



602.5AP Purchasing & Purchasing Authority

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APPROVED: 2022.06.15 (2021.09.15) (2021.04.21)

CROSS REFERENCE:

- [602BP Financial Matters](#)
 - [602.5AP Exhibit 1 Compliance for the Purchase of Gift Cards Form](#)
 - [BTPS Purchase Order - Fillable](#)
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PURPOSE:

All purchases fall within the framework of budget limitations and shall be consistent with good purchasing practices and the approved educational goals and programs of the School Division.

Purchasing competitively and seeking maximum value for expenditures of public funds is an expectation for all Schools and Departments. To ensure that open, fair, transparent, and accountable purchasing practices are followed when procuring goods and services, expenditures of public funds must be made in accordance with mandated practices and legislation.

GUIDELINES:

- The Division will seek the maximum value for every dollar expended, consistent with good educational and purchasing practices.
- Sufficient funds must be in the approved budget of the appropriate school/department yearly budget to which the expenditure is linked, before initiating a purchase.
- All items must be purchased in the name of BTPS, using the BTPS funds, and become the property of BTPS.

PROCEDURES:

1. BTPS will purchase **Goods and Services** through competitive buying practices.

The purchase of Goods and Services with an estimated cost exceeding:

- 1.1 \$5,000 but less than \$15,000, requires documented telephone or email solicitations from a minimum of two potential suppliers. (PO Required)
- 1.2 \$15,001 but less than \$75,000, requires written quotations from a minimum of three potential suppliers. (PO Required)
- 1.3 \$75,001 and above must be formally tendered via Alberta Purchasing Connection.

Capital or Construction projects with an estimated cost exceeding:

- 1.4 \$5,000 but less than \$50,000, requires documented telephone or email solicitations from a minimum of two potential suppliers. (PO Required)
- 1.5 \$50,001 but less than \$200,000, requires written quotations from a minimum of three potential Vendors. (PO Required)
- 1.6 \$200,001 or greater must formally tendered and are subject to provincial and federal regulations that apply to the municipalities, academic institutions, school boards, and health and social service providers (MASH sector).
 - a. Formal Tenders are to be received by the required date when received and sealed and are to remain sealed until the public opening. Public opening will include the Director and the Superintendent or Designate.
2. Sole or single sourcing is approved by the Superintendent/Secretary Treasurer under the following conditions:
 - 2.1 Emergency.
 - 2.2 Confidential situation.
 - 2.3 Urgent purchases that would interrupt the normal business.
 - 2.4 Occasional instances where it may be in the best interest of the Division.
3. Standing Order; A contract which provides for a vendor to supply specified products and/or services for a specified period with actual requirements to be determined, requested, and delivered when and as required. Standing order vendors will be tendered annually through either a formal tender or a written quotation, depending on the amount.
4. At the Board's request, the Board will review arrangements with current providers of services (Including but not limited to banking, equipment maintenance, etc.) from time to time in order to assess changes which may be required, quality of service, and other relevant factors.
5. Where the tender or quotation process for services is utilized, consideration will be given to prices, quality and the vendor's reputation, experience, and previous record of performance and service.
6. Tenders will be explicit and if a vendor proposes an alternate which is acceptable to the Board, then the tender will be re-advertised.
7. Purchasing Credit Cards are recommended to be used for emergency, small local purchases or travel and subsistence. Where possible, an invoice is requested for all other purchases and paid within a 30-day term.
8. Petty Cash is used for small local cash purchases where the aggregate cost is less than three hundred dollars (\$300).
 - 8.1 Credit Card is used for small purchases where the aggregate cost is less than (\$2,000).
9. BTPS purchasing processes, forms and services are to be used only for authorized division business.
10. Purchase of gift cards may be allowed for staff and the 602.5AP Exhibit 1 Compliance for the Purchase of Gift Cards form must be completed, as CRA has determined that gift cards represent additional remuneration.
11. For appreciation or recognition, gift cards may be purchased for third parties (example, honorariums). When gift cards are purchased, the 602.5AP Exhibit 1 Compliance for the Purchase of Gift Cards form must be completed.

PURCHASING AUTHORITY:

1. Goods and Services
Anything Exceeding \$15,001 must be approved and signed by the Principal/Supervisor AND Superintendent/ Secretary Treasurer before initiating purchase.
A Copy of the signed PO must be attached to the invoice when submitted to Central Office for Payment.
2. Construction projects
Anything Exceeding \$50,001 must be approved and signed by the Principal/Supervisor AND Superintendent/ Secretary Treasurer before initiating purchase.
A Copy of the signed PO must be attached to the invoice when submitted to Central Office for Payment.
3. Purchase Orders are numbered sequentially and are to be issued in numerical order.
Purchase Orders are prepared in duplicate with the original sent to the supplier, the duplicate retained at the school or Central Office.
4. Schools and Departments should develop internal procedures for the Purchasing Card or requisition of purchases by employees, but the authorization must be by the immediate supervisor. When a requisition is submitted by an employee, it is the responsibility of the immediate supervisor to ensure that the item being ordered is in fact required and that there are budgeted funds available for the purchase.
5. Schools and Departments may establish Petty Cash accounts to accommodate small incidental purchases or payment of minor expenses. Petty Cash accounts are replenished by issuing a reimbursement claim to Central Services, accompanied by the receipts for disbursement.
6. Upon receipt of an order and original invoice/receipt, the School or Department is responsible for ensuring that the invoice is correct by checking the items received and verifying the total of the invoice.
7. The Principal or Director, or the Secretary-Treasurer or designate is the only person authorized to sign the invoice for payment. Upon the Principal's or Director's authorization, the invoice is forwarded to Central Services for payment. A copy of the signed PO must be attached with the invoice when submitted to Central Office for Payment.

Goods and Services

Min	Max	Quote	PO Required	Approved By
\$0.00	\$4,999.00	No Quote	No	Principal / Supervisor
\$5,000.00	\$15,000.00	Email / Telephone 2 Quotes	Yes (If vendor requires)	Principal / Supervisor
\$15,001.00	\$75,000.00	3 Quotes	Yes	Principal / Supervisor And Superintendent / Secretary Treasurer
\$75,001.00		Formal Tender	Yes	Supervisor / Secretary Treasurer

Capital and Construction

Min	Max	Quote	PO Required	Approved By
\$0.00	\$4,999.00	No Quote	No	Supervisor
\$5,000.00	\$50,000.00	Email / Telephone 2 Quotes	Yes	Supervisor
\$50,001.00	\$200,000.00	3 Quotes	Yes	Principal / Supervisor And Superintendent / Secretary Treasurer
\$200,001.00		Formal Tender	Yes	Supervisor / Secretary Treasurer