THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE

POLICY MANUAL

POLICY TITLE:	SECTION/CODE:
Procurement and Purchasing	**Purchasing – C 1**

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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 $100 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.

PURPOSE:

To direct the procurement and purchasing of goods and services through a process that ensures efficiency, transparency, financial control, quality and value.

ADMINISTRATIVE REGULATIONS

1. All items or services ordered or purchased must be done through a Purchase Requisition/Purchase Order to be paid by the Board.

2. If the Purchase Requisition is incomplete, it will be returned for additional information or additional authorization.

3. Board Policy C-2 ‘Petty Cash Fund’ applies to petty cash purchases up to $200.00. Any item over $100.00 must be ordered by Purchase Requisition/Purchase Order.

4. All items purchased should be received in the same year the Purchase Order was issued. Any outstanding Purchase Orders will be reviewed and the appropriate action taken at the end of the fiscal year.

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.

5.1 The requestor provides a suggested supplier, description of goods/services to be purchased, the quantity, catalogue #, and prices, signs, and affixes the date of request to the Purchase Requisition.

6. The requestor obtains authorization for purchase(s) from the appropriate signing officer.

6.1 **Area**	**Appropriate Signing Officer**
School	Principal or Principal's Designate (V. Principal)
Plant / Maintenance	Principal or Principal's Designate (V. Principal)
Board Office	Manager of Finance & Treasurer or Supervisory Officer

7. 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.

8. The Purchase Requisition and the written price confirmation are then forwarded to the Board Office by the area initiating the purchase.

9. The Board Office issues a Purchase Order, emails the order to the vendor, and provides a copy to the area initiating the purchase.

10. Once a Purchase Order is issued, it should not be amended. If additional goods/services are required, a new Purchase Requisition must be initiated or follow-up with the Board Office must take place.

11. When the invoice is received, the Board Office forwards it to the area that initiated the purchase.

11.1 The invoice is matched to the Purchase Order.
11.2 The signing authority authorizes the invoice for payment.
11.3 If, for some reason, the invoice and purchase order do not match, the signing officer notes the reason for the discrepancy on the invoice
11.4 Once the goods/services are received by the requestor, he/she indicates receipt by signing a copy of the invoice and forwarding it to the Board Office for payment.

12. The invoice is paid by the Board Office, once approved and when due.