such as a Request for Information (RFI) or Request for Expression of Interest (RFEI) may be used if warranted, taking into consideration the time and effort required to conduct them.

A response to RFI or RFEI must not be used to pre-qualify a potential supplier and must not influence the chances of the participating suppliers from becoming the successful proponent in any subsequent opportunity.

2.5 Mandatory Requirement #5: Supplier Pre-Qualification

The Request for Supplier Qualification (RFSQ) enables Organizations to gather information about supplier capabilities and qualifications in order to pre-qualify suppliers for an immediate product or service need or to identify qualified candidates in advance of expected future competitions. Terms and conditions of the RFSQ document must contain language that disclaims any obligation of the Organization to call on any supplier to provide goods or services as a result of pre-qualification.

2.6 Mandatory Requirement #6: Posting Competitive Procurement Documents

Calls for open competitive procurements must be made through an electronic tendering system that is readily accessible by all Canadian suppliers.

2.7 Mandatory Requirement #7: Timelines for Posting Competitive Procurements

Organizations must provide suppliers a minimum response time of 15 calendar days for procurement of goods and services valued at \$100,000 or more.

Organizations must consider providing suppliers a minimum response time of 30 calendar days for procurements of high complexity, risk, and/or dollar value.

2.8 Mandatory Requirement #8: Bid Receipt

Bid submission date and closing time must be clearly stated in competitive procurement documents. Organizations must set the closing date of a competitive procurement process on a normal working day (Monday to Friday, excluding provincial and national holidays).

Submissions that are delivered after the closing time must be returned unopened.

2.9 Mandatory Requirement #9: Evaluation Criteria

Evaluation criteria must be developed, reviewed and approved by an appropriate authority prior to commencement of the competitive procurement process.

Competitive procurement documents must clearly outline mandatory, rated, and other criteria that will be used to evaluate submissions, including weight of each criterion.

Mandatory criteria (e.g., technical standards) should be kept to a minimum to ensure that no bid is unnecessarily disqualified.

Maximum justifiable weighting must be allocated to the price/cost component of the evaluation criteria.

All criteria must comply with Section 7.2.14, Non-discrimination, of the Directive.

The evaluation criteria are to be altered only by means of addendum to the competitive procurement documents.

Organizations may request suppliers to provide alternative strategies or solutions as a part of their submission. Organizations must establish criteria to evaluate alternative strategies or solutions prior to commencement of the

competitive procurement process. Alternative strategies or solutions must not be considered unless they are explicitly requested in the competitive procurement documents.

2.10 Mandatory Requirement #10: Evaluation Process Disclosure

Competitive procurement documents must fully disclose the evaluation methodology and process to be used in assessing submissions, including the method of resolving tie score.

Competitive procurement documents must state that submissions that do not meet the mandatory criteria will be disqualified.

2.11 Mandatory Requirement #11: Evaluation Team

Competitive procurement processes require an evaluation team responsible for reviewing and rating the compliant bids.

Evaluation team members must be made aware of the restrictions related to utilization and distribution of confidential and commercially sensitive information collected through the competitive procurement process and refrain from engaging in activities that may create or appear to create a conflict of interest.

Evaluation team members must sign a conflict-of-interest declaration and non-disclosure of confidential information agreement.

2.12 Mandatory Requirement #12: Evaluation Matrix

Each evaluation team member must complete an evaluation matrix, rating each of the submissions. Records of evaluation scores must be retained for audit purposes.

Evaluators must ensure that everything they say or write about submissions is fair, factual, and fully defensible.

2.13 Mandatory Requirement #13: Winning Bid

The submission that receives the highest evaluation score and meets all mandatory requirements set out in the competitive procurement document must be declared the winning bid.

2.14 Mandatory Requirement #14: Non-Discrimination

Organizations must not discriminate or exercise preferential treatment in awarding a contract to a supplier as a result of a competitive procurement process.

2.15 Mandatory Requirement #15: Executing the Contract

The agreement between the Organization and the successful supplier must be formally defined in a signed written contract before the provision of supplying goods or services commences.

Where an immediate need exists for goods or services, and the Organization and the supplier are unable to finalize the contract as described above, an interim purchase order may be used. The justification of such a decision must be documented and approved by the appropriate authority.

2.16 Mandatory Requirement #16: Establishing the Contract

The contract must be finalized using the form of agreement that was released with the procurement documents.

In circumstances where an alternative procurement strategy has been used (i.e., a form of agreement was not released with the procurement document), the agreement between the Organization and the successful supplier must be defined formally in a signed written contract before the provision of supplying goods or services commences.

2.17 Mandatory Requirement #17: Termination Clauses

All contracts must include appropriate cancellation or termination clauses. Organizations should seek legal advice on the development of such clauses.

When conducting complex procurements, organizations should consider, as appropriate, the use of contract clauses that permit cancellation or termination at critical project life-cycle stages.

2.18 Mandatory Requirement #18: Term of Agreement Modifications

The term of the agreement and any options to extend the agreement must be set out in the competitive procurement documents. An approval by an appropriate authority must be obtained before executing any modifications to the term of agreement.

Extending the term of agreement beyond that set out in the competitive procurement document amounts to non-competitive procurement where the extension affects the value and/or stated deliverables of procurement.

2.19 Mandatory Requirement #19: Contract Award Notification

For procurements valued at \$100,000 or more, Organizations must post, in the same manner as the procurement documents were posted, contract award notification. The notification must be posted after the agreement between the successful supplier and the Organization was executed. Contract award notification must list the name of the successful supplier, agreement start and end dates, and any extension options.

2.20 Mandatory Requirement #20: Supplier Debriefing

For procurements valued at \$100,000 or more, Organizations must inform all unsuccessful suppliers about their entitlement to a debriefing.

Organizations must allow unsuccessful suppliers 60 calendar days following the date of the contract award notification to request a debriefing.

2.21 Mandatory Requirement #21: Non-Competitive Procurement

Organizations should employ a competitive procurement process to achieve optimum value for money. It is recognized, however, that special circumstances may require Organizations to use non competitive procurement.

Organizations may utilize non-competitive procurement only in situations outlined in the exemption, exception, or non-application clauses of the AIT or other trade agreements.

Prior to commencement of non-competitive procurement, supporting documentation must be completed and approved by an appropriate authority within the Organization.

2.22 Mandatory Requirement #22: Contract Management

Procurements and the resulting contracts must be managed responsibly and effectively.

Payments must be made in accordance with provisions of the contract. All invoices must contain detailed information sufficient to warrant payment. Any overpayments must be recovered in a timely manner.

Assignments must be properly documented. Supplier performance must be managed and documented, and any performance issues must be addressed.

To manage disputes with suppliers throughout the life of the contract, Organizations should include a dispute resolution process in their contracts.

For services, organizations must:

- Establish clear terms of reference for the assignment. The terms should include objectives, background, scope, constraints, staff responsibilities, tangible deliverables, timing, progress reporting, approval requirements, and knowledge transfer requirements.
- Establish expense claim and reimbursement rules compliant with the Broader Public Sector Expenses Directive¹ and ensure all expenses are claimed and reimbursed in accordance with these rules.
- Ensure that expenses are claimed and reimbursed only where the contract explicitly provides for reimbursement of expenses.

2.23 Mandatory Requirement #23: Procurement Records Retention

For reporting and auditing purposes, all procurement documentation, as well as any other pertinent information must be retained in a recoverable form for a period of seven years.

Organizations must have a written policy for handling, storing and maintaining the suppliers' confidential and commercially sensitive information.

2.24 Mandatory Requirement #24: Conflict of Interest

Organizations must monitor any conflict of interest that may arise as a result of the Members' of the Organization, advisors', external consultants', or suppliers' involvement with the Supply Chain Activities. Individuals involved with the Supply Chain Activities must declare actual or potential conflicts of interest. Where a conflict of interest arises, it must be evaluated and an appropriate mitigating action must be taken.

2.25 Mandatory Requirement #25: Bid Dispute Resolution

Competitive procurement documents must outline bid dispute resolution procedures to ensure that any dispute is handled in an ethical, fair, reasonable, and timely fashion. Bid dispute resolution procedures must comply with bid protest or dispute resolution procedures set out in the applicable trade agreements.

3 DEFINITIONS

"Accountability" means the obligation of an employee, agent or other person to answer for or be accountable for, work, action or failure to act following delegated authority.

"Agreement" means the formal written document that will be entered into at the end of the procurement process.

"Approval Authority" means the authority delegated by the Organization to a person designated to occupy a position to approve on its behalf one or more procurement functions within the plan-to-pay cycle up to specified dollar limits subject to the applicable legislation, regulations and procedures in effect at such time.

"Award" means the notification to a proponent of acceptance of a proposal, quotation or tender that brings a contract into existence.

"Bid" means a proposal, quotation or tender submitted in response to a solicitation from a contracting authority. A bid covers the response to any of the three principal methods of soliciting bids, i.e., Request for Proposal, Request for Tender and Request for Quotation.

"Bid Protest" means a dispute raised against the methods employed or decisions made by a contracting authority in the administration of a proposal, tender, or quotation process.

"Chief Executive Officer" means the head of operations at Organizations.

