

Purchasing

AP No. 403.7

ADMINISTRATIVE PROCEDURES

1. Purchasing Decision

- 1.1. The Secretary-Treasurer shall assign individual employees the authority to initiate expenditures from accounts specifically assigned to them.
- 1.2. If the proposed expenditure totals \$2,000.00 or more, price quotations should be obtained from competing suppliers.
- 1.3. Suppliers located within the School District boundaries should be asked to bid or provide quotes on supplies and materials to be purchased.
- 1.4. Where practicable the District shall encourage bulk purchasing.
- 1.5. The purchase of any item or product whatsoever from any person presently in the employ of School District No. 91 (Nechako Lakes) shall not be effected until the purchase has been approved by the Secretary-Treasurer.

2. Purchasing Process

- 2.1. Purchases should be initiated by the use of purchase orders using the forms prescribed by the School District. Purchases for goods and services costing less than \$100.00 may be made through the use of "Petty Cash" or a cheque requisition. All purchases for goods or services costing less than \$50.00 should be made through the use of "Petty Cash" requisition.
- 2.2. All purchase orders totaling \$2,000.00, or more should be forwarded to the Secretary-Treasurer, or designate, for approval.
- 2.3. Purchase orders to the United States should be noted as being in United States funds.
- 2.4. Although the intermittent need to issue CONFIRMATION ONLY purchase orders is recognized, this practice should only be used in exceptional circumstances.
- 2.5. All copies of cancelled purchase orders should be returned to the District Accounting Department.
- 2.6. The Maintenance and Transportation Departments may have some suppliers with high volume purchases on a regular basis. With the approval of the Secretary-Treasurer, orders may be received on account and signed.

3. Payment of Invoices

- 3.1. Upon receipt of goods or services (other than those purchased through petty cash), it is the responsibility of the purchaser to ensure that goods or services received are in accordance with the purchase order.
- 3.2. The District Accounting Department will send copies of invoices to the purchaser for verification.
- 3.3. The purchaser/designate will sign the copy of the invoice and return it to the District Accounting Department.
- 3.4. The District Accounting Department will issue cheques in payment of approved invoices.

Related Policy: [403.7 - Purchasing](#)