

PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

POLICY ITEM: Purchasing of Goods and Services	CODE: DJB
LEGAL STATUS: Board Motions #83.01, #47.08, #75.12, #26.18, #95.19	DATE APPROVED: 22 Jan 18, 15 April 19

Background:

In exercising sound stewardship and fiscal responsibility, the Board of Education is committed to offering businesses/contractors/service people the opportunity to provide the necessary goods and services required on a regular basis by the school division.

Policy:

The Board of Education directs the Chief Financial Officer to ensure that the purchase of all goods and services shall be made to benefit the school division in accordance with purchasing procedures established and approved by the Board.

Guidelines:

1. The Chief Financial Officer is responsible to the Director of Education for all purchasing within the school division.
2. When required, businesses/contractors/service people will be invited to submit estimates for goods provided to the Prince Albert Catholic school division.
 - 2.1. When the estimated cost is in excess of \$15,000.00, school division personnel and/or School Community Councils shall obtain a minimum of three written bids or quotations, whenever possible.
3. To ensure the best price, costs of goods/services will be monitored on a regular basis.
4. Purchasing decisions will be based upon the following criteria: product specifications, cost of product or service, quality of previous service, past performance of vendor and location of vendor.
5. On demand service quotes will be requested annually for an hourly rate; commercial plumbing, heating and electrical.