

## FINANCE

## Policy 603.3-R (previously Policy 803.3-R)

### Purchase Orders

#### Purchasing/Tendering Procedures

Purchases may be made at the discretion of the Purchasing Manager, subject to the following limitations:

**Purchases value of up to \$1,000** - at discretion of Purchasing Manager, or school administrator or administrator assigned with responsibility for budget account.

**Between \$1,000 and \$10,000** - at discretion of Purchasing Manager.

**Between \$10,000 and \$100,000** - verbal or written quotations to the Purchasing Manager [or designate]; not less than three unless the market is more limited, widely selected in consultation with the department head.

**Over \$100,000** - sealed tenders from all known sources of supply - normally advertised in Richmond and Vancouver newspapers. This procedure need not be followed when the purchase involves a standard item available from one supplier only or when purchasing annual school supplies.

All tenders will normally be opened at a public meeting to be held at 13:15 on the Friday before a regular Board meeting.

A committee known as the Tender Opening Committee will attend the meeting for the purpose of opening and listing the tenders received.

The Tender Opening Committee will comprise:

A Trustee, if available

Not less than three of the following:

Superintendent of Schools  
Secretary-Treasurer  
Purchasing Manager  
Maintenance & Operations Manager  
Committee Secretary  
(OR THEIR DESIGNATES)

Tenderers and other interested parties will be invited to the tender opening meeting.

Tenders will be checked by the Board officials, and approved by the Secretary Treasurer or his designate where necessary. At his discretion, he may refer any tenders to the Board for their information or approval. In the awarding of tenders, preference shall be given, wherever possible, to companies which participate, or have recently participated, in the Ministry of Labour's Apprenticeship Training Programme.

School District No. 38 (Richmond) reserves the right to reject any or all tenders received.

