



POLICY: DJ PURCHASING

REGULATION:

EXHIBIT:

PURCHASING

POLICY STATEMENT

The purchasing, receiving, storing and distribution of necessary supplies, equipment and services for use in the educational program and for the various auxiliary services are significant activities in the operation of the school division. These items must be procured efficiently and economically. The measure of efficient, economical purchasing is the degree to which the right items are provided in the right quantity to the right place at the right time and at the right price.

The objective of the purchasing process is to serve the educational program by providing the necessary supplies, equipment and services. The Board of Trustees declares its intention to purchase competitively without prejudice and to seek maximum educational and economic value for every dollar expended. The Secretary-Treasurer's Department oversees the acquisition of services, equipment and supplies. School principals and department managers are generally responsible for the day to day operational supply needs of their schools and departments.

Development of and adherence to rational purchasing guidelines ensures compliance with The Public Schools Act and promotes sound decision-making. Further, policy direction should prevent staff persons from being compromised in the performance of their duties by bringing clarity and accountability to the process.

APPROVED: June 30, 2006

REVISED:

SOURCE:

OTHER REFERENCE: