



## 6.02 Purchasing

### 6. Finance - Administrative Procedure Manual

A purchase order allows for a transparent budget planning process. Purchase orders are the preferred method of purchasing in Pine Creek School Division. Purchase of items or services with a cost in excess of \$50 shall be done with a purchase order, whenever possible to do so.

School Principals and department managers are responsible for controlling their budget and adhering to budgetary limits.

The purpose of this procedure includes minimizing unnecessary purchasing while maximizing value for money.

All expenses are to be pre-approved by the supervisor responsible for budget expenditures, prior to purchase engagement. Purchases must only be made once it has been determined that the product, material or service is necessary, and that a sustainable plan is put in place for disposal of replaced items

Avoid stockpiling / bulk ordering products unless the items are high use / high turnover items

Purchases should not be motivated by a real or perceived requirement to spend budgets within a fiscal period

Purchasing decisions by budget managers must be made on the basis of value for money rather than just the cheapest up-front purchase price.

U.S. Purchases – exchange, duty, brokerage fees all need to be considered. Preference should be given to a Canadian vendor that can provide the same product, if available

The Secretary-Treasurer will provide the Board with status reports on expenditures in relation to budget as of December 31st, March 31st and June 30th of each fiscal year.

Purchases of items or services that are a Division expense will be processed by one of the following methods:

1. Purchase Order – within budgetary limits for all supervisors
  - a. for all intended purchases at all department levels within the division
  - b. master vendor list available to all Principals and Admin Assistants in accounting program
2. Employee Expense Claims – not to exceed \$500
  - a. may be submitted to the Division office for reimbursement
  - b. for items purchased with prior Principal approval
  - c. for mileage and other expenses incurred while on pre-approved divisional business
3. School Petty Cash – not to exceed \$50
  - a. for sundry purchases, less than \$50 each
  - b. balance controlled at the desk of the School Admin Assistant
4. Vendor Expense Claim- not to exceed \$1,000
  - a. for all items received at school level
  - b. to reimburse school fund accounts by school budget dollars
  - c. those claims exceeding \$1,000 are to be submitted for payment after consultation with the Secretary Treasurer

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Local Vendor Purchases, on account within budgetary limits

- a. Division accounts maintained at local vendors are limited to two school personnel authorized to charge purchases on account. In situations where more than two employees are required to purchase on behalf of a school, arrangements will be made between the vendor and the office of the Secretary-Treasurer.
- b. grocery purchases are limited to Foods and Life Skills programming needs

Requests for reimbursement of purchases shall be accompanied by an original cash or charge receipt.

All payments will be reviewed by a minimum of two signers on The Pine Creek School Division's bank account.