

FINANCE

Policy 603.1-R (previously Policy 803.1-R)

Purchasing and Tendering

The Purchasing Manager only will conduct and conclude all negotiations affecting bulk purchases such as prices, terms, delivery, and quality.

All requests for prices and for information regarding prospective purchases and all purchases for the Board are normally to be made by the Purchasing Manager. Subject to the approval of the Purchasing Manager, such requests may be undertaken by account managers/school administrators. Consumable and emergent supplies to a maximum value of \$1,000 may be purchased by account managers/school administrators at their discretion, from accounts under their authority.

During interviews with sales representatives, no one who is not a member of the Purchasing Department is to commit himself/herself on preference for any product, the Board's source of supply for any product, or give any information regarding performance or price that might in any way embarrass the Purchasing Manager or the Board.

All correspondence with suppliers is to be through the Purchasing Department, except in special cases where the technical details involved make it advisable for the Purchasing Manager to delegate authority to others. In such cases, the Purchasing Department is to receive copies of all correspondence.

The Purchasing Department is to conduct all adjustment negotiations.

The Purchasing Manager has the full authority to question the quality and kind of materials asked for, in order that the best interests of the Board may be served.

The Purchasing Manager may question the source of supply if definitely specified on any requisition, and may develop an alternative source of supply acceptable to the person placing the requisition as well as the Purchasing Manager.

When it is deemed necessary to allow representatives of the various departments to have authority to select materials, the actual purchasing is to be done only on the Board's approved purchase order through the Purchasing Department unless other arrangements have been made with the Purchasing Manager.

Notwithstanding the foregoing, permission is granted for library books to be purchased through the School Principals. The Principals are also encouraged to alert the Purchasing Manager to take advantage of special purchase opportunities.