

ADMINISTRATIVE PROCEDURE NO. 510

AUTHORIZED SPENDING LIMITS AND PURCHASING

Background

These procedures are intended to authorize the limits within which employees may purchase goods or services for the Division and enter into contractual agreements for the same.

Procedures

1. The following chart is to serve as a guideline for purchasing limits.

Authorized Personnel	Purchasing Method	Types of Goods or Services	Expenditure Limits
Maintenance	Purchase Orders	District maintenance supplies	\$500.00
Principal	School Imprest Fund - cheque	Emergent items/supplies/ Materials to meet unique circumstances	\$500.00
Principal Facilities Mgr. Transportation Supervisor	Purchase Order or Written Agreement	Purchase of equipment/ supplies/services within overall budget allocated to school/department by the Division	\$20,000.00 and no agreement to exceed one year in length
Principal	Written or Verbal Agreements	Extra or co-curricular events, graduation exercises, yearbook, fund raising projects not supported by the Division budget Funds raised by school	\$20,000.00 and no agreement to exceed one year in length
Assistant Superintendent Of Finance	Purchase Order Written/Verbal Agreements	All supplies/services for the Division except construction over \$100,000 and real property purchases within overall Division budget	No limit except construction over \$100,000

Superintendent	Written or Verbal Agreements	Consulting services related to personnel/pupil personnel within overall Division budget	\$50,000
Board	Written Contract approved by Board resolution	Construction projects over \$100,000 and real property purchases	No limit

2. Purchasing Procedures

- a. Decision units (Schools/Facilities/Transportation) are authorized to purchase goods of a value of:

Up to \$1,000 - without obtaining quotations;

\$1,000 - \$5,000 - verbal quotations from three suppliers;

\$5,000 + - written quotations from three suppliers and can be solicited by invitation or by advertisement. (Quotations are to be kept on file for two years.)

Decisions units are encouraged to analyze the quotations and product/service quoted prior to making a decision on what quotation to accept.

- b. School construction/renovation projects shall have drawings and specifications prepared by an architect or professional engineer if the scope of work is to exceed \$20,000. Generally, a tender will be prepared with a stipulated closing date for receipt of tenders. In most circumstances, the lowest tender will be accepted for the project unless it is deemed to be in best interest of the district to accept a bid other than then lowest.
- c. Unbudgeted items require approval of the Board prior to purchase. This approval can be in the form of a resolution for the individual item or the approval of a revised budget including all items.