"Competitive Procurement" means a set of procedures for developing a procurement contract through a bidding or proposal process. The intent is to solicit fair, impartial, competitive bids.

"Conflict of Interest" means a situation in which financial or other personal considerations have the potential to compromise or bias professional judgment and objectivity. An apparent conflict of interest is one in which a reasonable person would think that the professional's judgment is likely to be compromised.

"Construction" means construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and materials, the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building, structure or other civil engineering or architectural work, but does not include professional consulting services related to the construction contract unless they are included in the procurement.

"Consultant" means a person or entity that under an agreement, other than an employment agreement, provides expert or strategic advice and related services for consideration and decision making.

"Consulting Services" means the provision of expertise or strategic advice that is presented for consideration and decision-making.

"Contract" means an obligation, such as an accepted offer, between competent parties upon a legal consideration, to do or abstain from doing some act. It is essential to the creation of a contract that the parties intend that their agreement shall have legal consequences and be legally enforceable. The essential elements of a contract are an offer and an acceptance of that offer; the capacity of the parties to contract; consideration to support the contract; a mutual identity of consent or consensus ad idem; legality of purpose; and sufficient certainty of terms.

"Designated broader public sector organization" means an Organization to which section 12 of the Broader Public Sector Accountability Act, 2010 applies.

"Electronic Tendering System" means a computer-based system that provides suppliers with access to information related to open competitive procurements.

"Evaluation Criteria" means a benchmark, standard or yardstick against which accomplishment, conformance, performance and suitability of an individual, alternative, activity, product or plan is measured to select the best supplier through a competitive process. Criteria may be qualitative or quantitative in nature.

"Evaluation Matrix" means a tool allowing the evaluation team to rate supplier proposals based on multiple pre-defined evaluation criteria.

"Evaluation Team" means a group of individuals designated/responsible to make award recommendations. The evaluation team would typically include representatives from the Organization and subject matter expert(s). Each member participates to provide business, legal, technical and financial input.

"Goods" means moveable property (including the costs of installing, operating, maintaining or manufacturing such moveable property) including raw materials, products, equipment and other physical objects of every kind and description whether in solid, liquid, gaseous or electronic form, unless they are procured as part of a general construction contract.

"Goods and Services/Goods or Services" means all goods and/or services including construction, consulting services and information technology.

"Organizations" means all organizations listed in Application and Scope, Section 2.

"Information Technology" means the equipment, software, services and processes used to create, store, process, communicate and manage information.

"Invitational Competitive Procurement" means any form of requesting a minimum of three (3) qualified suppliers to submit a written proposal in response to the defined requirements outlined by an individual/organization.

"Non-discrimination" means fairness in treating suppliers and awarding contracts without prejudice, discrimination or preferred treatment.

"Offer" means a promise or a proposal made by one party to another, intending the same to create a legal relationship upon the acceptance of the offer by the other party.

"Procurement" means acquisition by any means, including by purchase, rental, lease or conditional sale, of goods or services.

"Procurement Card (P-Card)" means an organizational credit card program primarily used for low cost, non-inventory, non-capital items, such as office supplies. The card allows procurement or field employees to obtain goods and services without going through the requisition and authorization procedure. P-cards may be set up to restrict use to specific purchases with pre-defined suppliers or stores, and offer central billings.

"Procurement Policies and Procedures (PPP)" means a framework and mandatory requirements to govern how Organizations conduct sourcing, contracting and purchasing activities, including approval segregation and limits,

competitive and non-competitive procurement, conflict of interest and contract awarding.

"Procurement Value" means the estimated total financial commitment resulting from procurement, taking into account optional extensions.

"Purchase Order (PO)" means a written offer made by a purchaser to a supplier formally stating the terms and conditions of a proposed transaction.

"Request for Expressions of Interest (RFEI)" means a document used to gather information on supplier interest in an opportunity or information on supplier capabilities/qualifications. This mechanism may be used when a BPS organization wishes to gain a better understanding of the capacity of the supplier community to provide the services or solutions needed. A response to a RFEI must not pre-qualify a potential supplier and must not influence their chances of being the successful proponent on any subsequent opportunity.

"Request for Information (RFI)" means a document issued to potential suppliers to gather general supplier, service or product information. It is a procurement procedure whereby suppliers are provided with a general or preliminary description of a problem or need and are requested to provide information or advice about how to better define the problem or need, or alternative solutions. A response to an RFI must not pre-qualify a potential supplier and must not influence their chances of being the successful proponent on any subsequent opportunity.

"Request for Proposal (RFP)" means a document used to request suppliers to supply solutions for the delivery of complex products or services or to provide alternative options or solutions. It is a process that uses predefined evaluation criteria in which price is not the only factor.

"Request for Supplier Qualifications (RFSQ)" means a document used to gather information on supplier capabilities and qualifications, with the intention of creating a list of pre-qualified suppliers. This mechanism may be used either to identify qualified candidates in advance of expected future competitions or to narrow the field for an immediate need. Organizations must ensure that the terms and conditions built into the RFSQ contain specific language that disclaims any obligation on the part of the Organization to call on any supplier to provide goods or services as a result of the pre qualification.

"Requisition" means a formal request to obtain goods or services made within an Organization, generally from the end-user to the procurement department.

"Segregation of Duties" means a method of process control to manage conflict of interest, the appearance of conflict of interest, and errors or fraud. It restricts the amount of power held by any one individual. It puts a barrier in place to prevent errors or fraud that may be perpetrated by one individual.

"Services" means intangible products that do not have a physical presence. No transfer of possession or ownership takes place when services are sold, and they (1) cannot be stored or transported, (2) are instantly perishable, and (3) come into existence at the time they are bought and consumed.

"Supplier/Vendor" means any person or organization that, based on an assessment of that person's or organization's financial, technical and commercial capacity, is capable of fulfilling the requirements of procurement.

"Supply Chain Activities" means all activities whether directly or indirectly related to organizational plan, source, procure, move, and pay processes.

"Trade Agreements" means any applicable trade agreement to which Ontario is a signatory.

"Supplier Debriefing" means a practice of informing a supplier why their bid was not selected upon completion of the contract award process.

4 ADMINISTRATIVE PROCEDURES

4.1 Purpose

The purpose of this handbook is to explain and facilitate the understanding of the role of the Purchasing Department within the Board, its procurement functions and procedures and to serve as a tool in personnel training. It is reviewed regularly by the Manager of Purchasing, Planning and Facility Administration to ensure a regular update of procedures related to the purchasing function.

This manual incorporates the purchasing objectives and goals of The Peterborough Victoria Northumberland and Clarington Catholic District School Board. Procedures are modified as required to reflect the changing methods used to carry them out.

Designated staff, having the responsibility for initiating requisitions or committing funds, should have access to this manual. Comments and suggestions for improvement of this handbook and purchasing processes are welcome and should be forwarded to the Manager of Purchasing, Planning and Facility Administration for review.

The purchasing procedures in this handbook cover all aspects of Board purchasing and the methods of purchasing, including purchase orders, purchase requisitions, Visa Purchasing Card purchases, and cooperative purchasing.

4.2 Additional Definitions

4.2.1 Purchasing

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 and the assurance of satisfaction of those needs at the lowest possible cost, consistent with the best quality of goods and services available and 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.

4.2.2 Procedures

The procedures stated herein provide information, direction and incorporate the basic values and philosophies under which the Board and the Purchasing Department operate. The procedures are the prescribed means of accomplishing established Board policy. The intent is to provide Board personnel with guidelines, and, where appropriate, outline the specific action sequence to follow for control of all related activities.

4.2.3 Purchase Order

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.

4.2.4 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.

4.2.5 Request for Proposal (RFP)

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.

4.2.6 Request for Quotation (RFQ)

A written offer or price specifically given upon request, usually in competition with other vendors.

4.2.7 Request for Tender (RFT)

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 supplier(s) capabilities.

4.2.8 Capital Acquisitions

All items of furniture, and any equipment with a value of \$500.00 or more exclusive of taxes.

5 PURCHASING OBJECTIVES

- To facilitate the uninterrupted flow of instructional, plant and administrative activities by ensuring that an acceptable quality of goods and services is available at the right price and time.
- To purchase materials and services for the Boards use while ensuring optimum value for dollars spent.
- To develop reliable and alternative sources of supply to meet the Board's requirements.
- To source and evaluate new materials or products as they become available or are required.
- To comply with Federal, Provincial and Municipal laws and all other laws without qualification or evasion.
- To treat all bids and information, submitted by suppliers, as confidential in order to maintain a good business reputation and ensure competitive prices.
- To promote standardization of materials, supplies, equipment and services.
- To provide management for the inventory and distribution of selected goods.
- To investigate and resolve complaints on all purchased goods and services.
- To administer disposal of all materials and equipment deemed to be obsolete.
- To negotiate with suppliers and obtain quantity discounts, arrange bulk purchases, and any special purchasing programs in the best interest of the Board.

