

Preparing Today's Learner for Tomorrow

Board Governance Policy Cross Reference: [1, 14, 16](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

[Purchasing Summary Form](#)

than one location and may be delivered over a period of time. Examples of purchasing decisions include:

annual supply of paper;

annual service agreement;

flooring replacement at a school or group of schools if the decision was made at the same time;

computer replacement at all schools.

Where a volume discount may be obtained by grouping projects together, the entire group is to be considered a purchasing decision. Purchase orders cannot be separated to fall beneath thresholds. The annual cost of a service agreement, not the overall cost of the service agreement, equals the total cost for the purpose of determining the correct purchasing category.

Purchase orders are used to create the purchasing commitment in the CIMS accounting system. Once the goods or services are received/completed and an invoice from the supplier is received, it is matched with the corresponding purchase order and payment is made.

Purchasing decisions must ensure that the Division obtains maximum value.

The purchase of supplies, equipment and services will be done in accordance with provisions made in the Budget as approved by the Board of Trustees on an annual basis, or by Board Motion.

Please Note: Purchase orders must be completed in advance for all Categories of Value listed below.

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Date Amended:

- c) Indicate which supplier /vendor was selected and indicate on a Purchasing Summary Form the reason if price was not the deciding factor.
 - d) Complete a Purchase Order in CIMS software.
 - e) Purchasing Manager must sign purchase order.
 - f) Forward Purchase Order, [Purchasing Summary Form](#) and supporting documentation to Finance Department.
 - g) When approved Purchase Order is received back from Finance Department, place order with supplier / vendor.
 - h) Issue copy of purchase order to supplier / vendor for use on all documents relating to the purchase.
 - i) Upon completion of work / receipt of goods, review invoice or packing slip for accuracy.
 - j) Purchasing Manager signs invoice or packing slip
 - k) Forward invoice / packing slip and signed purchase order to Finance Department for payment.
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- a) Obtain a minimum of three written (3) quotations.
 - b) Written quotations must contain detailed descriptions, delivery location(s), room number(s), estimated delivery / completion date and a breakdown of all estimated costs.
 - c) Summarize on Purchasing Summary Form.
 - d) Indicate which supplier/ vendor was chosen and indicate on Purchasing Summary Form the reason.
 - e) Complete a Purchase Order in CIMS software.
 - f) Purchasing Manager must sign purchase order.
 - g) Forward Purchase Order, Purchasing Summary Form and written quotations to Finance Department.
 - h) When approved Purchase Order is received back from Finance Department, place order with supplier / vendor.
 - i) Issue copy of purchase order to supplier / vendor for use on all documents relating to the purchase.
 - j) Upon completion of work / receipt of goods, review invoice or packing slip for accuracy.
 - k) Purchasing Manager signs invoice or packing slip
 - l) Forward invoice / packing slip and signed purchase order to Finance Department for payment.

- a) Advertise RFP in Stonewall Teulon Tribune and divisional website.
- b) Advertisement may also be placed in Winnipeg Free Press at the discretion of the Purchasing Manager.
- c) Have RFP responses sent directly to Finance Department.
- d) When RFP closes, Secretary-Treasurer, and Department Manager and will open the responses.
- e) Department Manager to review responses.
- f) Summarize and make recommendation on

Emergency situation exists requiring immediate availability of goods or services:

- a) Obtain quotation unless impossible due to circumstances.
- b) Call or email Superintendent/CEO with details.
- c) Purchase order and appropriate authorization required.
- d) Provide written explanation to accompany paperwork and forward to Finance Department.

Utilities

- a) No purchase order required.

Employee Expense Reimbursement Form:

- a) No purchase order required.
- b) Supervising department manager must approve.

Invoices for School of Choice students

- a) No purchase order required.

Central tenders that the Interlake School Division participates in (i.e. school buses, photocopiers):

- a) Purchase order and proper authorization still required.

Student Mileage Claim Form:

- a) No purchase order required.

Professional Development Forms

- a) No purchase order required.
- b) Applicants must obtain Principal/Superintendent's Department approval prior to submission for payment.

Fuel

- a) No purchase order required.
- b) All fuel slips submitted require vehicle number and must be submitted at minimum monthly.

Managers must declare conflicts of interest to the Superintendent's Department. If a conflict of interest exists in a purchasing decision, the Manager must remove themselves from that particular decision.

Reference checks are to be performed on new vendors / suppliers where the value of goods / services is \$5,000 and greater. Use the [Vendor Reference Check Form](#), retain a copy and forward original to Human Resources.

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- c) The Finance Department will stamp all incoming invoices, purchase orders, reimbursement forms, etc. with date received.
- c) Invoices that require purchase orders will be matched up and checked against each other.
- d) Invoices that do not require purchase orders (i.e. employee expense reimbursement forms) will be checked for accuracy, for the employee's signature where applicable, and for the supervisor's signature.
- e) The Secretary-Treasurer will approve the payments where all requirements have been met. Where approval is not given, the school/department will be notified.
- f) The invoice will be coded (or where a purchase order has been issued, the coding will be verified) and entered into CIMS for payment. If the coding is changed from the purchase order, the school/department will be notified.
- g) Employee expense reimbursements are done by direct deposit. Employees will receive an email notification of the deposit transaction.
- h) Supplier payments are done by cheque or direct deposit (per Division procedures). For internal control purposes, all cheques will be mailed to the vendor's mailing address.