
Board Governance Policy Cross Reference: [1, 14, 16](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

[Purchasing Summary Form](#)

[Vendor Reference Check Form](#)

Legal/Regulatory Reference:

[The Public Schools Act](#) (230(2)), (70)

The Interlake School Division (ISD) 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; and
- respect the relevant provisions of [The Public Schools Act](#).

A. Purchasing Overview

Department managers and school principals are responsible for ensuring proper purchasing procedures are adhered to in their respective areas. Prior to making the expenditure, the Manager/Principal must check that the expenditure has been included in the annual budget. All purchases must follow the purchasing criteria set out in the Purchasing Categories below.

Interlake School Division has established purchasing categories based on the total value of expenditures in the purchasing decision. A purchasing decision includes an entire order or group of orders for a project made at the same time. The goods or services may be for more

than one location and may be delivered over a period of time. Examples of purchasing decisions include:

- annual supply of paper;
- annual service agreement;
- flooring replacement at a school or group of schools if the decision was made at the same time;
- computer replacement at all schools.

Where a volume discount may be obtained by grouping projects together, the entire group is to be considered a purchasing decision. Purchase orders cannot be separated to fall beneath thresholds. The annual cost of a service agreement, not the overall cost of the service agreement, equals the total cost for the purpose of determining the correct purchasing category.

Purchase orders are used to create the purchasing commitment in the CIMS accounting system. Once the goods or services are received/completed and an invoice from the supplier is received, it is matched with the corresponding purchase order and payment is made.

B. The Purchasing Decision

Purchasing decisions must ensure that the Division obtains maximum value.

The purchase of supplies, equipment and services will be done in accordance with provisions made in the Budget as approved by the Board of Trustees on an annual basis, or by Board Motion.

C. Purchasing Categories

Please Note: Purchase orders must be completed in advance for all Categories of Value listed below.

Approvals can be made by the online CIMS approval system or by signing the Purchase Order directly.

Category	Total Value of Goods/Services (before Taxes)	Process / Documentation Required	Approval Required
A	\$0.01 – \$999.99	Signed Requisition and signed Purchase Order.	Department Manager/Principal
B	\$1,000.00 - \$2,499.99	Two (2) quotations and signed Purchase Order. Transcribe quotation onto Purchasing Summary Form and attach documentation to Purchase Order.	Department Manager/Principal
C	\$2,500.00 - \$4,999.99	Minimum of three (3) quotations from suppliers and signed Purchase Order. Summarize on <i>Purchasing Summary Form</i> and attach to documentation sent to Finance Department.	Department Manager/Principal and Secretary-Treasurer
D	\$5,000.00 - \$19,999.99	Minimum of 3 written quotations from Suppliers and signed Purchase Order. Summarize on <i>Purchasing Summary Form</i> and attach to documentation sent to Finance Department.	Department Manager/Principal and Secretary-Treasurer
E	\$20,000.00 - \$49,999.99	Request for Proposal advertised in Stonewall Teulon Tribune. Summarize with recommendation on <i>Purchasing Summary Form</i> and forward to Finance Department.	Board Department Manager/Principal and Secretary-Treasurer
F	\$50,000.00 +	Public Tender Summarize with recommendation on <i>Purchasing Summary Form</i> and forward to Board.	Board Department Manager/Principal and Secretary-Treasurer

D. The Purchasing Process (See Appendix A – The Purchasing Process Document)

1. Category A (\$0.01 - \$999.99) – Requisition or Purchase Order

a) Maintenance and Transportation Departments Only

- i. Requisitions may be used by the Maintenance and Transportation Departments to facilitate the purchase of items required immediately which total value does not exceed \$999.99.
- ii. Quote requisition number to supplier for use on all correspondence relating to purchase.
- iii. Enter requisition into CIMS system as a purchase order.
- iv. Purchasing Manager must sign purchase order.
- v. Forward signed purchase order, packing slip and invoice directly to Finance Department.

b) All Schools and Other Departments

- i. Complete a Purchase Order in CIMS at the time of order / purchase.
- ii. Quote supplier the Purchase Order number for use on all correspondence relating to purchase.
- iii. Purchasing Manager signs purchase order.
- iv. Forward signed purchase order, packing slip and invoice directly to Finance Department.