**TO ACHIEVE THIS OVERALL OBJECTIVE, THE
PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON
CATHOLIC DISTRICT SCHOOL BOARD STAFF
ADHERE TO AUTHORITIES AND CONTROLS SET FORTH
IN THIS MANUAL AND RELATED POLICY.**

6 PURCHASING RESPONSIBILITIES

- The purchase of materials, equipment, supplies and services used by the Board shall be the responsibility of the Purchasing Department.
- Seek, obtain and purchase all goods and services at the lowest possible cost, giving consideration to the guidelines of price, service, quality and delivery.
- Initiate and maintain effective and professional relationships with suppliers.
- Inform the requisitioning school/department whenever the quantity or specifications of the materials or services ordered are inconsistent with the purchasing practices of the Board.
- Establish procedures which encourage punctual delivery of specified goods and services in the correct quantity and quality at the quoted prices.
- Negotiate the return of rejected or incorrect supplies and equipment to the suppliers.
- It is the responsibility of each Principal, Supervisor, Manager and Superintendent to ensure his/her staff are appropriately informed and comply with the Board's approved policy on Purchasing Services and the administrative procedure established to implement this policy and to ensure that all staff adhere to them.
- Purchasing authority is limited to that of Board business and NO negotiations may be entered into or transacted on behalf of individuals or groups in their private capacity.

7 ETHICAL PRACTICES

The Board's suppliers, through their products and services, represent an extension of the Board's own resources. It is the responsibility of all employees to maintain the good reputation of the Board and to maintain good relations between the Board and its suppliers. When in personal contact with suppliers, each employee represents the Board and should reflect and present, in a professional manner, the interest and needs of their department or school.

7.1 Values and Norms of Ethical Behavior

- To maintain a high standard of integrity in all business relationships both inside and outside the Board.
- To cooperate with all organizations and individuals engaged in activities that enhance the development and standing of purchasing and materials management.
- To consider first, the interest of the Board in all transactions and to carry out and believe in its established policies.
- To optimize the use of resources for which each person is responsible so as to provide the maximum benefit to the Board.
- To buy without prejudice, seeking to obtain the maximum value for each dollar of expenditure.
- To not use one's position for personal benefit, rejecting all business practice that is improper.
- To cooperate with all organizations and individuals engaged in activities that enhance the development and standing of purchasing and materials management.

All employees shall avoid any undue influences that might produce a conflict of interest or injure the Board's reputation.

In applying these precepts, Board staff should follow the guidance set forth as follows:

- Declaration of Interest - Any personal interest that may impinge or might reasonably be deemed by others to impinge the impartiality of any Trustee or employee in any matter relevant to their duties should be declared to the Board.
- Confidentiality and Accuracy of Information - The confidentiality of information received in the course of duties must be respected and should not be used for personal gain; information given in the course of duty should be true and fair and not designed to mislead. It is considered unethical and damaging to the Board's reputation to allow one vendor's information to pass to another vendor without full consent.
- Competition - While considering the advantages to the Board of maintaining a continuing relationship with a supplier, any arrangement which might, in the long term, prevent the effective operation of fair competition, should be avoided.

7.2 Favors and Gratuities

The image and integrity of the employee and the Peterborough Victoria Northumberland and Clarington Catholic District School Board must be preserved at all times. The acceptance of infrequent and reasonable hospitality or business gifts of a small intrinsic value is allowed for individuals. The frequency and nature of gifts or hospitality accepted should not be allowed whereby the recipient might be influenced or might be deemed by others to have been influenced in making a business decision as a consequence of accepting such hospitality or gift. The absence of actual and perceived influence is of particular importance leading up to and during the tendering and/or proposal process for a product or service.

If any staff member is uncertain about favors and gratuities, he/she is to check with their immediate Superintendent or the Director as deemed appropriate.

Approval must be obtained from the Director of Education prior to the acceptance of significant gifts or donations for special events not covered under the school fundraising policies.

8 CONFLICT OF INTEREST

A *conflict of interest* exists where the decisions made and/or the actions taken by the employee in the exercise of the employee's duties could be affected by:

- the employee's personal, financial, or business interests; or,
- the personal, financial or business interests of relatives, friends, or associates of an employee

No employee or close relative of an employee of the Peterborough Victoria Northumberland and Clarington Catholic District School Board shall engage in any type of buying or selling directly to the Board for compensation of any kind without the prior consent of the Director of Education or the Superintendent of Business and Finance.

Chapter E.2, Section 217 of The Education Act Statutes of Ontario states:

"No teacher, supervisory officer or other employee of a board or of the Ministry shall, for compensation of any kind other than his or her salary as such employee, promote, offer

for sale or sell, directly or indirectly, any book or other teaching or learning materials, equipment, furniture, stationery or other article to any board, provincial school or teacher(s) college, or to any pupil enrolled therein.”

“No person or organization or agent thereof shall employ a teacher, supervisory officer or other employee of the board or of the Ministry to promote, offer for sale or sell, directly or indirectly, any book or other teaching or learning materials, equipment, furniture, stationery or other article to any board, provincial school or teachers(college, or to any pupil enrolled therein, or shall, directly or indirectly, give or pay compensation to any such teacher, supervisory officer or employee for such purpose.”

9 COMPETITIVE PURCHASING

Supplies, equipment and services must be acquired through a competitive process that ensures the best value for the funds expended to meet the specific needs and promote fair dealings and equitable relationships.

Appropriate terms, conditions, parameters, waiver options and approval requirements necessary must be established and documented. All requirements must be clearly articulated throughout a tendering process to ensure an open and transparent competition.

All price quotations are subject to final approval by the appropriate signing authority and subject to availability of funds.

The Board reserves the right to accept or reject all or in part, any or all bids, quotations and tenders submitted by suppliers in accordance with the terms and conditions of the bid and the Board's policies & procedures.

9.1 Consulting Services

Prior to commencement, any procurement of consulting services must be approved in accordance with the procurement approval authority. Refer to the Ministry of Finance Broader Public Sector Procurement Directive - Mandatory Requirement #2 – Consulting Services for the approved methods for obtaining the proper procurement method.

9.2 Price Comparison

Verbal Price Quotation - When the total order range is under \$3,000, verbal prices or catalog prices on a requisition are acceptable.

Written Quotation - Purchases with a value of \$3,000 to \$10,000 may be made without formal bids; however, three or more competitive written quotations by mail, fax or email are recommended.

Invitational Competitive Quotation - For purchases with a value of \$10,000 to \$100,000, a minimum of three suppliers are invited to submit a written quote. The order is normally placed with the low bidder when the quoted item(s) meets the specifications requested by the Board.

Formal Open Competitive - For purchases over \$100,000 a Request for Tender (RFT) or a Request for Proposal (RFP) shall be called. Tender and RFP forms will provide complete specifications of the goods and/or services

required and will be sent to all eligible suppliers on the Board(s) list of approved suppliers. Suppliers shall be instructed to use "Bids and Tenders" to make electronic submissions, by the deadline time and date. Submissions received after the closing time and date, will not be accepted. Awards will be made by a review committee consisting of at least a representative of the user department and the Manager of Purchasing, Planning and Facility Administration. Unsuccessful bidders will be advised via the Bids and Tender online site.

9.3 Sales and Tax Discounts

Federal and Provincial sales taxes are to be applied in accordance with current tax regulations.

Quoted cash discounts and early payment incentives shall be considered as part of a bidder's quotation or tender and may receive consideration in determining the award, provided the bidder's incentives are in accordance with the Board's practice for payment of accounts.

9.4 Specifications of Item(s) to be Purchased

The specification(s) for the required product or service must contain sufficient specific data to permit competition between suppliers.

The scope of specifications shall endeavor to retain the objectives of the Board. If the requisitioner needs to limit possibilities of substitution by the vendor; the specifications must be precisely restrictive and ensure that only the desired product(s) or service(s) can fit.

Specifications can take several forms, and shall include written description, blue prints, drawings, performance requirements, industry standards, brand names or other as applicable and available.

Specifications shall be comprehensive enough to ensure consistency in receiving the quotations from all suppliers. All vendors providing quotations must be furnished with an identical set of specifications.

The Request for Quotation or Tender shall include, but shall not be limited to include:

- Description of the product or service required.
- Name, address, and other identification of the organization/department(s) involved.
- Name of the person(s) responsible for supplying relevant documents and other
- Supplementing information.
- Date and time for the closing for the required quotation.
- Precise instructions regarding other requirements, i.e. guarantees etc.
- Information concerning applicable taxes, delivery requirements/restrictions, requirement date(s), conditions of payment, purchasing authority, protection clauses (if applicable), specific Board policies (if applicable), Material Safety Data Sheets, WHMIS and Occupational Health & Safety requirements etc.

In the event of changes to these specifications, all suppliers must be equally advised of the change.

In keeping with the legislative requirements of the Occupational Health and Safety Act (Act), all purchases must comply with the Act and all associated regulations including the following requirements for equipment guarding:

- Where a machine or prime mover or transmission equipment has an exposed moving part that may endanger the safety of any student/staff, the machine or prime mover or transmission equipment shall be equipped with and guarded by a guard or other device that prevents access to the moving part.

- An in-running nip hazard or any part of a machine, device, or thing that may endanger the safety of any student/staff shall be equipped with and guarded by a guard or other device that prevents access to the pinch point.
- A machine shall be shielded or guarded so that the product, material being processed or waste stock will not endanger the safety of any student/staff.

Where equipment cannot be purchased with appropriate guarding/shielding in place, aftermarket guards or shields will be added to adhere to the requirements of the Act prior to the equipment's first use.

