

LL 102194

SITE-BASED AND OPPORTUNE BUYING

1. SITE-BASED BUYING

It is recognized that circumstances arise from time to time where it is more practical and efficient for schools to purchase needed supplies directly rather than initiate the acquisition of such supplies through the Purchasing Department at Board Office. Such circumstances are defined as Site-Based Buying with the following guidelines:

Site-Based Buying refers to the purchase by schools of an item with a lesser cost than \$500.00 which can be purchased in a more efficient manner than by Board Office generated Purchase Order and/or which is required urgently by the school. Examples of such purchases are stationery items, batteries, decorations, etc. Schools should use school funds for site-based buying and request reimbursement from their budget by forwarding the proper forms to Board Office.

2. OPPORTUNE BUYING

It is also recognized that schools may become aware of special sale or discounted prices for equipment and supplies where the decision to acquire such items must be made promptly. In the interests of more optimum spending of school monies and localized decision-making, Opportune Buying is subject to the following guidelines:

Opportune Buying refers to the purchase by schools of items with a greater cost than \$500.00 which are on sale or offered at a significant discount and which must be purchased within a very limited time frame to ensure availability of product. In such cases schools are required to contact the Manager, Purchasing at Board Office before making the purchase to ensure that the item cannot be purchased at a lower price by the Division.

In the purchase of equipment through Site-Based and/or Opportune Buying, schools are cautioned to take the following factors into account:

- a) The item must be compatible with similar or related Division equipment where applicable and be CSA approved if applicable.

ADOPTED	REVIEWED	REVISED	PAGE
09/March/1993		12/Jun/12	1 of 2
Motion 05-16-93		Motion 10-03-12	

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

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POLICY: DJBB

- b) The item must be made by a well-known manufacturer to give greater assurance that the product is of good quality and will not have to be replaced in a short period of time.
- c) Audio-visual equipment purchased should be serviceable by the Division's Maintenance Department.
- d) If a purchase order from Board Office is required to purchase the item(s) in question, it will be issued on the same day requested if the request for the PO arrives at Board Office by 2:00 p.m. that day.
- e) Schools purchasing equipment via these methods will be responsible for resolving any problem with the vendor (price, condition/warranty, etc.). Board Office will assist in these discussions only in special circumstances as decided by the Secretary-Treasurer/Chief Financial Officer.
- f) Equipment additions are to be entered in the Fixed Asset Inventory Control Form and forwarded to the Manager, Purchasing.

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Former DJD

ADOPTED	REVIEWED	REVISED	PAGE
09/March/1993		12/Jun/12	2 of 2
Motion 05-16-93		Motion 10-03-12	