2. Category B (\$1,000.00 - \$2,499.99) – Two (2) Quotations and Purchase Order

- a) Obtain a minimum of two (2) quotations.
- b) Summarize on [Purchasing Summary Form](#).
- c) Indicate which vendor / supplier will be used.
- d) Complete a Purchase Order in CIMS at the time of order / purchase.
- e) Purchasing Manager must sign purchase order.
- f) Issue copy of purchase order to supplier / vendor for use on all documents relating to the purchase.
- g) Upon completion of work / receipt of goods, review invoice or packing slip for accuracy.
- h) Purchasing Manager signs invoice or packing slip.
- i) Forward Purchasing Summary Form, quotations, signed purchase order, packing slip and invoice directly to Finance Department.

3. Category C (\$2,500.00 - \$4,999.99) – Three (3) Quotations and Purchase Order

- a) Obtain a minimum of three (3) quotations.
- b) Summarize on Purchasing Summary Form.

- c) Indicate which supplier /vendor was selected and indicate on a Purchasing Summary Form the reason if price was not the deciding factor.
- d) Complete a Purchase Order in CIMS software.
- e) Purchasing Manager must sign purchase order.
- f) Forward Purchase Order, [Purchasing Summary Form](#) and supporting documentation to Finance Department.
- g) When approved Purchase Order is received back from Finance Department, place order with supplier / vendor.
- h) Issue copy of purchase order to supplier / vendor for use on all documents relating to the purchase.
- i) Upon completion of work / receipt of goods, review invoice or packing slip for accuracy.
- j) Purchasing Manager signs invoice or packing slip
- k) Forward invoice / packing slip and signed purchase order to Finance Department for payment.

4. Category D (\$5,000.00 - \$19,999.99) – Three (3) Written Quotations and Purchase Order

- a) Obtain a minimum of three written (3) quotations.
- b) Written quotations must contain detailed descriptions, delivery location(s), room number(s), estimated delivery / completion date and a breakdown of all estimated costs.
- c) Summarize on Purchasing Summary Form.
- d) Indicate which supplier/ vendor was chosen and indicate on Purchasing Summary Form the reason.
- e) Complete a Purchase Order in CIMS software.
- f) Purchasing Manager must sign purchase order.
- g) Forward Purchase Order, Purchasing Summary Form and written quotations to Finance Department.
- h) When approved Purchase Order is received back from Finance Department, place order with supplier / vendor.
- i) Issue copy of purchase order to supplier / vendor for use on all documents relating to the purchase.
- j) Upon completion of work / receipt of goods, review invoice or packing slip for accuracy.
- k) Purchasing Manager signs invoice or packing slip
- l) Forward invoice / packing slip and signed purchase order to Finance Department for payment.

5. Category E (\$20,000.00 - \$49,999.99) – Request for Proposal (RFP) and Purchase Order

- a) Advertise RFP in Stonewall Teulon Tribune and divisional website.
- b) Advertisement may also be placed in Winnipeg Free Press at the discretion of the Purchasing Manager.
- c) Have RFP responses sent directly to Finance Department.
- d) When RFP closes, Secretary-Treasurer, and Department Manager and will open the responses.
- e) Department Manager to review responses.
- f) Summarize and make recommendation on [Purchasing Summary Form](#).
- g) Complete a Purchase Order in CIMS software.
- h) Purchasing Manager must sign purchase order.
- i) Forward to Finance Department for signature.
- j) Secretary-Treasurer will notify successful vendor / supplier in writing.
- k) Secretary-Treasurer will advise unsuccessful vendors / suppliers in writing.