10 PURCHASING METHODS

10.1 Purchases Not Requiring a Purchase Order

Purchases not requiring a purchase order are limited to the following:

- Benefits extended to Board staff under collective agreements and conditions of employment.
- Exceptional items that satisfy the criteria for Cheque Requisition procedures.
- Items that satisfy the criteria for Petty Cash.
- Items purchased through the Visa Purchasing Card program.
- Any purchase of goods and/or services specifically authorized by the Director of Education or the Superintendent of Business and Finance.

10.2 Board Standard Specifications

Purchases of furniture, equipment, computer hardware and peripherals and school consumable and specific instructional materials shall normally meet the current established standard specifications. These standard specifications shall be communicated to all administrative and academic staff through annually updated lists provided and maintained by Purchasing Services. Established standard specifications shall be reviewed on a regular basis and will include consultation with representatives of end users.

10.3 Legislative Requirements

All purchases made in the name of the Board shall comply with all applicable federal and provincial legislation related to sales and taxes.

10.4 Goods Purchased for Resale

All monies collected by schools to purchase items for resale (ie: school agendas and bussing for field trips) that were acquired through the Board Purchasing System will be forwarded to the Supervisor of Accounting Services to offset the purchase.

10.5 Preferred Vendors

All vendors must be approved by Purchasing and Accounts Payable prior to any purchase orders being issued or any payments processed. All factors being equal (i.e. quality, service and price) the Board will endeavor to treat Vendors fairly without preference or prejudice and will purchase.:

- From a vendor that can provide maximum value for the dollar in all purchases.

- From a vendor that can provide efficient service to all schools and departments.
- From a vendor that recognizes and can satisfy the requirements stipulated in the “Agreement on the Opening of Public Procurement for Ontario and Quebec”.
- From a vendor that can satisfy the Board’s Occupational Health and Safety requirements including ASTM D4236, WHMIS, CSA/Electrical Safety and associated training

10.6 Restricted Vendors

The Purchasing Department is responsible for restricting vendors that may pose a risk to the Board and is subject to change as determined by the Manager of Purchasing, Planning and Facility Administration.

The following vendors are restricted and no purchases shall be permitted:

- All auction sites, online or live
- Craigslist
- Paypal
- Kijiji
- Ebay
- Or similar sites to above

10.7 Purchasing Agreements

Before any purchases are made, consideration must be given as to whether the requirements can be fulfilled through a tender, request for proposal, systems contract or specified agreement with a supplier.

It is mandatory that any existing agreement be used to take advantage of volume economies and honor the Boards contractual obligations with our suppliers.

10.8 Foreign Orders

All orders to Vendors outside of Canada, excluding U.S. memberships must be submitted through a purchase order to ensure that imported goods are properly cleared through Canada Customs.

10.9 Emergency Purchases

In case of emergencies, the Board has the authority to obtain goods and/or services in the most expedient possible manner regardless of the amount. Emergencies are defined as circumstances or situations beyond anyone’s control which have the potential of affecting the health, life or safety of students or other personnel, or result in undue financial losses. The Manager of Purchasing, Planning and Facility Administration will be informed of any emergency purchases in a timely manner to ensure that all Board requirements are achieved.

10.10 Single and Sole Sourcing

Single and sole sourcing shall be used only in defined circumstances such as:

- Where there is no response to a call for tenders.
- Where the supply of goods or services is controlled by a supplier that is a statutory monopoly. (E.g. hydro, water, cable service.)
- To maintain validity of warranties/guarantees.

- To ensure compatibility with existing products, to protect exclusive rights such as copyright, patents or exclusive licenses, or to maintain specialized equipment that must be maintained by the manufacturer or its representative.
- Where certain goods or specialized services are, by their nature, available from only one supplier, and therefore, the opportunity for competitive pricing is precluded or severely restricted. (E.g. textbooks and accompanying workbooks, films, aids for the handicapped, specialized legal services.)
- Where the demands of efficiency, expediency and quality assurance mandate that certain repair to property and maintenance work be carried out by specific contractors. In the interest of uniformity, certain goods must be obtained from specific manufacturers; and in such instances, established quotation and tendering procedures cannot be followed.
- In all cases of single or sole sourcing the Manager of Purchasing, Planning and Facility Administration and the Superintendent of Business and Finance will provide approval before the purchase order is issued.

10.11 Standardization

Standardization is a management decision-making process that examines a specific common need or requirement and then selects a product or service that best fills that need to become a standard. Wherever possible, for any equipment, product or service used in more than one location, a standard will be established.

10.12 Supplier Selection

In making the selection of a supplier(s), Purchasing Services will work closely with schools/departments to obtain adequate and reasonable specifications. Whenever possible,

identification of brand names, or sufficient detail, should be obtained to ensure that the order is correctly filled.

Purchasing Services will endeavor to place orders with regard to the dependability and service record of the supplier, the nature of the guarantee and warranty of the product, its price and the quality. Preference should be given to the following types of suppliers:

- suppliers who meet mandatory requirements
- suppliers located locally (regionally, provincially)
- suppliers with adequate financial strength who have a reputation of adhering to specifications & delivery schedules.

The Peterborough Victoria Northumberland and Clarington Catholic District School Board encourages partnership relationships with its suppliers. It is the Board's policy to maintain and practice the highest possible standard of business ethics, professional courtesy and competence in all dealings. At all times, applicable laws must be scrupulously observed.

10.13 Purchase of Student Clothing, Sports and Spirit Wear

Any purchase of Student Clothing, Sports and Spirit Wear must comply with the Board's Fair Trade Purchasing of Student Clothing Administrative Procedure #608. (previously #202) All suppliers contracted for the purchase of student clothing must be approved by Purchasing and comply with this procedure.

11 PURCHASING AUTHORITY

Purchase orders, with a value up to \$100,000 (excluding HST) are issued under the signature of the Manager of Purchasing, Planning and Facility Administration.

Purchase orders, with a value over \$100,000 (excluding HST) must be signed by the Controller of Finance, or, in his/her absence, the Superintendent of Business and Finance or their designates.

12 PURCHASE REQUISITION/PURCHASE ORDER PROCESS

Initiation - Purchase requisitions are initiated by various schools/departments. Requisitions and Purchase orders are processed through the Boards electronic Purchase Order System and provide full descriptive information of the goods or services desired, including the account code to be charged. Incomplete requisitions will be returned to the originator for proper completion.

Approval - The completed requisition is forwarded electronically through the Purchase Order System to the Purchasing Department for review to ensure that proper description, account codes and vendor selection have been satisfied.

Processing - Purchase orders are processed through the electronic Purchase Order System. This system is designed to allow all schools and departments to enter purchase requisitions directly into the budgetary accounting system, eliminating the need for hard copy submission.

The Purchase Order System consists of two areas:

A. PURCHASE REQUISITIONS

This area allows the user to create, delete, modify and inquire about any requisition that has been created by the user. During purchase requisition data entry, all available account codes for the school or site are accessed online and checked for budget availability. Purchase orders are generated from approved requisitions.

B. PURCHASE ORDER MANAGEMENT

This area allows the user to enter the goods received electronically to ensure that it matches the quantity on the purchase order. This information is used to track goods received and back orders, as well as to provide information to the Accounts Payable Department necessary for invoice payment. All schools and departments are responsible for completing receipt entry of goods in SDS to ensure timely processing of invoices. Invoices will not be paid against purchase orders until the proper receipt of goods has been completed.

12.1 Return of Goods

The supplier should be notified immediately by the requisitioner if goods are to be returned. Some suppliers will provide a "RETURN OF GOODS AUTHORIZATION NUMBER", which must accompany the shipment or the returned goods will not be accepted by the supplier.

Goods can be returned to the supplier using one of the following means. The method used may depend on the size and weight of the parcel:

- Mail - insured
- Canpar - insured
- Courier or UPS - insured
- Cartage Company - insured

Some suppliers may provide their own means of transportation for the pickup of returned goods.

Any of the above-mentioned methods will provide the sender with a reference number, which can be used to trace lost or missing shipments. If goods are returned via a supplier's representative, a receipt should be obtained confirming the transaction.

The school/department returning the goods should enclose a covering letter with the shipment giving details of the reason for the return, including the Board's purchase order number, the supplier's reference number and details of the items being returned.

12.2 Expediting Orders

Requisitioners should select reasonable delivery times when entering requisitions in the Purchase Order System. A minimum of two weeks should be allowed for commonly used consumable items. In the event that shorter delivery dates are required, the requisitioner may need to contact the supplier to determine if a shorter delivery time is available. Furniture orders may take up to 8 weeks from the date of order.

Expediting purchase orders is the responsibility of the ordering school or department. A Purchase Order Cancellation form shall be completed and sent to purchasing@pvnccdsb.on.ca when outstanding orders will not be completed or outstanding goods are no longer required.

12.3 Unauthorized Purchases

Orders initiated without using an approved purchasing method are considered unauthorized purchases and will remain the obligation of the person and not the school or department. School principals and superintendents will be informed of purchases not complying with board policy.

