

<p style="text-align: center;">STRAIT REGIONAL SCHOOL BOARD <i>Excellence in Lifelong Learning</i></p> <p style="text-align: center;"><i>POLICIES AND GUIDELINES</i></p>	FISCAL MANAGEMENT VII-A-2					
	General Purchasing					
	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Adopted:</td> <td style="text-align: right;">March 8, 2006</td> </tr> <tr> <td>Revised:</td> <td></td> </tr> <tr> <td>Page:</td> <td style="text-align: right;">1 of 2</td> </tr> </table>	Adopted:	March 8, 2006	Revised:		Page:
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PURCHASING

POLICY STATEMENT

The Strait Regional School Board believes that an effective purchasing policy and procedure is of paramount importance to the smooth operation of a school system. It is imperative that materials, equipment and supplies are available in the proper quantities, qualities and prices. Moreover, such items must be available at the appropriate time and on a continuing basis. An efficient purchasing system will help to establish responsibility, encourage economical buying and improve financial control.

For these reasons, the Strait Regional School Board endorses the concept of a central purchasing system and charges the Superintendent of Schools through the Director of Finance and Human Resources with the responsibility to procure materials, supplies and equipment required to meet the needs of all schools, administrative offices, bus garages and maintenance shops under the authority of the Board. In executing this procurement role, the Superintendent of Schools shall act at all times in accordance with legal requirements, Board guidelines and good business practices.

All purchasing and tendering will be conducted in accordance with the Province of Nova Scotia Policy on Government Procurement, dated January 1, 1996, and the Atlantic Procurement Agreement, dated April 17, 1996, and as updated from time to time.

Definitions:

1. Tender - A tender is an offer by a supplier of a price and terms for provision of a service or materials.
2. Quotation - A quotation is a submission by a supplier of a price and terms for provision of a service or material.

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Guidelines:

1. The Manager of Purchasing shall strive to meet the supplies, materials and equipment requirements of the school system at the lowest cost consistent with the quality and level of service necessary.
2. Purchases shall be made from local suppliers insofar as such purchases are consistent with good business practices and economy and serve the best interests of the public (where price is comparable, quality is of the required standard, service is available, priority of considerations shall be first with a supplier whose place of business is within the Strait region (SRSB); and if outside the Strait region, within the Province of Nova Scotia).
3. Purchases of a LOCAL nature only and under \$250 shall be committed to our 5-digit local purchase orders. They may be signed by a designated employee within the Department/site but must be approved by the Supervisor prior to submission for payment. All other items are to be requisitioned through the Board's Purchasing Department and will be assigned a ten-digit purchase order.
4. No purchase of a personal nature shall be made for any member of staff or of the general public or for any organization other than those involved in the educational process and under the jurisdiction of the Board.
5. The Strait Regional School Board has established a set of procedures to guide all aspects of this policy.

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