6. Category F (\$50,000.00 + Greater) – Public Tender

- a) Advertise Tender in Stonewall Teulon Tribune and divisional website.
- b) Advertisement may also be placed in Winnipeg Free Press at the discretion of the Purchasing Manager.
- c) Tender responses to be sent directly to Finance Department.
- d) When Tender closes, Secretary-Treasurer, Department Manager and Committee / Board Chair will open the responses.
- e) Department Manager to review responses.
- f) Summarize and make recommendation on Purchasing Summary Form.
- g) Forward Form and Tender responses to Board.
- h) Board will make purchasing decision.
- i) Secretary-Treasurer will notify successful vendor / supplier in writing.
- j) Secretary-Treasurer will advise unsuccessful vendors / suppliers in writing.

E. Exceptions to the Purchasing Process

- 1. Goods or services are available only from a sole source or must be compatible with existing equipment.
 - a) Provide written explanation.
 - b) Quotation, purchase order and appropriate authorization required.
 - c) Written explanation must accompany paperwork and be forwarded to Finance Department.

2. Emergency situation exists requiring immediate availability of goods or services:
 - a) Obtain quotation unless impossible due to circumstances.
 - b) Call or email Superintendent/CEO with details.
 - c) Purchase order and appropriate authorization required.
 - d) Provide written explanation to accompany paperwork and forward to Finance Department.
3. Utilities
 - a) No purchase order required.
4. Employee Expense Reimbursement Form:
 - a) No purchase order required.
 - b) Supervising department manager must approve.
5. Invoices for School of Choice students
 - a) No purchase order required.
6. Central tenders that the Interlake School Division participates in (i.e. school buses, photocopiers):
 - a) Purchase order and proper authorization still required.
7. Student Mileage Claim Form:
 - a) No purchase order required.
8. Professional Development Forms
 - a) No purchase order required.
 - b) Applicants must obtain Principal/Superintendent's Department approval prior to submission for payment.
9. Fuel
 - a) No purchase order required.
 - b) All fuel slips submitted require vehicle number and must be submitted at minimum monthly.

F. Selection of Vendors

1. Managers must declare conflicts of interest to the Superintendent's Department. If a conflict of interest exists in a purchasing decision, the Manager must remove themselves from that particular decision.
2. Reference checks are to be performed on new vendors / suppliers where the value of goods / services is \$5,000 and greater. Use the [Vendor Reference Check Form](#), retain a copy and forward original to Human Resources.

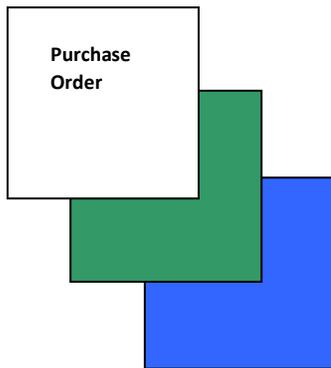
3. Opportunity shall be provided to all vendors / suppliers to do business with the Interlake School Division. The Division shall take into consideration the past and projected performance of a company as it pertains to such areas as the procurement of goods, quality of goods provided and satisfaction of service.
4. Purchases are to be awarded to the lowest quotation/tender that fully meets specifications, delivery times, etc. unless there is a business reason to select another vendor.
5. Suppliers / vendors residing within the boundaries of the Interlake School Division shall be provided with the opportunity to quote or tender wherever possible. If their price is within 10% of a non-resident vendor, the local vendor may be given priority consideration.

G. Contractor Requirements

Service contractors who perform work on Interlake School Division property must have Workers Compensation Coverage and carry a minimum of \$2 million general liability insurance. Evidence of these insurances must be obtained by the Department Manager prior to the conclusion of the Purchasing Decision. Contractors must supply evidence annually. Forward all documents to the Division Office with purchase order.

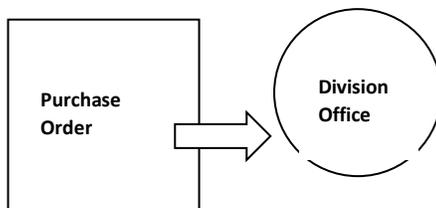
APPENDIX A – THE PURCHASING PROCESS DOCUMENT

- 1. Purchase Orders** – Purchase orders are required for all purchases unless listed under Exceptions.