Any invoices received by the Accounting Department for unauthorized purchases will be returned to the person, school, department who initiated the order. The Manager of Purchasing, Planning and Facility Administration will advise them that they are personally responsible for any goods or services purchased without an official board purchase order number and that the Board will not pay for such invoices.

Any requests for an exemption from these procedures will require the approval of the Superintendent of Business and Finance. Any violations of the instructions will be brought to the attention of the Superintendent of Business and Finance.

12.4 Personal Purchases

The Board prohibits the purchase of items(s) for personal use of trustees or employees of the Board. Any exceptions require approval of the Board.

12.5 Board Accounting System

The Board operates under an encumbrance accounting system. Under encumbrance accounting, the authorized purchase order “commits” the required funds from the specific account code. Upon payment of the invoice in full, the encumbrance is deleted from the account code originally charged and simultaneously the actual amount is charged to the budget code. Therefore, at any point in time the budget account reflects the committed and actual dollars. This is especially critical when multiple requisitioners are utilizing the same account or group of accounts.

13 DISPUTE RESOLUTION

During the procurement process of goods, services and construction projects, if a Supplier feels that he/she has been unfairly prejudiced by a decision made by the Peterborough Victoria Northumberland and Clarington Catholic District School Board, he/she may register a complaint to the Manager of Purchasing, Planning and Facility Administration. The following steps will be taken to resolve the complaint:

Step 1

All complaints will be forwarded to the Manager of Purchasing, Planning and Facility Administration.

Step 2

The Manager of Purchasing, Planning and Facility Administration shall investigate the nature of the complaint by reviewing the information with the appropriate staff and the vendor to determine the grounds and alternatives for a resolution. The Manager of Purchasing, Planning and Facility Administration will then attempt to resolve the dispute. Successful resolutions shall be documented in writing and sent to all parties concerned.

Step 3

If the Manager of Purchasing, Planning and Facility Administration is unable to resolve the dispute with the participants, all of the documentation concerning the dispute will be forwarded to the Superintendent of Business and Finance for review resolution.

14 PURCHASING CARD PROGRAM

14.1 Objective

To provide a convenient method of procuring and paying for low value goods and services by simplifying the procurement process, reducing paperwork, reducing vendor payment time and empowering school/department staff.

14.2 Purpose

The Peterborough Victoria Northumberland and Clarington Catholic District School Board provides, to approved staff, the availability of a purchasing card in order to facilitate the purchase and payment of materials and services required to conduct Board/School business.

Accountability to follow these procedures is the responsibility of the cardholder.

14.3 Scope

A purchasing card is available to the following Board representatives and employees:

- Senior staff, administrators, and other authorized personnel
- School Principals and/or Vice Principals and/or Secretaries
- School staff (authorized)

Staff requesting a Purchasing Card are required to complete the US Bank application request located on the Hub under Forms, and review the Employee Letter of Acknowledgement before submitting to Purchasing.

14.4 Cardholder's Responsibility

- Each purchase remains within the individual's transaction limit (including taxes), and monthly credit limit.
- To ensure that all purchases are done following Board policies and procedures.
- The cardholder understands that they will receive an email from US Bank for the monthly statement that will report all activity during the last cycle.
- To verify the correctness of all monthly statements, taking appropriate and timely action to identify and correct any errors. The cardholder understands that they are responsible to resolve any discrepancies that may appear. The Cardholder must immediately notify the Board Purchasing Card Coordinator of any unauthorized charges that cannot be resolved by themselves and/or with the suppliers.
- The cardholder is responsible for immediately notifying the Purchasing Card Coordinator in the event of a lost or stolen card. Failure to report a stolen/lost card promptly could result in the cardholder being responsible for all charges that may be incurred.
- To ensure any updates/modifications to Cardholders name, address, transaction limit, etc. are made, through their appropriate Manager/Principal/Superintendent, to the Board Purchasing Card Coordinator.
- To ensure funds are available prior to any purchase.
- To submit the monthly statement along with the corresponding original receipts and Cardholder Activity to their Manager/Principal/Superintendent. In the event a receipt is not attached to the statement, then a personal cheque must be attached to cover that transaction.

14.5 Monthly Processing Steps

- Cardholders receive an email notification that their monthly statement is available on or about the 25th of each month. Cardholders must log in to US Bank to access their statements under Account Information. for reconciliation
- Provide an explanation for all transactions.
- Each month the Cardholder must submit the monthly card statement along with the corresponding original receipts, explanations for each transaction and a printed copy of Cardholder Activity (formally Transaction Log) from the US Bank Site, to their Manager/Principal/Superintendent for review and approval. Once approved, the Manager/Principal/Superintendent will forward it to the Accounting Department, by the 10th of the next month, for audit purposes and retention.

- Link to instructions: [Visa Purchasing Card Instructions](#)
- Late submissions (ie. miss submitting previous months statement) or repeated incomplete submissions will result in immediate cancellation of cardholders Purchasing Card.

14.6 Using the Purchasing Card “Do’s and Don’ts”

- Materials and/or services covered by the Tender process (contracts) must not be purchased elsewhere with the Purchasing Card. If the order is under \$750.00 including taxes and the approved vendor accepts VISA use your Purchasing Card, if the vendor does not accept VISA enter a requisition in SDS. Each card holder will have a monthly spending limit of \$2,000.00 including taxes
- The Manager of Purchasing, Planning and Facilities Administration, Plant Services staff, and Specific IT Staff will have a single purchase limit and a monthly spending limit as per approved amount. This will be reviewed on a regular basis and adjusted as deemed necessary.
- The Purchasing Card must **not** be used for expenses normally claimed on a Travel Expense form (i.e. Travel expenses, hotels, meals, PD expenses, course registrations, etc.).
- Purchases must be within the monthly credit limit established when applying for the Purchasing Card.
- If an item purchased with the Purchasing Card is returned, the merchant must credit the card account. Complete the Cardholder Activity Allocation Comment for the return, include the credit receipt for the transaction, and indicate the transaction was a credit in the ‘Cardholder Activity Allocation Comment’ column.
- Restaurants, caterers, florists and on-line memberships such as Amazon Prime are NOT AUTHORIZED for Purchasing Card use.
- Items purchased for delivery must be delivered to a school address, never to an alternative location like a home address.
- Packing slips/statements are not acceptable; it must be an itemized invoice/receipt to substantiate the expenditures.
- Do pay for item(s) at time of purchase. Paying for goods after they are received or accumulating invoices for a period of time and then processing on Purchasing Cards are not acceptable practices.
- Do not process transactions over \$750.00 on VISA. Large purchasing transactions must be purchased through SDS. Large purchasing transactions cannot be split into two (or more) Purchasing Card charge slips of under \$750.00 each nor partly on your Purchasing Card and partly using a purchase order. Split ticketing is not permitted. Split ticketing is defined as having one large transaction (over the \$750.00 transaction limit) that is split into two (or more) charges of under \$750.00 each. Any large transaction split into more than one Purchasing Card charge slip or between Purchasing Card and purchase order will be considered misuse of the Purchasing Card and will be dealt with accordingly.
- Absolutely NO ONE ELSE is authorized to use your Purchasing Card or sign the Purchasing Card charge slip for goods being picked up at a store. This is a reminder that as a VISA cardholder you have acknowledged that the card has been issued in your name and that you would not allow any other person to use your card. The responsibility for maintaining appropriate security of the card rests with the cardholder. Misuse of the VISA card, which is the property of the Board, is not acceptable and will be dealt with accordingly.
- Do not make purchases using PayPal, Ebay, Amazon Prime, Memberships, or Kijiji.
- Do not use Purchasing Cards to purchase software, including software and apps for mobile devices. (Refer

to 21.5 of the Purchasing Handbook)

- The Purchasing Card is accepted by many of the suppliers the Board has traditionally conducted business with. If the Cardholder wishes to conduct business with a company not accepting the Board's Purchasing Card, please use SDS or contact the Purchasing Department.
- Some merchants have been purposely excluded from the Board's Purchasing Card Program (i.e. travel suppliers, airlines, and hotels). If the card is presented to an excluded merchant, the transaction may be declined. If the decline is questionable, the Cardholder should contact the Customer Service number indicated on the card to determine if the transaction was declined because of merchant exclusion, exceeding the cardholder's transaction dollar limit or monthly credit limit. If the merchant was improperly excluded, contact the Board Purchasing Card Coordinator. If the transaction dollar amount or monthly credit limit was exceeded, contact your manager/principal/Superintendent who approved the issuance of the Purchasing Card, to determine if the card limit should be increased.
- Purchasing Cards may NOT be used for the purchase of Gift Cards. There will be no reimbursement made for vendor application/book store Gift Cards.
- Repeated instances of missing documentation or late submission will result in the cancellation of the purchasing card.

14.7 Purchasing Card – books for Librarian

- This card is ONLY TO BE USED FOR PURCHASING BOOKS in order to recapture 100% of the HST rebate.
- The single transaction limit REMAINS \$1000.00 per transaction.
- All administration for these cards remains the same as the regular card. Remember, cardholder activity must be completed on-line and submitted on a monthly basis.

