

PURCHASINGGeneral:

Purchases, except those from petty cash, shall be made on Turtle Mountain School Division purchase orders, contain all appropriate authorizing signatures and be in accordance with Division procedures and practices.

Purchase orders for hotel accommodations must indicate the purpose of the lodging (MASBO convention, etc.) as well as the Board resolution approving the expense where applicable.

Purchase order for such items as workshops, conventions or conferences must be approved by the Secretary-Treasurer.

Petty cash may be used only for individual items under \$25.00. A purchase order must be issued for all purchases in excess of \$25.00. Petty cash reimbursement requests must be made to the office of the Secretary-Treasurer on a timely basis.

The Board believes it is in the best interest of the Division to ensure that the purchases of goods and services are obtained at the lowest cost available from local suppliers, whenever practical. Quotations will be obtained for purchases over \$1,000.00 per item.

All purchases greater than \$20,000 require prior Board approval.

At the discretion of the Secretary-Treasurer, the authority to purchase may be delegated, however, the ultimate responsibility will remain with the Secretary-Treasurer.

Purchase orders are not required for payroll transactions, lease payments and reoccurring utility payments.

All orders for textbooks and instructional materials must be approved by the office of the Secretary-Treasurer prior to purchase.

The Secretary-Treasurer is directed to pay accounts payable using sound cashflow management techniques which would include taking the best advantage of supplier's discounts and ensuring that no late charges, penalties or interest costs are incurred. The cheque list will be presented within the report of the Secretary-Treasurer at regular Board meetings. Any trustees requiring clarification of a particular payment would be able to address their questions at that meeting.

The Secretary-Treasurer is authorized to pay all accounts on behalf of the Board that are deemed regular. All other payments are to be presented to the Board prior to disbursement.

## TENDERS

All expenditures for provision of goods and/or services exceeding \$20,000 shall be made by public tender. Tenders for goods and/or services regardless of dollar value may be made when it is of advantage to the Division to do so.

Tenders do not have to be called when one or more of the following apply:

1. Where goods and services are available only from one or two sources;
2. When goods must be compatible with existing equipment;
3. When emergency situations exist requiring immediate availability of goods or services.

Tenders shall be made according to accepted tendering procedures which shall include:

1. Appropriate advertising sufficiently in advance of closing dates;
2. Definitely stated closing dates and adherence to those dates;
3. Detailed specifications for goods and/or services required;
4. Sealed tenders to be received on the pre-printed tender forms;
5. Tenders by fax will be received on closing day only.

An analysis and summary shall be made on all tenders. Administration is authorized to accept the low tender if it is within the limits of a pre-approved budget. All tenders exceeding budget, or circumstances where anything other than the low bid is not recommended, must be presented to the Board for final acceptance.

Results from all tenders are to be reported to the Board by the Secretary-Treasurer at the subsequent regular Board meeting. All tender summaries are to be retained on file for three years as per records retention/disposition guidelines adopted by the Board.

Tenders meeting specifications will generally be awarded to the lowest bidder but general conditions of the tender must include the words "Lowest/highest or any tender not necessarily accepted". Notification will be sent to both successful and unsuccessful bids.

Tenders shall be opened and initialled by two administrators. Openings of tenders will take place at 1:00 p.m. the following business day after closure whereby all bidders may be in attendance.

Passed October 29, 1985  
Amended November 14, 1989  
Amended March 23, 1994  
Amended February 14, 1995  
Amended August 8, 1995  
Amended November 25, 2009  
Reviewed January 10, 2011