

<b>Administrative Procedures Manual</b>	<b>Administrative Procedure 515</b>
	<b>Purchasing of Goods and Services</b>
	APPROVED: September 2013
Page 1 of 3	AMENDED/REVIEWED: September 2025, September 2019, June 4, 2014,
LEGAL REFERENCE:	Section 52, 53, 68, 197, 222, 229 Education Act Access to Information Act (ATIA) Protection of Privacy Act (POPA) Agreement on Internal Trade; Annex 502.4 Trade, Investment and Labour Mobility Agreement

## Background

The method of acquiring goods and services in the Division is to be applied in a consistent manner following established business practice and is to conform with all legislation regarding the expenditure of public funds.

## Procedures

### 1. Vendors

- 1.1 A vendor information database is to be maintained. Such information is to be reviewed semi-annually to ensure accuracy.
- 1.2 Vendor selection must be made by a Department Manager.

### 2. Limitations on Direct Purchases

- 2.1 All purchases of supplies, equipment and services with a cost in excess of one thousand dollars (\$1,000.00) per order must be made through Division Office Purchasing Services.

### 3. Purchases Over One Thousand Dollars (\$1000.00)

- 3.1 Division Office Purchasing Services requires a purchase order to purchase goods and services having an aggregate value of:
  - 3.1.1 Up to fifteen thousand dollars (\$15,000.00) subject to approval by Secretary-Treasurer and/or designate.
  - 3.1.2 Fifteen thousand dollars (\$15,000.00) or more based on quotations of three (3) suppliers.
  - 3.1.3 In extenuating circumstances where suppliers are limited comparative pricing may not be feasible. This must be documented with the Secretary-Treasurer or designate.
- 3.2 Purchases of supplies, equipment and services having a unit price greater than ten thousand dollars (\$10,000.00) and which are not specifically approved in the budget, items of an unusual nature and items of a type not previously provided, shall be subject to the Secretary-Treasurer or designates approval prior to calling for quotations.

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- 3.3 Purchases of construction supplies, equipment and services having a price of greater than seventy-five thousand dollars (\$75,000) will follow the New West Partnership and Trade Agreement (NWPTA).
- 3.4 All specifications shall be prepared or revised as necessary by the user department in consultation with Division Office Purchasing Services or designate assigned by Secretary-Treasurer.
- 3.5 All quotation envelopes, except those dealing with major construction contracts or quote requests through NWPTA, insurance, employee fringe benefit contracts and legal services, are to be received in Purchasing Services.
  - 3.5.1 Exceptions are to be directed to the location identified in the tender or quotation.
  - 3.5.2 Any quotation arriving after the closing time will not be opened. The envelope will be marked "Late Quotation" and returned to the bidder.
- 3.6 The opening of quotations originated by Purchasing Services shall take place immediately after the closing time and shall be attended by a Purchasing Services representative and a minimum of one (1) other person.
- 3.7 The opening of construction tenders shall take place immediately after the closing time and shall be attended by a Facilities Services representative and a minimum of one (1) other person.
- 3.8 Selections shall be made by a representative of the user department in consultation with Purchasing Services.
- 3.9 Normally, the lowest bid consistent with specifications on each item shall be accepted. However, a bid other than the lowest may be considered if Purchasing Services, following consultation with the user department, believes that to do so would be in the best interests of the Division.
  - 3.9.1 Where Purchasing Services believes that a bid, which meets the specifications for a purchase (other than lowest bid), should be accepted, the approval of the Secretary-Treasurer shall be obtained prior to making the award. The Secretary-Treasurer may request the prior approval of the Board.
- 3.10 The Secretary-Treasurer shall be responsible for maintaining adequate insurance coverage. Tenders shall be obtained for various classifications of insurance through the broker retained by the Board and business shall be awarded as directed by the Board.

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- 3.11 Such professional services as are required shall be obtained as directed by the Board.
- 3.12 All quotations and related documents shall be available for review for a period of up to one (1) year after an award has been made.
- 3.13 Purchasing Services may, with the prior approval of the Secretary-Treasurer, negotiate the purchase of used furniture or equipment without obtaining quotations.

#### 4. Methods of Purchasing

- 4.1 The methods to be utilized for purchasing (under the guidelines of the respective procedure manual) are as follows:
  - 4.1.1 Petty Cash;
  - 4.1.2 Cheque Requisition;
  - 4.1.3 Purchase Orders;
  - 4.1.4 Visa Purchasing Card;
  - 4.1.5 Self-Pay Purchase Orders;
  - 4.1.6 Corporate Expense Visa Card;
  - 4.1.7 Expense Reimbursement.