

## POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
<b>PURCHASING PROCEDURES</b>	<b>DJB</b>

### I. POLICY

The Louis Riel School Division believes that procedures for the acquisition, regulation and disposal of divisionally purchased goods and services should:

- strive to model and uphold the highest ethical standards;
- maximize educational value of monies expended;
- accommodate appropriately the need for emergency expenditures;
- identify and monitor inventory effectively;
- consider practices that support sustainable development principles;
- consider practices that support accessibility initiatives;
- respect the relevant provisions of the Public Schools Act.

### II. GUIDELINES

- A. The Secretary-Treasurer shall be responsible, as authorized by the Board and directed by the Superintendent of Schools, to articulate efficient and ethical procedures to Divisional employees responsible for purchasing and managing divisional program, department or school budgets.
- B. Purchasing procedures are subject to practices outlined in the [New West Partnership Trade Agreement](#), and the requirements of the [Public Schools Act](#).
- C. Quotations and tenders for any supplies, equipment and/or services are required in accordance with the Division's purchasing procedures and controls.
- D. The Board must approve Tenders, Requests for Quotation, Request for Proposals, Request for Expressions of Interest and Contracts for Goods or Services with a cumulative value equal to or greater than \$75,000, and for items not specifically included in annual (school or department) budgets.
- E. Consumable goods and/or supplies as tendered by the Metro School Division Purchasing Committee on behalf of the Division are not subject to Board authorization.
- F. The Purchasing Department shall process no individual personal purchases on behalf of employees or members of the Board.
- G. All purchases must adhere to Divisional purchasing standards and procedures.

<b>Adopted:</b>	December 6, 2005	<b>Legal References:</b> <a href="#">Public Schools Act (Manitoba)</a> ; <a href="#">New West Partnership Trade Agreement</a>
<b>Revised:</b>	February 5, 2019; March 21, 2023	

- H. All items purchased to support the work of the Board or of a school shall become the property of the Louis Riel School Division; in the latter case, the property shall remain at the school for which the purchase occurred for as long as it is usable.
- I. Purchases made by parent groups and intended for additions to school inventories and use by Divisional students and staff and/or at school functions, must adhere to Divisional purchasing standards.
- J. Emergency Expenditures occur at the discretion of the Secretary-Treasurer (or designate). Provision to waive existing purchasing procedures applies to any emergency which includes, but is not limited to, situations in which failure to enact such purchases can be reasonably foreseeable as resulting in:
  - health and/or safety risks for students and/or staff;
  - damage to Divisional facilities and/or equipment;
  - Divisional liability.
- K. The Purchasing Department shall maintain an inventory of the Division’s equipment and assets as required by the [Public Schools Act](#) and identified in the Division’s purchasing procedures and applicable Divisional inventory policy.

### III. PROCEDURES

- A. The Purchasing function is the responsibility of the Secretary-Treasurer (or designate) and includes:
  - supervising the purchasing activity;
  - ensuring adherence to divisional purchasing procedures; and
  - delegating that responsibility as appropriate to the staff of the Purchasing Department.
- B. The Purchasing Department shall process the purchases of all materials, equipment and services required by the Division.
- C. Schools and Departments initiate orders for supplies, services, and equipment that are chargeable against their school and/or departmental budgets.
- D. The Purchasing Department shall provide guidance by supplying tender and/or quotation information whenever possible.
- E. All purchases shall occur through the Purchasing Department and receive review by delegated authority. Where divisional employees incur approved expenses related to the performance of their assigned duties and responsibilities, [Policy DKB – Procedures for Reimbursement of Expenses/Approval of Employee Accommodations](#) shall apply.

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