14.8 Who to Call

- US Bank Customer Service: 1-800-558-8065
- Lost and/or stolen then you must also call:
Board Purchasing Card Coordinator:
Nicole Teunissen at (705) 748-4861, ext. 1238
Email: nteunissen@pvncdsb.on.ca

- Requests for card changes
- Change of name, cost center, etc.
- All other Purchasing Card issues

14.9 Dispute Resolution

- Supplier Related (shipment delay, error, quality): cardholder to resolve with supplier directly.
- Non-supplier Related (unknown charges on statement, vendor blocked): cardholder to resolve with supplier directly, if the problems cannot be solved, contact the Board Purchasing Card Coordinator.

15 US Bank CORPORATE VISA CARD PROCEDURE

15.1 Purpose

The Peterborough Victoria Northumberland and Clarington Catholic District School Board provides, to approved staff, the availability of a purchasing card in order to facilitate the purchase and payment of materials and services required to conduct Board/School business.

Accountability to follow these procedures is the responsibility of the cardholder.

15.2 Scope

A US Bank Corporate VISA card is available to the following Board employees:

- Director of Education and Superintendents
- Any other staff designated by the Director of Education or Superintendent of Business and Finance

15.3 Cardholder's Responsibility

- Each purchase remains within the individual's transaction limit (including taxes), and monthly credit limit.
- To ensure that all purchases are done following Board policies and procedures.
- The cardholder understands that they will receive a monthly statement that will report all activity during the last cycle.
- A purchasing card is not for personal use or for use at any bank machine or for cash advances.
- To verify the correctness of all monthly statements, taking appropriate and timely action to identify and correct any errors. The cardholder understands that they are responsible to resolve any discrepancies that may appear. The Cardholder must immediately notify the Board Purchasing Card Coordinator of any unauthorized charges that cannot be resolved by themselves and/or with the suppliers.
- The cardholder is responsible for immediately notifying the Card Coordinator in the event of a lost or stolen card. Failure to report a stolen/lost card promptly could result in the cardholder being responsible for all charges that may be incurred.
- To ensure any updates/modifications to Cardholder's name, address, transaction limit, etc. are made, through the Director of Education, to the Board Card Coordinator.
- To ensure funds are available prior to any purchase.
- To submit the monthly statement along with the corresponding original itemized receipts and Cardholder Activity to the Director of Education's office. In the event a receipt is not attached to the statement, then a personal cheque must be attached to cover that transaction.

15.4 The Monthly Processing Steps

- Cardholders receive their monthly statement for reconciliation by email (payment is not made from the individual statements. US Bank VISA will not accept any payment from an individual cardholder.)
- Provide an explanation for all transactions.

- Each month the Cardholder must submit the monthly card statement along with the corresponding original itemized receipts and cardholder activity to the Director of Education's office for review and approval. Once approved, the Director of Education will forward to the Accounts Payable for audit purposes and retention. Meal receipts, including costs for other parties must be supported with the names of all those included in the expense claim and their role and the purpose of the expenditure. Cardholders should forward reconciled statements to Accounts Payable Department by the 10th of the month.
- Link to instructions: [Visa Purchasing Card Instructions](#)

15.5 Using The Us Bank Corporate Visa Card

- Materials and/or services covered by the Tender process (online ordering) must not be purchased elsewhere with the US Bank Corporate VISA Card.
- The US Bank Corporate VISA Card should primarily be used for expenses normally claimed on a Travel Expense form (i.e. Travel expenses, hotels, meals, etc.). Excluding gasoline and alcohol.
- Purchases must be within the monthly credit limit established when applying for the US Bank Corporate VISA Card.
- If an item purchased with the US Bank Corporate VISA Card is returned, the merchant must credit the card account. Complete the Cardholder Activity for the return, include the credit receipt for the transaction, and indicate the transaction was a credit in the "Allocation Comment" column.
- Reimburse the Board for any excess charges or ineligible charges in relation to the meal guidelines.

15.6 Who To Call

- US Bank Customer Service: 1-800-588-8065
Lost and/or stolen then you must also call: 1-800-588-8067
- Board Purchasing Card Coordinator:
Nicole Teunissen at (705) 748-4861, ext. 1238
Email: nteunissen@pvncdsb.on.ca
 - Requests for card changes
 - Change of name, cost center, etc.
 - All other Purchasing Card issues

15.7 Dispute Resolution

- Supplier Related (shipment delay, error, quality): cardholder to resolve with supplier directly.
- Non-Supplier Related (unknown charges on statement, vendor blocked): cardholder to resolve with supplier directly, if the problems cannot be solved, contact Board Card Coordinator.

15.8 Do's and Don'ts

- Do pay for item(s) at time of purchase. Paying for goods after they are received or accumulating invoices for a period of time and then processing on the CIBC Corporate VISA Card are not acceptable practices.
- Large purchasing transactions cannot be split into two (or more) US Bank Corporate VISA Card charge slips of under \$5,000.00. Split ticketing is not permitted. Split ticketing is defined as having one large transaction (over the \$5,000.00 transaction limit) that is split into two (or more) charges of under \$5,000.00 each. Any large transaction split into more than one US Bank Corporate VISA Card charge slip will be considered misuse of the US Bank Corporate VISA Card and will be dealt with accordingly.

- Absolutely NO ONE ELSE is authorized to use your US Bank Corporate VISA Card or sign the US Bank Corporate VISA Card charge slip for goods being picked up at a store. This is a reminder that as a US Bank Corporate VISA cardholder you have acknowledged that the card has been issued in your name and that you would not allow any other person to use your card. The responsibility for maintaining appropriate security of the card rests with the cardholder. Misuse of the US Bank Corporate VISA card, which is the property of the Board, is not acceptable and will be dealt with accordingly.
- Packing slips/statements are not acceptable; it must be an itemized invoice/receipt to substantiate the expenditures.

15.9 Additional Information

- All US Bank Corporate VISA Card purchases will continue to receive the HST rebate.
- The US Bank Corporate VISA Card is accepted by many of the suppliers the Board has traditionally conducted business with. If the Cardholder wishes to conduct business with a company not accepting the US Bank Corporate VISA Card, please contact the Purchasing Department.
- Some merchants have been purposely excluded from the Board's Purchasing Card Program. If the card is presented to an excluded merchant, the transaction may be declined. If the decline is questionable, the Cardholder should contact the Customer Service number indicated on the card to determine if the transaction was declined because of merchant exclusion, exceeding the cardholder's transaction dollar limit or monthly credit limit. If the merchant was improperly excluded, contact the Board Card Coordinator.

16 CHEQUE REQUISITIONS

It is recognized that there are requirements for the use of a cheque requisition to generate payment to various vendors for goods and services not covered by the purchase order procedures.

Cheque requisitions are to be used only when the standard purchase order process cannot be applied. A cheque requisition is not normally an acceptable method of payment for any goods/services that are part of the Boards Purchasing Policies and Procedures.

Examples are:

- classroom instructional and consumable supplies
- school/department office supplies
- capital furniture and equipment
- service and repair calls

Cheque requisitions would be used for goods and services such as:

- honorariums for guest speakers
- conference and seminar advances for Trustees and staff
- municipal application fees
- manual payroll cheques, employee benefits, insurance premiums
- debenture payments
- prepaid subscriptions
- memberships
- purchase of goods/services approved by the Director of Education or a Superintendent

Other Considerations

- If the expenditure under consideration is not specifically listed in the above examples, authorization for the purchase must be received from the Superintendent of Business and Finance or the Director of Education.
- Prior to the expenditure being made the requisitioner must ensure sufficient funds are available in the budget area being considered and that it is approved.
- All invoices for which no purchase order has been generated must have a cheque requisition attached. All cheque requisitions must be coded with the appropriate budget code, include the authorizing signature of the applicable Supervisor, Principal, Manager, Superintendent or Director of Education and must be within their approval authority limits. Upon satisfactory receipt of the goods and/or services the completed cheque requisition with the original invoice will be submitted to the Supervisor of Accounting Services for payment directly to the supplier.
- If the cheque requisition is being used to request payment directly to a vendor for a conference/seminar fees or travel expenses for the Supervisor, Principal, Manager, Superintendent or Director of Education then the individual's immediate supervisor must approve the cheque requisition within their approval authority limits (ie: for Principals their Superintendent).

NOTE: Any purchase not specifically outlined in the examples above, or not having pre-authorized approval, will be considered an obligation of the person, school, or department making the expenditure, not the Board.

17 DISPOSAL OF SURPLUS/OBSOLETE ASSETS

All property purchased through the Board approved budgets, school funds, or donations remain the exclusive property of the Board. As such, these items shall not be resold by any employee, without the permission of the Director of Education, Superintendent of Business and Finance or his/her designate.

The objective is to obtain maximum utilization or recovery of cash when assets are no longer required for their original purpose. The disposal method chosen should be the one which results in the best overall benefit to the Board and has minimum impact on the environment.

