



PURCHASING AUTHORITY

Division purchasing is to be done in accordance with a purchasing procedure as developed by the Secretary-Treasurer, with Superintendent input. The procedure will employ an authorized purchase order system for all but emergency or petty cash purchasing. Purchase orders shall be signed by the Secretary-Treasurer and in his/her absence, by the Superintendent.

It is the Division's intent to purchase locally where availability, quality and/or price are not negative factors.

1. All purchases shall be made economically, competitively and without prejudice.
2. Opportunity shall be provided to all responsible suppliers to do business with the Swan Valley School Division. The Division shall take into consideration the past and projected performance of a company/supplier as it pertains to such areas as the procurement of goods, the quality of goods/services provided and the satisfaction of service.
3. In accordance with Section 230 (2) of the Public Schools Act, no employee of the Division shall act as an agent for any person in promoting the sale of anything for use in a school in the Division, or receive any remuneration or other compensation for the sale or promotion thereof.

For expenditures, the following procedures shall apply:

- A. Quotes not required for purchase(s):
 - (i) Less than \$500 for an individual item before taxes.
 - (ii) Total purchase order less than \$500 before taxes.
- B. At least three written quotes for a purchase order between \$500 and \$5,000.
- C. Purchases greater than \$5,000 but less than \$20,000, shall be made by competitive bid and/or sealed tender.
- D. Purchases greater than \$20,000 shall be advertised and be by competitive bid and/or sealed tender.



- E. Extenuating circumstances, such as compatibility with existing equipment and/or emergent need, may necessitate change to this process with approval from the Secretary-Treasurer or Superintendent.