

<b>EASTERN TOWNSHIPS SCHOOL BOARD</b>	<i>Title:</i> <b>PURCHASING POLICY</b> <div style="float: right; border: 1px solid black; border-radius: 10px; padding: 5px; margin-top: 10px;">Purchasing Policy</div>	
<i>Source:</i> <b>Audit Committee Director – Financial Services</b>	<i>Adopted:</i> <b>Resolution: ETSB05-04-133 Effective: April 27, 2005</b>	<i>Reference Number:</i> <p style="text-align: center;"><b>P013</b></p>

## 1. PREAMBLE

This policy establishes the Eastern Townships School Board's requirements in regard to lease contracts as well as provisions of goods and services, identified hereafter as "PURCHASES".

This policy applies to all operating and capital expenditures made within the allocated and approved budgets of centers, schools and services, including supplementary budgets and school/center local self-financed activities.

This policy does not cover items such as:

- Salary deductions derived from legal or statutory obligations;
- Expenditures ensued from collective agreements;
- Traveling and representation expenditures;
- Membership fees;
- Hiring of experts and professionals – Buildings and Equipment only;
- Public, electric and telephone utilities (excluding long-distance services), etc.;
- Contracts for student transportation (morning and afternoon);
- Goods/services that are regulated by ministerial decree;
- Single source items (example: textbooks/specialized equipment)

## 2. BASIC PRINCIPLES

- 2.1 The management of the school board's assets involves obtaining the lowest possible cost when acquiring goods and services, considering their usage, quality and delivery as well as after-sales service.
- 2.2 The school board systematically relies on competition between suppliers while ensuring them fair treatment.
- 2.3 Whenever possible, the purchase of supplies or services is based upon written specifications.
- 2.4 The school board favours the purchase of goods and services originating from Quebec while abiding by the intergovernmental agreements.
- 2.5 The school board, concerned with environmental issues, encourages:
  - Reducing its consumption of products;
  - Using products as long as possible before discarding
  - Using products which can be recycled
  - Using products made from recycled materials.

- 2.6 The school board purchases goods and services that ensure the safety and security of the students and personnel.
- 2.7 An employee responsible for a negotiation must not put themselves in a conflict of interest or financially benefit from the negotiation at hand or in any subsequent purchases.
- 2.8 No expenditure or purchase may be divided to privilege a certain type of negotiation or avoid being submitted for approval, as described in the *Procedure on Signing Authority in Schools/Centres and Central Office Departments (P021-1)*.
- 2.9 Exceptions to the purchasing policy must be approved, beforehand, by the Director General upon receipt of a written request.

### **3. RESPONSIBILITY FOR NEGOTIATIONS AND PURCHASE**

#### **3.1 Centre, School or Departments**

- Goods and services pertaining to the activities of the school, center or service, (operating, capital, building & equipment, and self-financed);
- Excluding the negotiations entrusted to the Buildings and Equipment Services and I.C.T. Services.

#### **3.2 Buildings and Equipment Services**

- Goods and services pertaining to the Service's activities, particularly in the following areas:
  - Alterations, renovations, new construction and/or capital repairs;
  - Services, fees and agreements concerning building security and maintenance;
  - Maintenance contracts for building sites (snow removal, lawn care, etc.);
  - Playground projects

#### **3.3 I.C.T. Services**

- Goods and services pertaining to the Service's activities, particularly in the following areas:
  - Wiring;
  - Computers, network equipment and printers;
  - Technical services such as repairs/programming;

#### **4. TYPE OF NEGOTIATION**

The type of negotiation depends upon the estimated value of the goods or services as identified in the Purchasing Procedures P013-1. The types of negotiation available to the employee negotiating the contract are;

- 4.1 Negotiated Contracts
- 4.2 Call for Written Quotes
- 4.3 Call for Tenders
- 4.4 Group Purchasing

#### **5. GENERAL**

##### **Authorization levels**

Expenditures are approved according to the levels of authority identified in the *Procedure on Signing Authority in Schools/Centres and Central Office Departments (P021-1)*.

##### **Audit Control**

The required documentation in support of this policy must be maintained by the negotiator at the center, school, or service.

When situations are such that less than the required quotes have been received due to lack of number of suppliers, the supporting documentation must contain a statement and rationale to that effect.

Justification must be documented for goods that have been deemed single-sourced by the negotiator. The justification must include the research completed by the negotiator to deem the goods as single-sourced items.

Supporting documents may be subject to review by the Director of Financial Services for internal/external audit control purposes.

Supporting documents must be archived as per the School Board's retention of documents guidelines.