

**THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE**

POLICY MANUAL

POLICY TITLE:	SECTION/CODE:
Procurement and Purchasing	Purchasing – G 1

APPROVAL DATE:	SUPERSEDES:	NUMBER OF PAGES:	REVIEW DATE:
May 9, 2016	May 14, 2012	Page 1 of 2	April 21, 2016

POLICY STATEMENT

It is the policy of The Protestant Separate School Board of the Town of Penetanguishene that all purchases or contracts for goods or services exceeding \$50 will be procured through a purchase requisition and purchase order system. The following Administrative Regulations shall direct and guide staff in purchasing procedures and in the delivery of purchasing services.

The current Broader Public Sector (BPS) Procurement Directive issued by the Management Board of Cabinet, (Appendix A), ensures that publicly-funded goods and services, including construction, consulting services, and information technology are acquired through a process that is open, fair, and transparent.

ADMINISTRATIVE REGULATIONS

1. Any item or service ordered or purchased without a Purchase Requisition/Purchase Order will not be considered for payment by the Board.
2. If the Purchase Requisition is incomplete, it will be returned for additional information or additional authorization.
3. Board Policy G-2 applies to petty cash purchases up to \$50. Any item over \$50.00 must be ordered by Purchase Requisition/Purchase Order.
4. All items purchased must be received in the same year the Purchase Order was issued. Any outstanding Purchase Orders must be reviewed and the appropriate action taken.
5. The Purchasing Administrative Regulations do not apply to repairs or services required as the result of an emergency situation. Purchase Requisitions must still be completed shortly thereafter and must contain the appropriate signing authority.
6. The Purchase Requisition form is initiated by the person requesting goods/services for purchases over \$50.
 - 6.1 The requestor provides a suggested supplier, description of goods/services to be purchased, the quantity, catalogue #, and prices, signs, and dates the Purchase Requisition.

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Page 2 of 2

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7. The requestor obtains authorization for purchase(s) from the appropriate signing officer.
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| 7.1 | Area | Appropriate Signing Officer |
| | School Plant Board Office | Principal or Principal's Designate
Principal or Principal's Designate
Manager of Finance & Treasurer or Supervisory Officer |
8. The signing officer approves the purchase requisition and indicates what budget line the purchase will be charged against. Approval of the Purchase Requisition indicates that funds are available in the area's budget.
9. The area initiating the purchase is responsible for obtaining competitive sourcing and written price confirmations from the vendor(s). That price confirmation must include applicable taxes and freight charges.
10. The Purchase Requisition and the written price confirmation are then forwarded to the Board Office by the area initiating the purchase.
11. The Board Office issues a Purchase Order, faxes or emails the order to the vendor, and provides a copy to the area initiating the purchase.
12. Once a Purchase Order is issued, it cannot be amended. If additional goods/services are required, a new Purchase Requisition must be initiated.
13. Once the goods/services are received by the requestor, he/she indicates receipt by signing the copy of the purchase order and forwarding it to the Board Office.
14. When the invoice is received, the Board Office forwards it to the area that initiated the purchase.
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| 14.1 | The invoice is matched to the purchase order. |
| 14.2 | The signing authority authorizes the invoice for payment. |
| 14.3 | If for some reason the invoice and purchase order do not match, the signing officer notes the reason for the discrepancy on the invoice. |
| 14.4 | The invoice is forwarded to the Board Office for payment. |
15. The invoice is paid by the Board Office, once approved and when due.