Purchase order is completed on-line using the CIMS Purchase Order system and signed by school Principal / Department Manager.

- 1 Copy (green) – Receiving Copy
- 1 Copy – Tracer Copy

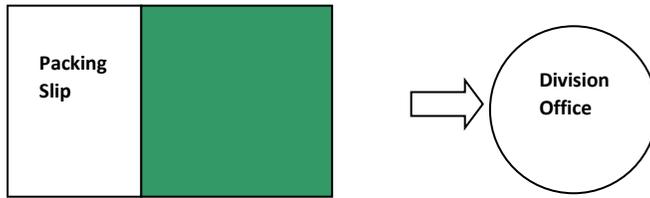


Signed purchase order with appropriate packing slip sent to division office to be authorized.

- a) Refer to the CIMS Web-Based School User Guide for instructions on filling out purchase orders.
- b) Print the purchase order. It is to be signed by the school Principal / Department Manager.
- c) If the purchase order cost is less than \$2,500.00:

A copy of the purchase order, packing slip and/or invoice is to be sent to the Division Office. Two copies are to be retained by the school / issuing Department.
- d) If the purchase order cost is \$2,500.00 to \$19,999.99, attach all relevant documents including quotations, [Purchasing Summary Form](#) etc. and forward (fax/email) to the division office. The Secretary-Treasurer will review. Once satisfied that the purchase is in compliance with the Purchasing/Payments Reference, the Secretary-Treasurer will authorize the purchase by signing the purchase order and returning it to the department/school. Upon receipt of this signed copy, the order can be placed by the department/school.
- e) If the purchase order is \$20,000.00 to \$49,999.99, comply with the requirements set out in Request for Proposal.
- f) If the purchase order is \$50,000.00 or greater, comply with the requirements set out in Tender.

2. Receiving of Goods



- a) Before signing a receipt of goods form from a delivery company, note any external damage to the packaging. If any exists, make a note of this on the delivery form.
- b) Verify that all goods have been received as per the included packing slip.
- c) If no packing slip is included, use the receiving copy of the purchase order to check off the goods received.
- d) Any inconsistency or damage should be indicated on the packing slip and initialed by the receiver.
- e) The packing slip and the green copy of the purchase order are to be forwarded to the division office.
- f) The tracer copy should also show record of when the goods were received. It is to be retained at the school/department for their records.
- g) The purchase order should indicate if the order is complete or if items are still on backorder.

1. Contracted Labour

- a) Verify that the ordered labour has been completed to the departments'/schools' satisfaction.
- b) If the work will be completed in phases, indicate the percentage complete on the green copy of the purchase order.
- c) Sign the green copy of the purchase order and forward it in to the Division Office.
- d) Retain the tracer copy of the purchase order at the school/department.

2. Payment of Goods and Services

- a) All invoices are to be sent directly to the Finance Department.
- b) Only original invoices will be paid by the Finance Department. Do not send photocopies.

- c) The Finance Department will stamp all incoming invoices, purchase orders, reimbursement forms, etc. with date received.
- c) Invoices that require purchase orders will be matched up and checked against each other.
- d) Invoices that do not require purchase orders (i.e. employee expense reimbursement forms) will be checked for accuracy, for the employee's signature where applicable, and for the supervisor's signature.
- e) The Secretary-Treasurer will approve the payments where all requirements have been met. Where approval is not given, the school/department will be notified.
- f) The invoice will be coded (or where a purchase order has been issued, the coding will be verified) and entered into CIMS for payment. If the coding is changed from the purchase order, the school/department will be notified.
- g) Employee expense reimbursements are done by direct deposit. Employees will receive an email notification of the deposit transaction.
- h) Supplier payments are done by cheque or direct deposit (per Division procedures). For internal control purposes, all cheques will be mailed to the vendor's mailing address.