17.1 Procedures

- School or Administrative staff are not permitted to dispose of Board property, except as authorized in accordance with this procedure.
- The Principal/Manager should provide the Manager of Purchasing, Planning and Facility Administration with a complete written description of any assets considered obsolete, and the appropriate Superintendent should be copied. Assets are to be held at the location until notice is received on the disposal process.
- The Manager of Purchasing, Planning and Facility Administration has the option to arrange for the repair and return to service assets which prove economical to repair. • Depending on the number of assets and their type, the method of disposal used on a particular asset should be one that results in the best overall benefit to the Board. Approved methods of disposal include (but are not limited to) the following:
 - Scrap, dismantle, recycle, refurbish, recondition, rebuild.
 - Donate to a non-profit organization or relief fund at no cost to the Board. • Return to the supplier for trade-in or credit
 - Sell by public quotation to the highest bidder.
 - Sell by cooperative public auction with other public agencies.
- The Manager of Purchasing, Planning and Facility Administration may dispose of assets under \$250.00 in value in

the most expeditious manner possible, and in a manner which is in the best interest of the Board.

- Items with a value of:
 - \$250 - \$2500 in aggregate at one time shall be disposed through a wholesaler/vendor
 - \$2500 - \$25,000 in aggregate at one time, the Manager of Purchasing, Planning and Facility Administration shall obtain three bids for local wholesaler(s) and/or vendor(s) through public quotation, or through public auction, alone or in conjunction with other public agencies.
 - Items greater than \$25,000 in aggregate at one time, shall be disposed of through public quotation, or through public auction, alone or in conjunction with other public agencies.
 - The Board will list items for sale on www.govdeals.com when deemed appropriate. The Purchasing Department may also choose to place an advertisement in the local newspapers or use a bidders list to inform the public of the sale. Any individual firm may submit a bid on a public quotation. The bid will be considered provided it conforms to the conditions specified. The bid must be in writing and be received before the closing date and time.
- During the disposal of assets, if any of the above procedures cannot apply, the Manager of Purchasing, Planning and Facility Administration, with the approval of the Superintendent of Business and Finance, can dispose of the assets in the most expeditious manner, which is in the best interest of the Board.
- Payment for the purchase of assets is to be made payable to the Board and submitted to the Manager of Purchasing, Planning and Facility Administration. For any item over \$100.00 payment must be made by certified cheque, money order or cash. A receipt for payment will be issued by the Manager of Purchasing, Planning and Facility Administration for all Board assets sold. Payment must be received before the asset is removed from Board property. All assets are sold on an “as is-where is” basis. Records will be kept for audit purposes by Purchasing Services on all details of the disposal process.
- The Purchasing Department will centrally dispose of discarded library books and textbooks in one of the following ways:
 - Sale to a used book dealer
 - Donation to a mission or charitable organization at no cost to the Board
 - Recycling
- Internal Surplus Assets - Any furniture or equipment assets deemed surplus by a school principal or department manager will be stored at the Board's central warehouse facility. Surplus items stored at this facility will be made available to any school or department at no cost if so needed for use within the board.

18 ACCEPTING DONATED EQUIPMENT AND SUPPLIES

From time to time, schools may be offered donated equipment or supplies.

- Any donated equipment or supplies must be approved by the School Principal, Manager of Purchasing, Planning and Facilities Administration and the Manager of Facilities (if applicable). Individual staff are not authorized to accept on behalf of the school or board.
- All donated equipment or supplies must meet all current safety codes and regulations. • Special attention will be given to any donated equipment that is powered or has moving parts that could be hazardous. In these cases, additional approval may be required from Health and Safety.
- Charitable receipts are not normally given for donation, unless under special circumstances.

19 DAMAGE AND LOSS OF BOARD BUILDINGS AND PROPERTY

The following procedures outline the reporting and response process to be followed by school and board staff when a break-in or theft is discovered or when there is serious vandalism or damage to a facility. This procedure applies to all sites and facilities under the jurisdiction of the Peterborough Victoria Northumberland and Clarington Catholic District School Board.

- Principals, Managers and all Supervisors are to ensure that all staff members are well informed of these procedures for reporting and dealing with a break-in.
- The person or staff member who first discovers a break-in or evidence of a break-in or theft is to immediately inform the Principal or Supervisor responsible for the facility. If a break-in has occurred after regular hours or on a holiday, it may be necessary to inform the Plant Maintenance Department of the incident.
- When the responsible authority (Principal/Supervisor) learns of the incident, they are to gather as much information as possible and then complete a Damage and Loss Report (form PUR. 2) and forward it to the Manager of Purchasing, Planning and Facility Administration.
- Full completion of the report will ensure that the pertinent details are properly recorded. • Incidents involving repairs or cleanup should be referred to the Plant Maintenance Department so that arrangements can be made for the work to be completed. • Any misdemeanor, break-in or other damage to the building or contents must be reported to the police. If possible, a police report should be obtained and forwarded with the Damage and Loss Report. Police involvement has become more important since August 15, 2000, as the Parental Responsibility Act now makes it possible to recover losses from parents related to intentional damage caused by children under 18.
- Serious incidents and those involving extensive damage must also immediately be reported to your school Superintendent and the Director of Education.

20 COOPERATIVE PURCHASING

The Peterborough Victoria Northumberland and Clarington Catholic District School Board encourages co-operative purchasing with other boards and public sector agencies. As an example (but not limited to), the Board is an active member of these purchasing co-operatives:

- Kawartha Collaborative Purchasing Group (KCPG)
- Ontario Education Collaborative Marketplace (OECM)
- Ministry of Government and Consumers Services (MGCS)

The authority to participate in co-operative purchasing is delegated to the Manager of Purchasing Planning and Facilities Administration. The arrangement must conform to all aspects of Board policy and serve the best interests of the Board. In such cases, the Board (participating agency) may accept pricing and terms obtained by other public bodies (lead agency) and will not be required to solicit independent bids. The policies and procedures of the lead agency will apply and be BPS compliant. Participating agencies will be responsible for issuing purchase orders, receiving goods and services and paying invoices in accordance with their policies and procedures.

21 PETTY CASH

The Peterborough Victoria Northumberland and Clarington Catholic District School Board recognizes that employees may pay for minor operating expenditures in the course of their employment with the Board, and recognizes the importance of reimbursing employees in a timely manner. In recognition of this need the Board will provide a petty cash fund at each school for this purpose. Purchases from the fund must be authorized by the Principal or Principal's designate. All purchases will be charged against the appropriate expenditure classification of the school budget. The fund is not to be used to circumvent regular purchasing routines or where other procedures have been established for reimbursements (e.g. travel, meals, and professional development expenditures).

Procedure:

21.1 Limits on Petty Cash Funds

Petty cash funds are available to each school to facilitate purchases that are too small or inconvenient to be purchased through the issuance of a purchase order.

Petty Cash Advances may be issued to schools as follows:

Elementary schools < 350 FTE - \$750
Elementary schools > 350 FTE - \$1,000
Secondary schools - \$2,000

21.2 Procedures and Responsibilities

All petty cash funds are the responsibility of the Principal or designate.

Petty cash funds will be deposited into the school bank account and tracked in the school banking accounts under a Petty Cash Umbrella – Category name "pc" to distinguish it from school generated funds.

21.3 Petty Cash Fund Replenishment

Petty Cash Funds are subject to internal and external audit and shall be maintained in accordance with accepted accounting practices, for example, at any given time, cash value of receipts plus cash in the fund as noted in the school banking records shall total the amount of the fund established. The school will reconcile the petty cash fund at minimum on a monthly basis or at the time the replenishment request is completed. The request for replenishment cannot exceed the petty cash fund limits as set by the Board (Elementary <350 FTE \$750, Elementary >350 FTE \$1,000 and Secondary \$2,000).

To replenish the petty cash fund, the school must complete a Petty Cash Reimbursement Form printed using the SchoolCash.net program and attach all original receipts. After the Principal has signed the form, it must be submitted to the Accounts Payable Department for processing. Petty Cash Reimbursement Forms must be submitted in all cases, within three (3) months of the date of the receipts. Additionally, all reimbursement forms must be submitted no later than August 31st each year.

21.4 Eligibility of Expenditures

Purchases from this fund will be limited to \$200 per transaction. Dividing one transaction into several purchases to comply with the \$200 limit is not permitted. Items above this limit should be requisitioned through the Board's purchase order system.

All petty cash expenditures must be supported by original receipts (debit and credit card receipts are not acceptable) and must follow Board purchasing policies.

The following purchases/payments are specifically excluded from the petty cash eligible expenditures:

- Employee travel/meal expense claims
- Employee professional development costs
- Principal/Vice-Principal cell phone expenditures – (these expenditures must be submitted on an employee expense reimbursement form and approved by the appropriate Superintendent of Schools)
- All furniture and equipment
- Computer hardware and software
- Service and repair calls
- Classroom instructional and consumable supplies regardless of value that are tendered by PVNCCDSB Purchasing Department and included in the Boards Consumable Catalogs

The types of transactions will be monitored and failure to follow proper procedures will result in modifications to the fund operation.

21.5 Software Purchasing for Mobile Devices

Any software or hardware Schools may wish to purchase for approved mobile devices used at their facility, must be approved by the School Principal and Manager of Information Technology.

For all Software and Hardware, the requisitioner must contact Information Technology for advice, vetting and approval.

For mobile device "App" purchases, requisitioners are directed to complete and submit a "App Request" form found on the Hub.

- Items are to be purchased for a DEVICE, not an employee or student. Purchases for personal accounts are a personal expense for which the board must be reimbursed.
- Purchasing Cards are NOT to be used for any Software "App" purchases.
- Petty Cash may not be used to reimburse expenses related to software purchases (Purchasing Handbook section 20.4).

