

## SD 42 PROCEDURE 4600.1

### PURCHASING – METHODS TO OBTAIN GOODS AND SERVICES

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#### 1. AUTHORITY TO INITIATE EXPENDITURES

The Board, pursuant to its *Policy 4203: Budget Planning and Reporting*, establishes budgets and delegates to the Secretary Treasurer and the Superintendent the authority to incur expenditures pursuant to those budgets.

Administration through its management structure and allocation of budgets to operational activities delegates to Budget Managers authority to initiate expenditures.

The Board, through its *Policy 4410: Travel Expenses* has defined certain types and amounts expenditures to be prohibited, restricted or require special processing or approval to incur.

#### 2. PURPOSE OF THIS PROCEDURE

The purpose of this procedure is to provide an overview of the parameters for expending Board funds on goods and services and the methods for doing so.

#### 3. METHODS TO ACQUIRE GOODS AND SERVICES

##### Board Contracts and Appointments

The Board may specifically approve major construction contracts and the appointment of professional advisors including architects, auditors and lawyers. The applicable departments coordinate the use of these services.

##### Consumption-Driven Services

Certain services are contracted district-wide then utilized and charged to sites based upon consumption such as multifunctional devices and printers.

##### Cost-Recovered Internal Services

District departments provide a wide range of services to schools and departments without charge. However, some services are operated on a cost recovery basis. In these cases, the form requisitioning the service initiates the charge against the Budget Manager's account.

##### Request for Information

A Request for Information (RFI) may be used by the Purchasing Department to solicit information on new products and services. This process may be initiated before issuance of a Request for Proposals, Tender or Request for Quotation to determine specifications, scope of work, and requirements. An RFI may or may not request

market prices, however, in no circumstance will an RFI result directly in a contract award.

### Request for Proposals

A Request for Proposals (RFP) may be used by the Purchasing Department to solicit both price proposals and information on products and services. Standard RFP documentation is utilized which outlines award criteria, general terms and conditions, specifications and specific or individual requirements.

### Maintenance Service Contracts

Maintenance service contracts are utilized where unit rates are specified and usage is authorized by defined district staff. The total value of each of these arrangements is subject to pricing activity requirements defined in *Procedure 4600.3: Obtain Vendor Pricing*.

### Blanket Purchase Orders

Blanket purchase orders are issued with a maximum dollar limit to facilitate the acquisition of larger volumes of small dollar value purchases. This enables the vendors to invoice the school district. Blanket purchase orders must not be used to circumvent pricing activity requirements noted in *Procedure 4600.3: Obtain Vendor Pricing*.

### Supply Contracts

Supply contracts have been negotiated with a number of vendors where vendor provides a range of goods at discount prices. Information on these and additional arrangements are available through the Purchasing Department.

### Purchase Requisitions

- For purchases not addressed by the foregoing, the user is to complete and authorize a purchase requisition for action by the Purchasing Department. When completing a Purchase Requisition, users may specify unique product requirements; or specify standard product published in district catalogues.
- Budget Managers are encouraged to utilize the knowledge in the Purchasing Department when seeking unique products as they may have been previously researched.
- Purchasing is to ensure product standards are acceptable, terms of business are appropriate and required pricing activities are conducted before Purchase Orders are issued.
- Purchase Orders may be issued as either regular Purchase Orders or Blanket Purchase Orders (which enable a series of purchases to be made; but must not circumvent requirements for pricing activity).

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