

LL 247532

GENERAL PURCHASING PROCEDURES

Budget items will be requisitioned once per year. Requests will be submitted by the schools in September.

Orders for general supplies (expendables) will be submitted once each term. Textbook orders are submitted as the needs arise.

Maintenance supplies are ordered annually as per the Maintenance Manual. Delivery slips, invoices etc. on items delivered to the schools must be forwarded immediately to the Board Office after the school has checked on all items supplied. Any shortages or damaged goods shall be brought to the attention of the Buyer as soon as possible. Principals or designate will sign all such slips and invoices.

PURCHASING METHODS

There are three methods of effecting purchases through the Division purchasing system:

a) Catalogue Orders

The Purchasing Department carries a list of some 15,000 items in its computer which are tendered annually on the basis of past volumes. Catalogue requisitions are normally processed within two days following receipt in the Board Office. The funds for these orders are committed.

b) Manual Orders

Orders which are not catalogue orders are typed into the computer. According to Division policy, either tendering or pricing may be required. The timeline for these orders varies dependent on the procedure required. The funds for these orders are committed.

c) Emergency Orders

At times there is a need to either purchase items or effect repairs to equipment on an emergency basis. This can be done by telephoning the Purchasing Department and requesting an emergency order.

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