22 TECHNOLOGY PURCHASING

Hardware

Formal hardware purchase guidelines serve to ensure technology equipment being purchased with Board and/or School Generated funds are compatible with existing Board equipment, purchased and deployed in an acceptable time frame, are purchased from a reputable manufacturer, have an appropriate warranty and fit within the Board's IT Services support guidelines (below). The Board maintains standard Hardware lists under the following categories:

Supported: Supported devices are those that the board considers as part of the Technology Plan and are fully supported by IT Services. These include desktop, laptop computers, iPads, Chromebooks, printers and servers.

Approved: Approved devices are those that the board has tested and are known to work in our environment. The board will make drivers and basic troubleshooting available to schools for these items. Schools are responsible for repair and replacement of these items.

Non-Supported: Non-supported devices are those that the board has not tested and are not on the Supported or Approved list. Schools may submit requests to the Manager of IT recommending approval of devices. Support for these devices is limited and on a best effort basis with "Supported" and "Approved" equipment receiving priority.

Non-approved: Non-approved devices are those that the board has determined have a detrimental effect on our infrastructure and/or resources. Non-approved devices are also those that the board has determined are not good "value for money". Board or school generated funds may NOT be used to purchase these items.

Approved and Supported hardware may be purchased through SDS VIA using the Board provided Commodity Code. A list of commodity codes is available on the IT Services page on The Loop. A list of Non-approved equipment is also available on the Loop.

Software (On Premise)

All software to be run on Board infrastructure (On Premise) must be approved by the Manager of IT. With very few exceptions, software purchases of this type will require either three written quotes from appropriate suppliers (<\$10K) or a formal RFQ/RFP. The Manager of IT will obtain quotes for any on-premise software purchase with a value greater than \$2000.

IT Services will work with other Board departments to clearly define requests for quotes. IT Services will then submit the requests for quotes to vendors and work directly with vendors through the quoting processes to address their questions.

By including IT in quoting processes, IT will ensure that:

- Quotes are based on system configurations currently in use and supported in our environment.
- All applicable discounts are included in the quotes
- Quotes include all necessary components and services (licensing, third-party products, continuing support services, etc.)

- All costs including associated and continuing fees are consistently negotiated with respect to non-profit and/or educational institutions, and with respect to prior agreements we may already have in place with vendors
- The Board's requirements for security and privacy have been adequately addressed and documented

Software (Hosted)

Hosted software, also referred to as Software as a Service, presents an ease of use and quick start capability that is appealing for many users. The Board has pre-approved many hosted software titles and maintains a list at <http://pvn.cc/applist>

The type of technology employed by vendors when building an application has a direct effect on our ability to integrate it with other systems, provide adequate security, provide acceptable performance and accessibility, ability to adapt to future needs and protect the privacy of our staff and students. For this reason, Hosted Software not on the pre-approved list must be [requested via IT Services](#) (regardless of cost).

Apps for Mobile Devices

All Apps must be approved and purchased by the IT Department. Schools may request software for approved mobile devices used at their facility, as follows. A list of approved devices is available on the Loop. Users requesting iOS apps must use the App Request feature on the Hub - <https://hub.pvnccdsb.on.ca>. These requests will then be reviewed by the Principal of the school. Once approved, the app will be ordered and deployed to the device by Information Technology Services (ITS) staff. Apps from the Google Play store should be requested through a Information Technology Services (ITS) Work Order on eBase - <https://pvnccdsb.ebasefm.com>

- Apps are to be purchased for a DEVICE (i.e. PVNC123456@pvnccdsb.on.ca), not an employee or student. Purchases for personal accounts are a personal expense for which the board must be reimbursed.
- Purchasing Cards are NOT to be used for any Software "App" purchases.
- Purchasing Cards can be used (on an interim basis) for in-app purchases and/or subscriptions (see below).
- Petty Cash may not be used to reimburse expenses related to software purchases (Purchasing Handbook section 20.4).
- There will be no reimbursement made for vendor application/book store Gift Cards.

Subscriptions/In-App Purchases

From time to time Apps for Board Owned Mobile Devices require a subscription or in-app purchase to function in the desired manner. Subscriptions should be charged to a Board issued Purchasing Card and reconciled as part of the Purchasing Card process. The approver of the P Card must ensure that any Subscriptions or In-App Purchases are for Board owned apps and devices. The Invoice supporting the purchase must include the "board device" email address. (not a personal email address) For subscription purchases over the limit for Purchasing Card usage, please consult with the Manager of IT. There will be no reimbursement made for subscriptions on personal devices.

Sensitive Data

Individuals may not procure any Hardware or Software (including subscriptions) that will be used to access, process, analyze or maintain sensitive Board data. Examples of sensitive Board data include personally identifiable information (PII), protected health information (PHIPA), student education records (Education Act), staff records (MFIPPA) and payment card industry information (PCI). Such software may only be procured by IT Services. If unsure, consult the Manager of IT.

23 TYPES OF PURCHASE ORDERS

Definitions:

Standard Purchase Order: A document generated by the Purchasing Department in order to procure goods or services and provides specific detail to item description, confirmed pricing, delivery and other related information as required. This document allows a transaction to occur and when accepted by the vendor becomes a “legal” binding contract.

Instructions:

- Ordering through SDS Via Purchasing
- Ordering through catalog websites approved by Purchasing
- Dollar amount, quantity, description, shipping information, delivery date information are required on the purchase requisition
- Receipt entry in SDS is required for receipt of goods or services

Standing Purchase Order: Standing purchase orders are appropriate for the acquisition of goods or services that are needed on an ongoing basis when the specific item(s), quantity and frequency of need are unknown in advance (e.g.:Benson Auto, NAPA). Standing orders have a maximum duration of one calendar school year (September to June). Standing purchase orders, regardless of the date of initiation, will expire at the end of the school year they were initiated.

Instructions:

- Requires Purchasing Department pre-approval
- Requisitions are created without quantity or dollar amount
- Information of dollar limit is added to the description of items
- Created for the period of the current school year
- Invoices require Principal’s signature of approval
- No receipt entry required in SDS

Online Purchase Order: Online purchase orders are for the acquisition of commodities through a supplier website which has been pre-approved by the Purchasing Department (e.g.: Staples, Brant, Spicers, Kerr Norton). Online orders have a maximum of one year and will expire at the end of the school year.

Instructions:

- Purchase Orders are created by the Purchasing Department without quantity or dollar amount
- Created for the current school year only
- Receipt entry in SDS is required for the receipt of goods and the total dollar amount will be added in the comments section of each receipt entry

23 FLOWCHART OF PURCHASING METHODS AND APPROVAL PROCEDURES

Total Value of Items Including Taxes	Procedure to Follow for Purchase	Purchasing Dept Approval of Supplier/Process	Purchasing Method	Signing Approval
				* Approval must be at least one level higher than the requisitioner. *
All Consumable Items listed on the "Loop"	Items are tendered by Purchasing Dept. Unit pricing available on supplier on-line ordering sites and the Loop	Required	Board issued PO	Up to \$1,000 (no PO), \$10K (with PO) Admin Asst's Up to \$25,000 Supervisor/Principal/VP Up to \$50,000 Managers Up to \$200,000 Superintendents
Classroom Textbooks	Suppliers are selected by Learning Support Services Dept.	Required	Board issued PO	Up to \$1,000 (no PO), \$10K (with PO) Admin Asst's Up to \$25,000 Supervisor/Principal/VP Up to \$100,000 Managers Up to \$200,000 Superintendents
Purchase under \$3,000.	Available from a single supplier without any other sourcing. Must have prior approval by person responsible for budget	Required over \$200	Petty Cash Up to \$200 PO over \$200 P-Card Up to \$750 (if applicable) Exception: Facilities Dept.	Up to \$1,000 (no PO), \$10K (with PO) Admin Asst's Up to \$25,000 Supervisors/Principals/VP Up to \$50,000 Managers
Purchase \$3,000 to \$10,000	* Min of three quotes with approval by person responsible for budget or Single quote with approval by Pur Dept, Manager or Principal	Required	Board issued PO	Up to \$10,000 Admin Asst's Up to \$25,000 Supervisor/Principal/VP Up to \$50,000 Managers
Purchase \$10,000 - \$100,000	* Invitational Competitive Procurement Min of three suppliers are invited to submit formal written quotes/bids	Required	Board issued PO	Up to \$25,000 Supervisor/Principal/VP Up to \$50,000 Managers Up to \$200,000 Superintendents
Purchase over \$100,000	Formal Open Competitive Process RFP, RFT, RFQ, etc.	Required	Board issued PO	Up to \$200,000 Superintendents Up to \$1 Million Superintendent of Business Over \$1 Million Director of Education
Any questions, please contact Purchasing Dept at: Manager of Purchasing, Planning and Facilities Administration at ext. 1234 or Supervisor of Purchasing and Administrative Services at ext. 1238			Note: Orders must not be split to create multiple orders to escape the prescribed spending limits. Refer to Purchasing Policy 610 and the Purchasing Handbook for complete details. * Work with Purchasing to use Bids & Tenders "quick quote" option for better documentation and more open competition.	